



Family Central's Sponsored Centers CCFP Claim Package Checklist

Please Complete & Submit this Checklist with Monthly Claim

Claim Package **MUST BE RECEIVED BY THE 5th OF THE MONTH**

Claim **MUST** be **Complete and Accurate** in order for your claim to be processed.

Submission of incomplete paper work may result in a delay in claim reimbursement to your center.

Month: _____
Year: _____

Center: _____

_____ **Free and Reduced-Price Meal Applications** for newly enrolled children with completed enrollment and child participation information **KEEP PINK COPIES ONLY** _____

_____ **Center Enrollment Form(s)** with completed enrollment and child participation information—**ONLY** if a Free & Reduced form is not available _____

_____ **Infant Feeding Forms** for all newly enrolled infants **KEEP YELLOW COPIES ONLY** _____

_____ **Medical Statement and/or Dietary Preference Forms** _____

_____ **Original Personnel Activity Reports (PAR's)**
Employee & Supervisor Signatures Required (Please Write Center's Name)

_____ **Original Receipts** for food (including infant foods) and CCFP supplies
(Make sure Receipts are securely bound with Clips or in an Envelope with Center's Name)

_____ **Delivery Receipts** from caterer **KEEP ONE SET FOR YOUR RECORDS**
(EVERY Delivery Receipt must have Time, Date, Signatures & Temperatures)
*(Please indicate date(s) of any missing delivery receipts) **Missing Receipts** _____*

_____ **Submitted Claim Online via MMCX / KidKare**

_____ **Copy of Monthly Summary Attendance for Subsidized ELC Children & VPK Students** (School Readiness & VPK program)

_____ **Self-Prep Centers:**
Copies of Menus for the month *(With substitutions noted if applicable)*

_____ **Independent Catered Centers:**
Copies of Menus required only if menu items have been changed

_____ **Independent Catered Centers:**
Proof of Payment to caterer for prior month's invoice
(Ex: Cancelled check, credit card receipt, EFT advice)

Center Representative Signature Date

Family Central Staff Signature Date