

We get it: You're a non-profit

We share your vision of ensuring that all children are given a chance to succeed in life by giving them the proper nutrition they need to effectively develop their minds and bodies. The Child and Adult Care Food Program provides the necessary funding and guidance to make this vision a reality for children in licensed day care.

We share your values of maximizing **participation** in this valuable program and at the same time **protecting** its integrity, while being **respectful** of the public's money by aggressively minimizing operating costs.

Since 1983 our mission has always been to provide outstanding software solutions for the CACFP at the lowest possible price. From the original stand-alone DOS-based program, we have evolved to network-based scanning systems, and now to web-based solutions.

Built upon years of experience working closely with food program sponsors and day care providers, CACFP.Net is the ultimate solution at a sensible price.

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Introduction

Creating your account

Because our system is web based, any CACFP sponsor in the United States can go online right now, set up their account and start maintaining all CACFP data and process claims.

It only takes a minute to set up your Sponsors account on CACFP.Net

From the top menu select Sponsors -> Online

Click on the link at the bottom of the page

Fill out the form completely, remembering to select either Homes or Centers

Click Submit

Home Providers Sponsors Centers States Login

CACFP.Net Presented by AccuTrak™
Serving the Food Program since 1983

Take back control of your budget

We get it: *You're a nonprofit.* Every time you look at your budget, you see your operating costs somewhere.

CACFP.Net is a comprehensive, web-based system for sponsors of family day care homes and centers. It does everything you need it to do -- and more -- at a very smart price. It's easy to use and learn, and you can try it out for free!

So if you're responsible for the financial viability of your organization, click on the panels below to discover how CACFP.Net solves your budget problem.

- + Maintain all of your provider information
- + Enter and view claims
- + Automatically validate online and scanned claims
- + All the reports you need
- + Keep close contact with your customers

[Try it out for free by setting up your own Sponsors account](#)

Complete the following information and we'll set up your no-risk, no-obligation trial account:

All fields are required		
Sponsor name:	<input type="text"/>	
Contact name:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
ZIP:	<input type="text"/>	
Phone (including area code):	<input type="text"/>	
Email:	<input type="text"/>	
# of providers:	<input type="text"/>	
Current system:	<input type="text"/>	
What you are most interested in:	<input type="text"/>	
Type of Sponsorship:	Family Day Care ▾	

Submit

Logging in to your sponsor account

You will then receive an email with your login and password information.

Welcome to CACFP.Net!

To access your account, go to www.CACFP.Net, click on Sponsors and enter enter your...

UserName:info@child
Password:MN04

You can download the Quick Start Guide here: <http://www.cacfpnet.com/download/quickstartguide.pdf>

It may be possible to easily upload your current data to our system. Let us know if you'd like to explore this possibility.

- * Checks
- * Additional State Licensing data or interface file uploads
- * Other required Screens or Reports

Sponsor name:Child Care
Contact:Nicole
Address:324 N Nc
City:Ivar
State:Il...
ZIP:50...
Phone:800.634
[Email:info@child](mailto:info@child)
Providers:100
Current System:Minute Menu
Most Interest:New system

Login

From the top menu, select Login
Enter your login and password
Click Login

Home Providers Sponsors Centers States Login

Presented by AccuTrak™
Serving the Food Program since 1983

All Users	
Email address/Login:	<input type="text"/>
PIN/Password:	<input type="password"/>
Remember me on this computer	<input checked="" type="checkbox"/>

Login

Providers only	
Sponsor:	(Sponsors) ▼
Provider Number:	0
PIN:	<input type="text"/>

Login

Main screen tour

The top menu allows you to navigate through the system

To view this manual online, click on the link at the right of the screen

The Claims Processing Checklist will let you know where you are in the claims process and what needs to be done. You can hover over each item for a brief description. If there are remaining items to do, you can click on the link to get directly to that task.

The screenshot shows the main interface of CACFP.Net. At the top left is the logo. The top right displays '5C' and the date 'Wednesday, October 12, 2016'. A horizontal navigation bar contains links for Home, Files, Processing, Review, Utilities, Reports, Help, and Logout. Below this is a 'Claims processing checklist' table with five rows, each with a 'Done' checkbox and a 'Task' description. A callout box labeled 'Top navigation' points to the navigation bar. Another callout labeled 'Access the online manual' points to a link: 'Click here for the Help page Quick Start Guide'. A third callout labeled 'Claims processing checklist' points to the table.

Task #	Done	Task	Explanation
1	<input checked="" type="checkbox"/>	No Menu Items need approval	These are the tasks that need to be performed to process the claim. Hover over each task for an explanation, or click on the link to perform the task.
2	<input checked="" type="checkbox"/>	All submitted claims have been validated	
3	<input checked="" type="checkbox"/>	All validated have been reviewed	
4	<input checked="" type="checkbox"/>	All reviewed claims have been posted	
5	<input checked="" type="checkbox"/>	All posted claims have had checks written.	

I: Basic processing

Overview

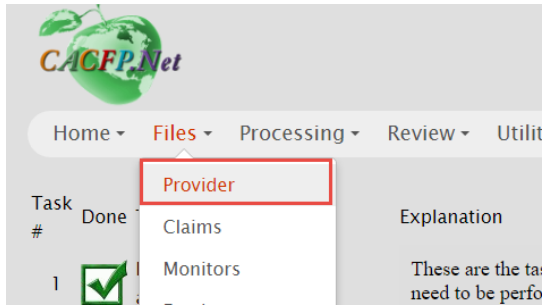
Let's start with basic processing of manual claims.

