


How to print a copy of a paid claim sheet

From the CACFP web site located at cacfp.mt.gov

Go to the claims tab

Access the Application and Claims System Log in Page.

Login



Login to Continue

User Name:

Password:

[New CACFP Applicant Login](#)

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Forgot your password?
To reset your password please
call: (406) 444-9500

For assistance please contact
CACFP at
406-444-4347
or toll free 888-307-9333
or email us: dedgar@mt.gov

Please visit our web
site: www.dphhs.mt.gov/hcsd/childcare/cacfp

Log into your programs claims. In the list of claims submitted you need to click on the eye of the completed claim.

Welcome TEST1 CACFP | Logout | [Claims](#) | [Reports](#) | [Institution Detail](#)



Messages Claims

Claim List

Entered to Submitted to Status

Claim ID Approved to

Completed to

Action										
<< prev 1 next >>										
				Entered		Submitted		Approved		
Claim ID	Year/Month	Adj	Status	By	On	By	On	By	On	
<input type="checkbox"/>	1090326	2016/09	Approved	TEST1 CACFP	10/17/2016	TEST1 CACFP	10/17/2016	SCHEMA OWNER	10/17/2016	<input type="button" value="view"/>
<input type="checkbox"/>	1090325	2016/08	Approved	Victoria Anfinson	10/17/2016	SCHEMA OWNER	10/17/2016	SCHEMA OWNER	10/17/2016	<input type="button" value="view"/>
<input type="checkbox"/>	1089695	2016/05	Completed	Victoria Anfinson	07/19/2016			Diane Edgar	07/19/2016	<input type="button" value="view"/>

Showing 1 to 3 of 3 entries

This will open up the claim form just as you submitted it on-line.

The screenshot shows the Montana CACFP web application interface. At the top, there is a navigation bar with links for Claims, Reports, Institutions, Applications, Payments, and Admin. Below this, a 'Messages(1)' notification is visible. The main section is titled 'Claim Details' and includes a 'Print' button circled in red. The claim information is as follows:

ID		AWACS ID		Entered	07-06-2018 by Shandi Hayes
Month/Year		Institution		Submitted	07-06-2018 by Shandi Hayes
Rate		Adj #		Approved	07-06-2018 by Pam Barragato
Center Type		EFT		Payment Created	07-06-2018
				Sent to AWACS	07-06-2018

Below the claim details, there are sections for 'Enrollment' and 'Meals'. The enrollment summary shows:

Capacity	70	Free/Tier I	36
Facilities	1	Reduced/Tier II L	5
		Paid/Tier II H	9
		Total Enrolled	50

The 'Meals' section includes a table for meal attendance:

	Attendance	Breakfast	Lunch	Supper	AM	PM	Even
1 Fri	0	0	0	0	0	0	0
4 Mon	0	0	0	0	0	0	0
5 Tue	0	0	0	0	0	0	0
6 Wed	0	0	0	0	0	0	0
7 Thu	0	0	0	0	0	0	0
8 Fri	0	0	0	0	0	0	0

A 'Claim Summary' section provides the following data:

Total Monthly Attend	692	Breakfast	520
Average Daily Attend	33	Lunch	670
Days Served	21	Supper	0

Place your cursor on the print icon and click to open up a web app. Depending on your internet speed this may take several min to bring up. You open up the File at the top of the page, then choose to print from there.

The screenshot shows the 'Montana CACFP *** CENTER REIMBURSEMENT WORKSHEET ***'. The worksheet is for Worksheet 1094420, Claim Mo/Year 6/2018, and was printed on 08/07/2018. The center type is 'Child Day Care Center'.

Number of Facilities	1	Free	36 = 72.0 %
Days CACFP Meals Served	21	Reduced	5 = 10.0 %
Average Daily Attendance	33	Paid	9 = 18.0 %
Total Monthly Attendance	692	Total Enrollment	50 = 100 %
Total Licensed Capacity	70		

Breakdown of Reimbursement for Meals Served for Each Meal Type

Formula: % of total enrolled x meals served = # of meals per rate category x Rate = Reimbursement Amount

Meal Type	Rate Category	% of total enrolled	Meals Served	# of meals per rate category	Rate	Reimbursement Amount
Breakfasts Served	F	72.0 %	520	374	1.75	\$ 655.20
	R	10.0 %	520	52	1.45	\$ 75.40
	P	18.0 %	520	94	0.3	\$ 28.08
Lunches Served	F	72.0 %	670	482	3.23	\$ 1,558.15
	R	10.0 %	670	67	2.83	\$ 189.61
	P	18.0 %	670	121	0.31	\$ 37.39

The total reimbursement amount for the breakfasts section is \$ 758.68, and for the lunches section is \$ 1,785.15.