

## Instructions for filing a CACFP Claim for Reimbursement

Institutions must submit claims for reimbursement in the GA ATLAS web-based system to receive reimbursement for meals served during the claiming month. A complete and substantially accurate original claim must be submitted within 30 calendar days following the end of the claiming month. After an Institution has submitted an original claim for reimbursement within (30) calendar days following the end of the claiming month, it will have up to two (2) opportunities to revise the original claim within the 30/60-day timeframe. The revision(s) to the original claim must be submitted through the GA ATLAS web-based system within (60) calendar days following the end of the claiming month.

- I. In order to prepare for filing an accurate claim, the Institution must compile the following records for the claim month; **(1) Weekly Menu and Food Service Records; (2) CACFP Enrollment Roster; (3) Income Eligibility Statements (IES); (4) Enrollment Records; and (5) Attendance Records.**
  
- II. The Institution must reconcile the following records and perform edit checks;
  - 1) **Weekly Menu & Food Service Records;** Review the forms to ensure only creditable meals were claimed. Then, total the meals reported by meal type for the month. **No more than 2 meals and 1 snack or 2 snacks and 1 meal can be claim per participant per day.**
  - 2) **CACFP Enrollment Roster & Attendance Records;** Follow the roster instructions attached to the Enrollment Roster and complete each month, then print out the roster and place with the claim month records.
    - a) Participants must be in attendance for at least one day and present for a meal in the claim month in order to be included in the free, reduced, and paid eligibility numbers.
    - b) First, reconcile the attendance records to the Roster. If a participant was not present for the review month, then mark the roster and exclude the participants eligibility from the claim. The participant cannot be included in the free, reduced, or paid totals for the claim month.
    - c) If the participant exited or withdrew from the center during the claim month, then enter the exit date on the roster. If the participant exited prior to the claim month, exclude the participant's eligibility from the claim month. The participant cannot be included in the free, reduced, or paid totals for the claim month.
    - d) **At-Risk only participants should not be listed on your Roster and should not be included in your Income Eligibility totals (Free, Reduced and Paid) on the claim. It is recommended to keep separate attendance records for At-Risk participants.**
  - 3) **Income Eligibility Statements;** Verify all Income Eligibility Statements are on file, current and accurately completed.
    - a) Reconcile the eligibility (Free, Reduced and Paid) on the Income Eligibility Statement to the Roster. If the Institution does not have a current IES form on file, the Institution can only claim the participant as paid.
    - b) IES forms are effective based on the signed date indicated in the Management Plan (the date signed by the parent/guardian or the date signed by the determining official). School Food Authorities must use the date of the determining official as the effective date of the eligibility form.

c) Income Eligibility Statements are not required for At-Risk and Head Start participants participating in a Head Start program. If an Income Eligibility form is not collected and the Institution wants to claim the Head Start participant as free, the Head Start enrollment form, application or list from a Head Start official is required.

**4) Enrollment Records;** A childcare center may claim reimbursement only for meals served to enrolled children. Children are defined as persons who are 12 years of age and under; or children of migrant workers 15 years of age and under; or persons with an appropriately documented mental or physical disability who are enrolled in a childcare facility serving a majority of persons 18 years of age and under.

a) Annually updated Enrollment records are required for childcare centers. (CCS Licensing requirement).

**b) Enrollment records are not required for Outside School Hours centers, At-Risk centers, and Emergency centers.**

c) Enrollment can be captured on the Income Eligibility Statement. The IES must be signed and dated by the parent/guardian to count as a valid enrollment record. If the Institution does not have a current IES form on file, the Institution must still maintain a current enrollment record on file. If the center does not maintain current enrollment records, then the income eligibility and meals for the participant cannot be claimed in the claim month.

d) If a center has a Head Start participant and Income Eligibility Statements are not completed; then the center must maintain annual enrollment records.

e) Adult centers are not required to update their enrollment records annually or request the same information requested by a childcare center.

**5)** The Institution should not file a claim until all Income Eligibility forms and attendance records are reconciled to the Roster. This will ensure all participants are listed, eligibility is accurate, and eligibility is calculated correctly if a participant was present or absent for the claim month. The Institution should use the eligibility totals (free, reduced, paid) from the updated roster as their number of participants in each reimbursement category for the claim (Free, Reduced, Paid).

**III.** Now that you have verified and reconciled the records, you will need to determine if your Institution qualified to file a claim.

#### **CENTERS**

Non-profit Institutions may submit a claim without additional requirements. However, DECAL requires that for-profit free/reduced price centers use Title XX documentation, first, to qualify in the CACFP. If the center does not meet the 25% Title XX threshold, then the center may use free/reduced price meal documentation (Income Eligibility Statements). However, the center may not combine Title XX children with children receiving free and reduced-price meals in order to meet the 25% threshold. The center must qualify based on either free/reduced price meal or Title XX documentation, but not both for each month claimed for reimbursement.

#### **ADULTS**

Non-profit Institutions may submit a claim without additional requirements. For-profit organizations are eligible to participate in CACFP if they receive compensation under Title XIX (Medicaid Program) and/or Title XX (Block Grants to States for Social Services) of the Social Security Act and: (1) At least 25 percent of enrolled participants receive Title XIX or Title XX benefits; OR (2) At least 25 percent of enrolled participants are eligible for free or reduced-price meals.

