WORKSHEET FOR CALCULATING CACFP REIMBURSEMENT

CLAIM PERIOD: _____

TOTAL MEALS BY TYPE	CLAIMING PERCENTAGES	MEALS PER INCOME CATEGORY	CURRENT RATES	REIMBURSEMENT

BREAKFAST:

_____	X Free _____%	= _____	X $ _____	= $ _____
_____	X Reduced _____%	= _____	X $ _____	= $ _____
_____	X Paid _____%	= _____	X $ _____	= $ _____

Total Breakfast Reimbursement: (1) $ _____

LUNCHES:

_____	X Free _____%	= _____	X $ _____	= $ _____
_____	X Reduced _____%	= _____	X $ _____	= $ _____
_____	X Paid _____%	= _____	X $ _____	= $ _____

Total Lunch Reimbursement: (2) $ _____

SUPPERS:

_____	X Free _____%	= _____	X $ _____	= $ _____
_____	X Reduced _____%	= _____	X $ _____	= $ _____
_____	X Paid _____%	= _____	X $ _____	= $ _____

Total Supper Reimbursement: (3) $ _____

SNACKS:

_____	X Free _____%	= _____	X $ _____	= $ _____
_____	X Reduced _____%	= _____	X $ _____	= $ _____
_____	X Paid _____%	= _____	X $ _____	= $ _____

Total Snack Reimbursement: (4) $ _____

AREA ELIGIBLE SNACKS

| _____ | X Free 100% | = _____ | X $ _____ | (5) $ _____ |

ADD NUMBERS 1, 2, 3, 4, & 5 FOR TOTAL REIMBURSEMENT DUE: $ _____

INSTRUCTIONS
Calculating CACFP Reimbursement

Centers are reimbursed based on reimbursement rates, meal attendance and claiming percentages

The amount of reimbursement may be determined by multiplying the total number of meals served times applicable claiming percentages times current rate of reimbursement for meal types. To calculate reimbursement, use the step-by-step procedure stated below and the worksheet on back. Use the claiming percentages from the Income Eligibility Categories section of the Center Reimbursement Claim. All calculations should be rounded to the nearest cent by rounding up if .005 or greater and down if .0049 or less.

1. Select a single site.
   a. Select a meal type (breakfast, lunch, supper, or snack).
      (1) Multiply the total meal count for that meal type by the **FREE** claiming percentage (from Income Eligibility Categories section of the Center Reimbursement Claim) to equal the number of **FREE** meals.
      (2) Multiply number of **FREE** meals by the **FREE** reimbursement rate for that meal type.
      (3) Round calculation to nearest cent.
      (4) Repeat the calculation for **REDUCED PRICE**.
      (5) To calculate the **PAID** amount, subtract the number of **FREE** meals and number of **REDUCED PRICE** meals from the total meal count to equal the number of **PAID** meals.
      (6) Multiply number of **PAID** meals by the **PAID** reimbursement rate for that meal type.
      (7) Round calculation to nearest cent.
      (8) Add the free, reduced-price and paid calculations for that meal type. This is the amount of money for a specific meal type at a specific site.
   b. Repeat the process for each meal type.
2. Select another site and use the procedures listed above to calculate the reimbursement.
3. Add all totals to equal the total reimbursement amount.

To compute ***Claiming Percentages***, use the numbers reported in the Income Eligibility Categories section of the Center Reimbursement Claim: **FREE**, **REDUCED PRICE**, **PAID** and **TOTAL**.
a. Determine **FREE** percentage.
   (1) Divide **FREE** by the **TOTAL**.
   (2) Round number to the 4th decimal place.
   (3) Convert to percentage.
b. Repeat to determine **REDUCED PRICE** percentage.
c. Add **FREE** percentage and **REDUCED PRICE** percentage. Subtract from 100. This is the **PAID** percentage.