

# CDA Nutrition Program

## CLAIM/PAYMENT SCHEDULE 2017

Claim Month	Submission Deadline (for claims delivered to office or submitted online)	Postmark Deadline (for mailed claims)	Late Claim Deadline (Claims will not be reimbursed after this date)	CHECKS MAILED*
JANUARY	Feb 6 <sup>th</sup>	Feb 3 <sup>th</sup>	Feb 15 <sup>th</sup>	March
FEBRUARY	March 6 <sup>th</sup>	March 4 <sup>th</sup>	March 15 <sup>th</sup>	April
MARCH	April 5 <sup>th</sup>	April 4 <sup>th</sup>	April 17 <sup>th</sup>	May
APRIL	May 5 <sup>th</sup>	May 4 <sup>th</sup>	May 15 <sup>th</sup>	June
MAY	June 5 <sup>th</sup>	June 3 <sup>th</sup>	June 15 <sup>th</sup>	July
JUNE	July 5 <sup>th</sup>	July 5 <sup>th</sup>	July 17 <sup>th</sup>	August
JULY	Aug 7 <sup>th</sup>	Aug 5 <sup>th</sup>	Aug 15 <sup>th</sup>	September
AUGUST	Sep 5 <sup>th</sup>	Sep 5 <sup>th</sup>	Sep 15 <sup>th</sup>	October
SEPTEMBER	Oct 5 <sup>th</sup>	Oct 4 <sup>th</sup>	Oct 16 <sup>th</sup>	November
OCTOBER	Nov 6 <sup>th</sup>	Nov 4 <sup>th</sup>	Nov 15 <sup>th</sup>	December
NOVEMBER	Dec 5 <sup>th</sup>	Dec 4 <sup>th</sup>	Dec 15 <sup>th</sup>	January
DECEMBER	Jan 5 <sup>th</sup>	Jan 4 <sup>th</sup>	Jan 15 <sup>th</sup>	February

**\*The date the reimbursement checks are mailed to you varies each month depending on when we receive the funds from Sacramento.**

## IMPORTANT INFORMATION

### CLAIM SUBMISSION DEADLINES:

- Claims that are mailed to the office must be postmarked no later than the 4<sup>th</sup> of the month (unless specified on the front calendar) If the 4<sup>th</sup> 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 5<sup>th</sup> or after the 5<sup>th</sup> is considered "LATE."
- Claims may be brought into our offices up to 5:00 pm on the 5<sup>th</sup>. If the 5<sup>th</sup> 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 not paid for 8-12 weeks after submission.**
- Claims submitted online must still meet the deadlines specified on the calendar.
- **PLEASE DO NOT REQUEST AN EXCEPTION ON THE CLAIM SUBMISSION DEADLINES.** We need your help getting the claims in to us on time because 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 Rd. 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.

***Claims received after the LATE CLAIM DEADLINE (refer to the Claim/Payment Calendar for the specific date) cannot be accepted and will not be reimbursed.***

### REIMBURSEMENT CHECK

- The California Department of Education has up to 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: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. Meals are reimbursable for all other holidays that are not listed here.
- Remember, 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 use the In/Out Times to note their attendance.

**\*PLEASE RESPOND TO THE NUTRITION GRAMS/CLAIM REVIEWS** concerning missing Child Enrollment Applications. When you receive a Nutrition Gram/Claim Review that means we have not yet received that Child Enrollment Application. 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.

***PLEASE CALL our office to get the details on how to claim online***

*It is much quicker for providers to use the computer and claims will not be lost in the mail using the online method.*

*At the end of the month, you click "Submit" and we have your claim!*