

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	2/12	4	4.3
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Claims Processing			

Claims for reimbursement are processed based on the following schedule:

1 <sup>st</sup> Deadline	1 <sup>st</sup> Projected Claim Deposit Date	2 <sup>nd</sup> Deadline	2 <sup>nd</sup> Projected Claim Deposit Date
10 <sup>th</sup> of the month	28 <sup>th</sup> of the month	25 <sup>th</sup> of the month	13 <sup>th</sup> of the month

Please be advised that Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) **cannot** guarantee an exact direct deposit date.

Monthly claims are entered into the CACFP web system. Any errors on the claim will cause the claim to be rejected by the system. MDHSS- BCFNA will notify the institution of the type of error and what needs to be done to correct the information. The error must be corrected before the system will process the claim. Correction of errors may delay payment until the next processing cycle; therefore, accuracy in completion of the claim is vital for timely payment. All returned or revised claims must be received in the MDHSS-BCFNA office within 90 calendar days from the last day of the claim month. All claims must be submitted via the online system at: <https://dhssweb04.dhss.mo.gov/cnp>, unless alternate arrangements have been made.

Once the claim is processed by MDHSS-BCFNA, information is sent to the Missouri Office of Administration to be paid.

**Listed here are error messages common to the on line claim process:**

- Attendance is not completed or is completed incorrectly. Attendance must be a cumulative total of all participants attending for each day of the claim month. If a for-profit center, the lesser of the licensed capacity or the number of children enrolled and in attendance in the child care center at least one day for the claim month.
- The meal count data is not completed or completed incorrectly. The meal count must be a cumulative total of participants recorded by meal type (snack and/or supper) and compared to the daily attendance record.
- Institution claims unauthorized meals. An institution can claim only those meals for which it is approved. If an institution adds a meal to its service, it must notify MDHSS-BCFNA immediately and submit a two week menu for approval before the additional meal can be claimed for reimbursement.
- The center claims meals in excess of licensed capacity or number of participants.
- The license has expired and is not effective for the claim month.