Date: September 22, 2009            Reference: # CACFP CCC 2009-27
To: Child and Adult Care Food Program-Child Care Centers (CACFP CCC) Contractors
Subject: New Form H1540, Documentation of Meals Served
Effective Date: October 1, 2009

Purpose

IMPLEMENT New Form H1540, Documentation of Meals Served, and Instructions, to be used by sponsoring organizations only.

REPLACE CACFP CCC Handbook Items:
• 4361, Submittal Deadline
• 4440, Required Forms

ADD an alternate forms checklist for Form H1540 to Item 11170, Alternate Forms Checklist

To better ensure the accuracy of claims submitted and payments made to sponsored facilities, the Food and Nutrition Division (FND) is implementing Form H1540, Documentation of Meals Served, to be used as an edit check tool for both the sponsoring organization and FND.

Implementation

October 1, 2009

Procedure

Replace CACFP CCC Handbook Item 4361 with the following:

To ensure that their claims are eligible for reimbursement, a contractor must have them postmarked (paper claims) or received (paper, fax or electronic claims) by FND no later than 60 days after the last day of the claim month. If the 60th day is on a weekend or holiday, the claim must be postmarked or received no later than midnight on the following workday.

Sponsoring organizations will complete Form H1540, Documentation of Meals Served, monthly when preparing their claim for reimbursement and maintain the forms with their program files

FND recommends that a contractor always have a back-up person designated to submit claims. Doing so could lessen the chance of submitting a late claim that may be denied for payment. If a contractor receives advance payments, they should submit their claim as early as possible after the end of the claim month, since a delay in submitting their claim could affect their receipt of advance payments.

continued

This Policy Remains in Effect Until Further Notice
Purpose continued

Replace CACFP CCC Handbook Item 4440 with the following:

A contractor must use forms provided by FND to administer and operate the CACFP unless they have received approval from their F&N FOO to use alternate forms. The following forms are the only forms that may be submitted for alternate approval:

- H1530, Daily Meal Production Record.
- H1530-A, Daily Meal Production Record for Infants.
- H1530-B, Daily Meal Production Record for At-Risk Afterschool Program.
- H1535, Daily Meal Count and Attendance Record.
- H1540, Documentation of Meals Served
- H1568, Record of Recycled Food.

**NOTE:** H4502, Claim for Reimbursement Worksheet, may be changed without prior approval.

When submitting an alternate form for approval, a contractor must:

- Use the checklist appropriate to the form located in Section 11000, Resources.
- Identify, on the proposed alternate form, the FND form number.
- Prepare corresponding instructions for every proposed alternate form.
- Submit the checklist with the proposed alternate form to the contractor’s F&N FOO.
- Make corrections to alternate forms returned for changes by the F&N FOO and resubmit.
- Begin using the alternate form only when the contractor gets approval notification from their F&N FOO.
- Keep a copy of the alternate form approval letter from their F&N FOO and the approved form and instructions in their CACFP program files.

A contractor may use approved alternate forms until a revision is initiated. A revision may be necessary due to an organization’s operational change or a regulatory/legislative change to CACFP. Revisions to alternate forms must be approved through the alternate form approval process before a contractor can begin using the form.
NOTE: A contractor must not use an alternate form approved for another contractor until the contractor’s F&N FOO approves the form for their use.

EXCEPTIONS:

- Forms that are reproduced electronically are not considered alternate forms if they are exact replicas of both format and content. These do not need alternate form approval. Organizations are accountable for ensuring that an electronically reproduced version of a form is exactly the same as the FND form. If any additional data element is added to the form or instructions, or the FND number and date are removed, it is considered an alternate form and the contractor must follow the alternate form approval process.

- When an organization is using an alternate form and the FND form is changed, it is the organization’s responsibility to revise their alternate form through the alternate form approval process to reflect FND changes.

- When an organization requests approval of an alternate form generated by a software system that permits the use of only the most current form, a universal approval will be given. The approval is sent to the requesting organization, but covers all the organizations using that system.

A contractor must submit copies of their current approved alternate forms with their renewal and update application for CACFP participation. This is part of their Management Plan and documents how they intend to operate the program.

A contractor is encouraged to submit requests for alternate forms approval well in advance of the renewal and update application process. However, if a contractor does submit an alternate form for approval with their renewal and/or update application packet, they should include a note alerting the F&N FOO of the alternate form approval request to avoid potential confusion or delays in processing the renewal and/or update application packet.

Contact

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

ATTACHMENTS