

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Guidance Memorandum N:** For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes

Topic: Claims Submission

Date: February 2011

Claims for reimbursement from the home sponsoring organizations are submitted to the DPI electronically, via the department Web site. Only one claim per week can be submitted by the sponsoring organization (either online or by fax). The procedures to be used for online claim submission are detailed in the Sponsor's Internet Site Claims Manual. This guidance memo contains both sets of frequently asked questions (FAQ's) regarding online claiming.

All initial claims are due by the 15<sup>th</sup> of the month succeeding the claiming month. Initial claims and "late claims" must be received by DPI no later than 60 days after the last day of the claiming month. Claims not postmarked and/or submitted within the 60 days shall not be paid with Program funds unless otherwise authorized by USDA/FNS [§226.10(4)(e)]. (Federal regulations impose a claim submission deadline of 60 days after the end of the month for which the claim applies. For example, an October claim is expected to be submitted by November 15, and cannot be paid if it arrives later than December 30. *An original or "late" (i.e. amended) claim that is not received by DPI by the 60-day deadline date cannot be paid without a special exemption from the U.S. Department of Agriculture.*)

Sponsoring organizations are limited to a maximum of four (4) claims for a given month. A maximum of three claims per a given month can be submitted over the Internet, within 60 days after the last day of the claiming month. Only one claim can be submitted per week via the Internet. (The online claim system will not accept a new claim if there is still an unprocessed (i.e. an "open") claim pending in the system.) Any claim (initial, adjustment or "late") which is submitted more than 60 days after the last day of the claiming month must be submitted by fax. If a fourth claim for a given claim month is submitted, it will only be accepted by fax, not online. All faxed claims should be submitted directly to Richard Fairchild (fax number 608-267-9207). Under no circumstances may a sponsor submit more than four claims for a given month.

Sponsors are only permitted to submit one (1) claim for administrative costs for the month of September. All September administrative costs must reflect costs on an accrual basis. Institutions using cash based accounting must make all necessary accounting adjustments to report accrued costs and income on the final claim for the fiscal year. For all other months administrative costs can be reported on an initial claim and on three (3) adjustments for each claiming month (October – August), as specified in the above paragraph.

#### Monthly Claim Edit Checks

##### Sponsoring Organizations

Effective as of October 1, 2005 the 2<sup>nd</sup> Interim CACFP Rule requires sponsoring organizations to perform edit checks on each day care home claim prior to submitting any consolidated monthly claim to DPI. At a minimum the edit checks must:

1. Verify that each day care home has been approved to serve the types of meals being claimed;
2. Verify that the number of meals claimed by a day care home does not exceed the number derived by multiplying approved meal types times days of operation times enrollment, and

Any family day care home claim that does not meet edit check #1 and/or #2 must be subjected to a thorough review and must be resolved before the claim is submitted to DPI for payment.

Sponsors may use edit checks which are more restrictive than those stated above, and may do so without prior approval from DPI. For example, a sponsor may use the day care home's reported average daily attendance (ADA), rather than enrollment, since ADA can never exceed enrollment. A sponsor may also use three (3) as the maximum number of approved meals types, rather than the actual number of meal types the day care home is currently approved for, unless the home is approved for less than three meal types. In this later case the sponsor must use the actual number of approved meal types. Sponsors may always use a more restrictive meal edit check(s) if it results in more accurate results.

Agencies are reminded of item #9 on the Day Care Home Enrollment Form (PI-1425), under "Rights and Responsibilities of Day Care Home". As is stated, "Make meal count and menu records available to the Sponsoring Organization by the \_\_\_\_\_ day of each month". Sponsors should have an established agency policy, using the above language, which prohibits acceptance of provider claims beyond a certain number of days. This will reduce the number of "late" claims being submitted by the sponsor, and will help to streamline the entire claims processing procedure for the agency.

#### State Agency

Effective as of October 1, 2005 the 2<sup>nd</sup> Interim CACFP Rule requires state agencies to establish edit check procedures for all submitted claims for reimbursement. At a minimum the edit checks must:

1. Verify that each institution has been approved to serve the types of meals being claimed, and
2. Verify that the number of meals claimed by an institution does not exceed the number derived by multiplying approved meal types times days of operation times enrollment.

For this later edit check DPI will be more restrictive than the federal standard. DPI will verify (by tier classification, Tier I, Tier II All Higher, Tier II All Lower and Tier II Mixed) that the number of meals claimed does not exceed the number derived by multiplying the average daily attendance times days of operation times three.

The CACFP reimbursement claim (PI-1452, Rev. 1-10) has been revised to collect data on the number of operating days. Agencies should report the highest number of operating days for any claiming home within each claim being submitted (initial and adjustment [i.e. "late" claims]), by each tier classification. PI-1452 has also been revised to collect claim detail by each specific snack meal type (AM, PM and Evening), rather than as a total of all snacks (i.e. supplements). Agencies should begin reporting claim data using the revised claim form (PI-1452, Rev. 7-05) as of the October 2005 claim period. Prior to that claim month date agencies should continue to use the current version of PI-1452, Rev 9-04. The DPI Internet claim site will be updated, effective November 1, 2005, to capture the claim detail as specified on PI-1452, Rev. 7-05. All claims submitted for FFY 2006 and beyond, and any prior fiscal year claims submitted after November 1, 2005, must comply with the required claim detail as detailed on PI-1452, Rev. 7-05.

