

Putting It All Together:

Center Monthly Checklist for Reimbursement

- Any new Income Eligibility Statements/Enrollment Forms
(Send copies, keep originals in "Red Book")
- Attendance and Meal Count Worksheets
- Copies of Receipts
- Staff Time and Attendance worksheets
- Menus (Skip this if you input your menu into Minute Menu)

Mail by the 5th of the month to:



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