



Rising Phoenix Enrichment Program, Inc.
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Monthly Claim Submission Checklist

Center	
Month/Year	

Income Eligibility Statement/Enrollment Form

(IES/Enrollment Forms must be on file before children can become active in the Minute Menu program)

Infant Affidavit Form for new enrolled Infants

(Infant Affidavit Forms must be on file for all Infants before Infants can become active in the Minute Menu program)

Monthly copies of Title XX (CAPS) or Title XIX Invoices (if applicable)

Manual point of service forms

(P.O.S. forms come from Minute Menu only & the meal counts must be handwritten)

Operating cost documents

Monthly Record of Operating Costs form

Original monthly receipts/invoices (Keep a copy of the receipts for your records)

Enter ONLY the milk receipts/invoices into the Minute Menu program

Highlight the milk purchases on the receipts/invoices

Time sheets

Monthly Time Distribution Report

Payroll documentation/cancelled checks

Food program bank statement

Daily Menu and Food Service Record for At-Risk (if applicable)

Daily Menu and Food Service Record for Infants (if applicable)

(Excel form that has been approved from Bright from the Start)

Child Enrollment Roster (Minute Menu form)

*** PLEASE MAKE A COPY OF YOUR CLAIM BEFORE SUBMITTING ***

NOTE: ALL Child Care Centers receiving payment from the CACFP must keep full and accurate records pertaining to the food service operation. The records must be kept to support the claim for reimbursement and to verify that all CACFP requirements are being met. All records must be maintained at the center and must be available for audit by Federal or State officials at all times. Failure to produce required records in a timely manner could result in repayment to RPEP, Inc., Bright From the Start, GA Department of Education or the USDA.