



# Claim Reimbursement

## Idaho School Nutrition Reference Guide

### OVERVIEW

Claim reimbursement submission allows a School Food Service Authority (SFA) to receive funding from the United States Department of Agriculture (USDA) based on the number and type of meals served.

### TERMS TO KNOW

**Area eligible** – A factor that determines if a school site is eligible to serve snacks to all students at the free rate when operating the Afterschool Snack Program; a school is eligible if March free/reduced eligibility is at least 50 percent in the preceding five years.

**Claim due date** – The final date a claim may be accepted for consideration of payment; it is sixty days past the last day of the claim month (not to be mistaken for “two months” past the last day of the claim month).

**Claim for reimbursement** – A request for reimbursement submitted by an SFA to the State agency through MyIdahoCNP for payment of reimbursable meals served.

**Claim month** – The month during which meals were served for which the SFA is claiming reimbursement.

**Corrective Action Plan (CAP) for Once-in-Three-Year Exception**– A form which must be submitted by LEAs detailing the steps to be taken to ensure that the same errors or actions that led to a late claim will not occur again. This form is submitted by the SFA to the State agency when requesting a Once-in-Three-Year Exception for payment of a late claim.

**Late claim** – A claim submitted past the claim due date; requires a CAP.

**MyIdahoCNP** – The online database SFAs use to submit claims (and complete other required reports and updates).

**Once-in-Three-Year Exception** – An exception which **may** be granted by the USDA for claims submitted past the claim due date. SFAs must submit a request and provide a detailed corrective action plan in order to be considered for the exception; can only be approved once every three years, per program.

**Performance-based reimbursement** – Additional funding (6 cents) for all lunches served in schools complying with the meal pattern.

Reimbursement rates – The amount of funding paid by the USDA per meal type; rates are updated and published on the Federal Register each year.

Revised claim – An updated or more accurate claim submitted after the original claim was submitted and paid. Must be submitted by the claim due date.

Severe need breakfast reimbursement – Higher rate of reimbursement paid for each free and reduced-price breakfast served in a school where at least 40 percent of the lunches were served to free and reduced-price eligible students (in the second preceding year).

Site-level claiming – the process of claims submissions broken out by the school site location where meals were served.

Two cent differential – The two cent differential is based on the percent of free and reduced-price lunches served two years prior to the current year. The free and reduced lunches served must be equal to or greater than 60% of the total lunches served that year. If a sponsor meets the 60% requirement, an additional \$.02 is reimbursed for all lunches claimed by that sponsor. The eligibility for the two cent differential is determined by the State agency based on the claims submitted during the appropriate year by district. Notification will be sent to sponsors that qualify for the two cent differential at the beginning of each fiscal year.

## **WHAT IS THE CLAIM REIMBURSEMENT?**

The reimbursement claim is the submission of the number of meals served for an SFA to request funding for participation in Child Nutrition Programs. All SFAs are required to submit site-level claims, and report how many meals were served by meal type (breakfast and lunch), and by income status (free, reduced, and paid). (The exception to this would be for schools on Provision 2 or Community Eligibility Provision where the total meals are entered and MyIdahoCNP distributes them by base year percentages– see the section on Special Provisions for more information.) Edit checks are required when putting a claim together; their purpose is to make sure that you do not claim more students than you should each month.

The reimbursement claim encapsulates all of the additional funding that an SFA is eligible to receive, including the performance-based reimbursement, two cent differential, severe need breakfast reimbursement, and area eligibility. Claims must be received by the claim due date (within 60 days following the end of the month being claimed) to be accepted for payment of funds.

## **WHY IS THE CLAIM REIMBURSEMENT IMPORTANT?**

Submission of a claim for reimbursement is the procedure the SFA must perform in MyIdahoCNP in order to receive funds from the USDA through the State agency. It is a best practice to submit the claim within ten operating days of the end of the claim month to ensure

that it was submitted correctly and the SFA collects all of the funding they are entitled to receive.

## RESOURCES

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides, and helpful links to relevant subject matter.

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### For Questions Contact

Child Nutrition Programs  
Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6820 | [www.sde.idaho.gov](http://www.sde.idaho.gov)

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- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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