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Counting and Claiming

Putting the Pieces Together

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



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A CE's claim is its actual participation report submitted for the purpose of receiving reimbursement for costs associated with food service

What is a claim?

Common Findings

Counting and Claiming

- *Meal count was not taken at the point of service*
- *Changes were not dated and initialed on the Attendance and Meal Count form*
- *The numbers claimed were inconsistent with the number on the Meal Count and Attendance form.*
- *Meal count records were missing*
- *CE claimed over licensed capacity*



These errors resulted in CEs claiming either more than or fewer than the eligible number of participants.



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Sites can serve a variety of meals if approved by TDA. A site can be approved to serve up to 6 different meals and snacks but there is a maximum number of meals that can be claimed.

Serving vs Claiming

CCC/ADC/DCH

These programs can claim a maximum of 2 meals and 1 snack or 2 snacks and 1 meal per day.

At-Risk Only Sites

This program can claim up to 1 meal and 1 snack per day.

Emergency Shelters

This type of site can claim up to 3 meals per day or 2 meals and 1 snack

Enrollment

Is the participant properly enrolled?



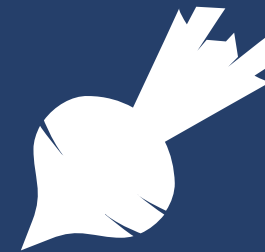
Eligibility

Is participant in the correct category?



Meal Production Records

Is the meal reimbursable?



Meal Count

Is the participant in attendance?

Did they receive a meal?



The background of the slide is a close-up photograph of several green lemons with some yellowing, and a few green leaves. Overlaid on the left side are two geometric shapes: a large orange trapezoid and a smaller blue triangle pointing upwards. A white circle with a grey border is positioned in the upper left, containing the number '01' in a dark blue serif font.

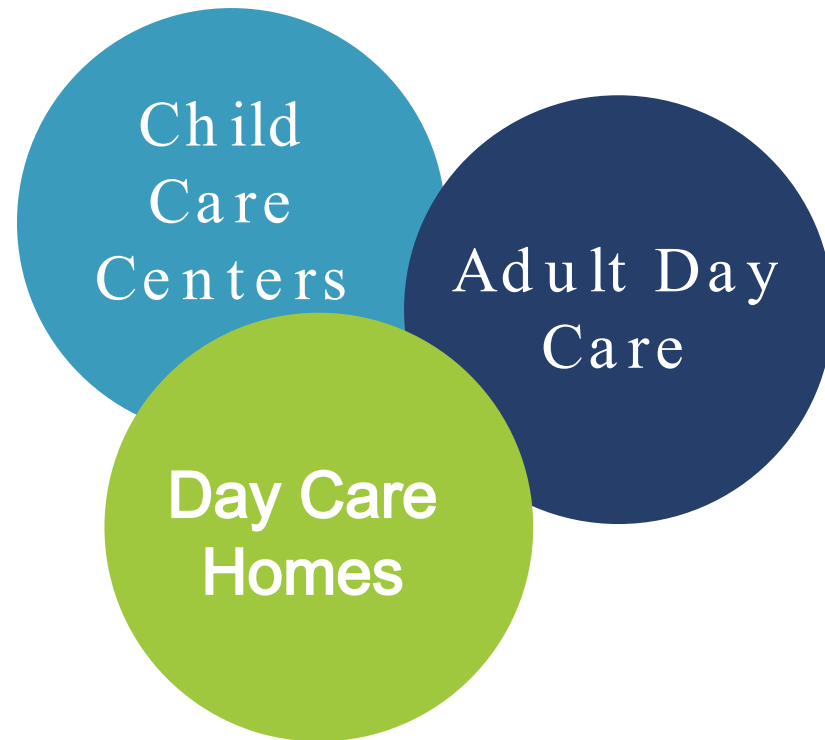
01

Enrollment

Is the participant
properly enrolled?

Enrollment

Know what is required for your program



If the participant is not properly enrolled in the program, the meal cannot be claimed for reimbursement





02

Eligibility

Is participant in the
correct category?

Eligibility

25%

For Profit Centers

If there are a significant amount of errors that result in the Free/Reduced percentage dropping below 25%, the center is not eligible to claim any meals for that month

CCC and ADC

If a participant is claimed as Free or Reduced and the CE doesn't have a current form with all required information, this may result in findings in both eligibility and claiming.



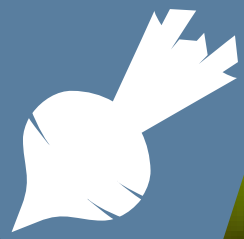
How does it affect claiming?





03

Meal Production Records



Is the meal
reimbursable?



04

Meal Counts

Is the participant in attendance and did they receive a meal?

Meal Count Records

- *Date of food service*
- *Day of the week*
- *Name and age of the participant*
- *Meal counts by meal type for each participant*
- *Number of participants in attendance and meals received*
- *Total number of meals claimed by meal type*
- *Total number of staff and nonprogram meals by type*



Attendance Records

- *Date of food service*
- *Day of the week*
- *Participant's name and age*
- *Attendance*

Electronic Meal Count

What is required?

- ❑ *Electronic form must contain all required elements*
 - ❑ *Must be able to securely capture signature.*
 - ❑ *Must be able to securely capture the date of meal service.*
- ❑ *Must be able to print on demand.*



Electronic completion at point of service does not mean taking the meal count manually and then entering the attendance and meal counts in a spreadsheet or software package and disposing of the original source documentation.