**IV.** Finally, after you have determined that your Institution meets the 25% eligibility and you have verified the claim records, you can now start entering your claim. Select your claim month and then select “*add original claim*” to begin entering the applicable information below;

#### **Attendance Reporting**

**C1. Number of Day Meals Served:** Total the number of operating days for the claim month.

**C2. Average Daily Attendance:** First, total your daily attendance for each operating day, this will give you a monthly attendance total, then divide your monthly total by the number of days meals served. Always round up to the nearest whole number when calculating ADA.

**C3. Number of Shifts:** Enter the total of shifts at the Institution.

#### **Number of participants in each reimbursement category during claim month**

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**C4. Free Category:** Total free participants present on Roster for the claim month. (Do not include At-Risk only participants)

**C5. Reduced Category:** Total reduced participants present on the Roster for the claim month.

**C6. Paid Category:** Total paid participants present on the Roster for the claim month.

**C7. Total Free, Reduced, and Paid:** Totals C4-C6

#### **For-Profit Centers Only**

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**C8. License Capacity:** Enter the licensed capacity of the Institution claiming meals for this month. If your Institution is not required to be licensed, leave this line blank.

**C9. Free/Reduced Eligibility:** Atlas will automatically total and calculate percentage.

Number of Free/Reduced Eligibility (C9)

Total Free, Reduced, and Paid (C7) or Licensed Capacity (C8) whichever is less

**C10. Number of Title XX Children:** Atlas will automatically total and calculate percentage.

Number of Title XX Children (C10)

Total Free, Reduced, and Paid (C7) or Licensed Capacity (C8) whichever is less

#### **Child Meals/Snacks Served**

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**C12. Breakfast:** Enter the number of eligible breakfast meals served during the claim month.

**C13. AM Snack:** Enter the number of eligible AM Snack meals served during the claim month.

**C14. Lunch:** Enter the number of eligible Lunch meals served during the claim month.

**C15. PM Snack:** Enter the number of eligible PM Snack meals served during the claim month.

**C16. Supper:** Enter the number of eligible Supper meals served during the claim month.

**C17. Evening Snack:** Enter the number of eligible Evening Snack meals served during the claim month.

#### **At Risk**

#### **Attendance Reporting**

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**AR1. Number of Days Meals Served:** Total the number of operating days for the claim month.

**AR2. Number of Eligible (Free):** Total of At-Risk participants for the claim month.

**AR3. Average Daily Attendance:** First, total your daily attendance for each operating day, this will give you a monthly attendance total, then divide your monthly total by the number of days meals served. Always round up to the nearest whole number when calculating ADA.

**AR4. Number of Shifts:** Enter the total of shifts at the Institution.

### **At-Risk Meals/Snacks Served**

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**AR5. Breakfast:** Enter the number of eligible breakfast meals served during the claim month. Meals must be served after school, except on weekends and school holidays.

**AR6. AM Snack:** Enter the number of eligible AM Snack meals served during the claim month. Meals must be served after school, except on weekends and school holidays.

**AR7. Lunch:** Enter the number of eligible Lunch meals served during the claim month. Meals must be served after school, except on weekends and school holidays.

**AR8. PM Snack:** Enter the number of eligible PM Snack meals served during the claim month.

**AR9. Supper:** Enter the number of eligible Supper meals served during the claim month.

**AR 10: Evening Snack:** Enter the number of eligible Evening snack meals served during the claim month.

**At-Risk Participants:** \*\*For Traditional Centers; do not claim At-Risk After School participants in your eligibility totals when you file a claim. At-Risk participants should not be included on your Roster, unless they were present when you chose to claim the 2 meals and 1 snack in your regular CACFP program for the participant during a school holiday, summer break, or other Non-At-Risk After School program meals. Income Eligibility Statements must be collected for each participant to claim traditional CACFP. Otherwise, you can still claim 1 meal and 1 snack for At-Risk participants when there is a school holiday, however you would not include those participants in your Eligibility (On the Roster or in the Claim).  
**\*\* At-Risk Meals must be served after school, except on weekends and holidays, when meals may be served at any time of day, as approved by the State agency [7 CFR 226.17a(m)].**

### **Monthly Operating and Administrative Costs**

Once the Institution has completed their Monthly Record of Costs form, the Institution should total each cost category and enter this information in the claim. The Institution must accurately include all operating and administrative costs charged to CACFP for the claim month.

### **Save and Validate Claim**

I certify that this claim is true and correct, and records are available that support the claim and it is accordance with the terms of the existing Agreement. If a for profit childcare center, the center qualifies to claim reimbursement by having either 25% of enrollment or licensed capacity which receive Title XX benefits or 25% of enrollment or license capacity which qualify for free or reduced price meals. I understand that CACFP reimbursement may only be used to support costs incurred in the operation of the food service program.

Any false, fraudulent or fictitious statement or representation made to Bright from the Start is punishable by law and could result in a felony charge and/or civil penalties of up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. §§ 16-10-20 and 23-3-121.