Entering Receipts for Monthly Claims

Video Handouts

Video Study Guide

1. Allowed/Not Allowed reference chart
2. Food/Non-Food Cost Worksheet
3. Kroger
   a. Store receipt $27.43
   b. KidKare entry screenshot
4. GFS
   a. Store receipt $276.43
   b. KidKare entry screenshot

Test Your Knowledge

1. Blank Food/Non-Food Cost Worksheet
2. Gordon receipt
   a. KidKare blank screenshot
3. InstaCart receipt
   a. KidKare blank screenshot
4. Aldi receipt
   a. KidKare blank screenshot

Entering Receipts for Monthly Claims

Study Guide

Allowed Supplies/Non-Food

- ✓ Serving and eating supplies: Plates, bowls, cups, utensils, napkins
- ✓ Cooking supplies: Pots & pans, utensils, kitchen thermometers etc.
- ✓ Food storage: bags, wraps, containers
- ✓ Dishwashing materials: dish soap, pot scrubbers etc.

✓ ***Items used for preparing, serving and storing food, and for washing dishes may be claimed.***

Claiming more items will not increase your CACFP monthly payment.
Payments are based on how many eligible children are served eligible meals.

NOT Allowed/Unapproved (see next page for other Not Allowed Items)

Trash bags
Vinyl/latex gloves
Paper towels
Wipes of any kind
Delivery fees, tax, service fees, tips, fuel surcharge etc.
Masks, hand sanitizer and other Covid related supplies
Cleaning materials: Bleach, floor cleaner, liquid disinfectant, mops
Office supplies copy paper, printer ink, computer and printer hardware

Some of these items used to be approved supplies, but as of fiscal year 2021-22 they are not allowed.

<u>This is not a complete and final list, use this for reference</u>

<u>Food Unapproved/Not Allowed</u>

- Granola bars, breakfast bars, NutriGrain bars
- Pop Tarts/toaster pastry
- Rice Krispy Treats, Little Debbie Treats etc.
- Potato chips, cheese puffs, Fritos, Doritos, Cheetos (and other non-enriched or non-whole grain chips)
- Jello or pudding
- Fruit roll-ups and similar processed fruit snacks
- Cookies, cakes and pies
- Brownies, doughnuts, cinnamon rolls etc.
- Ice cream, popsicles etc.
- Candy
- Beverages: Kool-Aid, Snapple, Simply, non 100% juice drinks
- Coffee, tea & related items
- Bottled water (unless noted for infant formula)
- Restaurant purchased/carry out food
- 2% milk
- Ice
- Other not acceptable foods

<u>Supplies/</u><u>Non Food</u> **<u>Unapproved/Not Allowed</u>**

- Sales tax
- Fees (Click-List, delivery charge, fuel surcharge etc.)
- Trash bags, plastic gloves, paper towels
- Cleaners, bleach, disinfectant, mops etc.
- Wipes of any kind
- Hand soap/hand sanitizer
- Spray disinfectant
- Masks or other Covid related supplies
- Air fresheners
- Facial Tissues, Kleenix etc.
- Laundry detergent and supplies
- Toilet paper, bathroom cleaners
- Diapers, baby wipes
- Office supplies, computers & equipment
- Arts and crafts supplies
- Holiday décor
- Clothing & other personal items
- Utilities: phone, gas & elec, cable
- Gasoline & car/van expenses

Food/Non-Food Cost Worksheet

Use this form to document and organize costs submitted on the monthly CACFP claim and to record the amount of milk purchased on each receipt. If self-preparing any meals or snacks, use the monthly forms provided in the annual inventory packet to record and determine costs for October and September.

