



Claim Checklist

Center Name: _____ Claim Month & Year: _____

Submit **clear copies** of the following documents **in this order**.
Place this Claim Checklist on the top of the packet.

✓	DOCUMENTS	DO I SEND IT?
1	Pending and expiring Income Eligibility Forms Check MMCX dashboard and send with Claim Packet.	Required for centers
2	Infant Affidavits and Medical Statements	If applicable
3	Receipts Journal from MMCX (Center must enter receipts in MMCX)	Always required to submit
4	Food & supplies receipts <u>in date order</u> of the Receipt Journal Attach proof of payment with all invoices	Always required to submit
5	Labor documents (Payroll -Proof of Payment, timesheets, time distribution report, etc.) Employees paid by direct deposit: Submit bank statements that show the batch transfer for payroll that includes all employees. This is one large amount. Employees paid by checks: You will need to send copies of the canceled/cashed check or have statements that clearly identify the staff's name	Only if you are claiming this cost to CACFP
8	Bank Statement for CACFP-only account Important: Sites are required to send in bank statements if funds have been transferred from a CACFP account to any other account(s).	Always required to submit
9	CAPS/Title XX Statement (Pull report from CAPS named "ACTIVE SCHOLARSHIPS") <i>"I am a for-profit site with <u>no</u> CAPS activity this month."</i> SIGNATURE: _____	Only required for for-profit centers
10	Attendance/Sign-In/Out Sheets for Children in official At-Risk Afterschool Program (ARAS) Centers must maintain and store Sign-In/Records onsite for a minimum of <u>four years</u>	Only required for sites with children in ARAS program
11	Centers Monthly Menu (Please submit the Menu that you post for your parents during the month)	Always required to submit

IMPORTANT: ALL Sponsored 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.

Mail to: YES Inc. 2321 Main Street, Tucker GA 30084 770-938-3188 or upload claim in the upload portal.