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From: Holz, Robin [IDOE]
Sent: Friday, February 13, 2015 12:54 PM
To: 'cacfp_center@lists.ed.iowa.gov'; 'cnp_all@lists.ed.iowa.gov'
Subject: Financial Reports (Cost Claim Details) - October 2014 through January 2015

Importance: High

Dear CACFP Participants:

The correct form to enter your CACFP monthly expenses is now available on IowaCNP. The name the name of the form has changed from "Financial Report" to "Cost Claim Details." The form will appear after you have entered the meal counts and click "Continue."

Instructions:

1. Include the cost claim details on all original claims going forward.
2. Submit revised claims for October 2014 through December 2014 (if you submitted these claims) and enter the cost claim details. To submit a revised claim, click on the month then "Add Revision."
3. You may have seen the form previously when you submitted claims. That version did not include all the correct line items. If you submitted cost claim details on the form before it was corrected, check to see that your entries are still there. If not, you will need to re-enter the costs. Enter additional costs on the line items that were not there before (if needed to show you have spent all your reimbursement.)
4. The line items in the cost claim details are the same line items that appeared in the FY 2015 budget. It is only necessary to report enough expenses to show you spent all your CACFP reimbursement by the end of the fiscal year. This may mean that you do not need to report all line items that were included in the budget.

Feel free to contact me if you have questions.

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