

## Key Points – CACFP Claims for Reimbursement

- ✓ Due within 60 calendar days after end of claiming month
  - Only one special exemption per program will be granted by USDA every 36 months.
  - An approved corrective action plan must be on file with DPI before the special exemption is granted
- ✓ Average Daily Attendance (ADA)
  - Use attendance records, NOT meal counts
  - TT children in attendance/days of operation = ADA
  - Round UP all fractions
    - 26.1=27
- ✓ Online claim submission required
  - Retain confirmation page from online claim site
- ✓ Child Care and At Risk/Emergency Shelters have separate claim websites
- ✓ ACH Payments (Electronic Funds Transfer)
  - No more checks or transmittal notices
  - Confirmation page lists date of ACH payment
  - Check Aids Register for more information
    - [http://sfs.dpi.wi.gov/aid\\_info](http://sfs.dpi.wi.gov/aid_info)
- ✓ DPI processes payments each Tuesday morning, with a voucher date of the following Thursday and a payment date of the second Monday after the voucher date
- ✓ **Amending Claims** (after processing by DPI)
  - Must submit paper copy; revised confirmation page or completed copy of the CACFP claim form (PI-1489, PI-1489-B)
  - Complete all required information
- ✓ Retain on file all documentation which supports the claim
  - Household Size Income Statements
  - Household Size-Income Record
  - Attendance/Participation Records
  - Days of Operation
  - Time of Service Meal Count Records
  - Dated Menus (listing substitutions, changes, updates, etc.)
  - Production Records (Children ages 1-12 years)
  - Infant Production Records, if applicable
  - Recipes
  - Child Nutrition Labels/Product Analysis Sheets
  - Food receipts, invoices etc.