



CENTER CHECKLIST

Please forward these items by the 5th of the month.

_____ Enroll and/or withdraw participants via website

_____ Income Eligibility Checklist

_____ Income Eligibility Statements (Infant Affidavit/Enrollment if applicable)

_____ Daily Attendance and Meal Count Report

_____ GA-CAPS Invoice (if applicable)

_____ Medicaid Invoices (if applicable)

_____ Sign In/Out Sheets

_____ Labor Documentation

Supporting labor cost documents are (1) Time Distribution Report, (2) Time card/sheet and (3) Payroll invoice (e.g., copy of cancelled check, paystub, etc.)

_____ Original Receipts (Please make copies before you mail them. Proof of purchase required for Milk Vendors and Web Receipts) (No receipts – No reimbursement)

_____ Bank Statements and Cancelled Checks

_____ Posted Menu (**Children 1+ and Infant Menus**)

In order to be included in our 1st claim your items are due by the 5th of each month.

NOTE: Claims received after the 30th of the claim month will not be reimbursed.

(This form is not required to be sent with your packet)