OHIO CACFP	**YEAR:** ________	**CIRCLE CLAIM MONTH:** NOV DEC JAN FEB MAR APR MAY JUN JULY AUG		**Number gallons of milk purchased on receipt**		
RECEIPT DATE	NAME OF COMPANY PURCHASED FOOD/NON-FOOD ITEMS FROM	RECEIPT TOTAL FOR **ALLOWABLE FOOD** ITEMS	RECEIPT TOTAL FOR **ALLOWABLE NON-FOOD** ITEMS	Whole milk (1 yr. olds)	Skim milk (2 yrs. of age and older)	1% milk (2 yrs. of age and older)
7/1/22	Kroger	+$27.43	+$	2		4
7/1/22	Gordon GFS	+$87.92	+$126.52			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
TOTAL OF ALL MONTHLY RECEIPTS EQUAL= **ACTUAL COST FOR CLAIM MONTH**		=$*360.58	=$**126.52	*** **TOTAL GALLONS** 2		4

* Report total on the CACFP online sponsor claim form under Cost Description, Operational Costs, Food.

** Report total on the CACFP online sponsor claim form under Cost Description, Operational Costs, Non-food.

*** If purchasing milk in 4 or 8 oz. cartons, convert to total ounces then divide by 128 to get total gallons.
For example: 200, 8 oz. cartons purchased: 200 x 8 oz. = 1600 oz. divided by 128 oz. = 12.5 gallons

Rev. Feb 2020

Kroger FRESH FOR EVERYONE™

$27.43

4777 KENARD AVE
681-7650
Your cashier was CHEC 512

	KROGER 1% LF MILK	3.49 F
	KROGER 1% LF MILK	3.49 F
	KROGER 1% LF MILK	3.49 F
	KRO VITAMIN D MILK	3.49 F
	KRO VITAMIN D MILK	3.49 F
	KROGER 1% LF MILK	3.49 F
	CCRK SPREAD	6.49 F
KROGER PLUS CUSTOMER		*******7909
RD	KPF ITA Message	0
SC	Fuel Points	
	TAX	0.00
****	BALANCE	27.43

T

Debit Purchase
************3005 - C
REF#: TOTAL: 27.43
PURCHASE: 27.43 CASHBACK: 0.00
AID: A0000000042203
TC: 87301A857BEFD820
VERIFIED BY PIN
DEBIT 27.43
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 7
07/01/22 10:59am 428 512 14 999999512

****

TELL US HOW WE ARE DOING!
EARN 50 BONUS FUEL POINTS!
Go to www.krogerfeedback.com
Date: 07/01/22
Time: 10:59
Entry ID: 014-111-14-428-512-526
No purchase necessary
See website for offical rules

****

Fuel Points Earned Today:27
Total July Fuel Points:27

****

Remaining June Fuel Points:1262

****
****

****

Annual Card Savings $1,314.99

F $27.43
VD - 2
1% - 4

KidKare

Quick Entry Itemized Entry

Save Save/Add Another

Expense Detail

7/1/22 Add or Select Vendor Kroger Invoice #

Description

Receipt Total $ 0 27.43

Milk Quantities

Whole Milk 0 2 gal

1%/Skim Milk 0 4 gal

Substitute Milk 0 gal

Total: 0.0000 gal

Expenses Items

Difference $0.00

Unapproved	0	0	$0.00
Food	0	27.43	~~$0.00~~ 27.43
Supplies	0	0	$0.00
Labor	0		$0.00
Other	0		$0.00
Utilities	0		$0.00
Mileage	0		$0.00

27.43

Running Total: ~~$0.00~~

KidKare Support

Gordon
FOOD SERVICE STORE

Fairfield
6805 Dixie Highway
Fairfield, OH 45014
(513) 860-2470
www.gfsstore.com

0000712017

Cashier: Caitlin

Foam Cup 6 oz 40-2 1136030	37.99 T	-NF
Lobby Dust Pan Bla 2091550	18.49 T	NA
Pine-Sol Cleaner 3 1230300	31.99 T	NA
Foam Satin Bowl 12 2417761	8.99 T	NF
2 @ 8.79 Bowl Fm 4-5Z Wht 1 8303701	17.58 T	NF
Foam Satinware Pla 2405321	6.49 T	NF
4 @ 11.99 Sliced Apples 6.5 1177731	47.96	F
Macaroni & Cheese 2063850	39.96	F
3 @ 18.49 8.25 x 10.25 Inch 6475101	55.47 T	NF
TAX	11.51	NA
**** BALANCE	276.43	T
Cash	300.00	
CHANGE	23.57	

TOTAL NUMBER OF ITEMS SOLD = 15
07/01/22 02:02pm 505 3 209 345202

F $81.92
NF 126.52
NA 61.99

Qualifying GO! Points earned: 863

You are in the Silver Gordon GO! tier

****

SAVE TIME - ORDER ONLINE

Place your next order online
and pickup in store.

