



4. CACFP Submission & Processing of Claims

There are two methods of claiming on the CACFP using Minute Menu: the Web method (online) and the Scan Method (scan forms). If you wish to switch from one method to the other you must contact our office.

BEFORE SUBMITTING YOUR CACFP CLAIM you should carefully review your claim for errors. For Web providers, print the Claimed Foods & Attendance Report in Minute Menu (Reports>Claim Information>Claimed Foods & Attendance Report) to check overall and infant capacity, meal times and food components.

For Scan providers, make sure all bubbles are filled in correctly on each form (especially your provider number). Be sure to sign your name and list your meal times at the bottom of the forms. Do not write on, fold or staple forms.

For Web & Scan:

Check that the parent signature date matches the first date of enrollment on Enrollment Forms.

Indicate school type (am, pm or all day kindergarten, school age) and school district for all school age children.

Indicate any days you will be closed on Manage Provider Calendar for web or Claim Information Form (CIF) for scan.

DEADLINE FOR SUBMITTING YOUR CACFP CLAIM and Enrollment Forms is the **5th of the month** for the previous month. Web providers have until **midnight on the 5th** to submit their claim electronically with signed Enrollment Forms being due in our office **no later than the 5th**.

Scan providers must mail **CIF, Enrollment and Scan Forms** to the **San Jose Office** to be received (not postmarked) no later than the **5th** deadline for processing. Late Scan Forms will not be accepted.

Please note: If the 5th falls on a Saturday the forms will be due the day before (Friday). If the 5th falls on a Sunday then forms are due the next day (Monday).

PROCESSING CACFP CLAIMS occurs after we have received your claim by the deadline. Minute Menu performs numerous edit checks when processing claims. Any error messages that occur will be listed on your Claim Summary & Error Report that you receive with your reimbursement check.

IMPORTANT: We need proof that you paid your **Annual License Renewal Fees** and are therefore “currently licensed” in order to issue your check. We will send you a notice two months before your anniversary date to remind you. The proof we require is either the online receipt from CCL or front/back copy of your cashed check.

