



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

**July 13, 2018**

Dear Child and Adult Care Food Program Day Care Home Sponsoring Organization:

This notice provides day care home sponsoring organizations with the Illinois State Board of Education (ISBE) timeframes and instructions for submitting an accurate monthly Claim for Reimbursement for Fiscal Year 2019.

Staff from ISBE Funding and Disbursements Division voucher Child and Adult Care Food Program (CACFP) Claims for Reimbursement every Tuesday (regardless if Monday is a holiday). The scheduled cut-off dates below ensure ISBE processes all day care home sponsoring organizations' original monthly Claims for Reimbursement at the same time.

## Original Claims for Reimbursement

- Sponsoring organizations must submit the original Claim for Reimbursement by midnight of the processing cut-off date for each month listed below:

<b>CLAIM MONTH</b>	<b>ORIGINAL CLAIM CUT-OFF DATES</b>
September 2018	October 15, 2018
October 2018	November 19, 2018
November 2018	December 17, 2018
December 2018	January 21, 2019
January 2019	February 18, 2019
February 2019	March 18, 2019
March 2019	April 15, 2019
April 2019	May 20, 2019
May 2019	June 17, 2019
June 2019	July 15, 2019
July 2019	August 19, 2019
August 2019	September 16, 2019

- If ISBE receives the original Claim for Reimbursement prior to the above cut-off date, they will not process that claim until the cut-off date.
- If ISBE does not receive the original Claim for Reimbursement by the processing cut-off date, ISBE staff will process that claim the following week.

## Revised Claims for Reimbursement

All revised upward claims must be submitted within 60 calendar days of the end of the claiming month.  
[https://www.isbe.net/Documents/reimbursement\\_procedures.pdf](https://www.isbe.net/Documents/reimbursement_procedures.pdf)

## Submitting Claims for Reimbursement

Sponsoring organizations must submit accurate and error-free revised Claims for Reimbursement prior to midnight any Monday after the submission of the original Claim for Reimbursement. Be sure to submit your Claim for Reimbursement by midnight of the cut-off dates to ensure the ISBE Funding and Disbursements Division may process the Claim for Reimbursement in a timely manner. Submit your Claim for Reimbursement via fax at (217) 782-3910 or by email to all of the email addresses below:

- [eminder@isbe.net](mailto:eminder@isbe.net)
- [dstrode@isbe.net](mailto:dstrode@isbe.net)
- [kshoemak@isbe.net](mailto:kshoemak@isbe.net)
- [shsmith@isbe.net](mailto:shsmith@isbe.net)

Each claim that you submit via fax or email MUST contain the signature of the Authorized Sponsor representative. A scanned or faxed copy of the signature of the Authorized Sponsor Representative will now be accepted. Claims with no signature or a signature other than the Authorized Sponsor Representative will not be processed.

If you have any questions, please contact Shekila Smith at (800) 545-7892 or email [shsmith@isbe.net](mailto:shsmith@isbe.net).

Sincerely,

*Mark Haller, SNS*

Mark Haller, SNS  
Division Administrator  
Nutrition Division, Illinois State Board of Education