

Child Nutrition Program Claim for Reimbursement

Claims for the National School Lunch Program, Child and Adult Care Food Program - Centers, and Summer Food Service Program are now submitted online through the Child Nutrition System Application and Claim Entry System (ACES) via the ISBE Web Application Security system (IWAS). **Claims are to be submitted by the 10th of the following month. (i.e. August claims are due by September 10).** Claims submitted more than 30 days after the claim month, may result in a delay of payment.

Submitting your claim(s) is a two-step process. You must first submit the site claim(s) and then you must submit the sponsor claim. To complete your Child Nutrition Program Claim for Reimbursement, please follow the instructions below.

Step 1 – Submitting the Site Claim(s)

- a. Access the Illinois State Board of Education (ISBE) website, www.isbe.net. Click on **IWAS** in the upper bar on the screen.
- b. Type your login name and password, then click **Login**.
- c. Once logged on to **IWAS**, it is very important to read any emails listed under **Messages**. They may contain important information regarding your claim(s).
- d. Once you have read your email(s), you then need to click on **System Listings** found in the menu on the left side of the screen. Next, click on **Child Nutrition – ACES**; then click on **Applications and Claims**.
- e. In the search bar on the left side of the screen, select the following:
Search Type – Claim
Application/Claim Type – Site
Program Type – select the program for which you are filing the claim
CACC Child and Adult Care Centers
CACH Child and Adult Care Homes (not yet online)
NSL National School Lunch, including Illinois Free, Special Milk and
 National School Breakfast/Lunch Programs
SFSP Summer Food Service Program

Program Type:

CACC
CACH
NSL
SFSP

Program Year – Current year (2009 is for October 1, 2009– September 30, 2010)
Month – Month for which you are filing the claim
Application/Claim Status – All
Click on **SEARCH**

- f. In the site bar under **Links**, click on the down arrow next to **Select a Link**. When the drop-down box appears, click on **Site Claim** (*First Step*).

Site Number	Site Name	Month	Claim Type	Claim Status	Links
12345	Any Site	Any Month	Claim	Not Submitted	Select A Link Site Claim (<i>First Step</i>) Sponsor Claim (<i>Second Step</i>) <hr/> View Site Applications Delete Site Claim

- g. Completing the Site Claim(s)

Before submitting your site claim, review the contact person information and make all changes that are necessary. The contact person should be the one who submits the site claim(s) on line.

This is a site-based program, which means you need to figure and report your ADA/ADP, meal counts, eligibles, and enrollment by site for each month separately. ADA/ADP figures should be rounded to the highest number. **Combination claims may no longer be submitted.** Example: May-June, Aug-Sept.

Once you have completed the information for the site claim, scroll to the bottom of the claim and click on **Submit for Consolidation**. If you click on save draft, the site claim will not be consolidated until you submit for consolidation. You should receive the message, 'The payment process will not begin until the *Sponsor* claim for the month (month of claim) has been submitted. Site changes saved successfully'. This will place the site in Submitted status. **If you have more than one site, complete this step for all sites before submitting your sponsor claim**

Site Number	Site Name	Month	Claim Type	Claim Status	Links
12345	Any Site	Any Month	Claim	Submitted	Select A Link

Errors: If you have errors, the claim will automatically go into **Draft** status. Errors will appear under the **Errors, Warnings and Messages** tab on the screen. Please read the errors and go back to your claim by clicking on the tab labeled **Claim** (see example below). **Do not use the back arrow key** as this will take you back to the **IWAS** logon and you will have to start all over again. Make the necessary corrections and resubmit the claim for consolidation. After the site claim(s) has/have been completed and submitted for all sites, proceed to Step 2.

Claim	Errors, Warnings and Messages	Outstanding Issues

Sponsors may delete site claims that are submitted but not yet consolidated. For individual site claims, this may be done by clicking on the **Delete Site Claim** option in the **Select A Link** drop-down on the site claim bar (see sample above). For all unconsolidated site claims, click on the **Delete Unconsolidated Site Claims** in the **Select A Link** drop-down on the sponsor claim bar (see sample below). By clicking on either of these options, you will be able to delete claims that are in **Submitted Status** but are not yet **consolidated/approved** at the sponsor level.

