ON-LINE CLAIMING PROVIDER PROCEDURES

You may begin on-line claiming on ________________________.

1. go to www.CACFPnet.com
2. click on “provider area”
3. From the drop down menu select “CDCA IL”
4. Fill in your provider ID#____________
5. Fill in your PIN #_______________
6. click “login”

Enrolling children: You must pre-enroll children on Accu-Trak and also submit complete enrollment forms to United 4 Children postmarked no later than the 1st of the following month. Please enroll online first. That way you will know which number to give them on the enrollment form as Accu-Trak will assign a number. The child’s name will appear in a yellow box until United 4 Children receives the original paper copies of the enrollment forms and approves the enrollments. Once approved the box with the name will no longer be shown in yellow. You can claim the child immediately upon pre-enrolling

October Re-enrollments – You will receive a packet the beginning of September with instructions for re-enrolling children.

To drop a child you must send an email to galbraithp@united4children.org with the children’s name and number and the day they left your care.

Menus and Attendance:

1. Choose the current date. (Accu-Trak “locks” the date at 1:30 A.M. the following morning so records MUST be recorded daily.)
2. “Check” meals and snacks served to each child that day. Remember you can only claim 2 meals and 1 snack or 2 snacks and 1 meal per child per day and that you CANNOT record attendance in advance.
3. If you are approved for split shifts you will see a box “1” and a box “2” for each meal for each child. If the child eats in the first shift you check box “1”. If they eat in the second shift you check box “2”.
4. Scroll down and enter the foods served on your regular menus.
5. If you have infants in care scroll down and enter the infant menus, make sure that once an infant turns 8 months old to fill in the IFIC bubble on Accu-Trak

Each time you enter information and are ready to leave the online claiming area you must click on any one of the “Save Data” buttons. Any one of these 3 buttons will save any information you have entered in any area.

At the end of the month: Make sure you have mailed any new or updated enrollment forms or any other documents needed to submit your claim. Go to the bottom of your home page and click on “submit claim.”

Important Information

1. School closings must be called into our office or e-mailed in advance of your claim submission.
2. Sign-in sheets for the 7 major holidays must be mailed immediately after the holiday and prior to submission or your on-line claim.

3. Pick it, don’t peck it – You can help speed the processing of your claim; simply pick your food item from the drop-down list as often as possible. When you “peck” (type in) a food item, it appears on a list of foods requiring approval by United 4 Children. Since many foods served are on the list, it is a duplication of effort for staff to look at them and approve them.

4. When you “peck” (type in) foods for a meal you must enter them properly, or you will give yourself errors. When a food served at a meal combines 2 or more ingredients you must “break down” that food. Each space for a meal MUST contain a menu item, MUST contain one type of food only, and the food MUST be in the proper category.

5. When you enter snacks you must enter foods into at least 2 of the 4 categories and each food MUST be entered into the correct category or you will give yourself errors. Remember juice and fruits are from the same food group and will be deducted. 2 liquids cannot be served as a creditable snack such as Milk and Juice, this will be deducted.

6. Do not submit your claim early. You must wait until you have served and recorded the last meal / snack you will claim for the month before submitting.

7. Do not submit your claim late. If it is not submitted by the 3rd at 4 pm your claim will be processed in 3rd cut and your reimbursement will go out with the 1st cut checks for the next month. United 4 Children has the right to and will submit it for you, completed or not. On-line claims must arrive in time to be in first cut.

8. If you have a split shift, you will see a box “1” and a box “2” for each meal. You must mark shift “1” children’s attendance in the box by the “1” and shift “2” children’s attendance in the box by the “2”. United 4 Children will only reimburse for the meals you have approved as split shift.

Problems logging in:

Make sure that Child Day Care Association is still showing as your sponsor and that you have entered your Provider ID# and PIN# correctly.

Remember that data is continually being updated and exchanged on this site. You may need to be patient; try again in an hour, or even later in the day. If you still cannot log in after trying 2 times, at least one hour apart, e-mail the programmer at mail@accutrak2000.com and also Lisa at smithl@united4children.org.