

PROGRAM REIMBURSEMENTS



Payments made to sponsors are based on the number of meals served to children. USDA determines the rates of reimbursement on an annual basis. All money received through the SFSP are federal funds, passed through the State Agency to the sponsor.

Claims for Reimbursement

Unlike many grants, the SFSP is a reimbursement program, meaning payments are issued *after* the sponsor has begun serving meals. It is therefore important, that the sponsor has the financial ability to cover SFSP expenses until payment is received. In some instances, a sponsor may request an Advance Payment to assist with paying expenses prior to filing a claim. When an Advance Payment is issued, the amount advanced is then deducted from the amount earned, once the claim is filed. Consult with DPI if an Advance Payment may be needed.

For sponsors of non-camp sites (i.e., open, restricted open, closed enrolled, migrant), the amount earned is based solely on the number of eligible meals served to children 18 and under and to adults that are disabled and participating in public or private education programs. In WI, this is through age 21. Sponsors of residential or non-residential camps are required to also report enrollment and participant eligibility data to determine the amount of reimbursement they will receive. That is because camps are only reimbursed for the meals served to participants that meet the income requirements. Conditional non-congregate sites receive reimbursement for only the meals served to children that meet the income requirements (i.e., free/reduced meals). Below is a breakdown by type of site:

Non-camp Sites

- Can receive reimbursement for up to 2 meals per day in any combination other than lunch and supper on the same day.
- Receives reimbursement for ALL eligible 1st meals served.
- Can receive reimbursement for 2nd meals that do not exceed 2% of the total 1st meals served.
- The number of eligible meals is multiplied by the corresponding [reimbursement rate](#).

Residential or Non-residential Camp Sites

- Can receive reimbursement for up to 3 meal services per day, in any combination.
- Receives reimbursement for eligible 1st meals served to only the participants that meet income eligibility requirements.
- The number of meals served is multiplied by the corresponding [reimbursement rate](#), then the percentage of children eligible, which is determined from the enrollment and eligibility data submitted on the claim.

Determining the Claim Period and Deadlines

SFSP claims should be submitted using Online Services, unless otherwise instructed by DPI. Follow the [Claim Instructions](#) and claim entry steps provided in the [SFSP Claim Manual](#). Claims are typically filed following the most recent month of operation; however, sponsors are permitted to combine claims in the following instances:

- If there are 10 operating days or less in the initial month of operation, those 10 days can be combined with the subsequent month;
- If there are 10 operating days or less in the final month of operation, those 10 days can be combined with the prior month.
- If the combined claim only includes 10 operating days or less from each of the first and last months of program operations, a claim may be filed for 3 consecutive months.

Claims submitted more than 60 days after the end of the claiming month cannot be paid unless a one-time exemption is approved by DPI. The 60-day calendar is located on the [Claim Submission Deadlines](#) page as well as the procedures to follow for late claims.

The Reimbursement Process

1. Gather all claim documentation and download the [claim form](#) to use as a working paper during the claim consolidation process. All meals served will be entered in the claim, by site. This may be done by manual entry or by using a spreadsheet to upload counts.
2. Log into the DPI [Online Services](#) using the assigned agency code and password.
3. If the password cannot be located, the Authorized Representative for the Program must contact DPI: cntfiscal@dpi.wi.gov.
4. Enter the claim following the step-by-step instructions provided in the [SFSP Claim Manual](#). It is recommended that the claim be completed all at once to avoid any technical issues.
5. Claims are processed on Tuesday mornings; therefore, a claim can be amended online at any time up until Tuesday morning. Once the claim is processed, it cannot be modified online. Follow the instructions within the SFSP Claim Manual for filing a claim amendment.
6. Only one SFSP claim can be in the system at a time. Wait for one to process before entering another.
7. Processed claims will appear within Online Services. To view a claim, log back into Online Services, go to the SFSP claim area as instructed in the claim manual. Click on the 'Print-View' tab. All payments made by DPI can also be found in the [Aids Register](#). The Department of Administration will also send an email notifying the sponsor of the payment.
8. All payments are direct deposited. Accounts are set up for a Sponsor upon initial approval of the Program. Please note that only one account is allowed per agency, so if an agency operates multiple Child Nutrition Programs, the agency will need to decide on one account for all deposits. For more information visit the [Aid Payment Information](#) page.

Tips for an Accurate Claim

Sponsors assume complete responsibility for all the information submitted on the claims. Therefore, it is very important that the claims reflect only the meals that meet SFSP requirements that are served to eligible children.

- ✓ Collect and review meal count forms for sites on a weekly basis. Look for errors in reporting - serving more meals than what was delivered, including 2nd meals or adult meals in the 1st meal count, etc.
- ✓ Contact sites to clarify questionable meal counts, document contact info and any changes on your copy of the forms.
- ✓ If using a spreadsheet to consolidate and summarize meal count data, make sure formulas are accurate!
- ✓ Establish a procedure where another person reviews the claim for accuracy prior to submission.