Visit gfs.com to place your order.

****

800505003020922070114O2

Store 505 Lane 3
Transaction 209 Operator 345202

KidKare

Quick Entry Itemized Entry

Save Save/Add Another

Expense Detail

7/1/22 Add or Select Vendor GFS Invoice #

Description Receipt Total ~~$0~~ $276.43

Milk Quantities

Whole Milk	0	gal	1%/Skim Milk	0	gal	Substitute Milk	0	gal

Total: 0.0000 gal

Expenses Items

Difference $0.00

Unapproved	~~0~~ $61.99	~~$0.00~~ 61.99
Food	~~0~~ 87.92	~~$0.00~~ 87.92
Supplies	~~0~~ 126.52	~~$0.00~~ 126.52
Labor	0	$0.00
Other	0	$0.00
Utilities	0	$0.00
Mileage	0	$0.00

$ 276.43

Running Total: ~~$0.00~~

KidKare Support
How can we help you?

Entering Receipts for Monthly Claims

Test Your Knowledge

4C for Children

Child Nutrition Program

Food/Non-Food Cost Worksheet

Use this form to document and organize costs submitted on the monthly CACFP claim and to record the amount of milk purchased on each receipt. If self-preparing any meals or snacks, use the monthly forms provided in the annual inventory packet to record and determine costs for October and September.

OHIO CACFP	**YEAR:** __________	**CIRCLE CLAIM MONTH:** NOV DEC JAN FEB MAR APR MAY JUN JULY AUG		**Number gallons of milk purchased on receipt**		
RECEIPT DATE	NAME OF COMPANY PURCHASED FOOD/NON-FOOD ITEMS FROM	RECEIPT TOTAL FOR **ALLOWABLE FOOD** ITEMS	RECEIPT TOTAL FOR **ALLOWABLE NON-FOOD** ITEMS	Whole milk (1 yr. olds)	Skim milk (2 yrs. of age and older)	1% milk (2 yrs. of age and older)
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
		+$	+$			
TOTAL OF ALL MONTHLY RECEIPTS EQUAL= **ACTUAL COST FOR CLAIM MONTH**		=$*	=$**	***** TOTAL GALLONS**		

* Report total on the CACFP online sponsor claim form under Cost Description, Operational Costs, Food.

** Report total on the CACFP online sponsor claim form under Cost Description, Operational Costs, Non-food.

*** If purchasing milk in 4 or 8 oz. cartons, convert to total ounces then divide by 128 to get total gallons.
For example: 200, 8 oz. cartons purchased: 200 x 8 oz. = 1600 oz. divided by 128 oz. = 12.5 gallons

Gordon FOOD SERVICE STORE
P.O.Box 1787
GrandRapids, MI 49501-1787
www.gfs.com
1-800-968-7500

INVOICE

INVOICE #	DATE
802242890	01/06/2023

TAL	ROUTING #	STOP #	CUSTOMER #	PURCHASE ORDER	SALES #	REPRESENTATIVE	MP #	MP LOCATION	TERMS
N			494900017		551	DAYTON/KETTERING OH MARKETPLACE #	550	Kettering	Weekly Terms 14 Days

SHIP TO: [illegible] Center

Kettering, OH 454295752

ITEM CODE	QTY	DESCRIPTION	CAT	COST GUIDE	SPECS	UNIT PRICE	TAX	AMOUNT
2750771 T	3	EACH PLATE FM 8.88" UNLAM WHT 4-125CT GCHC	7			8.79	1	26.37
1910431	1	EACH CHEESE CHED MLD SHRD FINE 4-5# GCHC	6			15.99		15.99
3168350 T	1	CASE FOIL CUTTER BX STD 18"X500' 1CT HFA	7	50.99		50.99	1	50.99
5142250	1	CASE CHIX TNDRLN FRTTR STKHSE 2-5# TYS	5	19.06		38.11		38.11
7723811	1	EACH MARGARINE WHPD 6-3.5# GCHC	1			7.49		7.49

