

# Child and Adult Care Food Program (CACFP)

## iCAN Claims



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## Reimbursement

Based Upon Eligibility of Family

- Below Specific Income Guidelines
- Free or Reduced Price

New Income Eligibility Guideline Rates July 1<sup>st</sup> Each Year

- Effective for 1 Year

Determine Rate

- Family Must Complete Free and Reduced-Price Meal Application
- Families Who Do Not Complete an Application or Do Not Qualify Reimbursed at the Base (Paid) Rate
- Some Sites Automatically Qualify
  - Head Start Sites
  - Emergency Shelters
  - At-Risk After School Programs

Information Must be Maintained Confidentially

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## Eligibility Rosters

List of Children Enrolled Includes:

- First and Last Name
- Eligibility Category
- Date Eligibility Expires

Needs to be Completed/Updated/Reviewed

- Application is Approved/Denied
- Monthly

Maintained Confidentially

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### Suggestions for Completing the Claim for Reimbursement

- End of Month – Update Eligibility Roster
- Collect Meal Counts from Each Classroom/Site
- Separate Meal Count Records - Group by Site
- Submit Separate Claim for Each Site (building)

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### Suggestions for Completing the Claim for Reimbursement (Continued)

Check for:

- One Month on Each Meal Count Sheet
- Only Three Meals (One Must be a Snack) per Child per Day  
Black Out Extra Meals Marked

Use Eligibility Roster:

- Using 2 Different Colored Highlighters – Highlight Counts by Category  
e.g. Free One Color; Paid Another Color  
Highlight Two Smallest Groups – Leave Largest Group Un-Highlighted
- Maintain Confidentiality of Eligibility Categories

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### Suggestions for Completing the Claim for Reimbursement (Continued)

- Carefully Add Totals for Meals
- Combine Daily Totals to Determine Monthly Totals
- Have Second Person Check Your Work
- Transfer Totals by Category to Claim
- Submit Claim by 10<sup>th</sup> of Month

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## Suggestions for Completing the Claim for Reimbursement (Continued)

Claims After the 10<sup>th</sup> Not Paid on Time

60 Calendar Days to submit ALL claims and revisions

Or the next business day, if the 60<sup>th</sup> day falls on a Saturday, Sunday, or Federal holiday.

If your agency misses the 60-day deadline, you may submit a One-Time Exception request. However, the CANS office can only approve once every 36 months. Your agency must be able to provide justification as to why the deadline was missed.

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### CACFP iCAN Log-in Home Page

<https://ican.s.d.gov/ican/Splash.aspx>



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## Record Keeping

Save ALL Records to Support the Claim

- Meal Counts
- Rosters
- Worksheets to Show Math
- Etc.
- 3 Previous Years Plus the Current Year

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## Questions

### Contact Child and Adult Nutrition Services

**Phone:** (605) 773-3413

**Mail:** Child and Adult Nutrition Services  
800 Governors Drive  
Pierre, SD 57501-2235

**Fax:** (605) 773-6846

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