“CARES”
CACFP-Application-Reimbursement-Electronic-System

Claims Submission User Manual
FAMILY DAY CARE FOOD PROGRAM
New Jersey Department of Agriculture
Child and Adult Care Food Program (CACFP)

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CARES Claim Module Step by Step Guide

This Guide is a Step by Step guide to assist a user on how to submit/certify a CACFP CARES claims.

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INTRODUCTION

Each Institution should have a User for ❖ Claims Submission – CACFP Staff ❖ Claims Certifier/Approval – Owner/Director.

https://agcacfp.mwg.state.nj.us/AG_CACFPAOAPP/CACFPSelfRegistration.aspx

For your agency’s protection, it is required that each Institution have at least two Users with separate Log in ID’s. Each user will represent an administrative role. Even if an Institution only has one staff member, it must have separate Log in ID’s for both a Submitter and Certifier. The Submitter will be responsible for inputting claims, while the Certifier will be responsible for approving the claim.

A CARES system user log in Authorization Form will also be required from the CACFP Program Unit. (see your program specialist)

For claims submission, each Institution will need a Submitter and a Certifier to complete a claim submission each month which is created through the myNewJersey portal at nj.gov.

The Claims Module is where the User/Submitter will initially submit the monthly claim for reimbursement per home/facility. Then, the User/Certifier will certify the information is correct. Once the Certifier submits, CARES will be notified for claim reimbursement.

Submitting/Certifying a Claim

Each Facility must have each claim both submitted and certified to receive reimbursement. This will be done with two different log ins’; one with the ability to Submit – (Submitter), and one with the ability to Certify – (Certifier). The Executive Director is strongly recommended to be the Certifier.

NOTE: If you do not Certify a claim you will not receive reimbursement.
Step 1: Log into CARES

Submitting a Claim

1. Log into CARES at www.nj.gov – Login information and instructions will be provided.

SUBMITTER:

To submit monthly claims, the Submitter will log into CARES and select Enter Claims on the Menu Bar (see image below). This will direct the Submitter to the Claims Module.

2. Once logged in, Select the NJCARES (CACFP Application and Reimbursement Electronic System) link. (see image below)

This link will direct the Submitter to the Claims Module.

CARES Claims Module Main Menu

This will bring the user to the Claims Home screen (see below).
Step 2: Select Agreement in Claims Module

❖ Alert Message Grid - Displays any CACFP Institution system alerts.

❖ Institutions Grid – Displays the Institutions for that the User can submit claims. If you have more than one institution, the user will need to select the institution they are entering claims for.

❖ Enter Claims – User will select Enter Claims button to the left of the screen.

1. Select the Enter Claims button to the top-left of the screen (see above).

❖ This will direct the user to the Claim Entry screen (see below).
2. Click “Select” to select the institution associated with this claim (see above).

3. Select the “Enter Claims” button to the bottom-left of the screen (see above).
   ❖ This will direct the user to the Home/Facility Listing Screen (see below).

**Step 3: Select Claim Month / Claim Entry**

- **Claim Month** – Drop down list to select the month of the claim
- **Claim Year** – Enter the 4-digit year
- **Search** – Displays the Claim Listing for the Month/Year requested
- **Verify Eligibility** – Verify if a claim has already been created and will displays the Claim Listing Month/Year grid
- **View Claim Summary** – Allows the user to Submit/Certify the claim
1. Click “Select” to choose the claim with the “NEW” status line. (see above) This will display’s the Site Listing for Current Claim list associated with institution. (see below) *All claiming facilities will need claim information, before claim is submitted for certifying.*

Step 4: Enter Home / Facilities Claim Participation Data/Meal Counts

❖ Select – Select the home for the provider you will be entering data for. This will bring the user to the home monthly claim data form for that listing/home (see on next page).
- **Number of Days In Operation** – Number of days the home/facility is claiming for that month for the selected facility.

- **Participants Enrolled** – Eligible enrollment of the selected home/facility.

- **Mixed Participants Enrolled** – The monthly number of participants for the selected home/facility. (TII Low and TII High).
  
  *This area will be shaded if you are not a mixed home provider.*

- **Total Monthly Attendance** – The number of participants for the entire month.

- **Mixed Total Monthly Attendance** – Maximum number of meals claimable based on attendance. *This area will be shaded if you are not a mixed home provider.*

- **Type of Home** – Auto-filled by the system based on the information entered in the **Home Facility Application**.