PRODUCT CATEGORY SUMMARY

1-GROCERY	2-FROZEN	3-MEAT	4-SEAFOOD
7.49			
5-POULTRY	**6-DAIRY**	**7-DISPOSABLES**	**8-SANITATION**
38.11	15.99	77.36	
9-DISP.BEVG	**10-PRODUCE**	**11-TABLETOP**	

TOTALS BY TAX CATEGORY

	%RATE	TAX	%RATE	TAX
1	7.500	5.80		

The perishable agricultural commodities shown on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities and any receivable or proceeds from the sale of these commodities until full payment is received. Eggs delivered in the state of Illinois include an Illinois Egg Inspection Fee in the price. Meryland MDA Inspection

NUMBER OF PIECES

FREEZER	COOLER	WAREHOUSE	MISC.	TOTAL

Customer's signature evidences receipt of all items listed and its promise to pay the amount due to GFS. Customer agrees that if a check, draft and/or order of payment ("Transaction") issued for payment of this invoice is dishonored, GFS may re-present the Transaction and issue a draft against the account upon which the Transaction is drawn for a fee up to the maximum permitted by law.

Received By:

Signature: ____________________

SUBTOTAL	138.95
TAX	5.80
INVOICE TOTAL	144.75
PAID	0.00

SALE NBR 56
LANE NBR 04

USER ID
DATE 01/06/2023
TIME(GMT) 11:10:00

*Acceptance constitutes agreement to a time price differential of 1 1/2% per month on the unpaid balance after the due date

PLEASE CUT ALONG THE DOTTED LINE THEN RETURN BOTTOM PORTION.

THANK YOU FOR YOUR ORDER.

PLEASE ENCLOSE THIS STUB WITH PAYMENT.

