

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 are important reminders for ACD Providers on CACFP forms and procedures.

Claim and Meal Attendance

The Claim (Menu) is the form on which you must document CACFP meals and snacks served to day care children and the attendance of those children at meals and snacks each month.

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 by the fifth of the following month to ACD. Michigan Department of Education (MDE) may refuse your reimbursement claim if it arrives at ACD more than 30 days after the end of the month claimed. Please keep the duplicated copy of your Claim for your files.

Online Claiming

The online claiming program, Minute Menu WebKids, is offered free of charge in partnership with Minute Menu Systems. ACD claiming options are available to all Providers.

Benefits of Online Claiming:

Online claiming is an all-in-one application to help manage every aspect of your child care business where you can:

- ✔ Submit your claims for reimbursement electronically. This reduces postage costs, mail delays, the need for bubble claims, and errors.
- ✔ 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. Providers who do not claim online will receive a deposit statement in the mail. The deposit statement includes the amount and date of the deposit, the claim period of reimbursement, and the type and number of meals or snacks being reimbursed. Providers choosing to submit electronic claims will not receive a statement. However, this information may be accessed online the day after the deposit is made to the bank account.

To sign up for direct deposit, please call the ACD office at **(800) 234-3287** and request that a Direct Deposit Authorization Form be mailed or faxed to you or visit **www.acdkids.org** and print one.

Holiday Notes

- ✔ Holidays that require separate notes of explanation written and signed by parents or guardians 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.



Income Eligibility

Provider Household Income Eligibility Application

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.

Enrollment Forms

The Child Enrollment Form is the document that enrolls children in your care for participation on the Child and Adult Care Food Program (CACFP). In order for you to be reimbursed for meals and snacks served to a child, an accurate parent or guardian signed Child Enrollment Form must be received by ACD prior to, or with, the Claim on which the child first appears.

Submit a completed Child Enrollment Form for all children who participate in your child care operation, whether the children are claimed on the CACFP or not. A Child Enrollment Form is required when a child first comes into your care. **A new Enrollment Form is required for each child in your care annually.**

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 this form for the parents or guardians, even if the parents or guardians have granted you permission to do so.

Before submitting a completed Child Enrollment Form to ACD for a new child in your care, review it for complete and correct information. If any information is incomplete or inaccurate, your reimbursement may be delayed or denied. Mail the top copy to ACD prior to, or with, the Claim on which the child is first claimed, and retain a copy of the form in your records.

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

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 new Child Enrollment Form indicating the new schedule. This form must be mailed prior to, or with, the Claim on which the new schedule takes effect. Online claimers have access to this form online. File your copy of the updated Child Enrollment Form in your records.



Monthly Claim Checklist

- Included schedule changes for children whose schedules have changed long-term (more than two weeks) or permanently.
- Wrote messages on the back of my 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.
- Recorded meal or snack attendance on the Claim no later than the end of the day on which the meals or snacks were served.
- Documented components served at each meal or snack. 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.
- Signed the bottom of EACH page (if using "bubble" forms). I understand that if all pages are not signed my reimbursement cannot be issued until all pages are signed and certified as accurate.
- Provided 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.