

DAY CARE HOME SPONSOR CLAIM INSTRUCTIONS

Report the Sponsor's Name, six digit Agreement Number, the Month and Year of the claim being submitted, and the type of claim being submitted (Original or Revised, if revised indicate the number of the revision).

Report the number of homes participating this month by Tier category (Tier I, II, or Mix).

Report the number of children **enrolled** in each Tier category (Tier I, II, Mix Free or Mix Paid).

Report the **average daily attendance** in each Tier category (Tier I, II, Mix Free or Mix Paid).

Report the greatest number of days of meal service in the month being reported.

Report the number of **Breakfasts** claimed for reimbursement by Tier category and Total Number of Breakfasts.

Report the number of **Lunches** claimed for reimbursement by Tier category and Total Number of Lunches.

Report the number of **Suppers** claimed for reimbursement by Tier category and Total Number of Suppers.

Report the number of **Snacks** claimed for reimbursement by Tier category and Total Number of Snacks.

Report the actual CACFP Administrative Cost by line item category (as defined in 7 CFR 226.2) for the month being reported.

Report the actual Income to the Program (as defined in 7 CFR 226.2, does **not** include CACFP reimbursement) for the month being reported.

The claim must be signed and dated by the approved authorized representative.

DEFINITIONS: Please refer to the definitions found in the regulations; 7 CFR 226.2.

TIER 1 Home - a home that is located in a low income area or the provider's income has been verified on an Income Eligibility Application to be below 185 percent of poverty.

TIER 2 Home - a home that does not meet the Tier 1 requirement.

TIER 2 MIX Home - a home that does not qualify as a Tier 1 home, however some enrolled children have a Sponsor approved Income Eligibility Application.

TIER 1 children within a Tier 2 MIX home. A child with an approved Income Eligibility Application.

TIER 2 children within a Tier 2 MIX home. A child without an approved Income Eligibility Application.