

Purpose of form

Form 23CD006E is used to provide reimbursement claimed in School Nutrition Programs.

Instructions

1. List name, address, and phone number of the school food authority (SFA). List the address listed on the agreement with OKDHS. OKDHS cannot pay the claim if the address on the claim does not match the address registered in the finance system.
2. List the federal identification (ID) number of the SFA.
3. List the agreement number of the SFA with OKDHS.
4. List the month and year for information reported on claim form.
5. List the total number of students enrolled in the school. To find the total number of students enrolled, look for the day with the highest number of enrolled students during the report month.
6. List the number of eligible schools. If the SFA has more than one school or site with separate administrations, list each number.
7. If the SFA is correcting a previously submitted claim, mark yes and proceed to complete the claim with the correct information.

State Office use only: Leave blank. The purchase authorization number (PA), invoice date, and invoice number is completed by the State Office.

Complete the following information for programs: National School Lunch Program, School Breakfast Program, and After School Snack Program.

1. For each specific program, list the number of participating schools. If an SFA has more than one school, and all schools do not participate in a specific program, only list the number of schools participating.
2. For each specific program, list the total number of operating days for each program. In some cases, one program may not operate as many days as other programs due to holidays, staffing, or because school was not in session.
3. For each specific program, list the total number of eligible students. This is the total number of free, reduced-price, and paid students combined. Refer to the enrollment records for the reporting month. Look for the day with the highest number of eligible students during the report month and report that number. Do not include students who are not eligible to participate in the programs listed.
4. For each specific program, list the total number of children eligible for free meals. These children are listed on the eligibility benefit document, master list, and have an approved application on file. Look for the day with the highest number of eligible students during the report month and report that number. Do not include students who are not eligible to participate in the programs listed.
5. For each specific program, list the number of free meals served to eligible children.

6. For each specific program, list the total number of children eligible for reduced price meals. These children are listed on the eligibility benefit document, master list, and have an approved application on file. Look for the day with the highest number of eligible students during the report month and report that number. Do not include students who are not eligible to participate in the programs listed.
7. List the number of reduced-price meals served to eligible children.
8. List the total number of children eligible for paid meals. These children do not qualify for free or reduced price meals and will not have an approved application or direct certification letter on file. Look for the day with the highest number of eligible students during the report month and report that number. Do not include students who are not eligible to participate in the programs listed.
9. List the number of paid reimbursable lunch meals served to eligible children.

For an SFA participating in the Special Milk Programs:

1. List the number of participating schools. If an SFA has more than one school, and all schools do not participate in a specific program, only list the number of schools participating.
2. List the total number of operating days.
3. List the total number of eligible students. This is the total number of children eligible for paid and free milk combined. Refer to the enrollment records for the reporting month. Look for the day with the highest number of eligible students during the report month and report that number. Do not include students who are not eligible to participate in the Special Milk Program.
4. List the number of half-pints of milk served to eligible children who participate. Check whether the program is a non-pricing, pricing without free option, or pricing with a free option. An SFA that has a free option program must have an application or a direct certification letter on file.

For an SFA participating in a pricing with free option program:

5. List the number of students eligible for free milk.
6. List the number of half-pints of milk served free.
7. List the total number of all half-pints of milk purchased.
8. List the total cost of all half-pints of milk purchased.

Signature of authorized representative: This is the person authorized by the School Nutrition Programs to sign and to submit claims on-line.

Routing

Send original to OKDHS Commodities Distribution Unit.