Sponsor Responsibilities

Edit Checks



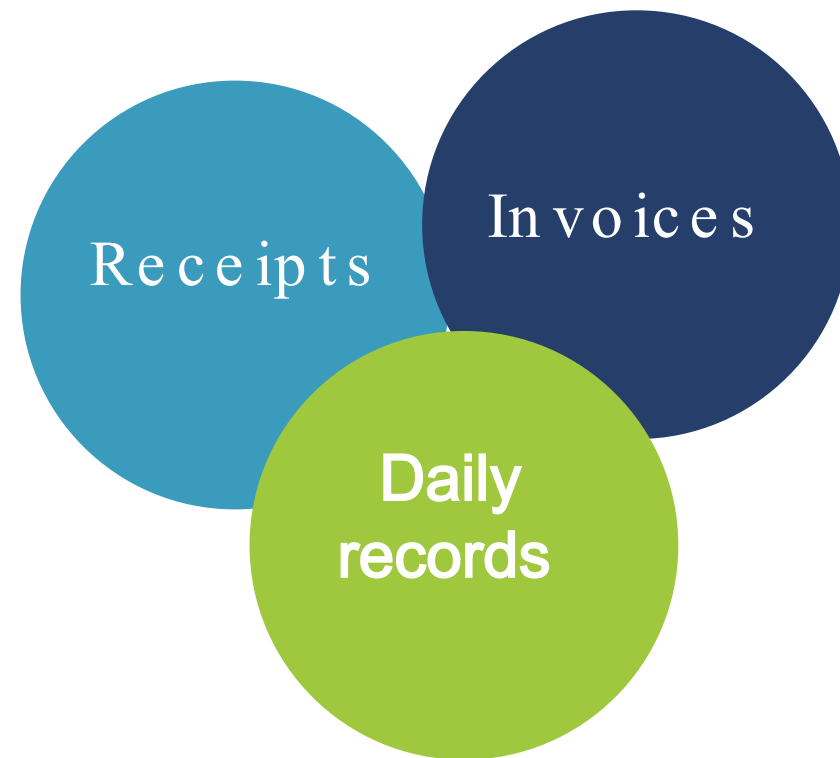
To ensure sites are reimbursed for approved meals only and not more than they are eligible for, sponsors must conduct monthly edit checks to review meals counts submitted by each site.

- ✓ Approved Meal Type Edit Check - Compare the meal types claimed to the meal types for which the site has been approved.
- ✓ Maximum Number of Meals Edit Check - Identifies the total reported counts that exceed the maximum number of meals that a site could claim in a month.
- ✓ Five Day Reconciliation - Compare enrollment, attendance and meal counts by child, and by meal type.



File the Claim

Supporting documentation



“Claims must be filed no later than 60 calendar days after the claim month.”



Late Claims

One Time Exception

- ✓ **Once in 36 months per program**
- ✓ **Must submit an approvable Corrective Action Plan**
 - ☐ Reason for submitting a late claim
 - ☐ Actions to be taken to avoid repetition of this situation
 - ☐ Actions to be taken to avoid late claim submission in the future
 - ☐ Signature of an Authorized Representative
- ✓ **Submit CAP to TDA for approval.**



Late Claims

Good Cause Exception

- ✓ **Must be requested if One Time Exception has been used.**
- ✓ **Must demonstrate that the noncompliance occurred due to circumstances beyond CEs control.**
- ✓ **Considered on a caseby-case basis.**
- ✓ **If approved by TDA, it will be forwarded to USDA for consideration.**

Claim Reconciliation



**Don't
forget!**

- ✓ Make sure the reimbursement is correct.
- ✓ Complete the monthly tracking report.
 - ☐ Do your expenses equal or exceed the amount received?
- ✓ Sponsors - Disperse reimbursement to unaffiliated sites within 5 days of receipt.



Quiz!

Enrollment

Is the participant properly enrolled?



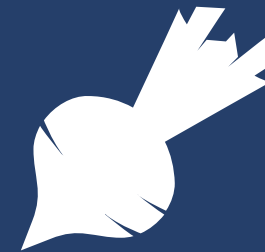
Eligibility

Is participant in the correct category?



Meal Production Records

Is the meal reimbursable?



Meal Count

Is the participant in attendance?

Did they receive a meal?



Enrollment - CCC and DCH

- Child's full name
- Date of birth
- Enrollment date (day/month/year)
- Withdrawal date
- Days normally in care
- Hours normally in care
- Meals authorized
- Parent/guardian signature
- Date of signature
- Updated annually
- Completed by parent guardian



Enrollment- ADC

- Participant's name
- Date of birth
- Participant's age
- Enrollment date
- Withdrawal date
- Participant's or guardian's signature
- Date of signature

Eligibility

CCC and ADC

- Participant's name
- Names of household members
- SANP, TANF number for CCC
- Medicaid/SNAP number for ADC (if applicable)
- Income (amount and frequency)
- Signature and date of signature
- Last 4 number of SSN
- Completed annually



DCH

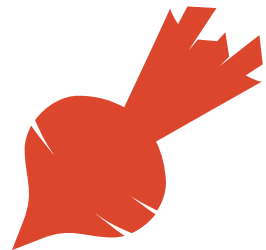
- Tier 1
 - Area eligible
 - Income of the provider
 - Income of household
- Tier 2
 - Reimbursed Tier 2 if not eligible for Tier 1



Meal Production Record

What is required?

- ❑ *Menu items*
- ❑ *Detailed description for food item used (Food buying Guide)*
- ❑ *Measurable amount of quantity prepared*
- ❑ *Planned participation*
- ❑ *Actual participation (optional)*
- ❑ *Complete date (day/month/year)*



All items on the Daily Meal Production Record Child Care must be completed prior to the meal service, with the exception of quantity prepared and leftover food from the day of the meal service which can be completed at the end of the meal service.



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Thank you!