



Rising Phoenix Enrichment Program, Inc.
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***NEW EFFECTIVE 12/1/17* Monthly Claim Submission Checklist**

Center	
Month/Year	

- Income Eligibility Statement/Enrollment Form (CENTER IS RESPONSIBLE)**
 (IES/Enrollment Forms must be on file before children can become active in the Minute Menu program)

- Infant Affidavit Form for new enrolled Infants (CENTER IS RESPONSIBLE)**
 (Infant Affidavit Forms must be on file for all Infants before Infants can become active in the Minute Menu program)

- Monthly copies of Title XX (CAPS) or Title XIX Invoices (CENTER IS RESPONSIBLE)**

- Manual point of service forms (CENTER IS RESPONSIBLE)**
 (P.O.S. forms come from Minute Menu only & the meal counts must be handwritten)

- Operating cost documents (CENTER IS RESPONSIBLE FOR SENDING IN THESE DOCUMENTS)**
 - Monthly Record of Operating Costs form
 - Original monthly receipts/invoices (Keep a copy of the receipts for your records)
 Enter ONLY the milk receipts/invoices into the Minute Menu program
 Highlight the milk purchases on the receipts/invoices
 - Time sheets
 - Monthly Time Distribution Report
 - Payroll documentation/cancelled checks
 - Food program bank statement

- Daily Menu and Food Service Record for At-Risk (N/A Sponsor will print)**

- Daily Menu and Food Service Record for Infants (N/A Sponsor will print)**
 (CENTER MUST ADD INFANT MEALS INTO MINUTE MENU)

- Child Enrollment Roster (N/A Sponsor will print)**

*** PLEASE MAKE A COPY OF YOUR CLAIM BEFORE SUBMITTING ***

NOTE: ALL Child Care Centers receiving payment from the CACFP must keep full and accurate records pertaining to the food service operation. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. All records must be maintained at the center and must be available for audit by Federal or State officials at all times. Failure to produce required records in a timely manner could result in repayment to RPEP, Inc., Bright From the Start, GA Department of Education or the USDA.