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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #2**

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Julie Stark, Interim Director  
Office of School Support Services

**DATE:** October 20, 2003

**SUBJECT: FY 2004 Child and Adult Care Food Program (CACFP) Center Claim for Reimbursement Instructions**

Attached are updated Center Claim for Reimbursement Instructions, which reflect changes made by the new Child Nutrition Application Program (CNAP). These detailed instructions identify data needed to submit a claim; how to complete a claim, with definitions for enrollment and expense categories to be claimed; information for private, for-profit centers receiving Title XX monies; computing your centers' reimbursement; payment verification; and how to handle claim errors.

Questions regarding your claim reimbursement should be directed to the CACFP Financial Administrative Assistant, Ms. Jacki Higdon by email: [higdonj@michigan.gov](mailto:higdonj@michigan.gov) or by telephone at: 517-373-4017.

**Attachment: Center Claim for Reimbursement Instructions**

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