

<b>Sponsor Name</b>	
<b>Revision Date</b>	

## Submitting CACFP Claims Procedure

### Overview of Record:

- Sponsor must use required CACFP documentation to prepare a monthly reimbursement claim for each participating site and must verify the accuracy of the claim for reimbursement by ensuring all meals claimed have supporting documentation.
- Prior to submitting the monthly reimbursement, Sponsors must review supporting CACFP documentation for accuracy, completeness and to ensure federal and state regulations are met.
- When submitting a monthly reimbursement, the Sponsor is certifying that the monthly claim is true and complete.

### Procedure for Submitting CACFP Claims Procedure:

#### A. Record Process & Timeline:

##### 1. Gathering documentation to support claim

Position responsible for compiling supporting documentation (this position does not complete the documentation review)	
Back-up position(s)	
When will supporting documentation be compiled for review (e.g. two weeks of the last day of the respective month, first week following the claim month, etc.)	

##### a. Documentation requirements include:

- i. CN labels
- ii. Credited recipes
- iii. Nutrition labels
- iv. Menus (working menus/production records)
- v. POS meal counts
- vi. Attendance records
- vii. CEFs (if applicable)
- viii. Vendor delivery receipts (if applicable)

##### 2. Reviewing the supporting documentation

Position(s) responsible for reviewing POS Meal Count and	
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Attendance Record supporting documentation	
Back-up position(s)	
When will supporting documentation be reviewed (e.g. number of days)	
How many meals/snacks are approved to claim in CNPweb per participant per day (i.e. 2 meals and 1 snack)	

Describe the process used to review consolidation of meal count to ensure that meals claimed do not exceed the number of participants in attendance as well as overall accuracy:

Describe what steps staff will take to update meal count if errors are found while reviewing point of service meal counts. Include the position responsible for fixing any identified errors as well as what documentation will be done.

Position(s) responsible for reviewing meal pattern supporting documentation	
Back-up position(s)	
When will supporting documentation be reviewed (e.g. number of days)	

Describe the process used to review menus for meal pattern and documentation compliance prior to claim submission:

- i. Ensure the following in your process:
  1. Menu must reflect the meals actually served to participants
  2. Menus must have the complete date to match the claim month
  3. Recipes that are used must have crediting information
  4. Required documentation for items served are on file (e.g. CN Labels, MPFS, Standard of Identity, Ingredient Labels)

Describe the steps that will be taken to correct errors found while reviewing meal pattern and documentation compliance, and the position(s) responsible:

Not Applicable

Position(s) responsible for reviewing vendor supporting documentation (i.e vendor receipts)	
Back-up position(s)	
When will supporting documentation be reviewed (e.g. number of days)	

Describe the steps that will be taken to document the updated meal count when documentation from the vendor is missing. Include the position(s) responsible.

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Not Applicable

Position(s) responsible for reviewing CEF supporting documentation	
Back-up position(s)	
When will supporting documentation be reviewed (e.g. number of days)	

a. Child Enrollment Forms (CEFs)

Not Applicable

Position responsible for ensuring child enrollment forms (CEFs) are current and valid for all participants meals claimed	
Back-up position(s)	

Describe the steps that will be taken to update meal count and document changes if CEFs are missing for meals claimed:

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b. One Month Enrollment Roster (OMER)

Not Applicable

Position responsible for ensuring One Month Enrollment Roster (OMER) is complete and verified for accuracy	
Back-up position(s)	

Describe the steps that will be taken to update meal count and document changes if errors are found on the OMER:

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c. Monthly For-Profit Eligibility

Not Applicable

Position responsible for ensuring monthly For-Profit Eligibility documentation is complete and verified for accuracy	
Back-up position(s)	

Describe the steps that will be taken to update meal count and document changes if errors are found on the monthly For-Profit Eligibility documentation:

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3. Double Checking all Documentation

Position responsible for double checking ALL documentation	
Back-up position(s)	
Timeframe for when double checking will be complete (e.g. number of days)	

4. Submitting Monthly Claims in CNPweb

Position responsible for submitting monthly claims in CNPweb	
Back-up position(s)	
Timeframe that claims will be submitted (e.g. two weeks of the last day of the respective month, first week following the claim month, etc.)	
Position responsible for saving proof of claim submission.	
Back-up position(s)	

Describe the process used to ensure claims are submitted within the 60-day period (e.g. Staff will have a calendar reminder to check the claim on a monthly basis to ensure claim has been submitted):

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**B. Where Records are Kept:**

Describe the location (room, cabinet, file folder) where all records needed for claim review will be held. Include any additional information that would be necessary for someone to locate these documents.

<b>POS Meal Counts</b>	
<b>Attendance Records</b>	
<b>Meal Pattern Documentation</b>	
<b>Child Enrollment Forms</b> <input type="checkbox"/> Not Applicable	
<b>Vendor Receipts</b> <input type="checkbox"/> Not Applicable	
<b>OMER Documentation</b> <input type="checkbox"/> Not Applicable	
<b>For-Profit Eligibility Documentation</b> <input type="checkbox"/> Not Applicable	
<b>Proof of Claim Submission</b>	