



## MEMORANDUM

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

FROM: Norma Birckhead, Manager, CACFP and Summer Food Service Program (SFSP)

SUBJECT: Automated Clearinghouse (ACH) Process

DATE: February 3, 2016

STATE AGENCY MEMO: CACFP #1-2016

The purpose of this memorandum is to provide updated guidance regarding the **Automated Clearinghouse** (ACH) direct deposit process for participants in the Child and Adult Care Food Program (CACFP). As you may be aware, CACFP participants may receive their monthly reimbursement in the form of a mailed check or by electronic direct deposit into the organization's identified bank account.

Effective immediately, the process for receipt of your CACFP reimbursement through ACH has been changed by the District of Columbia's Office of the Chief Financial Officer (OCFO) Education Cluster. For all participants new to CACFP or those currently participating in CACFP who want to receive monthly reimbursement through the ACH direct deposit process must submit a completed two-page ACH Vendor Payment Enrollment Form (see attached). For those currently receiving their CACFP reimbursement through ACH, you will continue to receive your payments; nothing needs to be re-submitted. Please note that the "Vendor" is the institution and must be completed as such. Additionally, all institutions must have a valid, up-to-date W-9 form on file with the District of Columbia. Participants who decide to utilize the direct deposit process must submit the two-page ACH Vendor Payment Enrollment Form as well as their current W-9 form to the Business Center in Accounts Payable department at [DCPS.Invoices@dc.gov](mailto:DCPS.Invoices@dc.gov).

Please note that invoice submission may take up to thirty (30) days to process. For those participants submitting your form and documents for future ACH direct deposits, inquiries regarding your ACH status must be sent to the above e-mail address. A response may take up to one (1) business day. To ensure proper handling of your request, please include "Invoice Submission" or "Status Request" in the subject of your message. If you have any other questions or concerns, feel free to contact the Business Center in Accounts Payable Department at OCFO Education Cluster at (202) 442-5300.

If you have questions regarding the information contained in this guidance, please refer to the attached Frequently Asked Questions (FAQ); contact your CACFP Specialist or me at (202) 442-4010 or [norma.birckhead@dc.gov](mailto:norma.birckhead@dc.gov).

Attachments