



State of New Jersey

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TO: Child and Adult Care Food Program Sponsors
FROM: Tanya D.W. Johnson, Coordinator *Tanya D.W. Johnson*
Child and Adult Care Food Program
DATE: October 2011
SUBJECT: **CHILD AND ADULT CARE FOOD PROGRAM REIMBURSEMENT VOUCHERS**
AFP MEMO #12-4
CCFP MEMO #12-4
FDC MEMO #12-3

Enclosed is a supply of Child and Adult Care Food Program vouchers and envelopes for fiscal year 2012 that begins October 1, 2011. This package includes the following important items:

1. 15 New Reimbursement Vouchers - Please use for the months of **October 2011** through **September 2012**.
2. 15 Self-Addressed Return Envelopes

We ask that you review the completed voucher carefully to identify and correct any errors before submission. If you make a mistake while completing the voucher, **erase** it and **correct** the error.

USE YOUR VOUCHER SUPPLY WITH CARE. IF YOUR VOUCHER IS RETURNED FOR CORRECTIONS, DO NOT USE A NEW FORM. ERASE THE ERROR, MAINTAIN A PHOTOCOPY FOR YOUR FILES, AND RETURN THE VOUCHER IMMEDIATELY TO THIS OFFICE.

Each voucher is preprinted with the sponsor name and agreement number. The "bubbles" in the agreement number boxes have also been "preslugged;" in other words, completed by the computer. DO NOT MAKE ANY MARKS IN THE AGREEMENT NUMBER BOXES. To complete the voucher, use a No. 2 pencil and print the numbers in the boxes and fill in the corresponding bubbles for each section. Sections of the voucher, which do not apply to your program, may be left blank. **Be sure to photocopy both sides of the voucher for your files.**

Instructions on the form demonstrate a "right mark" as opposed to a "wrong mark." The scanner will reject a voucher with bubbles completed incorrectly or completed with anything other than a No. 2 pencil. We strongly recommend that another person review the voucher for accuracy and completeness before submitting to this office.

REMINDER: Federal regulations prohibit payment of vouchers received after the required timeframe. All vouchers must be mailed by the 11th of the month following the month covered by the claim for reimbursement. Because vouchers must be submitted within the required timeframe at all times, it is not necessary to wait for your October approval package before submitting vouchers for the new agreement year.

As a sponsoring agency, it is your responsibility to ensure that this office receives reimbursement vouchers in a timely manner. In addition, your agency is required to have a system in place to confirm the amount of funds that are due, compare monthly program cost to reimbursement, and to verify that payment has been received for each month a voucher is submitted.

If you need to submit revised or corrected vouchers, you must ensure that your schedule allows ample time for these additional submissions. Remember, the scanner reads the bubbles and not the numbers written in the boxes. If you neglect to complete the bubbles, the scanner will read this as zero "0", and you may lose valuable reimbursement.

If your voucher is returned for correction, do not use a new form. Erase the error, maintain a photocopy for your files, and return the voucher immediately or by the requested date.

Revised vouchers reflecting an increase in reimbursement cannot be processed after 60 days following the month of the claim unless the underpayment is verified in an administrative review or audit.

A late voucher or a late revised voucher explanation that "*the voucher was mailed*" is not an acceptable reason for vouchers received after the required timeframe. Therefore, we recommend that you establish a system to calculate the amount of reimbursement due; have another person review the voucher for accuracy and completeness; and send vouchers by certified mail, return receipt requested or include a return letter of confirmation with a stamped, self-addressed envelope, so that you have verification that the voucher was received by this office.

Federal regulations prohibit payment of any vouchers not received within the required timeframe. Also, USDA Food and Nutrition Service regulation 226.6(k)(2)(ix) states: **Denial by the State Agency of reimbursement for a late claim is not subject to appeal.**

If you have questions about completing the voucher or making corrections, call your program specialist at (609) 984-1250.

2012 VOUCHERMEMO tdwj

AFP Memo #12-4, CCFP Memo #12-4 FDC Memo #12-3

Attachments: FY 12 Reimbursement Vouchers

Reimbursement Voucher Envelopes