- **Meal Counts** – Enter the provider meal counts for the month.
In the CACFP Home Sponsor Site Claim Data, enter the number of days in operation, participants enrolled, and mixed participants enrolled. Also, enter the total monthly attendance and the total monthly attendance for Tier I, Tier II Low, Tier II High, and the subtotal. Calculate the expected dollar amount and add to the claim summary if needed. The system will automatically determine if the claim has any edits. If any edits are found, they must be corrected before the system will accept the claim data.

**Calculate** – Click the “calculate” button to display the total expected dollar amount or to determine if the claim has any edits. If the claim prompts edits, they will need to be corrected before the system will accept your claim data.

**Add to Claim Summary** – Click the “Add to Claim Summary” button to save and insert the data into the claim summary.

**WAIT!** Did you see this message (on next page)
(if you do not press the “Add to claim summary” button, your data may not save or be entered as part of the claim payment.)

Clicking “OK” will direct the user back to the Home/Site Listing Screen (see above). The $ amount will now be displayed in the grid (see below).

<table>
<thead>
<tr>
<th>Select</th>
<th>Amount</th>
<th>Date Entered</th>
<th>Name</th>
<th>Lic #</th>
<th>AllowReimb</th>
<th>Site #</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>No Claim</td>
<td>No Claim</td>
<td>DAY CARE TEST</td>
<td>1111111111</td>
<td>True</td>
<td>2</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>Select</td>
<td>No Claim</td>
<td>No Claim</td>
<td>SMITH, JOHN</td>
<td>2222222222</td>
<td>True</td>
<td>3</td>
<td>9/30/2019</td>
</tr>
<tr>
<td>Select</td>
<td>$216.00</td>
<td>10/2/2019</td>
<td>APPLE, ANNIE</td>
<td>5555555555</td>
<td>True</td>
<td>4</td>
<td>8/26/2021</td>
</tr>
</tbody>
</table>

If the User selects “Save As Draft”, you can retain data in the system to come back at a later time. (see below). You may have to click the “Save to Draft” button twice to save data.

Completed claim entries will display dollar amounts in the Site Listing grid when completed properly. (See above)

Site Listing for Current Claim

<table>
<thead>
<tr>
<th>Select</th>
<th>Amount</th>
<th>Date Entered</th>
<th>Name</th>
<th>Lic #</th>
<th>AllowReimb</th>
<th>Site #</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Draft</td>
<td>10/16/2019</td>
<td>DAY CARE TEST</td>
<td>1111111111</td>
<td>True</td>
<td>2</td>
<td>9/1/2018</td>
</tr>
</tbody>
</table>

1. Review all home claim information for the month

2. Review Site Listing to ensure correct dollar amounts are displayed

3. Include a comment in the “Comment section” before you submit claim; if necessary (see diagram on next page)
Step 5: View Claim Summary / Submit

Once all Home/Facility claim information is completed

1. Click “View Claim Summary” button and be directed to the home claim data page. (see above)

2. Scroll down to the bottom of the page and enter in today’s date. (see below)

3. Click “Submit”

❖ Submit- Submits claim to be Certified

First Level claim submission will prompt successful message (see on next page).
WAIT! Did you see this message below

agcacfp.testmwg.state.nj.us says
First Level claim certification successful. Claim must still be certified by an authorized user.

---------------------------------------------

4. Click “OK” this will direct the user back to the Home/Site Listing Screen.

Date Signed

Comments

Submitted by: TRAINING SUB on 10/10/2019 2:09:34 PM

❖ Return to Site Claim- scroll back down to the bottom of the page and click the “Return to Site Claims” button to be directed back to your agency’s monthly claims listing. (see below)
❖ **Claim Status**- Claims submitted properly will change the claim status to “Submitted”

<table>
<thead>
<tr>
<th>Select</th>
<th>Adjust</th>
<th>Submit Date</th>
<th>Month</th>
<th>Claim Year</th>
<th>Status</th>
<th>Certified Date</th>
<th>Processed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Adjust</td>
<td>10-10-2019</td>
<td>10</td>
<td>2017</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 6: Certifying Claims and Reporting Administrative Cost**

**Certifying a Claim**

Once a Claim has been submitted, the Certifier will login to the Claims Module to Certify the Claim. **All entries for the Institution should be entered before the certifying process begins.** Once the Claim month is certified, the system will not allow the User to enter additional information for that month until the claim has been processed.