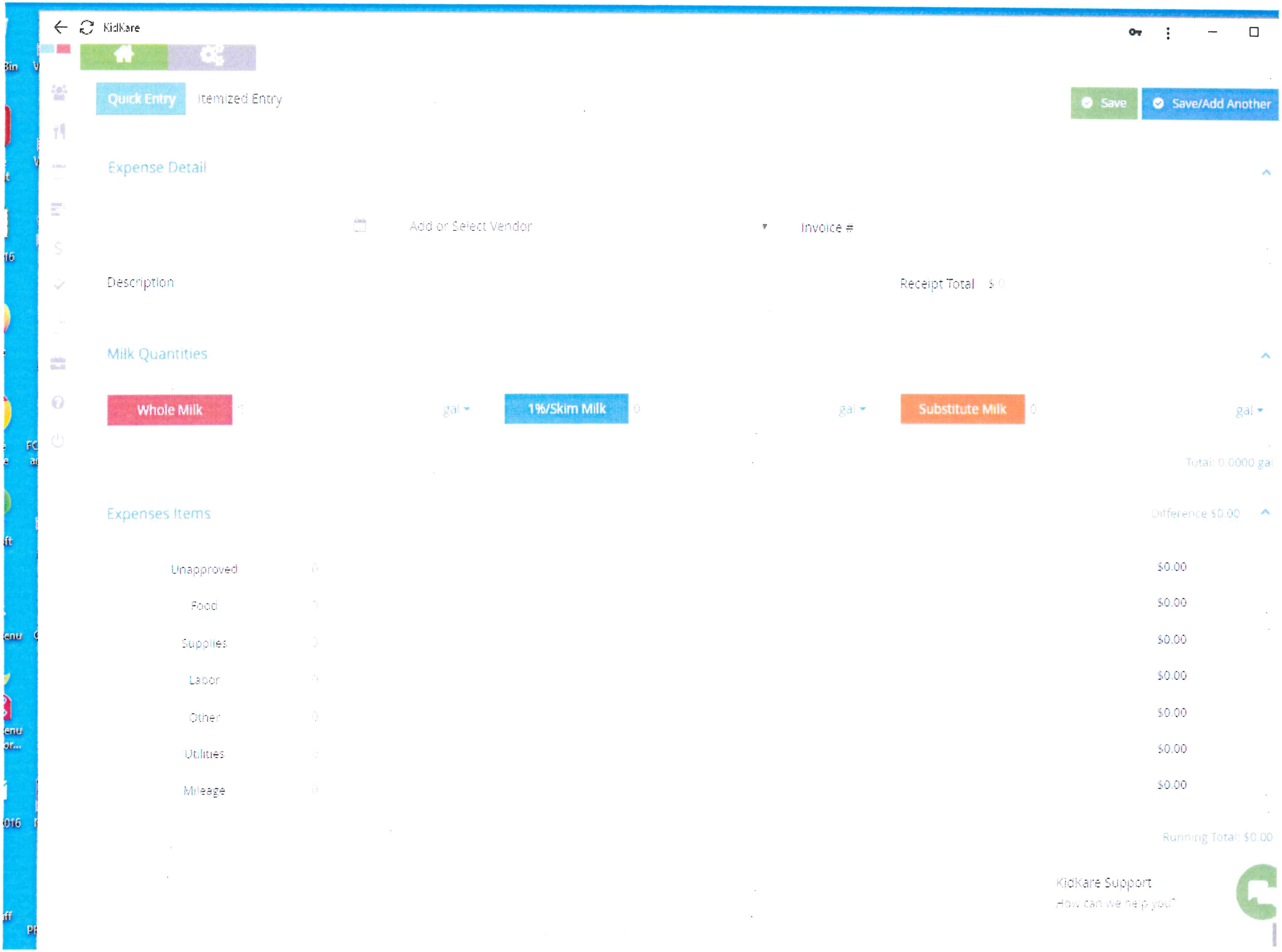
PLEASE CUT ALONG THE DOTTED LINE THEN RETURN BOTTOM PORTION.

Gordon Food Service, Inc.
P.O. BOX 88029
Chicago, IL 60680-1029

CUSTOMER #	INVOICE #	DATE
494900017	802242890	01/06/2023

PAY THIS AMOUNT
144.75

494900017010802242890000001447580000144758 9


KidKare
Quick Entry
Itemized Entry
Save
Save/Add Another
Expense Detail
Add or Select Vendor
Invoice #
Description
Receipt Total $ 0
Milk Quantities
Whole Milk
gal
1%/Skim Milk
0
gal
Substitute Milk
0
gal
Total: 0.0000 gal
Expenses Items
Difference $0.00
Unapproved
Food
Supplies
Labor
Other
Utilities
Mileage
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00
Running Total: $0.00
KidKare Support
How can we help you?

instacart

Your order from ALDI was placed on January 18th, 2023 and delivered on January 19th, 2023 at 12:09 PM

26 Items Found

ITEMS FOUND (ALDI) 26

BABIES	
Little Journey Baby Wipes Bundle (216 ct) 4 x $5.05	$20.20
CANNED GOODS	
Great Gherkins Hamburger Dill Pickle Chips (32 fl oz) 1 x $2.45	$2.45
Happy Harvest Tomato Sauce (8 oz) 4 x $0.49	$1.96
Happy Harvest Tomato Paste (6 oz) 1 x $0.85	$0.85
Sweet Harvest Crushed Pineapple in Pineapple Juice (20 oz) 2 x $1.45	$2.90
Happy Harvest Cut Green Beans (15 oz) 2 x $0.55	$1.10
Happy Harvest Sliced Carrots (15 oz) 4 x $0.95	$3.80
Sweet Harvest Pineapple Chunks in Pineapple Juice (20 oz) 2 x $1.45	$2.90
DAIRY & EGGS	
Happy Farms Colby Jack Cheese Block (8 oz) 3 x $2.19	$6.57

