



Claiming for Meal Reimbursements

Child and Adult Care Food Program (CACFP)

Things You Should Know

- Meal reimbursements are submitted monthly by institutions that have active CACFP agreements with the Health and Nutrition Unit (HNU).
- Claims for meal reimbursements are processed for direct deposit weekly, on Friday.
- In order to receive your meal reimbursement timely, the claim must be submitted before 11:59 PM, Thursday.
- A monthly claim cannot be submitted prior to the end of the month for which you are claiming.
 - Example: the January 2019 claim cannot be submitted until February 1, 2019.

Things You Should Know

- Institutions participating in CACFP must submit their own monthly claims.
 - HNU staff will not submit claims on behalf of an institution.
- A claim month must be submitted to HNU within 60 days.
 - For example: The November 2018 claim must be submitted by January 29, 2019 in order to be reimbursed for November 2018 meals.
- In order for the meal reimbursements to be deposited into your bank account, you must first, provide a completed direct deposit form, a voided check (temporary checks cannot be used), and a W-9.

Issues that May Prevent You from Submitting a Claim

- Attempting to claim before your application has been approved.
- If you have made changes to your application that have not been approved by HNU.
- Attempting to claim for a month that has not ended.
- Attempting to claim for a month that is not marked on your application.
- Attempting to claim for a meal service that has not been approved on your application.
- Attempting to claim for more meals than you have been approved for.

Issues that May Prevent You from Submitting a Claim

- The amount of operating days entered exceeds what is listed in your application.
- The amount of free, reduced, and paid participants exceed the amount of meals that could be served within the approved days of operation listed in the SNP5 section of your application.
- The person attempting to submit the claim may have limited access to the SNP claims website or may not have an active account.

Access the following link:

https://dhs.arkansas.gov/dccece/snpclaims/s npwelcomem.aspx

Log in with your user name and password.

Agencies | Online Services | State Directory Special Nutrition Pr rkansas Version 1.24.10 (09/27/2018) partment Welcome Human Division of Child Care and Early Childhood Education ervices Internet Claims Website uments n Forum ARKANSAS DEPARTMENT OF **Human Services** eb Site SLP Site utrition Assoc ACFP Site Please Enter User Name and Password to Access the System SP Site tatement

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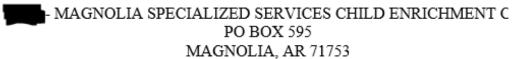
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User Name	
Password	
	Cancel

- Select your agreement number and select enter claim.
- Select the claim month and year you wish to claim for and click <u>search</u>.
- Next, select verify eligibility.

Division of Child Care and Early Childhood Education Internet Claims Website

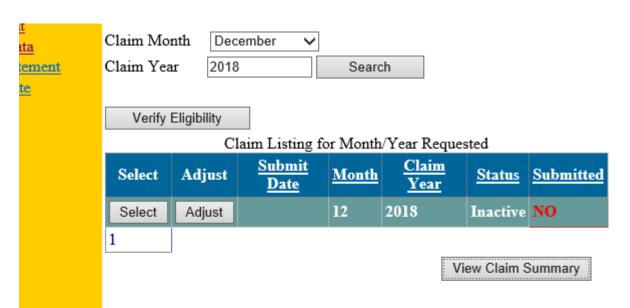
CACFP Child/Adult Care Food Program - Claim Entry



TIN: 710397527

laim Month	January	~		
laim Year	2019		Search	
Verify Eligibi	lity			View Claim Summary

- Click select under <u>Claim Listing for</u> <u>Month/Year Requested.</u>
- Next, select a facility to enter meal data under <u>Site Listing for Current Claim</u>.



Site Listing for Current Claim

Select	Amount	<u>Date</u> Entered	<u>Name</u>	<u>Lic #</u>	<u>AllowReimb</u>
Select	No Claim	No Claim	CHILD ENRICHMENT CENTER	16179	True
Select	No Claim	No Claim	MAGNOLIA SPECIALIZED SERVICES-ADULT		True

- Enter meal data for each facility listed.
- Enter the <u>Number of Days of Operation</u>: amount of days meals were served that month.
- Enter the amount of eligible meals served for breakfast, lunch, supper, and supplements/snacks.
- Enter the total amount of enrolled eligible free, reduced, and paid participants served for that claim month.
- Enter 0 for any text box that is not applicable.
- Select <u>calculate</u>
- Select <u>save</u>

Number of Days In Operation	
Meal Counts CCC	At Risk Adult Care
Number of Breakfast	0
Number of Lunches	0
Number of Supplements	0
Number of Suppers	0
Number Free Eligible	
Number Reduced Eligible	
Number Paid Eligible	
Average Daily Attendance	CCC At Risk Adult
Cash in Lieu Total	
Food Service Total	
Subtotal	

- After entering, calculating, and saving all meal data for all facilities, select <u>View</u> <u>Claim Summary</u>.
- When you access the Claim Summary page, enter the <u>Cost of Food</u> amount for the claim month and select Submit.

