Policies Alert

Date: May 28, 2008       Reference: # CACFP ADC 2008-10
To: Child and Adult Care Food Program-Adult Day Care (CACFP-ADC) Contractors
Subject: Submitting Paper Claims
Effective Date: Immediately

Purpose

This Policy Alert REVISES ADC Handbook Section 4361.1, Paper Claims, to correct the:
• Mailing address for submitting paper claims;
• Fax number that paper claims are submitted to; and
• Telephone number to call and confirm receipt of your fax.

Implementation

Immediately

Procedure

Paper claims must be mailed to:
Texas Department of Agriculture
Food and Nutrition Division
P.O. Box 12847
Austin, Texas 78711-2847

Faxed claims must be faxed to (888) 232-2759. You must call and confirm receipt of faxed claims. The number to call is (800) 264-5732 (TDD number (888) 440-4997).

Note: Do not mail your claim if you fax it or submit it electronically. It may take up to 45 days to process valid paper (mailed, faxed, hand delivered) claims.

Contact

If you have any questions, please contact your Food and Nutrition Field Operations Office.

This Policy Remains in Effect Until Further Notice