



ARKANSAS  
DEPARTMENT OF  
**HUMAN  
SERVICES**

Division of Child Care & Early Childhood Education  
P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437  
P: 501.682.8869 TDD: 501.682.1550

---

## MEMORANDUM

**TO:** All Child Nutrition Food Programs  
**FROM:** Health and Nutrition Programs  
**DATE:** June 22, 2023  
**SUBJECT:** Fiscal Year-End Claim Processing

**Department of Human Services-Health and Nutrition Unit**  
**Claim for meal reimbursements: CACFP, NSLP, and SFSP**

### **THIS IS A CORRECTION TO THE MEMORANDUM SENT JUNE 13, 2023**

The claim processing activities will be locked beginning at 4:30 p.m. on June 22, 2023. All claims submitted after 4:30 p.m. on June 22, 2023, will not be processed until the claiming process resumes on July 5, 2023, at 7:00 a.m.

**Note:** This alert is being distributed to all providers. If you have already submitted your claims for April and May, please disregard this memorandum.

If you have any questions regarding this memorandum or if you are having any problems submitting your claim, please contact the Claims Department to receive assistance:

Wayne Thornberry  
Email: [wayne.thornberry@dhs.arkansas.gov](mailto:wayne.thornberry@dhs.arkansas.gov)  
Phone: 501-396-6157

Letha Hassen  
Email: [letha.hassen@dhs.arkansas.gov](mailto:letha.hassen@dhs.arkansas.gov)  
Phone: 501-910-7823

It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the Resource Library under **2023 Mass Alerts**. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869. Thank you.