

Wisconsin Early Childhood Association Child and Adult Care Food Program

Online Claiming Agreement

- Accurate 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.
- In the event of a computer/internet emergency, I will notify my AC immediately. I will record the data on the Online Menu and Attendance Template until I can enter it online.
- I will have current menus and meal counts available online for review when my area coordinator does a home visit. If menus/meal counts are not up to date, I understand that I will not be reimbursed for those meals/snacks. Online records are available for review at any time by any Food Program representative.
- I will submit my complete and accurate monthly claim on or before the 5th of the month following the claim month.
- I will verify the accuracy of all submitted information, including Child Enrollment Forms, Parent/Provider Formula Agreements, Special Diet Forms/Tracking Forms and any other forms needed to process my claim. Provider/Parent error is not adjustable.
- 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 608-230-8031 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.