There are four basic things we need to do to make sure providers get their monthly reimbursement:

- 1) Maintain all of your provider data
- 2) Enter and edit claims
- 3) Print a State claim detail and summary report
- 4) Print checks

Entering provider information

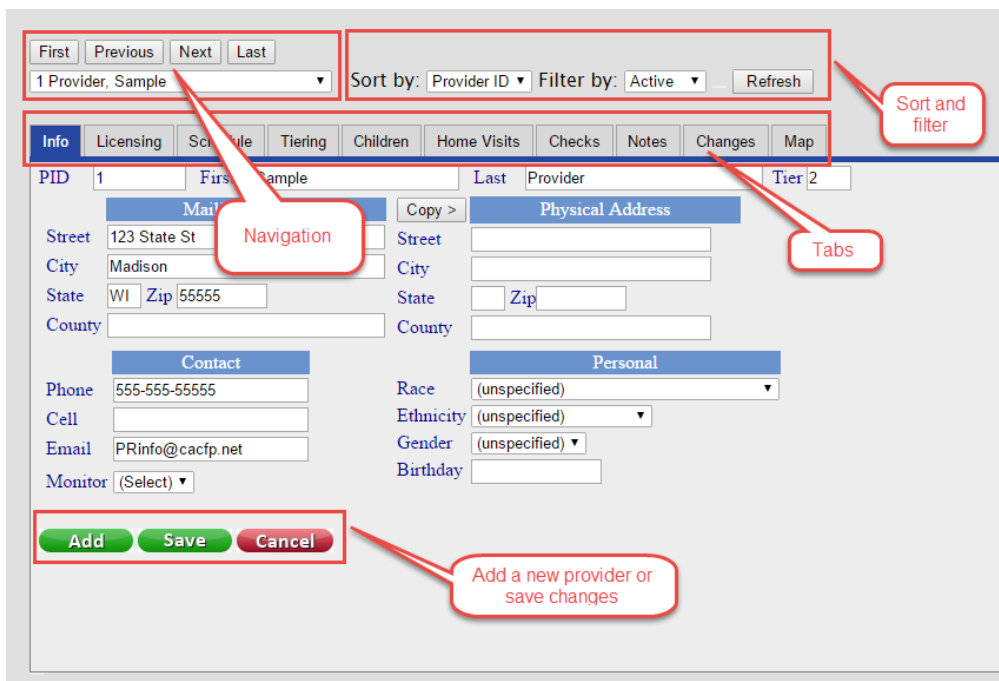
To maintain provider information, select Files->Provider from the top menu.



The navigation area lets you select the provider you want to view

The sort/filter area lets you sort the providers by ID number or last name. You can also filter by Active, Inactive or all providers

Data for the provider is grouped on tabs. Select a tab to view information.



To change information on the currently selected provider, edit the data in the form and click Save.

To add a new provider, click Add and a blank form will appear that you can fill in. Remember to click Save.

Note:
If you are reactivating a provider, you can simply uncheck the Inactive box. Do not create a new provider ID for this provider.

Licensing

Info	Licensing	Schedule	Tiering	Children	Home Visits	Checks	Notes	Changes	Map
State License		CACFP Agreement		Sign up		State Number			
Type	Family Child Care Home ▼	Type	(Select...) ▼	Type	(Select...) ▼	555			
Number	2767	Number		Date					
Start	02/28/2008	Start							
End	02/28/2017	End							
Status		Dropped		Ages Licensed					
Code	(Select...) ▼	Code	(Select...) ▼ <input type="checkbox"/>	From	0	(Select) ▼			
Date		Inactive		To	0	(Select) ▼			
Notes		Date		Agency	(Select...) ▼				
		Notes							
Day capacity	8								
Ext capacity	0								
Night capacity	0								
Save		Cancel							

Note:

If a provider's license is "pending", meaning that is set to expire but is in the process of approval, update the license expiration to include the current month that is being claimed. Otherwise, the meals will be deducted. You can enter the actual new expiration date once the license has been officially approved.

Schedule

Hours

Info | Licensing | **Schedule** | Tiering | Children | Home Visits | Checks

Hours | Days | Approved meal times Shift 1 | Approved meal times Shift 2

From: 6:00 AM ▼ To: 6:00 PM ▼

Holidays Approved

Days

Info | Licensing | **Schedule** | Tiering | Children | Home Visits | Checks | Notes | Ch

Hours | Days | Approved meal times Shift 1 | Approved meal times Shift 2

<input type="checkbox"/> Sunday	12:00 AM ▼	12:00 AM ▼
<input checked="" type="checkbox"/> Monday	7:00 AM ▼	5:30 PM ▼
<input checked="" type="checkbox"/> Tuesday	7:00 AM ▼	5:30 PM ▼
<input checked="" type="checkbox"/> Wednesday	7:00 AM ▼	5:30 PM ▼
<input checked="" type="checkbox"/> Thursday	7:00 AM ▼	5:30 PM ▼
<input checked="" type="checkbox"/> Friday	7:00 AM ▼	5:30 PM ▼
<input type="checkbox"/> Saturday	12:00 AM ▼	12:00 AM ▼

Times

Info | Licensing | **Schedule** | Tiering | Children | Home Visits | Checks | Notes | C

Hours | Days | Approved meal times Shift 1 | Approved meal times Shift 2

<input checked="" type="checkbox"/> Breakfast	7:00 AM ▼	9:00 AM ▼
<input type="checkbox"/> AM Snack	11:00 AM ▼	12:00 AM ▼
<input checked="" type="checkbox"/> Lunch	11:00 AM ▼	12:00 PM ▼
<input checked="" type="checkbox"/> PM Snack	3:30 PM ▼	4:00 PM ▼
<input type="checkbox"/> Dinner	3:30 PM ▼	4:00 PM ▼
<input type="checkbox"/> Eve Snack	12:00 AM ▼	12:00 AM ▼

Tiering

The screenshot shows a software interface with a top navigation bar containing tabs: Info, Licensing, Schedule, Tiering (selected), Children, Home Visits, Checks, Notes, Changes, and Map. The main area is divided into two sections: Providers and Children.

