



MEMORANDUM

TO: All Institutions Participating in the Child and Adult Care Food Program (CACFP)

FROM: *Norma Birckhead*
Norma Birckhead, CACFP Manager

SUBJECT: Electronic Payments Initiative

DATE: May 15, 2013

STATE AGENCY MEMO: CACFP #11-13

The purpose of this memorandum is to provide guidance on how facilities participating in the Child and Adult Care Food Program (CACFP) can receive their monthly program reimbursement funds electronically. As a result of the Electronic Payments Initiative, participating organizations will be able to receive their monthly reimbursement payments by Automated Clearinghouse Program (ACH) rather than a paper check. The ACH is secure, reliable, convenient, and much less expensive than paper check processing. By enrolling in this program, you will continue to receive your CACFP reimbursements as currently scheduled. All organizations participating in the CACFP will have the option to enroll and have their monthly reimbursements deposited into a designated account.

Attached to this correspondence is the ACH Vendor Payment Enrollment Form to be used when enrolling your organization in this program.

The guidance below provides information on how facilities will benefit from receiving electronic payments and the procedures for enrolling in ACH.

FREQUENTLY ASKED QUESTIONS

How do I benefit from receiving Electronic Payments?

Electronic payments allow you to 1) eliminate the risk of mailing delays, 2) have immediate availability to funds 3) avoid the hassle of travel time to deposit checks and 4) avoid having to wait for clearance.

How can I eliminate waste and save time and money?

Automated Clearinghouse (ACH) payments are deposited directly into your bank account electronically.

How can I enroll in the Automated Clearinghouse (ACH) Program?

To enroll in the ACH program, complete Section A of the enclosed ACH Enrollment form. Forward the enrollment form to your branch manager or other banking official at your financial institution to verify the ACH account information for your company and complete Section B. If you maintain more than one bank account that receives deposits from the District of Columbia, a separate form must be completed for each account. Return the completed and signed form via email to Melbern McCoy at Melbern.McCoy@dc.gov.



What is the ACH Process?

When a completed and signed application is received by the District agency, your company's information will be updated to include your banking data and change your payment method from check to ACH.

What is the effective date for the ACH payment enrollment?

Upon enrollment, you should begin receiving ACH payments in your next payment cycle; however, depending on when your enrollment form is processed it may take two payment cycles for you to begin receiving ACH payments.

How do I change my ACH information?

To change account information, simply complete an ACH Vendor Payment Enrollment form, indicating in Section A "Correction/Change". Forward the document to your financial institution for completion and return it to your paying agency for processing.

How do I cancel ACH participation?

To cancel your ACH participation, complete an ACH Vendor Payment Enrollment form, indicating in Section A "Cancellation" or send a letter to your paying agency.

Who should I contact with questions?

Kindly contact Melbern McCoy by telephone at 202-442-9272 or via email at melbern.mccoy@dc.gov between the hours of 8 a.m. and 5 p.m., Monday through Friday.

If you have questions regarding the information contained in this guidance, please contact your CACFP Specialist or me at (202) 442-4010 or norma.birckhead@dc.gov.

Attachment