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MEMO

TO: ALL PROVIDERS

FROM: Shedron Davis, Executive Director

RE: **2024 Claim Due Date Change memo REVISED**

Hello CACFP Providers,

As we continue to provide a timely monthly reimbursement, we need your help in this process. Claim processing can be challenging especially when there are minimum days allotted for processing. In the past, we have only had 4 days to meet the state deadline for requesting payment. Based on the current Oct. 2023- Sept. 2024 calendar day and dates, we will only have 2-3 days to process claims during each month, which will be very challenging for claim accuracy.

Therefore, if providers prefer to receive their anticipated reimbursement by the calendar dates provided, the claim due date for PY 2023-2024 and all proceeding years must be adjusted to the **1st** date of the month. Claims received **after the 1st due date.** are subject to being processed later and payment may be delayed until the following month. (Ex: January claims submitted on Feb 2nd or 3rd may be processed late and payment will be delayed between March).

All: Please review your provided color-coded claim calendar via website or monthly newsletter for specific claim days and dates to avoid delayed payments during the program year.

Family Daycare Homes: Enter meals and attendance daily. When the last meal is served for the month, please immediately verify your meals and attendance, and submit your claim to us via KidKare for processing.

Centers & ARAS Sites: Submit your claim through Kidkare and submit receipts via email on the last day of the month. All receipts are required to be in date order. Compare journal entries w/purchase receipts prior to submission. Submit enrollment applications per your dashboard during the month and **NOT** with your claim at the end of the month.