

## Memorandum

### ELECTRONIC MAIL

*Date:* May 11, 2015

*To:* Child and Adult Care Food Program (CACFP) and Special Milk Program (SMP)  
Authorized Representatives

*From:* Amanda Kane, RDN, CD, Director Community Nutrition Team

*Subject:* Payment of Year End Claims – Very Important

Each year in June the processing of claims is shut down for a couple of weeks in order for the State to perform year end wrap up and rollover into the new fiscal year. This June, the State of Wisconsin will also be going through a software conversion. The processing will cease earlier than in past years so please be aware of the following information when filing June claims for any federal child nutrition program.

**The last voucher “Process Package” run for the current State Fiscal year will be June 9, 2015, with the corresponding payment scheduled for Monday, June 22<sup>nd</sup>. There will be no claim vouchers processed between June 9, 2015 and July 7, 2015.**

All claims entered online after Monday, June 8, 2015 and before Tuesday, July 7, 2015 will be processed for payment on Tuesday, July 7, 2015, with a payment by electronic funds transfer (EFT) date of Monday July 20, 2015. The system will then resume its regular processing and payment schedule.

The ability to enter claims via the Department of Public Instruction Online Services website will not be affected (i.e. claims can be entered online throughout the processing shutdown).

Listed below is the schedule for the reimbursement claim payments during the end of the State 2015 fiscal year and start of the State 2016 fiscal year:

WEEK COVERED	PROCESS PACKAGE RUN DATE	VOUCHER DATE	ELECTRONIC FUNDS TRANSFER DATE
June 1	June 2	June 4	June 15
June 8	June 9	June 10	June 22
June 15	Process Package will not be run this week		
June 22	Process Package will not be run this week		
June 29	Process Package will not be run this week		
July 6	July 7	July 9	July 20

Our system permits agencies to submit one claim per week (Tuesday afternoon through the following Monday night), with this weekly claim being submitted electronically via the department's website. During this end of fiscal year transition period, claims are not processed for a three week period, and the first online claim submitted during this period will remain in the queue as an "unpaid/pending" claim. As a result, you will not be able to enter more than one claim online during this transition period, as **the claim system will not allow you to enter more than one claim into this "unpaid/pending" claim queue at the same time.**

However, during this period (June 8 through July 6) you are permitted to submit additional paper claims, limited to one per week, to Rick Fairchild (by mail, email: [Richard.Fairchild@dpi.wi.gov](mailto:Richard.Fairchild@dpi.wi.gov) or fax: 608.267.9207). We do encourage agencies to minimize the number of claims that are submitted to DPI during this period.

We apologize for any inconvenience this may cause and will do our best to make payments as timely as possible. If you have questions regarding this information please contact Rick Fairchild at 608-266-6856 or by email at [Richard.Fairchild@dpi.wi.gov](mailto:Richard.Fairchild@dpi.wi.gov).