

# Emergency Operating Costs for CACFP: What to Know

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CST

The USDA recently released guidance to states for how to handle distribution of COVID-19 relief funds for child nutrition programs. You can read the full text of the memo [here](#). Reimbursement will be calculated for March, April, May, and June 2020 based off of reference from the same months in 2019.

This article provides instructions for gathering the necessary claims data for reimbursement under the COVID-19 Relief Bill.

## Gather Claims Totals

Run the Claims List Export File get a list of claims amounts for March - June of 2019 and 2020. Note that you will need to run this report twice: Once for 2019 and once for 2020. Follow the steps below to run the report for each time period, and compare the resulting XLSX files, as needed.

1. Click the **Reports** menu, select **Claims**, and click **Claims List Export**. The Center Filter window opens.
2. Click **Next** without setting any filters. This ensures that all centers are included. The Claim Export Filter window opens.
3. Set a range of claim months:
  - a. Check the **Claim Month** box.
  - b. Click the **Starting Month** drop-down menu and select **March 2019**.
  - c. Click the **Ending Month** drop-down menu and select **June 2019**.

Error #	Error Message
1	Center license is missing.
2	Meals were claimed on dates that fall before this center's CACFP Origin
3	Meal claimed before Center's CACFP Allowed Start Date.
4	Meal claimed before Center's CACFP Current Start Date.
5	Meals were claimed on dates that fell after this center's CACFP Current
6	Meals were claimed on dates that fall before this center's license start
7	Meals were claimed on dates that fall after this center's license end dat
8	Meals were claimed on dates that fall after the center's removal/withdra
10	Meals claimed on dates after Center's Fire Inspection certification expire
11	Meals claimed on dates after Center's Health Inspection certification exp

4. Click **Next**. The Select Output for Export File dialog box opens.
5. Check the **Dollar Amounts** box.

Select Output for Export File

Choose any/all fields that you wish to include in the export file's output

	Output Column
<input type="checkbox"/>	ADA / Attendance
<input type="checkbox"/>	Admin Amount/Rate
<input type="checkbox"/>	Any Attendance Scanned?
<input type="checkbox"/>	Claim Error Summary
<input type="checkbox"/>	Claim Source
<input type="checkbox"/>	Claim Type
<input type="checkbox"/>	Date Processed
<input type="checkbox"/>	Date Submitted
<input type="checkbox"/>	Days Claimed
<input type="checkbox"/>	Disallow Meal Counts
<input checked="" type="checkbox"/>	Dollar Amounts
<input type="checkbox"/>	Meal Amounts
<input type="checkbox"/>	Meal Counts
<input type="checkbox"/>	Meal Counts by Age Group
<input type="checkbox"/>	Monitor
<input type="checkbox"/>	Participated Counts
<input type="checkbox"/>	Payment Info
<input type="checkbox"/>	Program Type
<input type="checkbox"/>	Second Meal Count

Select All  
Deselect All

Cancel Next

6. Click **Next**. An XLSX file is generated. Save it to your computer.
7. Repeat **Steps 1-6** for 2020. In **Step 3**, select **March 2020** as the **Starting Date** and **June 2020** as the **Ending Date**.

## Issue Payments with Minute Menu CX

If you choose to distribute funds received from the state with Minute Menu CX, you can do so by issuing a non-claim payment adjustment.

1. First, create a non-claim payment adjustment.
  - a. Click the **Payments** menu and select **Adjust Non Claim Center Payments**. The Adjust Center Payments window opens.
  - b. Click the **Claim Month** drop-down menu and select the month to which you need to make an adjustment.
  - c. Click the **Select Center** drop-down menu and select a center. Only those centers with a claim for the selected month display in this menu.
  - d. Enter the emergency reimbursement in the **Amount Positive** box.
  - e. Click the **Reason** box next to **Amount Positive** box and enter the reason for this adjustment. For example, you could call out that this payment is specifically for federal emergency relief. This prints

on the provider's check/payment voucher.

- f. Click **Save**. A row is added to the bottom of the window and displays the adjustment you added.

The screenshot shows a software window titled "Adjust Center Payments". At the top, there are two dropdown menus: "Select Center:" with "WA test center" selected, and "Claim Month:" with "March 2019" selected. Below these is a section labeled "Adjustments" containing several input fields: "Date:" with "2/10/2021", "Amount Positive:" with "0.00", "Reason:" (empty), "Amount Negative:" with "0.00", "Reason:" (empty), and "Total:" with "0.00". The reason fields have a placeholder text "(Appears on Check Stub)". At the bottom right of the adjustment section are three buttons: "Save", "Delete", and "Close". Below the buttons is a table with the following data:

	Center #	Adj. Date	Center Name	Amount Positive	Amount Negative	Claim Month
▶	1234	2/10/2021	<a href="#">WA test center</a>	150.00	0.00	Mar 2019

- 2. Next, issue payments. For more information, see [Issue Payments](#).