



...for Children

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in early education and care

Child and Adult Care Food Program Online Claim Agreement

1. I will have current menus and meal counts printed and available for review when my specialist does my home visit. If I cannot produce daily records for my specialist, I understand that I will not be paid for those meals and/or snacks.
2. Daily record keeping is a requirement of the CACFP whether I am claiming online or using scanned forms.
3. If my computer fails, I will use scanned forms until it is operating again. I will submit either a full claim on scanned forms or a full claim online but not both.
4. If, for any reason I submit both an online claim and a claim on scanned forms, the claim on the scanned forms will be returned to me, unprocessed.
5. I will keep a one-month supply of scanned forms on hand in case of computer failure.
6. The deadline for claim submission is always on the third of the month. Claims submitted after the deadline will be processed as late claims. Payment cannot be made for claims that are received 15 or more days late.
7. I will mail or drop off all other information needed to process my claim to 4C at 1924 Dana Avenue, Cincinnati, Ohio 45207, by the claim deadline. This includes Child Information Forms (CIF), Child Enrollment Forms, Parent/Provider Formula Agreements, Special Diet Forms, Program Change Forms indicated "Online" and any other forms needed to process my claim.
8. If I change my email address, I will email the new information to 4CFoodProgram@4cforchildren.org.
9. I am responsible for knowing how to properly use the program. I will consult the AccuTrak FAQ's (Frequently Asked Questions) at <http://www.4cforchildren.org/FCC/OnlineFAQ.html> if I have a question. If my question on how to use the program is not addressed in the FAQ's, I will contact my specialist before the claim deadline.
10. 4C cannot offer technical assistance for claiming online. Examples of technical problems are: my claim summary will not print, my claim worksheet is missing.
11. If I require technical assistance I will e-mail the programmer at info@cacfp.net with my question and (cc :) 4CFoodProgram@4cforchildren.org the same e-mail.
12. I will commit to the online claiming process for a minimum of six months.

I have read and accept the terms of this contract. I understand the conditions to participate with the online claiming process. I will keep a copy of this contract for my records.

I will begin claiming online _____ 20____ Provider ID: _____ Online Pin # _____

Print Provider Name: _____ Provider Signature: _____

Email Address: _____

Please print exactly as it appears online

4C Specialist Signature: _____ Date: _____