

# Claim for Reimbursement

Claims for meal reimbursement are filed via the internet at <https://mo.cnpus.com>

Each user of the Child and Adult Care Food Program (CACFP) web-based system must have a personal user ID and password, referred to as User Access. User IDs and passwords may not be shared. It is recommended that two key people from each center have access to submit claims and make system changes. If you want to add User Access or change current access when a user is no longer employed, you must submit a [Network User Access Request Form \(MO 580-1854\)](#) available at [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp) - Forms.

*In this web-based system, each independent site is considered a sponsor of one site!*

**Basic Claiming Steps** are available on the CACFP website under Links to Important Information at [www.health.mo.gov/cacfp](http://www.health.mo.gov/cacfp).

Please read all instructions before entering your first claim.

## Tips for Moving in the Web-Based System

- Do not use the “Back” button; use the menu in the orange section at the top left of the screen or use the “breadcrumb trail” (orange bar) to navigate from screen to screen.
- Each time you save the claim, no matter if it has errors, it is saved on the server and will be there if you need to leave or log off and come back.
- Use the “Tab” key to navigate from field to field, or use your cursor to click into the field you want to complete. Try not to use the “Enter” key; if you do, the claim will be saved in error status.
- If you are in “View” mode, changes will not be saved. If you want to make changes, make sure you are in  “Edit” or “Revise” mode.
- Claims are saved at the site level or center level before saving a sponsor-level claim.
- Revisions can only be filed after the original or previous revision is in “Paid” status.

## User Notes

- Click the “Users” tab to view individuals who have access to submit applications and claim information for your organization.
- User Access IDs and passwords are assigned to individuals and are not to be shared.
- Inform the state office immediately if an individual with access is leaving your organization so their access can be revoked.
- Submit a Network User Access Request form to request online access for new users.

## Payment Notes

- Click the “Payments” tab to view upcoming and past payments for CACFP claims.
- If a claim has been approved but has not yet been processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.

- When checking the payments, the processed date shown is approximately 4 to 5 business days prior to the electronic funds deposit date. It is the date it was processed and the information was sent to the State of Missouri payment system.
- Deductions, if any, made from claim reimbursements due to downward revisions are reflected in the information under the “Payments” tab only, not in the claim amount under the “Claims” tab.

### Filing a Claim for Reimbursement

- **A site has 60 calendar days from the end of the claim month to file a claim for reimbursement.** It is not the last day of the month; it is 60 calendar days. If a claim is filed online late, the site may not be paid for that month.
- Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built-in checks that should decrease the chance of errors in the claim being submitted.
- You cannot enter a claim before the first day of the next month. For example, an October claim cannot be entered until November 1.

The Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) processes claims on the 10<sup>th</sup> of each month for payment by check or automatic deposit by around the 28<sup>th</sup> of the month. A second processing for claims is done on the 25<sup>th</sup> of the month for claims received from the 11<sup>th</sup> through the 25<sup>th</sup>. The second payment is made around the 13<sup>th</sup> of the following month.

DHSS Receives Claim by:

10<sup>th</sup> of the month  
25<sup>th</sup> of the month



Projected Payment Date:

28<sup>th</sup> of the month  
13<sup>th</sup> of the next month

DHSS-CFNA cannot guarantee an exact date; this is a projected date only.

CACFP payments are typically directly deposited. This avoids payment delays and lost checks. If you have not received your payment within 15 days of the projected payment date, please contact DHSS-CFNA. **Per CACFP regulations, DHSS-CFNA will provide payment of valid claims within 45 days of receipt.**

### 60 Day Deadline for CACFP Claims

Month	60 Day Deadline for Original Claims	60 Day Deadline for Original Claims “Leap Year”
October	December 30	
November	January 29	
December	March 1	February 29
January	April 1	March 31
February	April 29	
March	May 30	
April	June 29	
May	July 30	

June	August 29	
July	September 29	
August	October 30	
September	November 29	

### **Additional Meal Claim Information**

- Creditable meals may be claimed for participants through 18 years of age when enrolled and in attendance each day of operation as follows: one meal and/or one snack per participant per day.
- Adults should not be claimed for CACFP meal reimbursement in At-Risk centers unless the adult is a mentally or physically disabled person, as defined by the state, who is enrolled in an agency or a child care facility serving a majority of persons 18 years of age and younger.
- There may be a fee for the care provided or tuition charged but there can be no separate charge for the food service.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement.
- Meals prepared or packed at the site and served off the site grounds that are supervised by site personnel, such as a field trip, may be claimed.
- Meals prepared or packed at the site and sent with a participant to eat at another location without the supervision of site personnel are not eligible to be claimed for CACFP reimbursement.
- Food items provided by parents or other unapproved food sources cannot be counted as fulfilling any of the CACFP required meal or snack components. However, there are exceptions described in CFR 226.20(g) for participants who cannot consume regular meals because of medical or special dietary needs, either due to disability or non-disability reasons.
- SNAP benefits may not be used to purchase food for CACFP.

### **Meal Service Times and Duration\***

Reimbursement will only be made for meals served within the site's approved meal times, as documented on the Center Information Sheet in the CACFP web-based system. Meal times may be changed with CFNA approval. The meals approved for reimbursement are based on the site's licensed hours of operation or hours of actual operation within the licensed hours. This also applies to license-exempt centers.

There are no federal requirements regarding the timing of the meal service except that meal times shall be reasonable. However, DHSS-CFNA requires a minimum of one hour between the end of one meal or snack and the beginning of the next meal or snack. In addition, there is no federally mandated time limit between the end of school and the service of a meal or snack. Also, there are no requirements for the order of the meal and snack service, but the service of a meal or snack must occur during the operation of the school's afterschool care program. On school days, afterschool snacks and/or supper meals may be served at any time after the children's school day has officially ended, and the snack or supper can be served in any order.

### **Type of Meals Eligible for Reimbursement**

At-Risk sites may serve up to one snack and one meal per child per day. This could be any meal, and you may serve a different meal to different groups of children. For example, a site

could serve lunch and a snack to children who attend half-day kindergarten and then serve a snack and supper to older children who attend a full day of school.

**Snacks** may be approved for after school or after early supper service.

**Lunch** may be approved for after school for children who attend half-day kindergarten.

**Supper** may be approved for after school or after early snack service.

**Weekends, Holidays, and Vacations** - With DHSS-CFNA approval, meals, breakfast or lunch, and snacks may be served in lieu of supper on weekends, holidays, or during school vacation periods during the regular school year only. The facility may vary which meal and/or snack will be served; however, it may only claim a maximum of one snack and one meal per child per day.

\*The requirements for the Outside School Hours Care Center (OSHCC) are different; refer to the OSHCC and At-Risk comparison chart.