Sponsors must keep a paper copy of each claim submitted to DPI. All claim data must be kept on the normal paper form (PI-1452) for audit purposes. (See the second set of sponsor web site frequently asked questions, question #10 "Recordkeeping"). The sponsoring organization must have on file a completed paper copy of the claim form (PI-1452) which corresponds to each claim submitted via the Internet. The sponsor should note on each paper copy of the claim the date that data was submitted to the DPI via the Internet site.

## INTERNET FAQ's - SPONSOR MEETING

October 26, 1999

The following are Frequently Asked Questions about the Sponsor Claim web site at DPI. This list will be updated as these issues arise and posted on the site as well as Sponsors being provided a hard-copy by DPI. If you have any other occurrences which you did not understand, please give them to Mike Ryan so that DPI may explain them further on this FAQ page for future reference.

### 1. CLICK "SUBMIT" BUTTON ON 1<sup>ST</sup> PAGE, NO 2<sup>ND</sup> PAGE APPEARS WITH RESULTS

- A) If a claim does not go through after pressing the "Submit" button on first screen please wait 2 hours and try again.
- B) If it still does not go through the problem should be referred to Richard Fairchild at 608-266-6856. The server has "locked-up" and DPI needs to reset it.

### 2. APP GOES TO SECOND PAGE - STILL GET NO AMOUNT BACK

- A) A previous claim has been entered on 1<sup>st</sup> page, "Submit" was pressed" but then the Sponsor DID NOT click either the "Final Submit" or "Delete Entry" button on the 2<sup>nd</sup> page. This will lock up all further claims from this Sponsor. Please call DPI to have us reset your account. YOU MUST CLICK ONE OF THE BUTTONS AT THE BOTTOM OF THE 2<sup>ND</sup> PAGE IF YOU GET THAT FAR!!!

### 3. WRONG AMOUNT IN "TOTAL PAYMENT" LINE ON 2<sup>ND</sup> PAGE

- A) If "Total Homes x Rates" and "Total Meal Reimbursement" amounts seem OK please check the amount you entered under "Administration – Total". This would be the amount you carried forward from the Section IV. on the back of the claim.  
\*\*\* NOTE - This amount is not always what you will be paid! In most cases it will be slightly less than the amount entered because of Year-to-date totals and Federal Admin amount limitations.
- B) Check all meal totals entered in fields above. If one field is extremely high (or low) your total payment amount(s) will reflect this. Recheck your totals and click "Delete Entry" to return to 1<sup>st</sup> page to re-submit claim if necessary. Again, you must click one of the 2 buttons at bottom.

## SPONSOR WEB SITE - Frequently Asked Questions (FAQs)

(Revised November 2010)

1. **TIME LIMIT** Q. How long do I have to enter my claim?
  - A. After 30 minutes of inactivity you will be logged off of the system. All claim information including the "Final Submit" MUST be entered in this time. If you have to click the "Delete Record" button because of entering errors, this must also be done within the 30-minute limit. When you submit a second claim the time limit resets to 30 minutes again, even if it is a correction of the wrong initial claim.
2. **PAYMENT DATE** Q. When do we get the money in our account?
  - A. Normal claim process date is weekly on Tuesday. Reimbursements are electronically deposited into the sponsor's financial account 11 days later. Holidays and state fiscal year end shutdown will affect this payment schedule. Sponsors will be notified in advance of changes to the normal payment process.
3. **ERROR MESSAGE – "A claim has already been submitted"**. Q. Why do I get this?
  - A. Only one online claim per week is permitted.
4. **ERROR MESSAGE – "Revenue costs are higher than Admin costs"**. Q. Why do I get this?
  - A. You probably have put the Admin costs in the 'Revenue costs' field and vice-versa. We do not allow the Revenue costs field to be higher than the Admin costs field, it can be equal though. (This was changed on April 17<sup>th</sup> to no longer allow this)
5. **BROWSER TO USE** - Q. What browser should I use, Netscape or Internet Explorer?
  - A. It doesn't matter. Netscape has to be version 3 or higher, Internet Explorer has to be 4.0 or higher.
6. **ENTERING DATA FROM OUTSIDE WORK** – Q. Can I enter my claims from home or another area not at work?
  - A. Claims can be entered from anywhere that the web site may be accessed from. You just need to have the correct 'Login ID' and 'Password' and you can enter data from anywhere.
7. **CAN'T ACCESS WEB SITE** – Q. Why doesn't my connection to the web site work, I don't even get the starting 'Log-in' screen?
  - A. The web server that accepts your attempt to log-in might be out of service. This would just be temporary. Usually we get the web servers back up in less than 2 hours, please try again after waiting about 2 hours. You could try sooner but still might not be able to access the site. Please do not call until you have waited and tried the site later on.
8. **DAYS NOT BEING ABLE TO ENTER** – Q. What days can't I enter my information?
  - A. Tuesdays, normally only in the morning, is the only day we don't allow any claims to be entered.
9. **CONTACTS FOR PROBLEMS** – Q. Who do I contact with problems?
  - A. Initial contact should be made to Richard Fairchild, 608-266-6856. If he can't help out, he will then forward the problem to Mike Ryan, 608-267.9130. Call Richard first, then Mike (if necessary).
10. **RECORD KEEPING** – Q. Do I have to keep a paper copy of my claim?
  - A. Yes. All claim data must be kept on the normal paper form (PI-1452) for later audit purposes. The returned page you get from the web site is NOT valid for audit purposes, you must have the original form when audited.