



State of New Jersey

DEPARTMENT OF AGRICULTURE
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June 2010

TO: CHILD AND ADULT CARE FOOD PROGRAM SPONSORS

FROM: Tanya D.W. Johnson, Coordinator 
Child and Adult Care Food Program

SUBJECT: Family Day Care Sponsoring Organization End-of-Year Reimbursement Reconciliation Report
Deadline July 1, 2010
FDCFP Memo# 10-12

Pursuant to § 226.13(b), each sponsoring organization shall report each month to the State agency the total number of meals, by type (breakfasts, lunches, suppers, and snacks) and by category (tier I and tier II), served to children enrolled in approved day care homes. *Additionally, sponsoring organizations are required to have a system that compares actual expenditures to the approved budget on a monthly basis.* The approved budget amount is not a guarantee administrative expense. Actual administrative reimbursement is based on the lesser of the four factors computed cumulatively on a fiscal year to date basis, as an analysis, and reconciliation of the fiscal year's financial transactions. Institutions must submit a copy of the reconciliation of food service payment report to the State agency by July 1 each year. Excess payment must be submitted to the State agency no later than December 31 annually.

At a minimum, the FY 2009 (October 2008 – September 2009) reconciliation report must include the following information:

1. Sponsor's name, agreement number, address, and county.
2. Claim type (original or revised), preparation date, operating days, enrollment, and attendance according to tier classifications.
3. Food Service Payment (FSP) earnings documented according to tier classifications, and meal types. You can refer to your monthly vouchers for this information.
4. FSP reimbursement received from the State agency.
5. FSP reimbursement disbursed to providers, including the dates of the canceled provider checks received from your banking institution.
6. Any differences between the above two items must be documented by the month the check was issued and received, by provider's name, and provider's State identification number.
7. Differences resulting from disallowances for which an adjusted claim was not previously submitted.

Note: reconciliation is done on an *accrual basis*, not a cash basis. Differences resulting from un-cashed provider checks do not require adjusted claims. However, any unexpended FSP reimbursement must be returned to the State Agency by December 31.

The deadline for submitting the reconciliation of food service payment report for Federal Fiscal Year 2009 is July 1, 2010. If you have any questions, please contact Carrie I. Freeman-Wright at 609-292-4498. Failure to comply with regulations as stipulated at §226.12 and §226.13 could result in the denial of reimbursement.