➢ **A claim will not receive any reimbursement unless it is certified.**

**CERTIFIER:**

To submit monthly claims, the Certifier will login to CARES

1. Login to CARES at www.nj.gov – Login information and instructions will be provided.
2. Follow steps 1 & 2 mentioned on pages 1 thru 5.
3. Enter the **Claim Month** and **Claim Year** to be Certified and click “Search” or “Verify Eligibility”.
4. Select the submitted claim and then click **“View Claim Summary”** (see image below).
Review your claim summary. (see image below)

(Review this data to ensure accuracy. There is still time to make changes before the claim is certified.)

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**PLEASE NOTE:**

**THERE IS ONE MORE STEP BEFORE YOU CERTIFY**
Reporting Administrative Cost

You may report administrative costs (labor and non-labor) incurred during the month for which the claim is submitted. All entries should be **rounded upward** to the nearest dollar. Do not enter the homes times’ rates calculation, or the approved budget amount.

| Actual Administrative Costs | Labor $0.00 | Non-Labor $0.00 |

5. Review data information to ensure accuracy

6. Scroll to bottom of page and enter the Certifying date in the “**Date Signed**” field and certifying claim.

- **Certified by** – Once a claim is certified, it will display the user name, date and time of the certification. Users can refer to this form to verify the claim has been certified.

- **Second Level claim certification will prompt successful message (see below).**
Adjustment Claims (Revisions)

If an Adjustment/Revision is needed for a Certified claim, the claim will need to be processed before changes can be made.

If an Adjustment/Revision is needed for a Submitted claim, the user can display the original claim on the claim listing for Month/Year Request grid and select the claim.

❖ **Adjust** – Will allow the user to Adjust a certified claim that has already been processed for payment.

<table>
<thead>
<tr>
<th>Select</th>
<th>Adjust</th>
<th>Submit Date</th>
<th>Month</th>
<th>Claim Year</th>
<th>Status</th>
<th>Certified Date</th>
<th>Processed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Adjust</td>
<td>09/06/2019</td>
<td>10</td>
<td>2018</td>
<td>Processed</td>
<td>09/09/2019</td>
<td>09/12/2019</td>
</tr>
</tbody>
</table>

❖ This will then add a blank claim listing on the grid. Click the “Select” button on The “New Status” line and complete any adjustments for any home listed.

<table>
<thead>
<tr>
<th>Select</th>
<th>Adjust</th>
<th>Submit Date</th>
<th>Month</th>
<th>Claim Year</th>
<th>Status</th>
<th>Certified Date</th>
<th>Processed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Adjust</td>
<td>09/06/2019</td>
<td>10</td>
<td>2018</td>
<td>New</td>
<td>09/09/2019</td>
<td>09/12/2019</td>
</tr>
</tbody>
</table>

View Claim Summary
❖ Click the “Select” button and complete any necessary adjustments.

❖ Select the Facility Claim(s) that require adjustment and modify.

❖ After changes have been made, select the “Calculate” button and then the “Add to Claim Summary” button to submit the adjustment.

❖ This will change the Claim Listing for Month/Year Requested Grid to display the Updated Submit Date.

❖ The adjustment must be certified by the Certifier for reimbursement (like an original claim).
- **Return to Site Claims** – Brings User back to Home Page

- **Print Your Agency's Claim Summary**
  - **Export** – Exports form to a file
  - **Print** – Print form to local printer

Once the document has been certified correctly, the system will display a receipt which looks like this.
Late Claim Corrective Action Form

If a claim form is over 60 days old, the system will prompt the completion of a Corrective Action Form. Select the **Corrective Action Form** button located at the bottom of the page.
After the Corrective Action Form is completed, select **Submit Corrective Action Plan**.

- Once the Corrective Action Plan is submitted, the user will receive a message confirming the form has been submitted (see image below). CACFP staff will process the Late Claim and notify user via email once completed.

![Message from webpage](image-url)

- **Date/Name and Time** will now display of the form to verify the submission of the Action form (see image below).

Late claims can not be “certified” until your agency’s corrective action has been reviewed and approved.

Your agency’s certifier will receive an email instructing him/her to go back and certify the claim.