



# Chapter 7:

## Reimbursement System

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### 7.1 Allowances for Number of Meals or Snacks

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- Claim Due Dates
- One-time Exceptions

## Chapter 7: Reimbursement System

### 7.1 Allowances for Number of Meals or Snacks

A maximum of two meals and one snack or one meal and two snacks per child per day may be claimed for reimbursement. Exceptions include the At-Risk Afterschool Meals Program, which may be reimbursed for one snack and one meal per child per day; and Emergency Shelters, which may be reimbursed for up to three meals per child per day. If a child is served an extra meal, second meals are not reimbursable.

<b><i>Limit of Reimbursable Meals and Snacks Sponsors Can Claim</i></b>	
Sponsoring institutions of:	May be reimbursed for:
<ul style="list-style-type: none"><li>• Day Care Centers</li><li>• Head Start and Even Start Programs</li><li>• Outside School Hours Programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of two meals and one snack, OR</li><li>• two snacks and one meal per participant, per day</li></ul>
<ul style="list-style-type: none"><li>• At-Risk Afterschool Meals Programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of one snack and one supper per participant, per day</li></ul>
<ul style="list-style-type: none"><li>• Emergency Shelter programs</li></ul>	<ul style="list-style-type: none"><li>• a maximum of any three meals per participant, per day</li></ul>

A sponsoring institution which claims meals that are reimbursed under the School Breakfast Program, National School Lunch Program (NSLP) and Summer Food Service Program (SFSP) are not eligible to claim those same meals under the CACFP.

CACFP institutions that have sufficient changes in activities or enrollment, or develop a separate food service program for children who are not enrolled in the CACFP, and also meet SFSP eligibility criteria, may be approved to participate in the SFSP. Institutions that are approved for both CACFP and SFSP must ensure that the same children are not served meals in both programs.

### 7.2 Reimbursement Rates

Meal reimbursement is based on the eligibility of the enrolled participants, the type of meal served (breakfast, lunch, snack, or supper), and the program in which they participate. The Federal government adjusts the meal reimbursement rates every year on July 1.

Information for current reimbursement rates can be found online at <https://www.isbe.net/pages/Seamless-Summer-Option-Eligibility-Information.aspx>.

Scroll down to Reimbursement Rates – child care institutions.

### 7.3 Submitting Claims for Reimbursement

Claims for CACFP Centers are submitted online in WINS via IWAS. Submitting your claim(s) is a two-step process. You must first submit the site claim(s) and then you must submit the sponsor claim. Daily meal counts by eligibility category (free, reduced, and paid) must be entered. The daily meal counts must be supported by information recorded on meal

participation records.

### ***Claim Due Dates***

Claims are to be submitted by the 10<sup>th</sup> of the following month (i.e. August claims are due by September 10). Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

<b>Claim Month</b>	<b>Due Date</b>
October	December 30
November	January 29
December	March 1 (February 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29

### ***One-time Exceptions***

Once a claim is submitted after the 60<sup>th</sup> calendar day, it is submitted as “waiting for approval.” A one-time-in-3-years exception may be granted, or the claim may be denied. Downward claims will also go into “waiting for approval.”

For assistance on how to submit claims in WINS, find guidance in the [Claim Instruction Manual](#)

## Notes: