

**Maximize Your CACFP
Reimbursement**
2.0 Hours
ILLINOIS CHILD CARE BUREAU

Name _____ Phone _____

Address, City, Zip _____

Provider Signature _____

Date Completed _____

- | | | |
|---|---|---|
| 1. It is ICCB's responsibility to train providers on the regulations of the food program. | T | F |
| 2. Looking up your Claim Summary and Errors Letter to review errors and make corrections is a the primary way to avoid further deductions and loss of reimbursement. | T | F |
| 3. Child enrollment forms should be sent in, at the very latest, with your menu for that month (scannable menu users). | T | F |
| 4. Faxed copies of CE forms (for online claimers) are acceptable as long as the information is complete and easy to read. | T | F |
| 5. Scannable menu users must mail in the originals of their CE's, unfolded. | T | F |
| 6. Breakfasts for a child whose CE states he arrives at 8:30 am are not reimbursable if the provider's breakfast service time is 7:15 am to 8:00 am. | T | F |
| 7. If the parent forgets to check off a meal or snack on the CE for their child you can still be you can still be reimbursed for it. | T | F |
| 8. Regulations will allow you to claim a school-aged child for lunches on school breaks even though though lunch was not marked as a meal that the child receives while in your care. | T | F |
| 9 Reimbursement cannot be paid for any and all days prior to the child's enrollment date. | T | F |
| 10. If the start time of your AM snack is 10, then the earliest that lunch can be served is 12:00 p.m. | T | F |
| 11. Child registration forms are required for infants even if you are not claiming them. | T | F |
| 12. As a participant on the CACFP, you must offer to supply a type of iron-fortified formula to any and all babies in your care. | T | F |
| 13. You may claim the infant's meals and snacks even if the parent is supplying the formula. | T | F |
| 14. If you are adding a meal or snack not previously claimed, submit a request to the ICCB office promptly for approval to claim this meal or snack. | T | F |
| 15. Read your ICCB Family Day Care News and be informed of policy changes that could affect your reimbursement. | T | F |
| 16. Completing your menus and attendance on a daily basis will help you avoid oversights and deductions. | T | F |
| 17. If your computer or internet is not reliable, use the Daily Meal Worksheet to keep track of your meals and attendance when you are unable to enter them into the system. | T | F |
| 18. If you have delegated the keeping of your menu records to an assistant, it is still your responsibility to make sure these records are up to date. | T | F |
| 19. Take your time to inform DCFS that you have moved. No rush! | T | F |
| 20. It is recommended that you look over your records before submitting them to the ICCB office. | T | F |