

**EARLY YEARS
FOOD PROGRAM**

MONTHLY CLAIMS CHECKLIST

In an effort to assist you in organizing your monthly claim documents, we have created a checklist for you. We strongly recommend that you use this checklist to ensure you have completed all the steps to submit a monthly claim.

This form does not need to be submitted with your claim.

REMEMBER NO WHITE OUT ON THE MONTHLY CLAIMS DOCUMENTATION. Mark through the errors and write the correct information.

Enrollment Forms: Due by the last working day of each month

We advise providers to send enrollment forms separate from monthly claim to eliminate confusion with updating forms.

- All children enrollment forms have been updated and signed.
- If any new children have been enrolled, a form has been included.
- If the child has left the program, their enrollment form has been signed and dated by the provider at the bottom.
- Document is filled out with child, parent and provider information

CACFP Daily Meal Count Sheet

- The name of your program is on each page.
- Program license number and capacity is on each page.
- Provider's name and signature is on each page
- Claim month and year is on each page
- Each day is counted and tallied for each individual child served for the month.
- Attendance for each day a child was present is marked for the month.
- Please write legibly and initial any mark outs and/or mistakes.

Recipes and/or CN Labels-included

- Combination meals (if you are claiming grain and protein in the food item you must send a recipe if homemade or a CN Label if store bought). Ex. Mac and Cheese, spaghetti, etc.) and CN labels (eg.: Chicken nuggets, corndogs, yogurt, etc.)

Forms will be reviewed for errors before processing monthly claims. We ask that providers continuously check their emails after claim submission for any documents the CACFP team may send back for corrections.