Clancy
Cheese

2 x $6.39	$12.78

DRY GOODS & PASTA

Earthly Grains Instant Brown Rice (28 oz) 1 x $3.45	$3.45

PANTRY

Clancy's Cheese Melt (32 oz) 2 x $5.29	$10.58
Tuscan Garden Ranch Dressing (16 oz) 2 x $2.15	$4.30
Casa Mamita Mild Salsa (24 oz) 5 x $2.45	$12.25
Casa Mamita Less Sodium Taco Seasoning Mix (1 oz) 3 x $0.49	$1.47
Reggano Sauces Traditional Pasta Sauce (24 oz) 6 x $1.65	$9.90
Millville Original Pancake Syrup (24 fl oz) 2 x $2.15	$4.30
Burman's Ketchup (38 oz) 4 x $1.95	$7.80
Stonemill Chili Powder (2.5 oz) 1 x $1.09	$1.09
Reggano Grated Parmesan Cheese (8 oz) 2 x $3.05	$6.10
Burman's Honey BBQ Sauce (18 oz) 2 x $1.55	$3.10

SNACKS

Chex Mix Snack Mix, Traditional, Savory Snack Bag (8.75 oz) 6 x $2.99	$17.94
Cheez-It Cheese Crackers, Original (7 oz) 1 x $2.49	$2.49

Clancy ~~[illegible]~~ Pretzels 3 x $3.85	$11.55
Clancy's Pretzel Minis (16 oz) 2 x $1.99	$3.98
Benton's Cinnamon Graham Crackers (14.4 oz) 2 x $2.15	$4.30

ORDER TOTALS

Items Subtotal	$160.11
Checkout Bag Fee	$0.36
Pickup Fee	$1.99
Sales Tax	$1.38
Total	**$163.84**