Step 2 – Submitting the Sponsor Claim

Before submitting your sponsor claim, review the claim contact person information and make all changes that are necessary. The contact person should be the one who submits the sponsor claim on line. No other changes can be made to the sponsor claim.

At the top of the sponsor screen, in the site bar under **Links**, click on the down arrow next to **Select a Link**. When the drop-down box appears, click on **Sponsor Claim** (*Second Step*).

Agreement Number	Sponsor Name	Month	Claim Type	Claim Status	Links
00-000-0000-00	Entity Name	Any Month	Claim	Not Submitted	Select A Link Sponsor Claim (<i>Second Step</i>) Claim Analysis View Site Claims <hr/> View Sponsor Application Delete Unconsolidated Site Claims

This is a read-only claim – No changes may be made on this form. If you have more than one site, the sponsor claim will reflect the total of all of your information entered on the site claim(s). Check the claimed amounts in blue to ensure that the amounts are a total of what you have entered for the site total(s). **If corrections are necessary, they must be made on the site claim(s).** If all of the figures are correct, scroll to the bottom of the claim and click on **Submit Claim to ISBE**.

After your sponsor claim has been submitted and there are no errors, you should receive the message, 'Sponsor Claim Saved Successfully'; click on **OK**. The status in the **Claim Status** box of the sponsor bar at the top of the screen will change from **Not Submitted to Approved**. Once you have submitted your sponsor claim, your site claim(s) status will change to **Consolidated**. This notifies you that the sponsor claim for the month has been successfully submitted.

If you find that an error was made on any of your claims (paid or unpaid) and it is necessary to revise your figures, please go back to the site claim(s) and month to be changed. Make any necessary corrections and follow above, ensuring that the sponsor claim is resubmitted. This is the same as submitting a revised claim and will show up on your claim analysis as (revised claim month R1; R2; etc...).

Definition of Acronyms

ACES	Application and Claim Entry System
ADA	Average Daily Attendance
ADP	Average Daily Participation
CACC	Child and Adult Care Center
CACH	Child and Adult Care Home
ISBE	Illinois State Board of Education
IWAS	ISBE Web Application Security
NSL	National School Lunch
SFSP	Summer Food Service Program

FREQUENTLY ASKED QUESTIONS AND ANSWERS

- **How to Calculate Average Daily Participation for Child and Adult Care Food Program (Centers)**

The largest meal service (breakfast, lunch, supper, or snack/supplement) claimed for the month divided by the highest number of days meals were served that month. Round up to next highest whole number. Do NOT report decimals.

For Example:

To determine the largest meal service, add together the free, reduced and paid meals claimed for each meal service. If two supplements are served, divide total supplements by two before determining largest meal service.

Breakfast-free	2110
Breakfast-reduced	1220
Breakfast-paid	930
Lunch-free	2425
Lunch-reduced	1550
Lunch-paid	1050

Lunch is the largest meal service ($2425 + 1550 + 1050 = 5025$). The number of serving days is 20. You would report an Average Daily Participation of 252 ($5025 \div 20 = 251.25$, rounded up to 252).

Average Daily Participation (ADP) cannot be greater than enrollment or approved DCFS license capacity unless sites are approved for double sessions. Complete for each month that a claim is submitted.

Child and Adult Care Food Program Centers
COMPLETE FOR OCTOBER AND MARCH CLAIM ONLY

Report the Average Daily Participation for each of the following types of programs under your sponsorship for the months of October and March only. ADP should be calculated using the method described above for each type of program operated within a site.

- Outside School Hours
- Private for Profit Centers
- At-Risk After School
- Head Start Centers
- Homeless Shelters

The total of the average daily participations reported by type (October and March) cannot exceed the total monthly ADP reported for the center. The highest meal service for each type of program should be used to calculate the ADP by meal service. (Note: The highest meal service may be different for different program types).

