Section 5: Claim Submission and Minute Menu Procedures

The Sponsor:

1. Submits a monthly expense report and budget comparison with each month's claim for reimbursement using the State agency's Financial Spreadsheet form for Sponsors of the CACFP.

2. Distributes accurate program payments to Providers it Sponsors within five (5) working days of receipt of reimbursement from the State agency.

3. Maintains a current policy on file regarding late Provider claims and notifies their Providers of this policy as part of the contract process between the Sponsor and Provider.

4. Submits claims for reimbursement to the State agency on or before the 10th of each month following the month being claimed. Claims are considered late if not received by the State agency on or before the 24th of each month following the month being claimed. All original claims are submitted within 60 days of the end of the month claimed, and claim adjustments are submitted to the State agency within 90 days of the end of the month claimed, according to the USDA Food and Nutrition Services Policy "CACFP 667" 60/90 Day Guidance.

5. **Informs Providers of the due dates for completed menu and attendance records. The date for submission of claims to the Sponsor by the Provider is:**

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6. Verifies CACFP eligibility and reviews both registration and tier status updates. The Sponsor prints reports from the ICS Minute Menu Claim System (MMS) of Providers with expired registrations. Providers with expired registrations for the claim month are contacted to obtain copies of the Provider's registration, or current registration is confirmed with screen prints from the CCUBS, the child care licensure website: http://oraweb.hhs.state.mt.us:9999/ccrd/plsql/ccrd_provider.startup, the Public Assistance Tool Kit site http://vhsp.dphhs.mt.gov, or a letter from the Montana DPHHS Quality Assurance Division (QAD), Child Care Licensing unit. The Sponsor obtains and documents assurance of continuing registration from DPHHS QAD.

7. Assures changes on applications, registrations, mealtimes and overlap are accurately input into the MMS.

8. Ensures MMS menus are prepared for scanning, scanned and processed in accordance with procedures outlined in the MMS user manual.

9. Ensures that new child enrollment forms are scanned and processed in the MMS, and mixed tier homes are verified in accordance with procedures outlined in the MMS user manual and this management plan.

10. Manually verifies attendance on scanned menu forms submitted.

11. Ensures MMS error reports are reviewed for accuracy and any corrections due to scanning or obvious Provider marking errors or erasures are made:
    a) Provider has filled in dots too lightly to be read. Meals will be adjusted during attendance verification; and/or
    b) The computer has still counted erasures. Meals will be adjusted during attendance verification.

12. Ensures Providers are notified of all disallowances. Providers may be contacted for all meal component errors during the training period.

13. Ensures External Error messages are addressed as follows:
    a) No enrollment on file. The enrollment form will be in prior to Sponsor submitting claim to SA or Sponsors will disallow all meals for that child.
    b) Claiming over 2 meals/1snack OR 2 snacks/1 meal. Any/all meals/snacks over the allowed number are deducted. Deduction will be manually checked.
    c) Components don't meet meal pattern requirements. The meal is disallowed for all children claimed at that meal. Provider may be contacted for clarification.
    d) Sponsors will review meals for inclusion of other creditable components. If there are no other creditable components the meal will be disallowed.
    e) Master Menu # selection was not valid for this meal. Reasonable discernment will be used to allow or disallow meal. Provider may be contacted for clarification.
    f) No infant menu for child under 12 months. The meal for this child will be disallowed.
    g) Attendance listed but no foods served. Provider may be contacted during the training period to obtain components, otherwise the meal is disallowed.
    h) Meals for children claimed in excess of registration capacity will be disallowed. Meals for infants over registration infant capacity will also be disallowed.
    i) Meals claimed outside of enrollment & drop dates. Enrollments will be entered with an actual start date from enrollment forms and variation will require additional documentation. Meals claimed for children after the dropped date will be disallowed.
    j) No Holiday Care documentation. Meals will be disallowed as Holiday Care must be documented by:
        i. Parent sign in/out sheets
        OR
        ii. Parent signatures on Claim Information Form
    m) Meals reported not matching Monitoring Review. Sponsors will review the monitoring form with meals reported and verify if monitor has made a coding error or if the Provider has inaccurately recorded the meal. Clerical errors will be corrected and inaccuracies will be disallowed.

14. Ensures adjustment requests from Providers for the previous months are reviewed and approved or disapproved. Approved adjustments are entered into the MMS.

15. Ensures MMS reports are printed for documenting claim submittal to the State agency. The Sponsor compares the Claim Total Report with the submitted menus to assure claim accuracy.

16. Ensures the MMS computerized monitoring list of all monitoring reviews is kept current, can be verified by looking in the provider file, and is readily available for review.

17. Ensures that the MMS tier status report is kept current and accurately reflects the tier status of each Sponsored Provider. The MMS tier status report includes the tier status beginning and end dates for all sponsored providers, and states whether the Provider is tiered by school, census, or income. The Tier information is verifiable in the Provider's file and is readily available for a review during the Sponsor's normal hours of operation.

18. Ensures:

a. Late Claim Policy is included as Attachment BB;

b. The manual verification process for claims used by the Sponsor is Attachment CC –OR– is as follows:

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