Providers Section:

- Provider Tier: 1
- Change tier to: Tier 1 Mixed Tier 2
- Effective date of Provider's Tier change: [text input]
- Change Provider Tier button
- Eligible by: Income School Census
- Start date: 08/01/2015 (Income), 03/01/2015 (School), [text input] (Census)
- End date: 07/31/2017 (Income), 02/29/2020 (School), [text input] (Census)
- Code: [text input]
- School: [text input]
- Percent: 0.00 %
- Save (green button) and Cancel (red button) buttons.

Children Section:

- Effective Date of Children's Tier change: [text input]
- Tier 1 Children list:
 - Al Rinnan #27052
 - Ava C #1
 - Gi Brody #22096
 - H Henley #76911
 - P Madilyn #68166
 - S Sydney #68167
- Tier 2 Children list: [empty]
- Make child Tier 2 >> button
- << Make child Tier 1 button
- Instructions: To move a child to a different tier for Tier M providers:
 - 1) Make sure the child effective date is filled in
 - 2) Highlight the child or children you want to change (click for one, shift-click for multiple)
 - 3) Click on the Make child Tier... button

Providers can be Tier 1, Tier 2, or Mixed (if they have some children in each tier)

Children are either Tier 1 or Tier 2.

To change a Providers tier: Enter the effective date of the tier change (must be the first of the month), check the Eligible By box and enter the start and end dates. Then click the Change Provider Tier button.

To change children's tier: Enter the effective date of the change (can be any date during the month), select the child, click the button that says Make Child Tier...

Children

Info	Licensing	Schedule	Tiering	Children	Home Visits	Checks	Notes	Changes	Map												
<table border="1"> <thead> <tr> <th>Number</th> <th>Name</th> <th>Tier</th> <th>DOB</th> <th>Enrolled</th> <th>...thru</th> </tr> </thead> <tbody> <tr> <td>27052</td> <td>A, Rinnan</td> <td>1</td> <td>08/17/2004</td> <td>10/01/2015</td> <td>07/31/2017</td> </tr> </tbody> </table>										Number	Name	Tier	DOB	Enrolled	...thru	27052	A, Rinnan	1	08/17/2004	10/01/2015	07/31/2017
Number	Name	Tier	DOB	Enrolled	...thru																
27052	A, Rinnan	1	08/17/2004	10/01/2015	07/31/2017																
<table border="1"> <thead> <tr> <th>Status</th> <th>Schedule</th> <th>School/Care Schedule</th> <th>Parents</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Special needs <input type="checkbox"/> Providers Own <input type="checkbox"/> Own Non-Partic. <input type="checkbox"/> Related Resident <input type="checkbox"/> Related Non Res. <input type="checkbox"/> Assistant's Child From: <input type="text"/> To: <input type="text"/> <input type="checkbox"/> Foster Child From: <input type="text"/> To: <input type="text"/> </td> <td> Formula by: <input type="checkbox"/> Provider <input type="checkbox"/> Parent Solids by: <input type="checkbox"/> Provider <input type="checkbox"/> Parent <input type="checkbox"/> Formula Agreement <input type="checkbox"/> Special diet <input type="checkbox"/> School Age <input type="checkbox"/> Home Schooled <input type="checkbox"/> Infant Income From: <input type="text"/> Income To: <input type="text"/> </td> <td> Race: (unspecified) ▾ Ethnicity: (unspecified) ▾ Sex: (unspecified) ▾ Group <input type="text"/> Orig. enroll.: <input type="text"/> Dropped <input type="text"/> <input type="checkbox"/> Archive <input type="button" value="Archive all flagged Children"/> <input type="checkbox"/> PreEnrolled </td> <td></td> </tr> </tbody> </table>										Status	Schedule	School/Care Schedule	Parents	<input type="checkbox"/> Special needs <input type="checkbox"/> Providers Own <input type="checkbox"/> Own Non-Partic. <input type="checkbox"/> Related Resident <input type="checkbox"/> Related Non Res. <input type="checkbox"/> Assistant's Child From: <input type="text"/> To: <input type="text"/> <input type="checkbox"/> Foster Child From: <input type="text"/> To: <input type="text"/>	Formula by: <input type="checkbox"/> Provider <input type="checkbox"/> Parent Solids by: <input type="checkbox"/> Provider <input type="checkbox"/> Parent <input type="checkbox"/> Formula Agreement <input type="checkbox"/> Special diet <input type="checkbox"/> School Age <input type="checkbox"/> Home Schooled <input type="checkbox"/> Infant Income From: <input type="text"/> Income To: <input type="text"/>	Race: (unspecified) ▾ Ethnicity: (unspecified) ▾ Sex: (unspecified) ▾ Group <input type="text"/> Orig. enroll.: <input type="text"/> Dropped <input type="text"/> <input type="checkbox"/> Archive <input type="button" value="Archive all flagged Children"/> <input type="checkbox"/> PreEnrolled					
Status	Schedule	School/Care Schedule	Parents																		
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<table border="1"> <thead> <tr> <th>Current</th> <th>Archived</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>										Current	Archived	<input checked="" type="radio"/>	<input type="radio"/>								
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<input type="button" value="Add"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>																			

