



Effective: _____

PID # _____ PIN # _____

ON-LINE CLAIMING AGREEMENT
United 4 Children
CHILD NUTRITION SERVICES

I would like to participate in the United 4 Children on-line claiming on web site WWW.cacfpnet.com. In order to do so, I agree to read, follow the rules / instructions listed, sign and return this agreement. Online claiming is a privilege and failure to follow this agreement could lead to it being taken away.

1. I have access to a computer and the internet.
2. I understand that United 4 Children cannot offer technical support for my computer.
3. ***I will have*** my menus and attendance available for review when my Nutrition Consultant or any representative of the Illinois State Board of Education or the USDA comes to visit. United 4 Children strongly recommends that I print my records daily which will protect me should my computer fail to operate. Not having menus/attendance available will mean deductions from 1st of month until date of home visit. You will need to print out the last 5 days of menus for review and give to your Nutrition Consultant to bring into the office.
4. You are no longer allowed to keep menus on Xerox copies or paper unless you call the office because you are having computer issues. Menus and attendance are to be entered daily into the Online system before 10:59 PM of that day.
 - ❖ I will have my computer located so that I can access it and produce the needed screens for the Nutrition Consultant and state or federal representative to review and continue to watch the children.
 - ❖ If my computer is in a different room, I have an assistant who, will be available at all times, to watch the children so that I can go to my computer and print the forms. If I to go to a different room the Nutrition consultant has permission to follow me to that room.
 - ❖ I will print my menus daily and have the printed copies located so that I can have access to them and continue to watch the children.
5. I will keep scannable forms on hand in case of computer failure. ***If my computer fails, I will notify United 4 Children, IMMEDIATELY, so they are aware of this situation and keep my records on the Xerox Accu-Trak forms.*** As soon as my computer is fixed, I will call the office so they can guide me on how to get my menus/attendance back Online. If my computer is still not working at the end of the month and I am still unable to record online, I will transfer my information from the Xerox forms to the scannable Accu-Trak forms, I will notify the office that I will be submitting part or all of my claim on the scannable forms and I will request that the office submit for me the part of the claim that was recorded online. (Xerox forms should never be mailed to the office unless your Nutrition Consultant or the office request them). They are only used to track menus and attendance until you are able to enter them online. If you need to submit any days on paper you must notify the office and transfer the information to the scannable forms).

6. **I will send other information needed to process my claim to United 4 Children postmarked before or by the end of the month.** This includes enrollment forms, special diet forms, holiday sign-in sheets or any other forms needed to process my claim. **I understand that if these papers are not postmarked by the end of the month that they will not be applied to the current claim and adjustments will not be made.**
7. **I will submit my online claim before 10:30 PM on the 2nd day of the month. If your claim is not submitted by this time you will be in 2nd cut – NO EXCEPTIONS.**
8. I will notify United 4 Children by e-mail to: barthelemyc@united4children.org when school age children are present during normal school hours. (School closings, holiday breaks, snow days, teachers institute days, child sick, Dr. apt., etc.). Emails must contain your Name and PID #, the dates school age children are present, and the school age child's name and #. In Accutrak online go to the Change tab and school age to send this information. Any other changes you will need to call our office.
9. I will call the office if I am going to be away from home during a meal or snack service time, have no day care children present, or are closed. The office phone number is 1-800-467-2322 ext 111.
10. If I change my e-mail address, telephone number, or move, I will e-mail the change to barthelemyc@united4children.org immediately.
11. I agree to have my reimbursement funds be direct deposit. I will complete a direct deposit form so these funds will be sent to the bank I request. If that banking information should change, I will notify United 4 Children by email to barthelemyc@united4children.org immediately with new banking information.

I have read this Agreement and will sign below and return the last page along with a direct deposit form to United 4 Children, 1310 Papin Suite 100 B, St Louis, MO 63103 or Fax to 314-531-4184 attn: Charlotte.

FAILURE TO RETURN THE AGREEMENT BELOW WILL MAKE YOU INELIGIBLE TO CLAIM ONLINE



RETURN THIS PAGE IF YOU WISH TO CLAIM ONLINE.

I have read the Agreement and will comply with its rules. Please sign and return this form along with a direct deposit form and copy of voided check to: United 4 Children, 1310 Papin, Suite 100 B, St Louis, MO 63108 or Fax to 314-531-4184 attn: Pat.

Signature: _____ Date: _____

Provider ID #: _____ Provider PIN #: _____

E-mail address (required – please print clearly)
