

INSTRUCTIONS for AID to Efficient ON LINE CLAIM FOR REIMBURSEMENT Preparation:
The AID for Claims Preparation should be printed on legal paper and used to gather all information needed for Efficient On-Line Claim for Reimbursement submittal.

School Term: Check **Regular, Summer or Seamless Summer**. If meals for both regular and summer terms are served in the same month, submit one on-line claim for regular meals and a separate on-line claim for summer meals or seamless summer meals. Provide financial information on only one on-line claim, since it will be the same for both. **Both claims may be submitted at the same time.**

1. **A. Number of schools in district** Number of schools reported to Arkansas Department of Education on Program Schedule A
- B. Number of schools with Breakfast And Lunch** Number of schools with Breakfast Program and Number of schools with Lunch Program as reported to Arkansas Department of Education.
- C. Schools Eligible for *Safety Net*** As identified by Safety Net list on Forms page of Child Nutrition website.
- D. Number of *Severe Need Schools*** As approved on 2015-16 Severe Need Documentation of Eligibility for each school district.
- E. ADM/ADA** Most recent Average Daily Membership (ADM) and Average Daily Attendance (ADA) as reported through Arkansas School Computer Network (APSCN) for schools participating in each program.
- F. Eligibles** Highest number eligibles, by count of source documents (i.e.: applications and lists) on any day during the month.
- G. Days served** Number of days meals are served during the month.
2. **A. Opening cash balance** Same as closing cash balance on the prior month's claim.
- B. Federal reimbursement** All federal reimbursement received during the month from ADE CNU.
- C. Student meal income** All money collected during the month for student lunches, breakfasts and snacks.
- D. Adult meal income** All money collected during the month for adult lunches, breakfasts and snacks.
- E. A la carte income** All money collected during the month for a la carte items, including additional meal components and extra milk.
- F. Contract meal income** All money collected during the month for banquets, contract meals for Headstart, Pre-K senior citizens, and any other contracted function.
- G. Loans to program** Designated funds transferred to program from district operating fund or any other loan source.
- H. Other cash income** All other income received during the month, including, but not limited to, state matching funds, interest on investments and reimbursements from DHS.
- I. Total** Add 2A; 2B; 2C; 2D; 2E; 2F; 2G, and 2H.
3. **A. Food** All food expenditures for all program areas.
- B. Labor** All labor expenditures for all program areas.
- C. Loan repayment** All expenditures for repayment to the district of loans to program.
- D. Other expenditures** Total of all other expenditures from the child nutrition account during the month.
- E. Total** Add 3A, 3B, 3C, and 3D.
4. **Closing cash balance** Subtract 3E from 2 I. This **WILL NOT be a negative number**.
5. **Amount of unpaid bills** for food, labor and other purchases.
6. **a. Value of inventory** of all food, excluding USDA Donated Foods (commodities)
- b. Value of inventory** of all USDA Donated Foods (commodities)
7. **Funds due program**, including federal reimbursement claimed but not received, contract meals served but not paid, and any other funds due program, (**including funds due from THIS claim for reimbursement**).
8. Enter total **breakfasts (8.A.)** and **lunches (8.B.)** served to students by category (free, reduced price, paid). Multiply free, reduced price, and paid meals by assigned rate and enter reimbursement by category. 9.C. Enter total number of lunches claimed to determine the amount of Performance Based (\$.06) lunch reimbursement.
9. Enter TOTAL for **Breakfast on (9.A.)**. Enter TOTAL for **Lunch (9.B.)**. Enter **TOTAL Lunch Performance Based Reimbursement (9.C)**
10. Enter **number of breakfasts and lunches served to adults** and number of **contract meals served**.
11. **A. Number of schools in Afterschool Snack Program** Indicate number of schools that receive **Area Eligible** reimbursement for Afterschool Snacks (all students free) and the number that receive **NON Area Eligible** (FREE, REDUCED, & PAID) reimbursement.
- B. Enrollment in Afterschool Snack Program** Enter afterschool snack program enrollments based on method of reimbursement used to claim afterschool snacks i.e., **Area Eligible** or **NON Area Eligible**.
- C. Average Attendance** Enter Afterschool Program Average MONTHLY Attendance for claim month. To calculate **add the number of students attending** each day the afterschool program operated during the month and divide by the number of serving days Afterschool Snacks were served during the month. Claims cannot exceed the program Average Attendance multiplied by the number of serving days.
- D. No. of Eligibles** Complete ONLY for NON Area Eligible Afterschool Snack Program Schools. Number of Eligibles equals the HIGHEST number of afterschool snack eligibles (Free & Reduced price) by count of student source documents on any day during the month.
- E. Days Served** Number of days afterschool snacks served during the month for all programs. If number of serving days varies by program, list the highest number of days that any program serves afterschool snacks.
12. Enter **total number of Afterschool Snacks** served to students **by type of Program** – Area Eligible (ALL Free) or NON Area Eligible (Free, Reduced, or Paid). Multiply by the assigned rates and enter reimbursement amount on the claim.
13. Enter **total of afterschool snacks served** and the **total amount of reimbursement claimed for afterschool snacks**.
14. Enter number of afterschool snacks served to Adults and/or number of contract afterschool snacks.
15. **Total Combined Reimbursement for ALL Child Nutrition Programs**. Add lines 9A, 9B, 9C, and 13. This amount will match the voucher amount of direct deposit if the claim is correctly completed.
16. The On-Line Claim for Reimbursement Approver should review and analyze all meal and afterschool snack counts to ensure accuracy as specified in the regulations. Please be reminded that the person who actually aggregates/calculates/prepares the claim for reimbursement CANNOT approve the on-line claim. As a matter of internal control the district general business manager needs to assign a second party to verify the claim and supporting documentation are correct prior to submission for approval.