

**Summer Food Service Program  
Reimbursement Claim (PI-1494) Instructions (REV 06/17)**

General Guidelines:

- Complete the PI-1494 and retain one copy for your files.
- Claims may be submitted by "paper" to address noted at top of claim OR online (see SFSP Claims Internet Manual posted on the DPI website at: <https://dpi.wi.gov/community-nutrition/sfsp/claiming-reimbursement>).
- Follow these instructions for paper OR online claiming. The SFSP Claims Internet Manual provides step by step instructions for submitting the data via the FNS Online Services: <https://dpi.wi.gov/nutrition/online-services>.
- Sponsors of all types of sites are permitted to combine claims:
  - for 10 operating days or less in their initial month of operations with the claim for the subsequent month;
  - for 10 operating days or less in their final month of operations with the claim for the preceding month; or
  - for 3 consecutive months, as long as this combined claim only includes 10 operating days or less from each of the first and last months' of program operations.
- If there are less than 10 days in the final month of operation, the claim MUST be combined with the prior month.
- Claims submitted more than 60 days after the end of the claiming month may not be eligible for reimbursement.  
**PLEASE NOTE: If the final month of operation has less than 10 days of operation the claim must be submitted within 60 days of the last day of operation.**

**INSTRUCTIONS**

**I. GENERAL INFORMATION**

Fill in your 6 digit AGENCY CODE (can be found on the Application-Agreement approval letter), NAME OF SPONSORING AGENCY, TELEPHONE NUMBER (of the person that can answer claim questions), indicate if the claim is the FINAL claim for reimbursement, check the MONTHS and indicate the NUMBER OF DAYS OF operation in each month that the claim covers.

**II. CERTIFICATION**

The Authorized Representative or person designed to sign per the approved SFSP Sponsor Application (PI-1482) must sign the claim form if submitting a paper copy.

**III. PARTICIPATION BY TYPE OF SITE**—report site detail for **non-camp sites only**.

**LINES 1 AND 2**

1. NYSP: National Youth Sports Program site information must be reported separate from all other types of sites under an agency's sponsorship. Report only NYSP data on Line 1.
2. ALL OTHER TYPES: Report site information for open, open restricted, enrolled, and migrant sites on Line 2. Camp site data will be reported in Section IV.

**COLUMNS 1-7**

1. NUMBER OF SITES BY TYPE: Report the number of NYSP and All Other Sites (non-camps) participating in the Program during the claim period.
2. DAYS OF SERVICE: Report the number of days that food was served during the claim period. This should reflect the number of days of operation for the site that was open the longest that claim period. Report NYSP site days of service on Line 1 and All Other Sites (non-camps) on Line 2.
3. AVERAGE DAILY ATTENDANCE: Report the average daily attendance (ADA) of children at NYSP and All Other Sites (non-camps).
  - a. Identify each individual site's primary meal service (i.e. meal service with highest total number meals served) during the claim period;

- b. Divide the total number of meals served for the site's primary meal service by the number of operating days for that site, for that claim period, to obtain each site's ADA. Round up; and
- c. Add all site ADA calculations together to find the sponsor total ADA.

**Example: Sponsor with Non-camp Sites ONLY (Open, Restricted Open, Closed Enrolled, Migrant Sites)**

	<b>Number of Operating Days during Claim Period</b>	<b>Number of Breakfast Served</b>	<b>Number of Lunches Served</b>	<b>Number of Snacks Served</b>	<b>ADA</b>
Site 1	15	1,125	<b>1,861*</b>	0	125
Site 2	10	0	<b>2,009*</b>	1,257	201
Site 3	7	343	0	<b>798*</b>	114
<b>Sponsor Total ADA</b>					<b>440</b>

\*Primary meal service

**4. BREAKFASTS:**

- 1<sup>st</sup> Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Breakfasts must be approved in the Sponsor Application in order to claim.
- 2<sup>nd</sup> Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1<sup>st</sup> breakfasts served  
 250 2<sup>nd</sup> breakfasts served  
 1000 1<sup>st</sup> breakfasts x 2% = 20  
 Report only 20 2<sup>nd</sup> breakfasts. The additional 230 2<sup>nd</sup> breakfasts will not be reimbursed.

