Claim Information Form (CIF)
Please check boxes next to documents included

<table>
<thead>
<tr>
<th>Center Name:</th>
<th>Claim Month:</th>
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<td>Submitted by:</td>
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List of documents required for reimbursement for ALL child care centers

- [ ] Master list of all children
- [ ] Menu for all ages - Menu must match what is on the system
- [ ] Original, Signed At Point of Service Meal Count
- [ ] Receipts for food, milk and other allowable expenses
- [ ] Personnel Activity Report - Signed, Dated & Job Title
- [ ] Household Eligibility Form (HEA)
- [ ] Enrollment Form - Will be approved within the month it was received in the ACD office
- [ ] Infant Waiver - If Applicable listing IFIF and IFIC
- [ ] Medical Exception Statement - If applicable
- [ ] Daily Catering Invoices for the month
- [ ] List school age children that were in your care all day on a school day (i.e. snow day, sick day, etc.) on the back of this Claim Information Form
- [ ] Master list of Children enrolled in Head Start - Award letter must be on file in the ACD office

All items listed above must be submitted no later than the 5th of each month in order to assure a timely submission to the Illinois State Board of Education. Failure to do so could result in a delay or loss of payment for the month.

**ACD will not process your claim until all required documents have been received.**

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