

NUTRITION PROGRAM

CLAIM/PAYMENT SCHEDULE 2010

Claim Month	Due Date For Claims Delivered to Office or Submitted on line	Postmark Deadline For mailed Claims	Late Claim Deadline Claims Not Reimbursed after this date	CHECKS MAILED *
January	Feb 5th 5:00 pm	Feb 4th	Feb 15th 5:00 pm	March
February	Mar 5th 5:00 pm	Mar 4th	Mar 15th 5:00 pm	April
March	Apr 5th 5:00 pm	Apr 3rd	Apr 15th 5:00 pm	May
April	May 5th 5:00 pm	May 4th	May 17th 9:00 am	June
May	Jun 7th 9:00 am	Jun 4th	Jun 15th 5:00 pm	July
June	July 5th 5:00 pm	Jul 3rd	Jul 15th 5:00 pm	August
July	Aug 5th 5:00 pm	Aug 4th	Aug 16th 9:00 am	September
August	Sep 6th 9:00 am	Sep 4th	Sep 15th 5:00 pm	October
September	Oct 5th 5:00 pm	Oct 4th	Oct 15th 5:00 pm	November
October	Nov 5th 5:00 pm	Nov 4th	Nov 15th 5:00 pm	December
November	Dec 6th 9:00 am	Dec 4th	Dec 15th 5:00 pm	January
December	Jan 5th 5:00 pm	Jan 4th	Jan 17th 9:00 am	February

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

CALENDAR REMINDERS

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 walked 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 after the weekend 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 on line must still meet the deadline for all other claims.

ADDITIONAL DROP OFF OPTIONS

A **drop box** is available for weekend drop offs in Chula Vista. A black drop box marked “Child Development Associates, Inc”. is located at the back of the building next to the door. Parking is located on both sides of the building and also behind the building.

Other drop off locations are located at our AP offices in Mission Valley and El Cajon. Claims dropped at these sites will be logged in on the date received and sent by courier to our administrative office. Please call us for specific addresses.

LATE CLAIM DEADLINE is the 15th of the month. See the calendar for exceptions to that submission date. Claims received after the 15th of the month cannot be accepted for reimbursement at all as we would miss our submission deadline with the Department of Education.

PLEASE DO NOT REQUEST AN EXCEPTION ON THE CLAIM SUBMISSION DEADLINES.

We need your help getting the claims in to us on time for several reasons:

- We have a deadline for our claim to be submitted to the California Department of Education.
- We need sufficient time to review your claim properly, and prepare reimbursement checks.

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

HOLIDAY MEALS NOT REIMBURSED

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.** The holidays that are not listed are not considered major holidays. If children are present at your child care facility and meals are served and claimed and reimbursable, they will be reimbursed.

If you have children in your care on the major holidays you may be able to deduct their meals as a business expense when you complete your taxes. Contact your personal tax preparer and/or Redleaf Press for tax information. www.redleafinstitute.org

PLEASE RESPOND TO THE NUTRITION GRAMS/CLAIM REVIEWS about missing Child Enrollment Applications. When you receive a Nutrition Gram/Claim Review that means **we have not yet received that Child Enrollment Application.** Without the Enrollment form, we are unable to reimburse you for the child; even though you may have already mailed it, we will not be able to reimburse you for the child if the child’s Enrollment was not on file when your claim processed.

PLEASE CALL our office to get the details of how to claim on line. It is much quicker for providers to use the computer and claims are not lost in the mail with this claiming method. And at the end of the month – a button is pushed and presto we have your claim!