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# Child and Adult Care Food Program (CACFP) Forms and Procedures

*The CACFP plays a vital role in improving the quality of child care by providing partial meal reimbursements. The following messages are reminders about CACFP forms and procedures for Illinois providers.*

## CLAIM AND MEAL ATTENDANCE

The Claim is the form used each month to document the foods served and children in attendance at CACFP meals and snacks. Claims can be submitted on paper using ACD's menus or online using KidKare.

For each meal and snack that you serve and want to claim for reimbursement, record the meal or snack components and the children's attendance on the Claim before midnight on the day that the meals and snacks are served. **You may not record attendance on the Claim before the children begin eating.**

Online claims should be submitted to ACD electronically after the last meal or snack of the month has been served.

After you have served the last meal or snack of the month and your Claim is complete, mail or submit your Claim to the ACD Office. The Illinois State Board of Education (ISBE) may refuse your reimbursement claim if it arrives at the ACD Office more than 60 days after the end of the month claimed. If using a paper claim, please keep the second copy of your Claim in your ACD Handbook.

## MEAL COUNTS

Your Provider/Sponsor Permanent Agreement states that you will not claim more than the following (per child, per day):

➔ **Two meals and one snack**

**OR**

➔ **Two snacks and one meal**

According to ISBE, you may not record more than these amounts on your monthly claim.

## ONLINE CLAIMING

KidKare is the free, online claiming program that ACD offers in partnership with Minute Menu Systems. Online claiming is available to all ACD Providers.

**Benefits of Online Claiming:** KidKare is an all-in-one application to help manage every aspect of your child care business. Online claiming lets you:

- ✔ **Submit reimbursement claims online.** This reduces postage cost, mail delays, errors, and the need for claiming with bubble menus.
- ✔ **Manage all information** related to each child in your care, such as emergency contacts, medical information, birthdays, special diets, etc.

## DIRECT DEPOSIT

For your convenience, you may request that ACD deposit your monthly CACFP reimbursement into one checking or savings account of your choice.

To access your deposit statement, please login to your KidKare account. Under "Reports", select "Claim Statements". Under the "Payment Details", select the desired month and select "Run."

If you have difficulty logging in or need further assistance, please contact the Customer Service Department at (800) 284.5273.

To sign-up for direct deposit, please call the ACD office at **(800) 284.5273** and request that a Direct Deposit Authorization Form be mailed or faxed to you. Access the form online at [www.acdkids.org](http://www.acdkids.org).

## HOLIDAY NOTES

- ✔ Certain holidays require separate notes of explanation written and signed by parents or guardians. Holidays requiring notes of explanation are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- ✔ You will not be reimbursed for meals or snacks served to children claimed on a holiday without a separate note of explanation written and signed by their parents or guardians.

## SCHEDULE CHANGE

Any time there is a long-term (more than two weeks) or permanent schedule change for a child who has a Child Enrollment Form on file with ACD, you must submit a note to the office indicating the new schedule.

## MONTHLY CLAIM CHECKLIST

\_\_ **Include updated enrollments** for children whose schedules have changed long-term (more than two weeks) or permanently.

\_\_ **Manual Claimers Only: Write messages** on the back of the Child Information Form (CIF) explaining short-term (two weeks or less) schedule changes or children in attendance outside of their "normal" schedule. Example: school days out or sick days.

\_\_ **Online Claimers Only: Record schedule changes** or children in attendance outside of their "normal" schedule in KidKare. Select "School Out" or "Sick" on the correct days using the calendar feature.

\_\_ **Record meal or snack attendance** on the Claim no later than the end of each day on which the meals or snacks were served.

\_\_ **Document components** served at each meal or snack no later than the end of each day in which the meals or snacks were served. All components served meet the prescribed USDA nutrition guidelines, unless, due to a medical condition, a child's diet deviates from the prescribed guidelines and a Doctor's Food Substitution Form is on file with ACD.

\_\_ **Sign the bottom of EACH page** if using "bubble" forms. Your reimbursement cannot be issued until all pages are signed and certified as accurate.

\_\_ **Provide a note** written and signed by the parent/guardian for reimbursement of meals served on these holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

\_\_ **Ensure no more than two meals and one snack or two snacks and one meal** per child, per day were claimed.

## INCOME ELIGIBILITY

A **Provider Household Income Eligibility Application** may be completed if you do not qualify for Tier 1 rates (based on school or census data) and want to apply for these higher rates based on your household income, or, if you qualify for Tier 1 Rates, based on school or census data, and want to apply to claim your own, residential, or foster children for CACFP reimbursement. The application must be complete, correct, and have all supporting documentation. **A correct, complete, and approved Provider Household Income Eligibility Application is valid for one year.**

## CHILD ENROLLMENT FORM

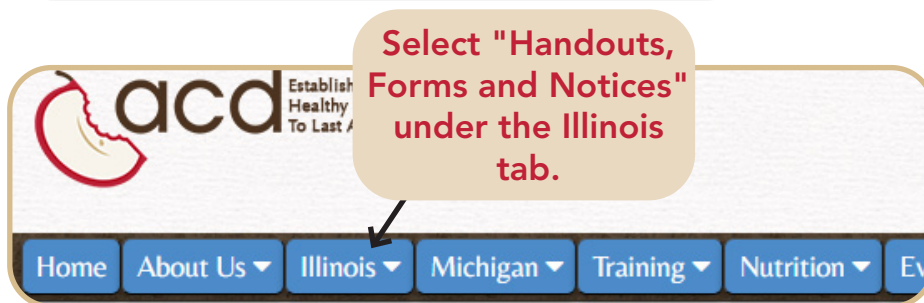
The Child Enrollment Form enrolls children in your care to participate in the Child and Adult Care Food Program (CACFP). In order to be reimbursed for meals and snacks served, ACD must receive a Child Enrollment Form before or with the first Claim that includes the child. The Child Enrollment Form must be accurate and signed by a parent/guardian.

Submit a completed Child Enrollment Form when a child first comes into your care. Enrollment Forms must be renewed annually with the enrollment date changed to the current year (i.e., expired 10-1-18 change to 10-1-19).

*Note: For infants not participating in the CACFP, you must select "non-participating" in the special information section of the enrollment form.*

The Child Enrollment Form must be verified and signed by the child's parent or guardian only. You may be terminated from the CACFP for signing on behalf of the parent or guardian. Before submitting a completed Child Enrollment Form to ACD for a new child in your care, review it for complete and correct information.

You may be reimbursed for only the meals and snacks that fall within the child's schedule times in care and the meals selected as documented on the Child Enrollment Form.



Available 24/7 on our website:  
[www.acdkids.org](http://www.acdkids.org)

Questions or concerns?

Contact us!

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Illinois: 800.284.5273 • [www.acdkids.org](http://www.acdkids.org) • Michigan: 800.234.3287

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