

Instructions for 2012 CAC 1 Sponsored Child Care At Risk Center Claim

- For claiming meals at **Child Care At Risk Centers** in **program year 2012**.
- For-profit institutions must complete and attach *Certification of Eligibility of Title XIX and XX* for all for-profit sites.
- **Complete and sign all documents in ink!**

Completing your claim

1. Institution Information Section

- **Institution Name** Enter complete name as specified on the Institution Agreement (CAC 2).
- **Agreement** Enter correct agreement number.
- **Center Name** Enter complete name as specified on the Center Application.
- **Site Number** Enter correct site number .
- **Claim Month/Year** Enter month and year that claim applies to (example, October 2006).
- **Claim Type** Check either “Original” or “Amendment.” An “Amendment” claim is for making revisions to a previous claim.

2. Child Care Center Claim Section

- **Number of Days Meals Were Provided** Enter total number of days food service was provided during the claim month.
- **Total Enrollment** Enter the center’s enrollment count for Child Care Center.
- **Average Daily Attendance** Compute by dividing the center’s monthly attendance by number of days of operation.
- CACFP Enrollment forms must be maintained for all participants.

3. Total At Risk Meals Served Section

- Enter the number of eligible meals served during the claim month for each meal type.

4. Certification

- Sign (in ink) by an authorized signer only (i.e., signer must be recorded on the *Statement of Authority*).

Mailing your claim

- Mail **original signed** claim and copy of *Certification of Eligibility of Title XIX and XX* (if for-profit) to:

DHHS
Special Nutrition Programs Claims
2032 Mail Service Center
Raleigh, NC 27699-2032

Claim Status and Inquiries Call 866-622-2733 (toll free)