

CDA Nutrition Program

CLAIM/PAYMENT SCHEDULE 2018

Claim Month	Submission Deadline (for scanner claims)	Postmark Deadline (for mailed scanner claims)	Reimbursed
JANUARY	Feb 5 th	Feb 3 rd	MARCH
FEBRUARY	March 5 th	March 3 rd	APRIL
MARCH	April 5 th	April 4 th	MAY
APRIL	May 7 th	May 5 th	JUNE
MAY	June 5 th	June 4 th	JULY
JUNE	July 5 th	July 3 rd	AUGUST
JULY	Aug 6 th	Aug 4 th	SEPTEMBER
AUGUST	Sep 5 th	Sep 4 th	OCTOBER
SEPTEMBER	Oct 5 th	Oct 4 th	NOVEMBER
OCTOBER	Nov 5 th	Nov 3 rd	DECEMBER
NOVEMBER	Dec 5 th	Dec 4 th	JANUARY
DECEMBER	Jan 7 th	Jan 5 th	FEBRUARY

***The date the reimbursement is sent to you varies each month depending on when we receive the funds from Sacramento.**

Please submit online claims by the 1st day of the new month.

IMPORTANT INFORMATION

CLAIM SUBMISSION DEADLINES:

- Claims that are mailed to the office must be postmarked no later than the 4th of the month (unless specified on the front calendar) If the 4th falls on a Sunday be sure it is postmarked on Saturday. Check the post office box you are mailing from to be sure the mail is still being picked up from that location. Mail postmarked on the 5th or after the 5th is considered "LATE."
- Claims may be brought into our offices up to 5:00 pm on the 5th. If the 5th falls on a weekend, you have until 9:00 am on the next working day to bring in your claim to one of our offices. **Claims delivered after 9:00 am will be considered "LATE" and paid when the late funds arrive from the State.**
- Claims submitted online are to be submitted by the 1st day of the new month.
- **CLAIM SUBMISSION DEADLINES.** Please submit your claims to us on time. We have a deadline for our claim to be submitted to the California Department of Education AND we need sufficient time to review your claim properly, and prepare reimbursement checks.

ADDITIONAL DROP OFF OPTIONS

- A drop box is available for weekend or evening drop offs at our main office, 180 Otay Lakes Road in Bonita. A black drop box marked "Child Development Associates, Inc." is located in front of the building next to the door. Parking is located on both sides and in front of the building.
- You may also drop off claim forms at our AP office in Kearny Mesa. Claims brought to this site will be logged in on the date received and sent by courier to our administrative office. Please call us for specific addresses.

REIMBURSEMENT

- The California Department of Education has 45 working days from the date of receiving our claim to process our claim for reimbursement. The date your CDA check will be released varies each month depending on when we receive the funds from the State.

HOLIDAY REMINDERS

- CDA Nutrition Program DOES NOT reimburse for the following MAJOR holidays or the day they are observed: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. Meals are reimbursable for all other holidays.
- When claiming school age children who are on vacation and in your care, you must note their attendance information on the green CIF (Claim Information Form) because their schedules and the meals you claim for them won't match their Enrollment Form. If you claim online – please click on "School Out" or In/Out times for early dismissal days.

PLEASE KEEP AN EYE OUT FOR MENU LETTERS DISALLOWING FOR MISSING CHILD ENROLLMENT APPLICATIONS. *If we do not have the Enrollment form at the time when your claim is being processed (even if it is in the mail), we are unable to reimburse you for that child.*