



Memorandum

To: All Rising Phoenix Enrichment Program, Inc. Sponsored Child Care Centers
CC:
From: Ashley Johnson (Sponsor)
Date: 12/1/2015
Re: MONTHLY CLAIMS SUBMISSION and
PAYMENT PROCESSING PROCEDURES

Rising Phoenix Enrichment Program, Inc. is very proud to be a CACFP Sponsor for your Child Care Center and Adult Care Center. RPEP has been providing CACFP reimbursements to child care centers month after month, throughout the State of Georgia. As a CACFP Sponsor, it is our goal and obligation to assure that each monthly claiming center receives its reimbursement in an efficient and timely manner.

With that in mind, it is incumbent upon our organization, RPEP, Inc., to continue to inform its Sponsored Organizations of the life cycle of a claim submission to our organization. This cycle includes:

1. The initial submission of all paperwork to our organization via Minute Menu
2. RPEPs' receipt of required physical paperwork from the Center
3. Sponsors processing and cross checking of physical claim information submitted
4. Submission of a batch of claims to Bright from the Start
5. Bright from the Starts approval of claims
6. Receipt of funds from the State by Rising Phoenix Enrichment Program, Inc.
7. Final payment of that initially submitted claim to your Center within 5 days of Sponsors receipt of funds from Bright from the Start

As you can see, the claims process has quite a few layers of involvement in order to get to your receiving your funds every month. For a better understanding we will outline a few areas that regularly **slow your receipt of your funds in a timely manner:**

1. **Late claim submission** through Minute Menu and physical paperwork forwarding is the NUMBER 1 cause of claim payment delays.
2. Errors, **RED INDICATORS**, on your **Minute Menu** screen when claim is submitted.
3. Sponsor is **waiting for IES form submission** to our office
4. Sponsor is **waiting for operating costs, milk receipts, menus**, or additional information to be submitted.
5. **Holidays** slow the State, your Sponsor and your Center from speedy fund receipt.
6. Slow Center Contact personnel response regarding claim errors and omissions.

Any one of these factors can slow your centers ability to receive a timely claim processing. The Center's claim will be submitted once ALL documents have been received in the office of RPEP.

The below information can prove as a guide as to when to expect your claim cycle to be complete from your submission to receipt of finds from your Sponsor, RPEP, Inc.

FILING A CLAIM FOR REIMBURSEMENT

Claims are *generally* accepted up until 30 days after the claim month. Clearly, the sooner the submission the sooner you will receive the re-imbusement.

- Rising Phoenix Enrichment Program, Inc. generally processes the first claim the 2nd Monday of each month. (Near the 10th of the month is the rule of thumb for the 1st claim. (Holidays and Weekends will effect this date)
- **Claims take approximately 14 days (this varies) from Center submission to Center payment**
- **RPEP Claims Received by:** 5th of each month
Center Payment Date: 28th of the month (usually before this date)

All of RPEP's participating Centers MUST utilize the direct deposit option offered by RPEP. Center's will receive their payment via direct deposit. If direct deposited payments are not received within 15 days of the projected payment date, please contact RPEP immediately.

RPEP continues to be diligent in or efforts to improve our methods and forwarding of information to the Centers under our sponsorship. We thank you for your tireless efforts to provide nutritious meals to the children and adults in your care.

Effective Immediately:

All claims are due on the 5th of each month. Due to the increase in volume, we do not want to hinder anyone from receiving their reimbursement in a timely manner. It is not fair for those who submit their paperwork on time to be penalized for those that do not. Therefore, we are going to submit the claims 3 times a month. If you submit your paperwork to RPEP during the time frames listed below, then you will have an idea of when to expect your reimbursement. The Center's claim will be submitted once ALL documents have been received in the office of RPEP. **UPDATED: 1/1/2020 Weekly meal counts need to be input into Minute Menu on a weekly basis. We will allow you to the following Tuesday to input the prior week's data. If you miss submission cut off: 1)Your Center will be locked out of Minute Menu 2) Meals not entered will be disallowed, which equates to a loss of money 3) Letter of explanation on how to prevent missing the deadline in the future. This will be implemented on February 1, 2020 as a Grace Period. Meals will be disallowed March 1, 2020.**

Submission due dates:

Tier 1: 1st-7th the claim will be submitted on the following Monday

Tier 2: 8th-15th the claim will be submitted on the following Monday

Tier 3: 16th-30th/31st the claim will be submitted on the following Monday

Helpful Information from BftS CACFP Handbook

Bright from the Start CACFP Policy15 requires that the original claim be received to Bright from the Start no later than **30 days** after the end of the month being claimed. USDA regulations allow a claim submission up to **60 days** after the end of a claim month. Bright from the Start CANNOT pay claims submitted beyond **60 days** after the claim month. (Pg 32 CACFP Handbook)

Bright from the Start is allowed by regulations to take up to **45 days** to pay all valid reimbursement claims. However, Bright from the Start's procedure is to pay claims once a week. All claims are paid through electronic funds transfer. It may take up to **10 days** for the reimbursement to be available at the center's financial institution from the date the claim is processed by Bright from the Start.

A Sponsoring Organization is required to distribute reimbursement to each facility under its sponsorship within **5** working days after receiving the funds from Bright from the Start. (Pg 33 CACFP Handbook)

Best Regards,

Ashley Gay-Johnson

CEO, Executive Director

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