

Emergency Operating Costs for CACFP: What to Know

Last Modified on 07/02/2021 9:21 am
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The USDA recently released guidance to states for how to handle distribution of COVID-19 relief funds for child nutrition programs. You can read the full text of the memo [here](#). Reimbursement will be calculated for March, April, May, and June 2020 based off of reference from the same months in 2019.

This article provides instructions for gathering the necessary claims data for reimbursement under the COVID-19 Relief Bill.

Gather Claims Totals

Run the Claims List Export File get a list of claims amounts for March - June of 2019 and 2020. Note that you will need to run this report twice: Once for 2019 and once for 2020. Follow the steps below to run the report for each time period, and compare the resulting XLSX files, as needed.

1. Click the **Reports** menu, select **Claim Management**, and click **Claims List Export File**. The Provider Filter window opens.
2. Click **Continue** without setting any provider filters. This will ensure that all providers are represented in the export file. The Claim Filter window opens.
3. Set a range of claim months:
 - a. Check the **Claim Month** box.
 - b. Click the **Starting Month** drop-down menu and select **March 2019**.
 - c. Click the **Ending Month** drop-down menu and select **June 2019**.

The screenshot shows the 'Claim Filter' window with the following settings:

- Claim Month:**
 - Starting Month: March 2019
 - Ending Month: June 2019
 - Original Claim in Batch: [Empty]
- Reimbursement Amount:**
 - And Over: [Empty]
 - And Under: [Empty]
- Claimed Child Types:**
 - Helpers Child
 - Not Related/Day Care Child
 - Own Child
 - Provider's Foster Child
 - Related, Non-Resident
- Claim Source:**
 - Manual Entry - Sponsor
 - Online
 - Scannable Forms - Sponsor
- Claim Menu Type:**
 - Attendance Menu
 - Bubble Menus
 - Full Month Attendance
- Claimed Meal on or between:**
 - Start Date: [Empty]
 - End Date: [Empty]
- Claimed Meals:**
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Dinner
 - Evening Snack
- Claimed Days:**
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Claim Tier:**
 - Tier 1
 - Tier 2 Hi
 - Tier 2 Lo
 - Tier 2 Mixed
- Tier 1 Reason:**
 - Census
 - Income
 - School
- Review Conducted:**
 - Yes
 - No
- Output Options:**
 - Monthly Claim Totals
 - Individual Claims
- Claim Error:**
 - No Errors
 - Must have all selected errors
 - Can have any selected errors

4. Click **Continue**. The **Select Output Data for Claims List Export** window opens.

5. Check the Dollar Amounts box.

Select Output Data for Claim List Export

Enter New Export Report Name: Save Export Report Options Select Export Report to Delete: --Select-- Delete Export Report

Display Field Group	Field Description
<input type="checkbox"/> ADA	ADA
<input type="checkbox"/> Alternate Assigned ID	
<input type="checkbox"/> Attendance Counts	Tier 1 Attendance Counts, Tier 2 Attendance Counts
<input type="checkbox"/> Claim Notes	
<input type="checkbox"/> Claim Received Info	Received Date, Received Via, Received By
<input type="checkbox"/> Claim Source	Claim Source, Menu Type
<input type="checkbox"/> Claim Tier	Claim Tier
<input type="checkbox"/> Date Processed	Date Processed
<input type="checkbox"/> Days Claimed	Days Claimed
<input checked="" type="checkbox"/> Dollar Amounts	Totals, State Totals (If Applicable), Federal Totals
<input type="checkbox"/> Highest Shift/Serving Claimed	
<input type="checkbox"/> Hold	On Hold, Reason
<input type="checkbox"/> Hold History	Hold Start Date, Hold End Date
<input type="checkbox"/> Meal Counts	Tier 1: BALPDE Counts, Tier 2: BALPDE Counts
<input type="checkbox"/> Participating Counts	Tier 1 Participating Counts, Tier 2 Participating Counts
<input type="checkbox"/> Payment Info	Paid Date, Check Number, Check Date
<input type="checkbox"/> Provider Address	Address, City, State, Zipcode
<input type="checkbox"/> Provider Advertised Name	Advertised Name
<input type="checkbox"/> Provider Business Name	Business Name

Select All Deselect All Selection Count: 1 Cancel Continue

6. Click **Continue**. You are prompted to save the file.

7. Repeat **Steps 1-6** for 2020. In **Step 3**, select **March 2020** as the **Starting Date** and **June 2020** as the **Ending Date**.

