Food Service Facts

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Food Service Facts

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 or designated Claim Contact 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, after the claim is submitted. The Sponsor will receive payment the next time vouchers are posted. The process of posting payments begins at 8 AM on each applicable Tuesday. Sponsor claims that are in "approved" status by 8 AM each applicable Tuesday will receive payment that week.

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 Formulation Statements, nutrition facts and ingredient labels, etc.
- On-site Accountability Reviews
- Program Agreement, Program Agreement addendum and all attachments including the Sponsor and Site Applications
- Appointment of a new Authorized Representative form (if applicable)
- Applications for Child Nutrition Program Benefits, direct certification documentation, and reduced price and free benefit verification documentation

Reimbursement Claims

Reimbursement claims must be entered into KN-CLAIM 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 online at https://cnw.ksde.gov, KN-CLAIM. Site claims must be submitted and in approved status before the Sponsor claim can be submitted. All site and Sponsor claims must be in approved status by the claim deadline to receive payment. To ensure accuracy of data entry, sponsors may complete a working copy of the claim form for each site prior to submitting it online. Hard 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.
- Payments are made to sponsors through direct deposit. If a Sponsor needs to change or update direct deposit information, contact Child Nutrition and Wellness at KSDE to request information on how to update information. For detailed instructions, please refer to the KN-CLAIM Quick Reference "School Nutrition Program Reimbursement Claims" located in KN-CLAIM, SNP, Quick References, View SNP Quick References.

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 ensure 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, see USDA policy memo SP 20-2018, CACFP 14-2018, SFSP 07-2018 60 Day Claim Submission and 90 Day Reporting Requirements for Child Nutrition Programs.

Late Claims

- 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).

Reimbursement Rates

The United States Department of Agriculture (USDA) adjusts reimbursement rates annually, to be effective each July 1. The current rates of reimbursement for each meal type and for cash-in-lieu of commodities are available at https://cnw.ksde.gov, Key Links, Reimbursement Rates.

Reimbursement rates are determined by (1) the meal type and (2) the eligibility status of the students served. The meal types are breakfast, lunch, snacks and milk served via the Special Milk Program. The eligibility statuses are free, reduced price, and paid. Reimbursement rates are established with "free" as the highest amount, "reduced price" as a lower amount, and "paid" as the lowest amount.

Cash-in-lieu of commodities (CIL) is an additional amount paid for all lunches served to students. CIL reimbursement must be used to purchase food that contributes to required meal components.

Maintaining Reimbursement Claim Documentation

Original and revised reimbursement claims and all supporting documentation should be on file by program year and calendar month. **Documentation must be kept for at least five (5) years** after the date of the final claim for reimbursement for the fiscal year to which they pertain**. If there is an open audit or review, documents must be kept until the audit or review is closed.**

Money Due to KSDE

All amounts due to KSDE as the result of an audit or review must be paid. If money is owed to KSDE as a result of an overpayment, the amount due may be withheld monthly, or a check for the full refund from the sponsor may be required. Federal regulations require KSDE to charge interest for any amount not paid within 30 days from the date of the notice.