Home Visits

Info Licensing Schedule Tiering Children **Home Visits** Checks Notes Changes Map

12/28/2011
02/18/2013
05/28/2013

General Meal Records Children Conclusions Notes

Visit Date: 12/28/2011
 Trimester: 1
 Hours: -1200
 Arrive time: 12:00 AM
 Depart time: 2:30 PM
 Length of visit:
 Announced:
 Late:
 Follow up visit:
 Thirty day:
 Initial:
 Assistant was present:

Add Save Cancel Delete

General Meal **Records** Children Conclusions Notes

Meal time: 12:30 PM
 Meal recording: Lunch
 Milk: (Select) (Select) (Select) (Select)
 Observed:
 Meal OK:
 Portions OK:
 Milk type concern:
 Water concern:
 Meal: Lunch
 Refrig. temp: 0
 Freezer temp: 0

Regular Menu Infant 0-3 Infant 4-7 Infant 8-11
 Bread: (Select) IFIC IFIC
 F/V 1: (Select) IFIC (Select)
 F/V 2: (Select) IFIC (Select)
 Meat: (Select) IFIC (Select)

General Meal **Records** Children Conclusions Notes

Menus available Menu counts available

Parental Notification OK Child docs on file Component Requirements met
 Infant formula Agreement OK Agreements on file Annual enrollments concern

Meal counts for previous 5 days

Day	Count
Day 1:	0
Day 2:	0
Day 3:	0
Day 4:	0
Day 5:	0

General Meal Records Children Conclusions Notes

Point of service OK <input checked="" type="checkbox"/>	Follow up visit needed <input type="checkbox"/>	Records maint. concern <input type="checkbox"/>
Health Safety OK <input checked="" type="checkbox"/>	Follup visit needed type <input type="checkbox"/>	Visit variance concern <input type="checkbox"/>
Capacity OK <input checked="" type="checkbox"/>	Attendance concern <input type="checkbox"/>	Home conditions issue <input type="checkbox"/>
Serving time OK <input checked="" type="checkbox"/>	Civil rights concern <input type="checkbox"/>	Safety issue <input type="checkbox"/>
Children were present <input type="checkbox"/>	Five day concern <input type="checkbox"/>	Other issues <input type="checkbox"/>
Visit successful <input type="checkbox"/>	Special diet concern <input type="checkbox"/>	
Provider not home <input type="checkbox"/>	Corrective action needed <input type="checkbox"/>	
Provider was sick <input type="checkbox"/>		

General Meal Records Children Conclusions Notes

Checks

Info	Licensing	Schedule	Tiering	Children	Home Visits	Checks	Notes	Changes	Map		
Checks or ACH											
Check date	Check #	Check Amount	Claim date	Claim Type	Tier	B	A	L	P	D	E Line amt
01/13/2016	5	\$612.64	Dec, 2015	Regular	1	167	0	111	158	0	\$612.64
02/08/2016	15	\$504.64	Jan, 2016	Regular	1	152	0	82	136	0	\$504.64
03/07/2016	8	\$520.48	Feb, 2016	Regular	1	149	0	87	146	0	\$520.48
04/11/2016	13	\$443.30	Mar, 2016	Regular	1	126	0	72	133	0	\$443.30
05/10/2016	13	\$454.48	Apr, 2016	Regular	1	129	0	77	126	0	\$454.48
06/15/2016	13	\$373.82	May, 2016	Regular	1	109	0	59	113	0	\$373.82
07/15/2016	13	\$510.26	Jun, 2016	Regular	1	106	0	118	105	0	\$510.26
08/08/2016	13	\$456.17	Jul, 2016	Regular	1	92	0	113	79	0	\$456.17
09/16/2016	13	\$387.14	Aug, 2016	Regular	1	95	0	78	97	0	\$387.14
10/13/2016	13	\$247.06	Sep, 2016	Regular	1	89	0	29	81	0	\$247.06

Notes

Info	Licensing	Schedule	Tiering	Children	Home Visits	Checks	Notes	Changes	Map
------	-----------	----------	---------	----------	-------------	--------	--------------	---------	-----

Internet ACH Open Fields Note Pad

Internet PIN	Language
0824h	English ▼

ACH Info

Type Check ACH

Bank #

Account #

Bank Name

Tran Code

Check Digit

Prenote

Changes

Info	Licensing	Schedule	Tiering	Children	Home Visits	Checks	Notes	Changes	Map
<u>Item</u>	<u>OldValue</u>	<u>NewValue</u>	<u>ChangeDate</u>	<u>UserName</u>					
PickUpTime	1800	1700	9/8/2016 8:59:59 PM						
EnrollmentEnd	Jul 31 2016 12:00AM	Jul 31 2017 12:00AM	8/26/2016 3:52:49 PM						
InSchoolFridayTo	1515	1520	8/5/2016 8:18:35 PM						
InSchoolFridayFrom	815	800	8/5/2016 8:18:35 PM						
InSchoolThursdayTo	1515	1520	8/5/2016 8:18:35 PM						
InSchoolThursdayFrom	815	800	8/5/2016 8:18:35 PM						
InSchoolWednesdayTo	1515	1520	8/5/2016 8:18:35 PM						
InSchoolWednesdayFrom	815	800	8/5/2016 8:18:35 PM						
InSchoolTuesdayTo	1515	1520	8/5/2016 8:18:35 PM						
InSchoolTuesdayFrom	815	800	8/5/2016 8:18:35 PM						
1 2 3 4 5 6 7									

Entering children information

Entering children is similar. Click on a provider's Children tab to view the list of current children. To see the archived children, click on the Archived radio button.