- **How to calculate the highest number of eligible students**

Report the highest number of children eligible during the month for free, reduced and paid. Be sure to include any children who transferred out or to another category at any time during the claim month.

NOTE: The children, who transferred to another eligibility category during the month, would be counted in the old and new category for the month in which they transferred because you will be claiming meals in both categories.

This is used for all programs. (National School Lunch, Breakfast, Special Milk, Child Care Food and Summer Food Programs).

- **How to calculate the highest number of day's food was served**

Report the highest number of serving days at the appropriate sites. If meal services have different number of serving days, report the highest number.

Example:

Site A served breakfast on 18 days and lunch on 17 days. You should report 18 serving days since this is the highest number. This is used for all programs. (National School Lunch, Breakfast, Special Milk, Child and Adult Care Food and Summer Food Service Program).

- **How to calculate average daily school attendance**

Average daily school attendance in National Lunch/Breakfast sites this month:

Report the average daily attendance for students that had access to the National School Lunch and/or School Breakfast Programs. (This is not average daily participation for students eating lunch or breakfast).

Average daily school attendance in Severe Need National School Breakfast Program sites this month:

Report the average daily attendance for students enrolled in sites eligible for the Severe Need rate of reimbursement. (This is not average daily participation for students eating lunch or breakfast).

Do not include pre-school, split-session kindergarten students in the average daily school attendance if they do not have access to the National Lunch/or Breakfast Program.

Average daily school attendance in Special Milk, Illinois Free Only, or Special Milk and Illinois Free sites this month:

Report the average daily school attendance for students that had access to the Special Milk, Illinois Free only or Special Milk and Illinois Free programs. Include Average Daily School Attendance of pre-school, split-session kindergarten classes that do not have access to lunch/breakfast program.

Example:

For the days food service is available, total daily attendance by site for the month. Divide this total by the number of serving days food service was available. Round total to the next highest number. Do not include fractions, percentages, or decimals.

If your site attendance for 21 days totaled 850. $850 \div 21 = 40.47$. You would report 41 as your average daily attendance on your site claim.

- **How to calculate the school enrollment for National School Lunch/Breakfast Program(s).**

Report the highest number of students enrolled in sites, approved for the appropriate program(s) during the month. Do not include pre-school, split-session kindergarten students in the school enrollment if they do not have access to the National School Lunch/or Breakfast Program.

- **How to calculate the school enrollment for Milk only, Illinois Free only, or Milk and Illinois Free Program(s).**

Report the highest number of students enrolled in sites, approved for the appropriate program(s) during the month. This is for Milk only, Illinois Free only, or Milk and Illinois Free students who get Milk/Illinois Free lunch that do not have access to the National School Lunch/or Breakfast Program(s).

- **How to access the claim and voucher analysis**

Log in to isbe.net

Click on IWAS at top of page

Enter your IWAS account name and password

Next Page-Click on System listing on left side of page

Next Page-Click on Child Nutrition Aces

Next Page-Click on Claim Analysis

Next Page-Please select a program year and type.

Program Year: **(Example)** 2010

Program Type: **(Example)** National School Lunch Program

Click on Continue>

Next Page-Please select an agreement number/sponsor id/r-c-d-t:

Click on arrow> **(Example)** 14-016-001P-00

Click on either <Back or Continue>

Next Page-Please select a claim month: **(Example)** 4/2010

Click on Continue>

Next Page-Select either Voucher Summary or Claim and Voucher Analysis

Click on Claim and Voucher Analysis

Click on printer at top left corner of page (change default to **ALL**). It will print both copies of the Claim and Voucher Analysis

Once the sponsor claim says processed you can print the Claim and Voucher Analysis and keep for your files.

If you have any questions regarding the claim for reimbursement process, please contact the Funding and Disbursement Services personnel, Carol Curto or Gladys Rothenberg at 217-782-5256, or by e-mail ccurto@isbe.net or grothenb@isbe.net. If you are having technical problems (accessing IWAS, accessing ACES, password not working, etc.), please contact Technical Assistance at 217-556-3600.