

Wisconsin Early Childhood Association Child and Adult Care Food Program

- Daily record keeping is a requirement of the federal food program whether I claim online or on scanned forms.
- If, for any reason, I can't enter claim data online, I will record my claim data on paper until I am able to enter it online. The WECA Food Program provides a printable Online Menu and Attendance Template for this purpose, located at www.wisconsinearlychildhood.org, Food Program, Food Program Resources. There is also a direct link to the form on the CACFP.Net main menu page.
- I will have current menus and meal counts available for review when my area coordinator does a home visit. If I can't produce daily records for her, I understand that I will not be paid for those meals/snacks.
- I will submit either a full claim on scanned forms, or a full claim online, but not both. If I submit both an online claim and a claim on scanned forms, the claim on scanned forms will not be processed.
- The deadline for claim submission is the 5th of the month following the claim month. Claims submitted after that will be processed as late claims. Payment can't be guaranteed for claims received 30 or more days late.
- I will submit all other information needed to process my claim to the WECA Food Program office so it is received by the claim deadline. This includes Child Enrollment Forms, Parent/Provider Formula Agreements, Special Diet Forms, and any other forms needed to process my claim.
- Internet Service Provider (ISP) America Online (AOL) is not compatible with CACFP.Net. If AOL is my ISP, I must use a different ISP for CACFP.Net. access.
- If I use America Online, neither CACFP.Net. nor WECA will be responsible for errors that result.
- If I require technical assistance, I will leave a voice message at 800-783-9322, ext. 8021. Or I will email Mary Mahl by clicking on the CACFP.Net technical assistance link on the CACFP.Net main menu page to send her a message. WECA will return my message at its earliest convenience.
- I am aware that best business practices advise periodically backing-up my food program records electronically.