

IV. REIMBURSEMENTS



CLAIM FOR REIMBURSEMENT

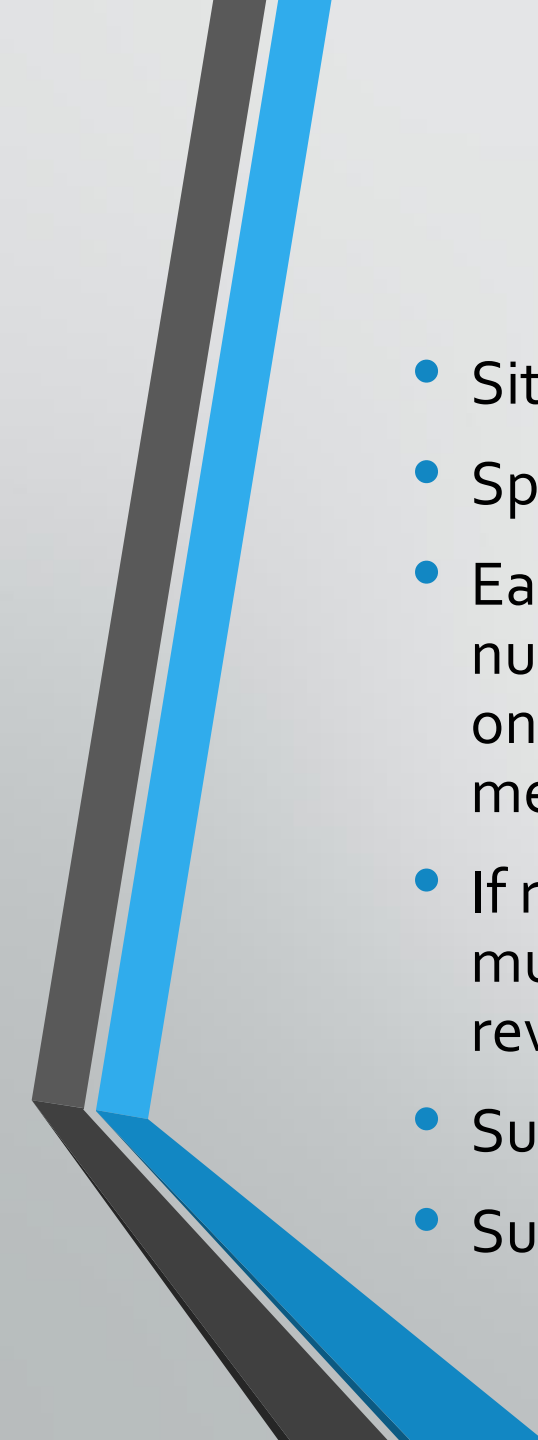
- To receive reimbursement Sponsors must submit claims to the State agency monthly.
- Claims for reimbursement must report information in accordance with the financial management system established by the State .
 - Expenditures
 - Meal counts

RATES

- Free rate
 - Supper \$3.07 (+ \$0.2375 cash-in-lieu)
 - Snack \$0.84
 - Formula = number of meals or snacks served times the established free rate of meals or snacks

CLAIM PROCESS

- Sponsors must submit claims for reimbursement each month
- A combined claim must also be submitted only when a sponsor operates more than one CNP program in one month (i.e. NSLP and CACFP)
 - Submit each site data sheet separately
 - Then combine the claims

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- Sites submit information to their sponsor.
 - Sponsor checks each facility's meal count for accuracy.
 - Each facility must be approved to serve meals claimed and compare number of children at each center, multiplied by the number of days on which the center is approved to serve meals, to the total number of meals claimed by the center for that month.
 - If revisions need to be made, **do not wait until the last day**. Revisions must be approved by SA and claims can not be submitted until revisions are made and approved.
 - Submit the total number of each meal served – both supper and snack
 - Submit the number of enrolled and participating children each month

SITE DATA SHEETS = CLAIM

- Must be filed electronically.
- Must be received no later than 20 calendar days of the last day of the month.
- One reminder email will be sent. This reminder is emailed on the 12th day after the month ends .
- Phone calls are made usually around the 19th or 20th of the month.
- State agency is not obligated to pay claims submitted after the deadline.
- One Time Exception (OTE) is available only once every thirty-six months and may or may not be granted.