

## CACFP Reimbursement Procedure

Regulations		
EHS/HS: 1302.44	ECEAP: PAO	WAC: 110-300-0196

### Purpose

To ensure that internal financial and accounting processes align with CACFP, agency and standard regulations.

### Procedure

Monthly:

- Family/Health Manager uses Child Plus data, classroom menus and completed meal observations to determine and complete data in WINS. Data includes:
  - Monthly attendance
  - Number of meal service days
  - Meals served-that meet the CACFP standards
- Financial Services Analyst uses data entered in WINS to verify revenue and disbursement for each grant.

Quarterly:

- Internal Accountant
  - Runs report to determine how much USDA revenue was available for each grant.
  - Determines what expenses can be moved from each grant to support CACFP services
  - Generate time and effort for staff time spend completing USDA activities.
  - Create journal entry moving expenses from USDA revenue from grants to USDA expense accounts.