

CLAIM SUBMISSION DEADLINES

As of September 2024, claim submission must be uploaded via gansi.org with complete and accurate documentation to support institution claim. **GANSI will not accept documents via email or mail.** Consultants will notify institutions of any missing documents, and the Institution must upload entire claim again to include the missing information requested. Each time a document is missing, the institution will be required to upload an entire claim with missing information. Once the institution is notified of missing documents, the claim will be pushed to next submission. There will be no exceptions.

What is a complete and accurate claim?

____ Enroll and/or withdraw participants in Kid Kare to ensure institution roster is always current

____ Income Eligibility Checklist

____ Income Eligibility Statements (Infant Affidavit/Enrollment if applicable)-There should be no expired IES forms in current claim month. Children enrolled during claim month must provide enrollment with claim.

____ Manual Daily Attendance and Meal Count Report-Reconciled prior to submission. If not reconciled, the claim will be pushed to next submission and released by to institution to reconcile.

____ GA-CAPS Remittance Details Report showing the dollar amount (if applicable)

____ Medicaid Invoices (adult only program)

____ Sign In/Out Sheets-Provide all days of operation. Children claimed for meals must be signed in/out on sheets to support meals claimed.

____ Labor Documentation-Supporting labor cost documents are (1) Time Distribution Report and (2) Payroll ledger, (e.g., cancelled check-front and back, paystub, etc.)

____ Receipts (Proof of purchase and payment required for Milk and food Vendors & invoices) No Receipts - No Reimbursement

____ Bank Statements and Cancelled Checks-Receipts must reconcile with bank transactions

____ Posted Menu (Children 1+ and Infant Menus)

In order to be included in 1st claim, institution must submit all documents on or before the 3rd of each month with complete and accurate supporting documentation. The final submission date of a late claim is the 6th day of the month.

LATE CLAIMS:

A late claim is one that is submitted or uploaded after the initial deadline for supportive documentation.

Late claims may be processed if received within 3 business days after the submission deadline.

Late claims are given lower priority, reviewed, and processed in next claim revision

If a claim is received before or on the monthly deadline date, it is considered on time and will be included in the first claim if it is **complete, organized, and accurate.**

If a claim is significantly incomplete, disorganized or includes inaccurate documentation, it is late despite arriving by

Late claims are not a priority. However, GANSI will review and process first in/first out if it is complete and accurate.

SEPTEMBER CLAIM SUBMISSION

Due to September being the end of GANSI's fiscal year, all agency accounting records must be closed by the final business day of October. To be consistent with our agency's finance calendar, all processing and direct deposits into the institution's account must both occur in the month of October. Therefore, the institution's September claim must be received by the October deadline and be on time, complete, organized and accurate to receive reimbursement. There are no exceptions.

Claims received beyond the extended 3-day deadline will be pushed to next submission. This excludes institutions that have submitted claims and uploaded documentation by the 6th of the month.