Select a child to view their data. Children data is also grouped by tabs.

To change information on the currently selected child, edit the data in the form and click Save.

To add a new child, click Add and a blank form will appear that you can fill in. Remember to click Save.

The screenshot displays the 'Children' tab in the AccuTrak software. At the top, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. Below these is a dropdown menu showing '1 Provider, Sample' and a 'Sort by: Provider ID' dropdown. A 'Refresh' button is also present. The main interface has several tabs: 'Info', 'Licensing', 'Schedule', 'Tiering', 'Children' (highlighted), 'Home Visits', 'Checks', 'Notes', 'Changes', and 'Map'. On the left, a list of children is shown, with 'Amanda Reckonwith #2' selected. A red callout 'Select a child' points to this list. The main area shows the details for Amanda Reckonwith, including 'Number' (2), 'Name' (Amanda Reckonwith), 'Tier' (2), 'DOB' (03/23/2011), and 'Enrolled' (03/23/2012). Below this, there are sub-tabs: 'Status' (highlighted), 'Schedule', 'School/Care Schedule', and 'Parents'. A red callout 'Select a tab' points to the 'Status' tab. The 'Status' section contains various checkboxes for child status, such as 'Special needs', 'Providers Own', 'Own Non-Partic.', 'Related Resident', 'Related Non Res.', 'Assistant's Child', and 'Foster Child'. There are also fields for 'From:' and 'To:' dates. A red callout 'View current or archived children' points to the 'Current' and 'Archived' radio buttons at the bottom left. At the bottom of the form, there are three buttons: 'Add', 'Save', and 'Cancel'. A red callout 'Add or Save data' points to the 'Save' button. The 'Add' button is highlighted in green.

Schedule

Status Schedule **School/Care Schedule** Parents

Drop off time: 12:00 AM ▾
Pick up time : 12:00 AM ▾

Meals Served: Breakfast AM Snack Lunch PM Snack Dinner Eve snack

School/Care Schedule

Status Schedule **School/Care Schedule** Parents

Day	School From	School To	Care From	Care To
Monday	<input checked="" type="checkbox"/> 08:00 am	3:00 pm	<input checked="" type="checkbox"/> 07:00 am	7:00 pm
Tuesday	<input checked="" type="checkbox"/> 08:00 am	3:00 pm	<input checked="" type="checkbox"/> 07:00 am	7:00 pm
Wednesday	<input checked="" type="checkbox"/> 08:00 am	3:00 pm	<input checked="" type="checkbox"/> 07:00 am	7:00 pm
Thursday	<input checked="" type="checkbox"/> 08:00 am	3:00 pm	<input checked="" type="checkbox"/> 07:00 am	7:00 pm
Friday	<input checked="" type="checkbox"/> 08:00 am	3:00 pm	<input checked="" type="checkbox"/> 07:00 am	7:00 pm
Saturday			<input type="checkbox"/> 00:0 am	00:0 am
Sunday			<input type="checkbox"/> 00:0 am	00:0 am

Name of School:

Kindergarten only:
 N/A 1/2 Day Full Day

School begin date:

School end date:

Parents

Status Schedule School/Care Schedule **Parents**

Parent name:

Parent address:

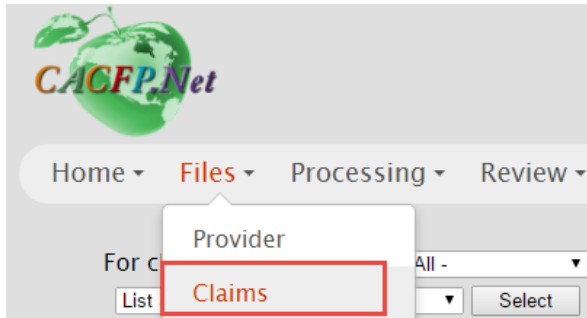
Parent city, state zip:

Parent phone:

Parent email:

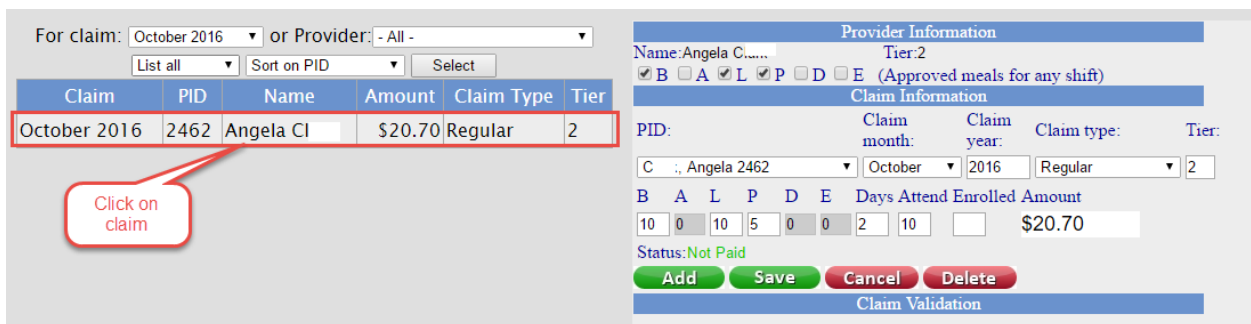
Entering claim information

To enter claim totals for a provider, select Files->Claims from the top menu.



