



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH

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CACFP 18-10

May 9, 2018

**Memorandum**

To: Institutions Participating in the Child and Adult Food Care Program (CACFP)

From: Mary Anne Burghardt, MS, RD, LDN *MB*  
Nutrition Services Branch Head  
State Director, Child and Adult Care Food Program (CACFP)  
State Director, Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

Subject: Updated Guidance on 60-Day Claim Submission and 90-Day Reporting Requirements

The attached document provides clarification and guidance on the requirements for implementing the 60-day claim submission process and the 90-day reporting requirements set forth in the federal regulations for each of the Child Nutrition Programs.

To access online, please visit the PartnerWeb Child Nutrition Programs Resources Page and find under the "Handbooks" Subject Tab, or simply click on:

<https://partnerweb.usda.gov/communities/cndpolicy2/CND%20Resources/60%20Day%20Claim%20and%2090%20Day%20Report%20Guidance%20FINAL.pdf>

Please contact your Regional Consultant with any questions.

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**Food and Nutrition Service (FNS)**



**United States Department of Agriculture**

*Guidance for Local and State Agencies on 60-Day  
Claim Submission and 90-Day Reporting Requirements  
for Child Nutrition Programs*

**Food and Nutrition Service**

*April 2018*

**60-Day Claim Submission and 90- Day Reporting Requirements for Child Nutrition Programs**

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**60-Day Claim Submission and 90- Day Reporting Requirements for Child Nutrition Programs**

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