Distribute Funds with Minute Menu HX

If you choose to distribute funds received from the state with Minute Menu HX, you can do so by issuing a non-claim payment adjustment.

Create a Non-Claim Payment Adjustment

First, create a non-claim payment adjustment.

1. Click the **Checkbook** menu and select **Adjust Provider Payments**. The Adjust Provider Payments window opens.
2. Click the **Provider** drop-down menu and select the provider for whom to adjust payments.
3. Click the **Adjustment Date** box and enter the effective date of this adjustment. This box defaults to today's date.
4. Enter the emergency reimbursement in the **+ (plus)** box. The **Total** box updates automatically.
5. Click the **Adjustment Reason** box and enter the reason for this adjustment. For example, you could call out that this payment is specifically for federal emergency relief. This prints on the provider's check/payment voucher.

6. Click the **Applicable Account** drop-down menu and select the adjustment account code. This code impacts transaction export files. This field only displays if you are required to select an adjustment account code.
7. Click **Save**.
8. (Optional) Next, generate the Non-Claim Payment Adjustments report to check the entries.
 - a. Click the **Reports** menu, **Payments**, and select **Non-Claim Payment Adjustments** report. Set your filters and run the report.
 - b. Review the entries. If you have entered an incorrect amount for a payment and need to change it, make a separate adjusting entry. For example, if you entered \$150.00 and it should have been \$115.00, create another payment adjustment for -\$35.00 and include both payment adjustments when paying the provider.

Issue Payments

Next, issue payments.

1. Click the **Checkbook** menu and select **Issue Payments**. The Issue Payments window opens.
2. Check the **Include Non-Claim Payment Adjustments** box.
3. Adjust other filters, as needed.
4. Check the box next to **Non-Claim Payment Adj.**
5. Click **Recalculate Payments**. The non-claim payment adjustments you made displays.

Issue Payments

Step 1 of 4: Select Payments to Issue

Please note that if you make any changes to the payment filtering options at the top of this screen, you may want to verify the checks issued for the provider(s) that you've manually changed in this payment batch.

Select State: TX

Filter by Claim Type:
 All
 Web
 Non-Web

Include Non-Claim Payment Adjustments

Filter by Payment Method:
 Checks Direct Deposit

Filter by Reimbursement Source:
 Federal State

Claim Month	Source	Submission Date	Claims Included	
	Federal		Non-Claim Payment Adj	<input checked="" type="checkbox"/>
February 2021	Federal	Not Yet Submitted	Original Claims	<input type="checkbox"/>
January 2021	Federal	Not Yet Submitted	Original Claims	<input type="checkbox"/>
December 2020	Federal	Not Yet Submitted	Original Claims	<input type="checkbox"/>
October 2020	Federal	Not Yet Submitted	Original Claims	<input type="checkbox"/>
Julv 2020	Federal	Not Yet Submitted	Original Claims	<input type="checkbox"/>

Payable	#	Provider Name	Amount	Modified
<input checked="" type="checkbox"/>	003333	Scott, Brooke	200.00	Details <input type="checkbox"/>

Count of Selected Payments: 1
 Total of Selected Payments: \$200.00

6. Continue to issue payments as you normally would. For more information, see [Issue Payments](#).

Note: The payment adjustments you enter will show on the provider's Tax report as a non-claim payment.

Tips for Issue Payments

The following are useful tips to consider when issuing payments for emergency funding:

- If you have entered emergency funds payments as payment adjustments, but do not wish to include them in your payments yet, clear the **Include Non-Claim Payment Adjustments** box in Issue Payments before calculating the payments.
- If the provider has a claim and the **Include Non-Claim Payment Adjustments** box is checked, the non-claim payment is automatically included with the claim payment.
- In **Step 2** of Issue Payments, generate a Pre-Print Check Register to ensure you have the right amount for your emergency funds payments and/or regular claim payments.