CHARGES

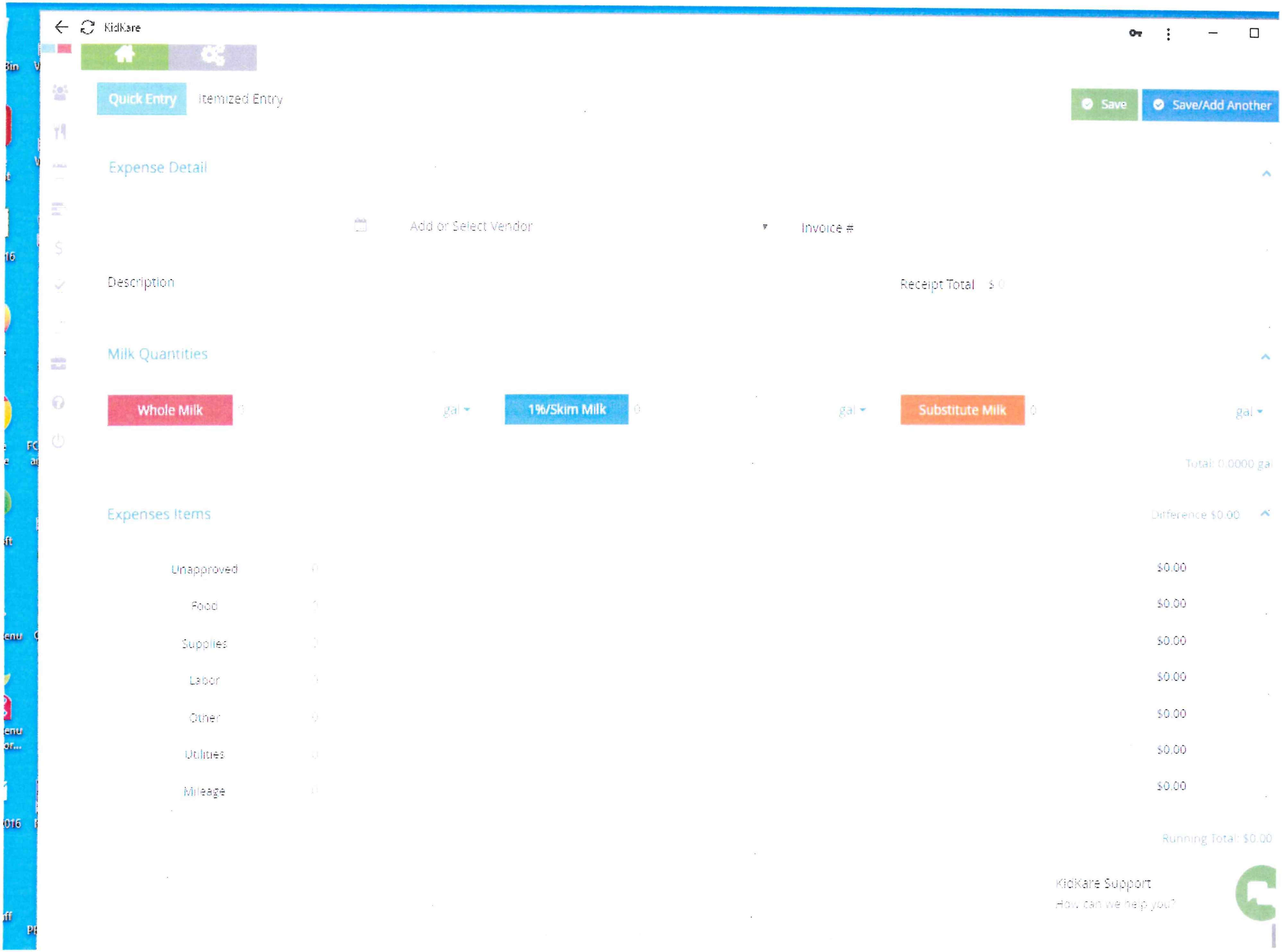
Visa ending in 2946

Original Charge	$163.84

Your Visa 2946 card was temporarily authorized for $190.00. You should see the hold removed and a final charge reflected on your statement within 7 business days of order completion depending on your bank's policies.

Learn more

Total Charged	**$163.84**


KidKare
Quick Entry
Itemized Entry
Save
Save/Add Another
Expense Detail
Add or Select Vendor
Invoice #
Description
Receipt Total
Milk Quantities
Whole Milk
gal
1%/Skim Milk
gal
Substitute Milk
gal
Total: 0.0000 gal
Expenses Items
Difference $0.00
Unapproved
$0.00
Food
$0.00
Supplies
$0.00
Labor
$0.00
Other
$0.00
Utilities
$0.00
Mileage
$0.00
Running Total: $0.00
KidKare Support
How can we help you?

ALDI
Store #56
425 E Kemper Road
Springdale
833-461-2056
www.ALDI.us
Your cashier today was Angela

		5.66 FA
Whole Milk		
2 @	2.83	2.19 FA
Org Del M&C/Shls		2.99 FA
Colby Jack Shreds		11.32 FA
1% Milk, Gallon		
4 @	2.83	22.16

Debit
***************9287 PIN
01/30/23 16:56 Ref/Seq # 797064
Auth [illegible]
AID [illegible]340
TVR 8080041000
IAD 06011203212000
TSI 6800 ARC 000 EntryMode 95
++APPROVED++

	22.16
SUBTOTAL	0.00
A-Taxable @0.00%	22.16
AMOUNT DUE	**$ 22.16**
T O T A L	
8 ITEMS	$ 22.16
Debit Card	

*0321 461/056/005/040 01/30/23 04:56PM
****

Like ALDI? Tell ALDI!
Tell us how we did at
www.tellaldi.us
Enter the drawing for a chance
to win a $100 ALDI gift card.
Must be 18 years old to enter.
No purchase necessary.

KidKare

Quick Entry Itemized Entry

Save Save/Add Another

Expense Detail

Add or Select Vendor

Invoice #

Description

Receipt Total $ 0

Milk Quantities

Whole Milk 0 gal

1%/Skim Milk 0 gal

Substitute Milk 0 gal

Total: 0.0000 gal

Expenses Items

Difference $0.00

Unapproved	0	$0.00
Food	0	$0.00
Supplies	0	$0.00
Labor	0	$0.00
Other	0	$0.00
Utilities	0	$0.00
Mileage	0	$0.00

Running Total: $0.00

KidKare Support

How can we help you?