

CACFP Monthly Claim Submittal Process (internal use only)

Head Start Performance Standard

7 CFR 226.10


Policy

To participate in CACFP and be reimbursed for meals served to children in the Head Start program, CACFP Sponsors must submit a claim with the Oregon Department of Education, Child Nutrition Program each month. Preparing a claim includes reviewing the following documentation:

- Daily attendance records for the claim month
- Daily point-of-service meal count records for the claim month
- Menus for the claim month, including required supporting documentation
- CACFP Child Enrollment forms
- Food Substitution Forms

Procedure

Weekly Reconciliation of the Attendance & Meal Counts

1. Teachers and classroom staff will maintain daily attendance through the ChildPlus Attendance App that document time in, time out, name of child, and point of service meal count. Point of service meal count will be conducted using an actual count, where each child is “checked” in the Attendance App as having a meal or snack. For a child to be marked as having a meal or snack, the child must be seated at the table with a reimbursable meal on the table in front of them. See *CACFP Requirements – Training, Food Service and Menu*, and *Food Allergies and Substitutions* policies and procedures for more detailed information about point-of-service meal count.
2. The Food Services Specialist will review the times in, times out, meal counts, and total children present documented in ChildPlus for each classroom using report #2310 (Daily Attendance by Classroom). The review will verify that the times in and out justify a meal being claimed. For example: A child arriving at 10am should not be claimed for a breakfast; A child leaving at 1:30pm should not be claimed for a PM snack; A meal that is being supplemented by the parent/guardian should not be claimed.
 - a. Meals should only be claimed for the approved meal types in CNPweb. Per CACFP guidelines no more than two meals and one snack or two snacks and one meal will be claimed for reimbursement per participant per day.
 - b. Before claim submittal, verify that the meals being claimed match with CNPweb.
3. Keep ChildPlus weekly reports with the documents until all information has been verified before the monthly claim is submitted.
4. Repeat steps above for each week of the claim month.
5. The CACFP Supervisor will double check that all information is verified and accurate prior to submittal of the monthly claim. 

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CACFP EHS Daily Infant Menu Production Records

1. Review the CACFP EHS Daily Infant Menu Production Records for completeness.
2. Verify the name, birthdate, and formula for each infant.
3. Verify that the appropriate age form is being completed according to the infant's birthdate.
For example: An infant with a 5/14/19 birthdate on 2/13/2020 should be recorded on the 6 – 11 months form: An infant with a 12/14/19 birthdate on 2/13/2020 should be recorded on the 0 – 5 months form.
4. Verify that the foods offered and recorded meet or exceed the CACFP requirements, so the meals are reimbursable. If any meals are not meeting the CACFP requirements document this on the attendance sheet and go into ChildPlus and unclick the meal.
 - a. Follow up with Classroom Staff and Program Area Supervisors as needed to ensure compliance

Menu Documentation

1. Before Menu's are served at a site, the CACFP Supervisor will work with the Food Services Specialist, School District Personnel, and the Early Childhood Program Manager to ensure that all Menus served to children in Head Start meet the CACFP criteria.
 - a. Any substitutions to the menu must be done by qualified individuals only (i.e CACFP Supervisor, School District Personnel)
 - b. Substitutions will be documented on the Master Menu in each classroom. For any child specific food substitutions, the Working Menu Food Substitution Addendum will be completed.
2. Other menu documentation including Child Nutrition Labels, Product Formulation Statements, Ingredient lists and Whole Grain documentation will be kept on file for all Menus. See *CACFP Requirements- Training, Food Service and Menu Policy* and Procedure for additional guidelines.
3. Within one week of the first of the month, all Master Menus and all menu documentation will be mailed to the CACFP Supervisor. All substitutions will be written into the menu and the Working Menu Food Substitution Addendum will be completed as applicable.
4. The CACFP Supervisor will review all menu documentation prior to submittal of the monthly claim to ensure menu completeness and compliance with CACFP menu criteria.
 - a. Note meals with missing components and cross reference with the 2310- Daily Attendance Report and Vendor Receipts. Follow up with Classroom staff and Program Area Supervisors as appropriate. These meals should be disallowed.

CACFP Child Enrollment Forms

1. In accordance with CACFP guidelines, all CACFP Enrollment Forms will be signed and completed within the first calendar month of the child attending the Head Start program. This means that if a child begins attending the program in the middle of the month, the CACFP Enrollment form needs to be completed and submitted before the end of that month.
2. CACFP Child Enrollment forms will be audited weekly using #2370 Report by the Food Services Specialist. Run the report using Advance Setup to uncheck sites not being claimed on CACFP. Ensure enrollment dates are accurate for the respective school year. Verify that all children have a valid CACFP Enrollment Form. The Food Services Specialist will follow up with teachers and Program Area Supervisors to verify child's information or request a missing form as needed.
3. For completion of the monthly claim, the CACFP Supervisor will run the #2370 Report. Check all children in attendance report to verify a valid CACFP Enrollment Form on file. Disallow meals for any children who do not have a completed CACFP Enrollment form on file.

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Food Substitution Forms

1. The Food Services Specialist will flag the child for CACFP when a food allergy or food substitution is indicated on the Nutrition Questionnaire.
2. Teachers will collect Food Substitution Forms when the meal pattern is altered or modified in any way according to the Food Allergies and Food Substitution Policy and Procedure. The Food Services Specialist will upload the completed Food Substitution Form to Child Plus.
3. The Food Services Specialist will run the #2381 Flag Report in Child Plus weekly to confirm that Food Substitution Forms are on file. The Food Services Specialist will follow up with teachers to request a missing form as needed.
4. For completion of the monthly claim, the CACFP Supervisor will run the #2381 Flag Report and disallow any incomplete meals that are not supported by a food substitution form.

Preparing the Monthly Claim

1. Run ChildPlus report #2301 (Average Daily Attendance) in the attendance module for the month. In Advance Setup unclick sites not being claimed. Verify the Average Daily Attendance for each site on the report to the total children present documented in ChildPlus Entry Express- and the #2310-Daily Attendance report. If discrepancies are discovered, make necessary changes and rerun the report. Follow up with Classroom Staff and Program Area Supervisors as appropriate.
2. Run ChildPlus report #2371 (CACFP Reimbursement Summary) in the Attendance module for the month. In Advance Setup unclick sites not being claimed. Verify the meal numbers on the report match the meal numbers documented on the #2301 report for the month. If discrepancies are discovered, make necessary changes, and rerun the report. Follow up with Classroom Staff and Program Area Supervisors as appropriate.
3. Run ChildPlus report # 2320 (Individual Attendance) in the Attendance module for the month. Verify that you have a completed CACFP Child Enrollment form on file for each child that attended and that you are claiming meals for in the month.
4. Complete the Multi Model Sites CACFP Claim Worksheet for the claim month to ensure that all the meals with multiple program types are being claimed. This form location is:
S:\HeadStart\Administration\CACFP\CACFP 2019-2020\CACFP Claim Reports Oct 19-Sept 20\Multi Model Sites CACFP Claim Worksheet- (applicable month). Once complete verify the numbers with the ChildPlus report #2371 and #2301 referred to in the process. Print a copy of the information after verified and keep with the monthly claim.