

WECA Food Program  
Online Claiming Agreement

- Daily record keeping is a requirement of the federal food program.
- I am aware that best business practices advise that I periodically backup my food program records electronically.
- If I can't enter my claim data online, for any reason, I will record the data on the *Online Menu and Attendance Template* until I can enter it online. On the CACFP.Net main menu page, I will click on the *Online Menu/Attendance Template* link under Claim Tools to print the form. Or I can go to the WECA website at [www.wisconsinearlychildhood.org](http://www.wisconsinearlychildhood.org), Programs, Food Program, Forms and Resources, Food Claims to print the form.
- 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.
- The deadline for on-time claim submission is the 5th of the month following the claim month. Claims submitted after that will be processed as late claims. Payment cannot be guaranteed for claims received 30 or more days late.
- I will submit all other information to process my claim to the WECA Food Program Office so it's received by the claim deadline. This will include Child Enrollment Forms, Parent/Provider Formula Agreements, Special Diet Forms/Tracking 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.
- iPad and iPhone users: The Safari browser is not compatible with CACFP.Net. If Safari is my Internet browser, I must use a different browser, such as Google Chrome. If I use Safari, neither CACFP.Net nor WECA can be responsible for errors that result.
- If I need technical assistance, I will leave a voice message for Mary Mahl at 800-783-9322, ext. 8031. Or I will email her by clicking the CACFP.Net technical assistance link on the CACFP.Net main menu page under Food Program and send her a message. WECA will return my message at its earliest convenience.