

Submit no later than the 15<sup>th</sup> of the month following the month covered by this claim to:

Adult Care Food Program

Florida Department of Elder Affairs

4040 Esplanade Way, Bldg B

Tallahassee, Florida 32399-7000

(850)414-2048 Fax (850)414-2348

Department of Elder Affairs

Adult Care Food Program

Food and Nutrition Management



**MONTHLY  
REIMBURSEMENT CLAIM**

If this is a revised claim,  
Mark "X" in this box:

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**Instructions:** Return to the above address **no later than** the 15<sup>th</sup> of the month following the month covered by this claim. If more than one center is operated under an approved sponsor, consolidate all data from the centers on one reimbursement claim. Refer to detailed instructions. All monetary figures must be rounded to the nearest dollar. Do not show cents.

Example: indicate \$150.75 as

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1. Name and address of sponsor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FEID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Agreement Number: \_\_\_\_\_

3. Report Period: Month \_\_\_\_\_ Year \_\_\_\_\_

4. Number of Operating Days: \_\_\_\_\_

5. Average Daily Attendance: \_\_\_\_\_

6. Total Number Centers Operated: \_\_\_\_\_ Proprietary Title XIX \_\_\_\_\_

All Others \_\_\_\_\_

7. Number of Enrolled Adults by Category: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Non needy \_\_\_\_\_

8. Number of Meals Served by Type:

	Title XIX	Adult Day Care
Breakfast		
A.M. Supplement		
Lunch		
P.M. Supplement		
Supper		

9. Program Expenditures and Income:

Operating Expenditures: \_\_\_\_\_ Administrative Expenditures: \_\_\_\_\_ Income: \_\_\_\_\_

10. I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim; that it is in accordance with the terms of existing agreement(s); that payment has not been received; that meals listed on this claim have not and will not be claimed for reimbursement under Part C of Title III of the Older Americans Act of 1965.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Preparation Date: \_\_\_\_\_