**5. LUNCHES:**

- 1<sup>st</sup> Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Lunches must be approved in the Sponsor Application in order to claim.
- 2<sup>nd</sup> Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1<sup>st</sup> lunches served  
 250 2<sup>nd</sup> lunches served  
 1000 1<sup>st</sup> lunches x 2% = 20  
 Report only 20 2<sup>nd</sup> lunches. The additional 230 2<sup>nd</sup> lunches will not be reimbursed.

6. SUPPERS:

- 1<sup>st</sup> Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Suppers must be approved in the Sponsor Application in order to claim.
- 2<sup>nd</sup> Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served; then report only the maximum number that may be reimbursed. Calculate the maximum number of second meals allowed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1<sup>st</sup> suppers served  
250 2<sup>nd</sup> suppers served  
1000 1<sup>st</sup> suppers x 2% = 20  
Report only 20 2<sup>nd</sup> suppers. The additional 230 2<sup>nd</sup> suppers will not be reimbursed.

7. SUPPLEMENTS:

- 1<sup>st</sup> Meals—Report the total number of first meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). Supplements must be approved in the Sponsor Application in order to claim.
- 2<sup>nd</sup> Meals—Report the total number of second meals served to eligible children during the claim period for NYSP and All Other Sites (non-camps). If the total number of second meals served exceeds 2% of the total first meals served, then report only the maximum number that may be reimbursed (which is 2% of the total first meals served). Calculate the maximum number of second meals to be reimbursed by multiplying the number of first meals served by 2%. Use normal rounding procedures to determine the whole number to report.

Example: 1000 1<sup>st</sup> supplements served  
250 2<sup>nd</sup> supplements served  
1000 1<sup>st</sup> supplements x 2% = 20  
Report only 20 2<sup>nd</sup> supplements. The additional 230 2<sup>nd</sup> supplements will not be reimbursed.

**IV. PARTICIPATION BY TYPE OF SITE**— report site detail for **camp sites only**.

If the sponsoring agency has more than one camp site, duplicate page 2 of PI-1494 and complete part IV. for each camp site. Enter the **four**-digit Site Agency Code for each camp site. You can find this site code(s) on the Application/Agreement approval letter.

COLUMN 1-10

1. BEGINNING DATE: Provide the beginning date for each session. A camping session is defined by the group of children in attendance for a designated period of time. When this group of children changes, another session begins.
2. ENDING DATE: Provide the ending date for each session.
3. TOTAL DAYS OF SERVICE: Report the number of days that food was served during the claim period for each session.
4. AVERAGE DAILY ATTENDANCE: Report the average daily attendance (ADA) of children for each session during the claim period.
  - a. Identify each individual session's primary meal service (i.e. meal service with highest total number meals served) during the claim period;
  - b. Divide the total number of meals served for the session's primary meal service by the number of operating days for that session, for that claim period, to obtain the session's ADA. Round up.

**Example for Sponsor with Camp Sites – Report by Session (No Total for Site)**

	Number of Operating Days during Claim Period	Number of Breakfast Served	Number of Lunches Served	Number of Supper Served	Number of Snacks Served	ADA
Session 1	7	540	<b>630*</b>	630	0	90
Session 2	7	552	<b>644*</b>	643	92	92
Session 3	5	179	200	<b>225*</b>	44	45

\*Primary meal service

**5. ENROLLMENT INFORMATION:**

- Report the total number of children enrolled for each session.
- Report the number of children determined to be “needy” for each session.

**NUMBER OF MEALS SERVED TO ALL CHILDREN**

**6. BREAKFASTS:**

- Report the total number of breakfasts served to **all** children for each session. Camps cannot claim 2<sup>nd</sup> meals that may be served.

**7. LUNCHES:**

- Report the total number of lunches served to **all** children for each session. Camps cannot claim 2<sup>nd</sup> meals that may be served.

**8. SUPPERS:**

- Report the total number of suppers served to **all** children for each session. Camps cannot claim 2<sup>nd</sup> meals that may be served.

**9. SUPPLEMENTS:**

- Report the total number of supplements served to **all** children for each session. Camps cannot claim 2<sup>nd</sup> meals that may be served.