

# Reports: Claims: Claim Summary Report



The Claim Summary Report provides the information needed for sponsors to enter claims for reimbursement.

## The choices on the Meal Count by Roster include the month/year and also the following options:

- Claiming Method:
  - Fixed Claiming Percentage: use this if your state calculates reimbursement by blend rate once per year (i.e. your blend rate does not change from month to month).
  - Blended per Meal: use this if you report the total number of meals/snacks and then a blended, or weighted average, is applied to the reimbursement rates.

F/R/P	Meal	Count	x	# of FRP / Total	x	Amount	=	Total
A	Breakfast count	73	x	1/9	x	\$ 1.75	=	\$ 14.19
B	Breakfast count	73	x	0/9	x	\$ 1.45	=	\$ 0.00
C	Breakfast count	73	x	8/9	x	\$ 0.30	=	\$ 19.47
A	(Early + AM + PM + Evening Snacks) count	92	x	1/9	x	\$ 0.88	=	\$ 9.00
B	(Early + AM + PM + Evening Snacks) count	92	x	0/9	x	\$ 0.44	=	\$ 0.00
C	(Early + AM + PM + Evening Snacks) count	92	x	8/9	x	\$ 0.08	=	\$ 6.54
A	Lunch/Supper count	61	x	1/9	x	\$ 3.23	=	\$ 21.89
B	Lunch/Supper count	61	x	0/9	x	\$ 2.83	=	\$ 0.00
C	Lunch/Supper count	61	x	8/9	x	\$ 0.31	=	\$ 16.81
	Cash In Lieu	61	x			\$ 0.23	=	\$ 14.18
A: 1    B: 0    C: 8    Avg Daily Attendance: 5.29    Days Open: 17    TOTAL CLAIM ESTIMATE =    \$ 102.08 Admin Funds: \$ 13.18    Food Service Funds: \$ 88.90								

- Actual Meal Count by Type: use this if your state requires that you report the actual number of A-Free, B-Reduced and C-Paid meals of each type each month.

F/R/P	Meal	Count	x	Amount	=	Total
A	Breakfast count	13	x	\$ 1.75	=	\$ 22.75
B	Breakfast count	0	x	\$ 0.44	=	\$ 0.00
C	Breakfast count	60	x	\$ 0.31	=	\$ 18.60
A	(Early + AM + PM + Evening Snacks)	15	x	\$ 0.23	=	\$ 3.49
B	(Early + AM + PM + Evening Snacks)	0	x	\$ 0.23	=	\$ 0.00
C	(Early + AM + PM + Evening Snacks)	77	x	\$ 0.23	=	\$ 17.90
A	Lunch/Supper	8	x	\$ 0.23	=	\$ 1.86
B	Lunch/Supper	0	x	\$ 0.23	=	\$ 0.00
C	Lunch/Supper	53	x	\$ 0.23	=	\$ 12.32
	Cash In Lieu	61	x	\$ 0.23	=	\$ 14.18
Admin Funds: \$ 11.57    TOTAL CLAIM ESTIMATE =    \$ 90.87 Food Service Funds: \$ 79.53						

- Types of Meals:
  - “All” should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - “CACFP” will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - “ARAM” will appear as an option if “After School Meals” is checked in Site Details. Running the report with “ARAM” selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

**Features of the Claim Summary Report:**

1. The number of A-Free, B-Reduced and C-Paid participants is included in the footer of the Fixed Claiming Percentage and Blended per Meal Version.
2. Average Daily Attendance is calculated by dividing the total attendance for the month by the number of days the site was open.
3. Days Open: if any child is checked in for attendance OR meal count for a day, then My Food program counts that as a “day open”.
4. Total claim estimate is the meal counts multiplied by the weighted average reimbursement rate.
5. Admin funds is 15% of the value of the meal reimbursement.
6. Food Service funds is 85% of the value of the meal reimbursement plus the full cash-in-lieu of commodities.