



# Arkansas Department of Human Services



## Division of Child Care and Early Childhood Education Health and Nutrition

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### MEMO

**DATE:** April 4, 2014

**TO:** All Institutions and Sponsors

**FROM:** William Lackey  
Health and Nutrition Administrator

**RE:** Paper Claims

This is to serve as a reminder that all institutions and sponsors are strongly suggested to electronically enter and submit your Health and Nutrition Program (HNP) reimbursements electronically.

The Health and Nutrition staff encourages you to file your claim electronically to avoid any delays in receiving your reimbursement.

Please keep in mind; should your institution submit a paper claim, it may take up to 45 days from the date of receipt in the HNP office, to enter that claim.

Should you submit a paper claim, Print legibly in order to ensure the proper information is keyed on your behalf.

Any and all information submitted on paper claims incorrectly is the responsibility of the institution and may result in corrective action being taken. The Health and Nutrition staff will not be held responsible for any errors created in transferring claim information from paper to electronic format.

Should you have any claim or payment questions please contact the program manager for the program claim in question.

<u>Program</u>	<u>Contact</u>	<u>Contact</u>
Summer and At-Risk	Vicki Stewart	501-320-8968
NSL	Shelia Bailey	501-320-8972
CACFP	Blanca Hernandez	501-320-8937