

CACFP Reimbursement Claim for Sponsored Child Care Center

Institution and Claim Information	
Institution Name:	Agreement Number: _____
Center Name:	Site Number: _____
Claim Month / Year:	Claim Type: <input type="checkbox"/> Original <input type="checkbox"/> Revision # _____

Attendance Reporting	
Total Days of Operation	
Total Enrollment for the Month	
Number of Shifts	
Number of Enrolled Participants in Each Reimbursement Category	
Free	
Reduced-price	
Paid (Denied or No Application)	

Number of Meals/Snacks Served		
Breakfast	Lunch	Supper
AM Snack	PM Snack	Night Snack
<i>All Sponsoring Organizations must complete the CACFP Cost Report and attach to this claim</i>		
<i>For Profit Sponsors must complete the Certificate of Eligibility of Title XIX and XX and attach to this claim</i>		

Certification and Authorized Signature	
<p>I CERTIFY THAT this claim is true and correct; that it is in accordance with the terms of existing Agreement(s); that records are available to support this claim; and that payment has not been previously received. Moreover, if submitting institution is an independent proprietary (“For-profit”) title XIX or title XX Child care center, for each facility claimed, not less than 25 percent of the enrolled Childs were title XIX or title XX beneficiaries. I further understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes.</p>	
<p>Sign Here ► _____</p> <p>Keep copy for your records Signature of Authorized Representative</p>	<p>_____</p> <p>Date of Preparation</p>
<p>_____</p> <p>Printed Name of Authorized Representative</p>	<p>_____</p> <p>Contact Phone Number</p>

Instructions for 2018 CAC 1 Sponsored Child Care Center Claim Form

The CAC 1 Sponsored Child Care Claim is for use by Sponsoring Organizations claiming meals at:

- Sponsored Child Care Centers

1. Institution and Claim Information Section

Institution Name - Enter the complete name as specified on the Institution Agreement (CAC 2).

Center Name - Enter the complete name as specified on the Center Application.

Claim Month/Year - Enter month and year that claim applies to (i.e., October 2016).

Agreement Number - Enter your assigned CACFP agreement number.

Site Number - Enter the correct site number.

Claim Type - Check either "Original" or "Revision." Only check "Revision" if making a change to a previously submitted claim.

2. Attendance Reporting Section

Total Days of Operation – Enter the number of days meals were served during the claim month.

Total Attendance – Enter the total number of enrolled CACFP participants who were served meals for the month.

Number of Shifts – Enter the number of shifts in the column matching your program type.

***Average Daily Attendance (ADA)** – The ADA number will be computed by the NCCares system and is based on monthly attendance reported, divided by the number of operating days reported.

3. Enrolled Participants Section (Income Eligibility)

Enter the number of **Free**, **Reduced**, and **Paid** enrolled participants who were served meals during the claim month.

* **Paid** = Number denied participants + Number of participants with no application.

4. Meals Served Section

Enter the number of eligible meals served during the claim month for each meal type.

5. Certification and Authorized Signature Section

Claim form must be signed in ink, by an authorized signer. Authorized persons must be recorded on the *Statement of Authority* form.

Claims must be postmarked or received by the State Agency within 60 days from the last day of the claim month. All Centers must have attached the CACFP Cost Report to their claim submission. For-profit center must also have attached the *Certification of Eligibility of Title XIX and XX*. All CACFP forms can be found at www.nutritionnc.gov.

Mailing your claim

Mail original signed claim and attachment(s) to:

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

**Claim Status and General
Inquires, call
866-622-2733 (toll free)**