ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
Number:	200.3.4
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I. Policy:

It is our policy to bill accurately and on a timely basis to Department of Public Instruction (DPI) for Child and Adult Care Food Program (CACFP) for breakfast, lunch, and snacks allowable.

II. Procedures:

A. On the first of every month, the ECEC secretary will provide each ECEC room with a monthly count sheet to record how many children eat breakfast, lunch, and snacks on a daily basis.

B. Teachers will mark appropriate meal counts daily as meals and snacks are provided. Total sheets will be turned in monthly to the accounting department.

C. Monthly sheets will be tallied and checked for accuracy. Participants are placed into categories of non needed, free and reduced. Totals will be submitted on the DPI website for monthly claim to receive reimbursement.

Approved by: _____ Date 3/28/2022
President/CEO