

CLAIMS SUBMISSION DEADLINES FOR CENTERS AND AT-RISK AFTERSCHOOL PROGRAMS – Fiscal Year 2024

		PROJECTED DATES <i>*subject to change without notice</i>			
		Complete, accurate, organized and on-time claims		Incomplete, inaccurate, disorganized, or late claims	
Claim Month	KidKare Submission and Citrix Upload Deadline	1st Claim Submission To DECAL	1 st Claim Direct Deposit Date	2nd Claim Submission To DECAL	2nd Claim Direct Deposit
OCT	11/6/23	11/17	Week of 11/27	11/24	Week of 12/4
NOV	12/5/23	12/15	Week of 12/25	12/29	Week of 1/8
DEC	1/5/24	1/19	Week of 1/29	1/26	Week of 2/5
JAN	2/5/24	2/16	Week of 2/26	2/23	Week of 3/4
FEB	3/5/24	3/15	Week of 3/25	3/22	Week of 4/1
MAR	4/5/24	4/19	Week of 4/29	4/26	Week of 5/6
APR	5/6/24	5/17	Week of 5/27	5/24	Week of 6/3
MAY	6/5/24	6/21	Week of 7/1	6/28	Week of 7/8
JUNE	7/5/24	7/19	Week of 7/29	7/26	Week of 8/5
JUL	8/5/24	8/16	Week of 8/26	8/23	Week of 9/2
AUG	9/5/24	9/20	Week of 9/30	9/27	Week of 10/7
SEP*	10/7/24	10/21	Week of 10/28	NA	NA

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 later in the month.
- 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 the deadline. The claim might be a part of the second claim submission to DECAL if issues can be resolved on time.
- Late claims may not be processed if QCC is unable to review and validate the accuracy of a claim before our claim submission deadline with DECAL.

CLAIMS RECEIVED AFTER 3 BUSINESS DAYS OF THE DEADLINE

Claims received 3 business days after the initial deadline will not be processed. This excludes sites that have submitted claims and uploaded documentation by the 5th of the month.

*SEPTEMBER CLAIM SUBMISSION

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

*DELAYS IN REIMBURSEMENT

Programs must have **adequate financial resources to maintain normal operations** and meet contractual obligations (such as paying a food service management company), **even if there is a disruption or delay in usual income or CACFP reimbursements.**