

Attestation Statements 2019-2020 Original Agreement

On Line Claim for Reimbursement:

School Food Authorities (SFAs) are reminded there must be **THREE (3)** separate people involved with the Child Nutrition On-line Claim for Reimbursement. This internal control mechanism is in place to help prevent claims submitted with errors and Legislative Audit findings.

The district Child Nutrition Single Sign-On (SSO) account manager can assign privileges for Entry and Submit with District Superintendent approval. The Arkansas Department of Education (ADE) SSO account manager must receive a form signed by Superintendent in order to make changes to the person assigned with Approve privileges.

The SFA personnel responsible for the on-line claim are:

Entry – This is the person that enters all the claim information into the on-line claim system based on source documentation. This documentation will include (but is not limited to) APSCN financial reports of income and expenses, unpaid bills, income due to program, as well as inventory (purchased and USDA Donated Foods), daily records to support number of reimbursable breakfast, lunch and snack (if applicable) meals served to students, etc.

Submit – This person reviews the data entered, and confirms that all information reported on the claim is accurate and agrees with source documents.

Approve – This person reviews the claim that has already been entered and submitted. It is necessary for the approval person to confirm that all information submitted on the claim is accurate and supported by appropriate source documents.

Professional Standards:

The School Food Authority (SFA) agrees to abide by the Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010 in accordance with 7 CFR 210.30.

The SFA agrees to abide by Arkansas Department of Education Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers in accordance with Ark. Code Ann. §§ 20-7-134, 20-7-135.

By signing below, you are certifying that all federal requirements related to On-Line Claim for Reimbursement and Professional Standards have been implemented by the SFA/LEA. Compliance will be assessed during Administrative Reviews. Findings will result in the development and implementation of a Corrective Action Plan.

Superintendent Signature

Child Nutrition Director Signature

Date

Date