The left panel shows the claims that have already been entered or posted. You can use the top area to filter by Claim month or provider. You can also sort the list by provider ID or name.

Click on a line to view or edit that claim (claims that have been issued checks are available to view only -- no edits are permitted).



The screenshot shows the CACFP.Net application interface. On the left, there is a table of claims with columns: Claim, PID, Name, Amount, Claim Type, and Tier. The first row is highlighted with a red box and has a callout bubble that says 'Click on claim'. The table data is as follows:

Claim	PID	Name	Amount	Claim Type	Tier
October 2016	2462	Angela CI	\$20.70	Regular	2

On the right, there is a form for entering claim information. The form is titled 'Provider Information' and 'Claim Information'. The 'Provider Information' section includes: Name: Angela C..., Tier: 2, and checkboxes for B, A, L, P, D, E (Approved meals for any shift). The 'Claim Information' section includes: PID: C..., Angela 2462, Claim month: October, Claim year: 2016, Claim type: Regular, Tier: 2. Below this is a section for 'Days Attend Enrolled Amount' with input fields for B, A, L, P, D, E, and a total amount of \$20.70. The status is 'Not Paid'. At the bottom, there are buttons for 'Add', 'Save', 'Cancel', and 'Delete', and a 'Claim Validation' section.

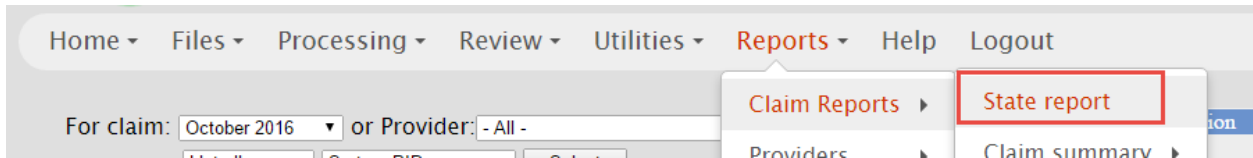
To add a new claim,

- Click on the add button.
- Select the provider
- The provider's basic information will appear at the top, including Tier
- Select the claim month and year
- Select the claim type (Regular, Late, Late Late, Down adjustment, Up adjustment)
- Enter the meal totals
- Click Save
- Dollar totals will automatically be calculated

Provider Information									
Name: Angela C					Tier: 2				
<input checked="" type="checkbox"/> B	<input type="checkbox"/> A	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> P	<input type="checkbox"/> D	<input type="checkbox"/> E	(Approved meals for any shift)			
Claim Information									
PID:		Claim month:		Claim year:		Claim type:		Tier:	
C , Angela 2462		October		2016		Regular		2	
B	A	L	P	D	E	Days Attend	Enrolled	Amount	
10	0	10	5	0	0	2	10	\$20.70	
Status: Not Paid									
Add		Save		Cancel		Delete			
Claim Validation									

State claim report

To generate the State Report that lists all of the claims recorded for a particular month, go to the Top menu and hover over reports, then Claim Reports... then click on State Report,



Claim month: (Select only one)

Claim types: Select one (or hold down Shift key to select more than one)

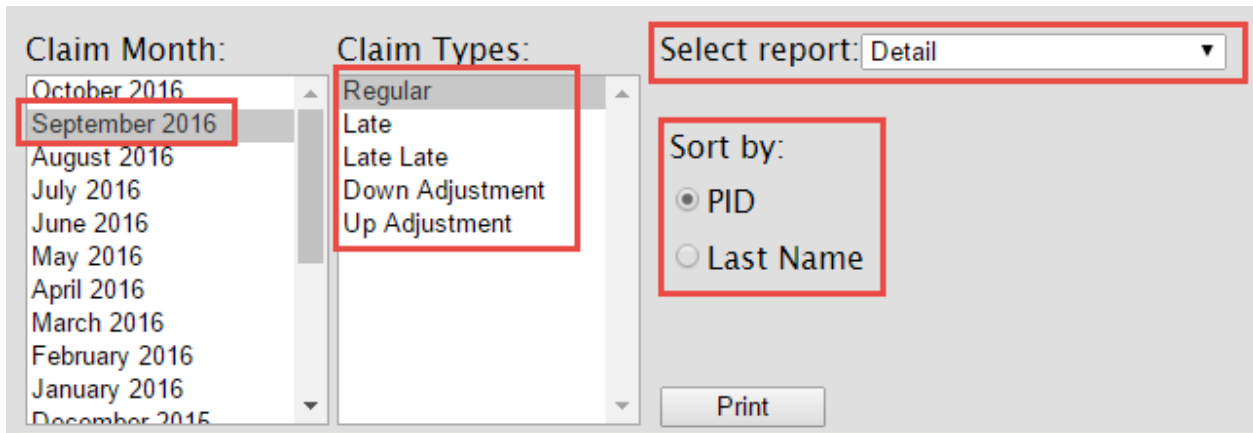
Select report: Detail or Summary

Sort by: Provider ID or last name

Create state interface file: (If your state gives you this option) Name the file to create

Then Click the Print button.

Detail



At the top of the report, you can click the arrow buttons to navigate to next and previous pages.

If you want to print the report, click on the Disk icon and select PDF.

