Instructions for 2012 CAC 1 Sponsored Child Care At Risk Center Claim

- For claiming meals at Child Care At Risk Centers in program year 2012.
- For-profit institutions must complete and attach Certification of Eligibility of Title XIX and XX for all for-profit sites.
- Complete and sign all documents in ink!

Completing your claim

1. **Institution Information Section**
   - **Institution Name** Enter complete name as specified on the Institution Agreement (CAC 2).
   - **Agreement** Enter correct agreement number.
   - **Center Name** Enter complete name as specified on the Center Application.
   - **Site Number** Enter correct site number.
   - **Claim Month/Year** Enter month and year that claim applies to (example, October 2006).
   - **Claim Type** Check either “Original” or “Amendment.” An “Amendment” claim is for making revisions to a previous claim.

2. **Child Care Center Claim Section**
   - **Number of Days Meals Were Provided** Enter total number of days food service was provided during the claim month.
   - **Total Enrollment** Enter the center’s enrollment count for Child Care Center.
   - **Average Daily Attendance** Compute by dividing the center’s monthly attendance by number of days of operation.
   - CACFP Enrollment forms must be maintained for all participants.

3. **Total At Risk Meals Served Section**
   - Enter the number of eligible meals served during the claim month for each meal type.

4. **Certification**
   - Sign (in ink) by an authorized signer only (i.e., signer must be recorded on the Statement of Authority).

Mailing your claim

- Mail original signed claim and copy of Certification of Eligibility of Title XIX and XX (if for-profit) to:

  DHHS  
  Special Nutrition Programs Claims  
  2032 Mail Service Center  
  Raleigh, NC 27699-2032

Claim Status and Inquiries Call 866-622-2733 (toll free)