



# Monthly Claim Submission Checklist

<b>Day Care</b>	
<b>Month/Year</b>	

- Centers will Enroll and Withdraw Children via the Minute Menu Program.
  - Income Eligibility/Enrollment Form**  
(IES/Enrollment Forms must be on file before children can become active in the Minute Menu Program)
  - Infant Affidavit Form** for New Enrolled Infants
  - Infant Daily Menu Forms**
  
- Enter Attendance & Daily Meal Counts in the Minute Menu Program **(Must enter in the Minute Menu System WEEKLY!)**
  
- Copy of the Manual Point of Service/Attendance Forms  
**(Manual POS Attendance must reconcile with meal counts entered into Minute Menu)**
  
- Copy of the **Manual Reconciliation** Point of Service Forms.
  
- Copy of Title XX (CAPS) or Title XIX Invoice **(If Applicable)**
  
- Operating Cost Documents** (Not-for-Profit CACFP Info)
  - Operating Cost Form
  - The **Original** monthly Receipts/Invoices  
**(Please keep a copy of the Receipts for your records)**

**Please: Enter ALL receipts into the Minute Menu Program: Highlight the Milk purchases on the receipts**

  - Time Sheets & Time Distribution Reports
  - Payroll documentation/cancelled checks
  - Food Program Bank Statements
  
- Copy of Centers Monthly Menu **(Please submit the Menu that you post for your parents during the month)**

**\*PLEASE! MAKE A COPY OF YOUR CLAIM BEFORE SUBMITTING\***

**NOTE:** ALL Child Care Centers receiving payment from the (CACFP) must keep full and accurate records pertaining to the food service operation. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. All records must be maintained at the center and must be available for audit by Federal or State officials at all times. Failure to produce required records in a timely manner could result in re-payment to YES Inc, Bright From the Start, GA Department of Education or the USDA.