The screenshot shows a web application interface. At the top, there is a navigation bar with a search box containing '1 of 3' and a 'Find | Next' button. Below this is a menu with options: 'Excel', 'PDF', and 'Word'. The 'PDF' option is highlighted with a red box. The main content area displays a report titled 'Report 10311F' with the subtitle 'Claims Report'. The report is dated 'Monday, October 17, 2016' and '9:19 AM'. The table below shows data for three individuals: Deborah L., Amy J., and Stacy L. Each individual has two rows of data representing different tiers. The columns include PID Name, Tier change, Tier, B, A, L, P, D, E, Days, Attend, Partic, and Amount.

PID Name	Tier change	Tier	B	A	L	P	D	E	Days	Attend	Partic	Amount
1806 Deborah L.		1	260	0	176	279	123	0	19	431		\$1,279.81
1		2	0	0	0	0	0	0	0	0		\$0.00
1822 Amy J.		1	119	0	115	115	0	0	24	124		\$522.74
1		2	0	0	0	0	0	0	0	0		\$0.00
1876 Stacy L.		1	164	124	124	57	0	0	21	181		\$652.01
1		2	0	0	0	0	0	0	0	0		\$0.00

Summary

10/23/2016

State Claim Report

9:06 PM

Wisconsin Early Childhood Association July, 2016(Regular,)

Section 1: Totals based on Provider's Tier Code (1, 2 or M):

Tier 1		Tier 2		Mixed Tier		Totals	
Homes claiming	560	Homes claiming	147	Homes claiming	07	Homes claiming	714
Attendance	60,940	Attendance	13,653	Attendance	717	Attendance	75,310
Days claimed	10,495	Days claimed	2,583	Days claimed	146	Days claimed	13,224
Participated	4,484	Participated	1,144	Participated	57	Participated	5,685
Total ADA	3,388	Total ADA	838	Total ADA	42	Total ADA	4,268

Section 2: Totals based on Children's Tier Code (1 or 2):

	Tier 1		Tier 2		Totals	
	Meals	Total Amount	Meals	Total Amount	Meals	Total Amount
Breakfast:	36,046	\$47,220.26	11,406	\$5,474.88	47,452	\$52,695.14
Lunch:	50,564	\$124,387.44	14,597	\$21,749.53	65,161	\$146,136.97
Dinner:	18,540	\$45,608.40	2,522	\$3,757.78	21,062	\$49,366.18
Snacks:	64,855	\$47,344.15	16,104	\$3,220.80	80,959	\$50,564.95
Total	170,005	\$264,560.25	44,629	\$34,202.99	214,634	\$298,763.24
Total Dollars:						\$298,763.24

Snacks Breakout:	Tier 1		Tier 2		Totals	
	Meals	Total Amount	Meals	Total Amount	Meals	Total Amount
AM Snacks:	27,962	\$20,412.26	7,143	\$1,428.60	35,105	\$21,840.86
PM Snacks:	31,270	\$22,827.10	8,647	\$1,729.40	39,917	\$24,556.50
Eve Snacks:	5,623	\$4,104.79	314	\$0,062.80	5,937	\$4,167.59

Section 3: Totals based on Provider's Group for this claim (1,2H,2L,2M):

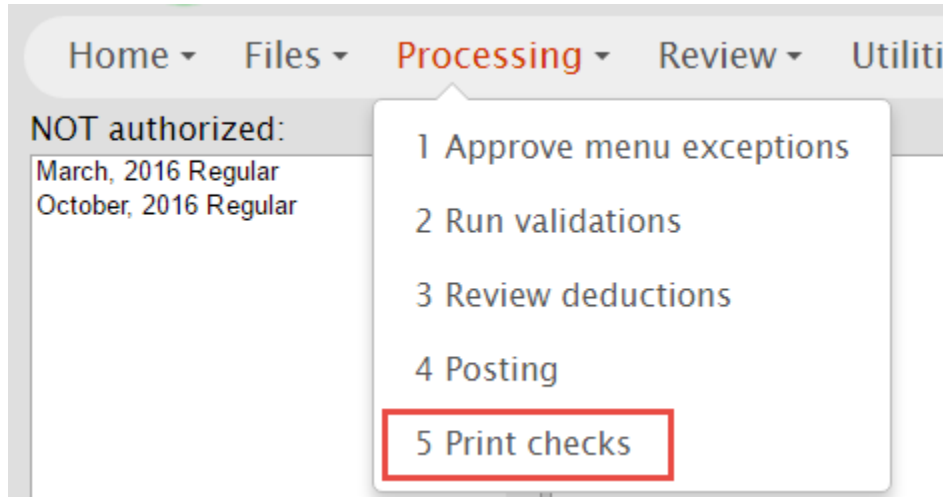
	Tier I (1):	Tier II All Higher (2H):	Tier II All Lower (2L):	Tier II Mixed (2M):	T1	T2
Average Daily Attendance (ADA) in homes:	3,388	00	867	08		
Number of Homes Claiming this Month:	560	01	151	02		
Days claimed this Month:	10,495	21	2,665	43		
Max days claimed:	31	21	30	24		
Participated (Enrolled):	4,484	02	1,189	17		
Breakfasts:	36,030	00	10,626	16	16	94
Lunches:	50,455	40	13,541	69	69	145
Dinners:	18,458	42	2,085	40	40	37
Snacks:	64,723	42	14,277	90	90	163

Section 4: Totals based on Children's Tier code and Provider Tier code:

