

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL		1/18/05	1/16	4	4.5
CHAPTER Chapter 4. The Reimbursement System			SUBJECT For-Profit Free/Reduced Eligible Centers			

Once for-profit centers are approved for the Program based on the number of free and reduced priced eligible children enrolled, they may submit a claim for reimbursement only for those months when 25% of the enrolled children or licensed-capacity, whichever is less, are eligible for free and reduced price meals. Independent for-profit centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children eligible for free and reduced priced meal benefits for each month that CACFP reimbursement is claimed.

To evaluate eligibility, the following steps must be taken each month:

- Determine the number of children, including infants that were enrolled in *and* in attendance at least one day for the claim month. Children in attendance include part-time and drop-in care. All children (and infants) in attendance must be included in the total regardless of whether they were claimed for a meal.
- Compare this number (total enrolled children by reimbursement category who attended at least one day) to the licensed capacity of the center. Determine which of the two numbers (“total enrollment” or License Capacity) is the smallest. Use the smaller of the two numbers.
- Determine number of children who qualify for free and reduced-price meals that were enrolled at the center and were in attendance at least one day for the month being claimed. This should be done by counting the total number of children whose parent(s) or guardian(s) have submitted an approved Income Eligibility Form (IEF) that substantiates the child(ren)’s eligibility for free or reduced-price meals for the month your center is claiming reimbursement. Please note that to count a child as free or reduced-price eligible, they must have been in attendance at least one time during the month for the claim month being completed and have a valid IEF on file. **All children claimed as Free or Reduced eligible must have an IEF on file to include Title XX beneficiaries.**
- Divide the number of children eligible for free and reduced-price meals by the total number of children in attendance for the claim month. If this number is greater than or equal to 0.250, your center may submit a claim for reimbursement for that month. If the number is less than .25, your center is not eligible to claim for the month. Numbers can not be rounded up to make 25%.

The following examples illustrate:

Jefferson Center has a licensed capacity of 45 children. The attendance records indicate that 50 enrolled children were in attendance for at least one day during the month of October. Of those 50 children, 12 were eligible for free and reduced priced meals.

$$12 \text{ divided by } 45 = .26 \text{ (26\%)}$$

For this example, the center could claim for October because .26 (26%) is greater than .25 (25%).

Washington Center has a licensed capacity of 60 children. The attendance records indicate that 53 children came in at least one day during the month of October. Of those 53 children, 13 were eligible for free and reduced priced meals.

$$13 \text{ divided by } 53 = .2453 \text{ (24\%)}$$

For this example, the center could not claim for October because .2453 (24%) is less than .25 (25%), and may not be rounded up to .25 (25%).