

# Food Service Facts Table of Contents

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## 11. Claiming Reimbursement

At the beginning of each program year, the United States Department of Agriculture (USDA) announces the reimbursement rates for paid, reduced price and free school breakfasts, lunches, snacks; and for paid Special Milk. As discussed in Chapter 9, the number of reimbursable meals served to eligible students is recorded daily by meal type (i.e. breakfast, lunch, snack) and student eligibility category (i.e. paid, reduced price, free) on the appropriate daily record form. As soon as possible following the end of the month, the sponsor's Authorized Representative submits a reimbursement claim to the Kansas State Department of Education (KSDE). The claim reports the total number of meals served during the month by meal type and eligibility category. KSDE processes the claim and makes payment to the sponsor, normally within a week after the claim is submitted.

### Record Retention

All records that support the claims for reimbursement must be retained for five (5) years after the date of the final claim for reimbursement for the fiscal year to which they pertain. However, if audit or review findings have not been resolved, the records must be retained as long as required for the resolution of the issues raised by the audit or review. The records that must be retained include:

- ◆ Monthly reimbursement claims
- ◆ Daily records of meals/snacks/Special Milk served
- ◆ Daily income records
- ◆ All supporting documents for meal counts including printouts from computer accountability systems, ticket stubs, ticket issuance documents, rosters of eligible students, meal count rosters, etc.
- ◆ Monthly and Annual Financial Reports (refer to Chapter 10, *Food Service Facts*)
- ◆ Invoices for food, supplies, and equipment purchased through the Food Service Fund
- ◆ Menu production records
- ◆ Supporting documents concerning menus such as recipes. Sponsors must also maintain "component contribution" information, Child Nutrition Labels, product analysis information, etc.
- ◆ On-site Reviews of Accountability
- ◆ Program Agreement, Program Agreement addendum and all attachments including the Sponsor and Site Applications
- ◆ Verify or Change Authorized Representative forms
- ◆ Applications for Child Nutrition Program Benefits, direct certification documentation, and reduced price and free benefit verification documentation

## Reimbursement Claims

Reimbursement claims are due to School Finance at KSDE within 60 calendar days after the last day of the month for which meals are claimed. Claims must be supported with accurate daily records of breakfasts, lunches, snacks and Special Milk served.

- ◆ The sponsor's Authorized Representative is responsible for reviewing and analyzing breakfast, lunch, snack, and Special Milk counts to ensure accuracy of the reimbursement claim.
- ◆ Claims are submitted through the Internet at <https://cnw.ksde.org>, KN-CLAIM.
- ◆ To assure accuracy of data entry, sponsors may complete a working copy of the claim form for each site prior to submitting it on the Internet. File copies of the Site and Sponsor Reimbursement Claims should be printed at the time they are submitted on KN-CLAIM.
- ◆ All claims are to be submitted by the sponsor's Authorized Representative or the designated claim contact.
- ◆ **USDA requires claims to be received within 60 calendar days after the last day of the claim month. Claims received after that date are NOT payable.** However, KSDE's director of Child Nutrition & Wellness can grant an exception to the 60-day rule once during each 36-month period. Requests for exceptions must be submitted in writing. A Corrective Action Plan must accompany the written request for a One-Time Exception (Form 11-B).
- ◆ Payments are made to sponsors through direct deposit or by mail. If the sponsor wishes to change to direct deposit, contact School Finance at KSDE to request information on how to enroll.

## Revised Reimbursement Claims

If errors are discovered after the sponsor submits the reimbursement claim, corrections may be made by filing a revised claim. Copies of the revised claim form should be on file with the original claim form. To assure an accurate audit trail, notes concerning reasons for the corrections should be filed with the revised claim.

**An upward adjustment in the number of meals claimed must be filed within 60 calendar days from the last day of the claim month.**

**A downward adjustment in the number of meals claimed may be filed at any time following submission of the original claim.**

For detailed information: Guidance for Local and State Agencies on 60-Day Claim Submission and 90-Day Reporting Requirements for Child Nutrition Programs, USDA FNS, August 2018.

## Maintaining Reimbursement Claim Documentation

Original and revised reimbursement claims and all supporting documentation should be on file by program year and calendar month.