	Tier I (Tier 1 meals served by Tier 1 Providers):	Tier II Higher (Tier 1 meals served by Tier 2 or M Providers):	Total Tier 1 meals served):	Tier II Lower (Tier 2 meals served by Tier 2 or M Providers):	Other (Tier 2 meals served by Tier 1 Providers):
Number of Breakfasts Served to Children:	36,030	686	16	10,720	00
Number of Lunches Served to Children:	50,455	911	109	13,686	00
Number of Dinners Served to Children:	18,458	400	82	2,122	00
Number of Supplements Served to Children:	64,723	1,664	132	14,440	00
Number of AM Snacks Served to Children:	27,895	655		6,488	00
Number of PM Snacks Served to Children:	31,205	746		7,901	00
Number of Eve Snacks Served to Children:	5,623	263		51	00
Total Served to Children:	169,682	00	00	00	00

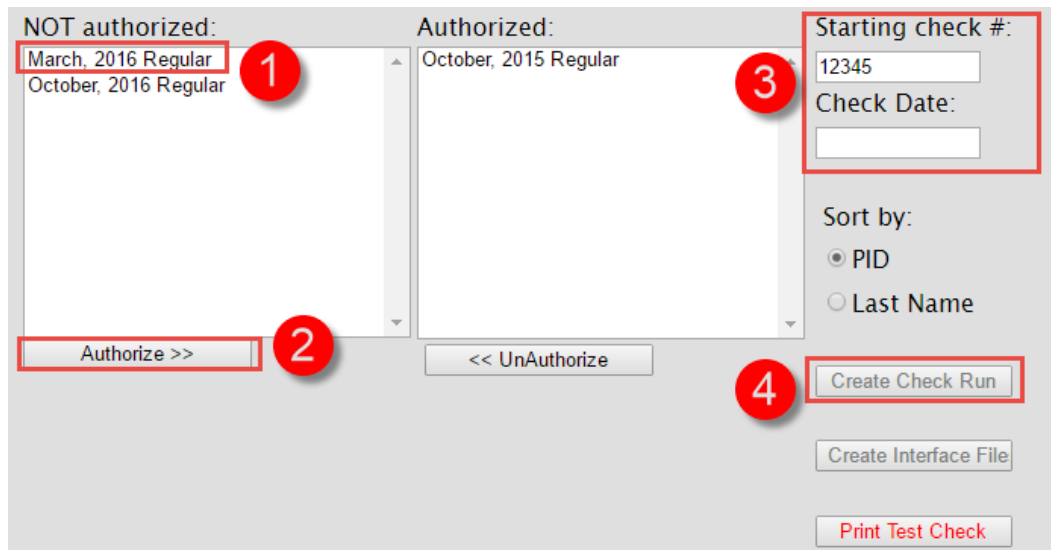
Checks

To print checks, select Processing -> Print checks from the top menu



From this screen, you can select which group of checks you want to “authorize” to print.

1. Select the group (March Regular) and
2. click the Authorize button. That group will be moved to the Authorized box. (You can remove a group by selecting it and clicking UnAuthorize.)
3. Fill in the starting check number and check date.
4. Click Create check run



The checks will appear as report at the bottom of the screen. You can use the disk icon and PDF option to print these checks to your printer.

II: Provider online claiming

Provider login and main screen tour

This is your provider's home page.

1. In the upper left can be your logo
2. In the upper right is the provider's name and current date
3. The top menu lets them navigate anywhere
4. The next section is totally under your control. You can create HTML messages that appear at the very top of all providers' home pages. These messages can be formatted any way you like, and include pictures, videos, and links back to your home page. (To edit this message from your Sponsors account, select Utilities->Web content.)
5. The claim calendar allows them to select the day they want to enter their claim for, as well as view a worksheet for a week.
6. They can click on the Submit link to submit their claim when it is completed
7. The Claim Entries box shows them what entries that have made so far
8. The Missing Items box lets them know that they may have forgotten to enter a food item

The screenshot shows the WECA provider home page. At the top left is the WECA logo (Wisconsin Early Childhood Association). To its right is the provider's name 'Demonstration Provider' and the current date 'Monday, October 17, 2016'. Below this is a navigation menu with links: Home, My CACFP info, Planning, Changes, Business records, Help, and Logout. The main content area is divided into three columns. The left column, 'Claim Tools', contains links for dropping a child from care, parent-supplied infant foods, and a WECA manual. A callout points to this section, stating 'This message can be anything you design, and can be changed daily.' The middle column, 'Food Program', welcomes the provider and lists 'How-To Videos' such as 'Business Module Webinar' and '2016 Provider Training'. The right column, 'Your Resources', provides technical assistance links and a reminder to enter start and end dates for claims. Below these columns are three tables: a calendar for October 2016 with a callout 'Click on a day to enter the claim' pointing to the 17th; a 'Claim Entries' table with columns for Date, B, A, L, P, D, E, and a callout 'Entries recorded' pointing to the 10/7/2016 entry; and a 'Missing Items?' table listing dates, meal types, and missing items. A callout 'A friendly reminder' points to the top of the Missing Items table. At the bottom left, another callout 'Click to submit this month's claim' points to the 'Submit this claim' link.

Entering a day's claim

The attendance area lets you check the children and meals that were served.

Notice that the age is displayed in the far right column, with three shades of green for the different categories of infants. These categories are broken out in the Infant menu section below.

Also, you may set the earliest that a meal be served on the current day. For example, if you specify that Lunches can't be served before 11am, the check boxes under the "L" column won't be visible until after 11am on the current day.

Attendance

Your CACFP claim for October 17, 2016

Attendance for October 17, 2016								
#	Eligible children	B	A	L	P	D	E	Age
1	suzie Que (Be sure to send in Enrollment form) (Enter meals served on Infant menu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 mo
2	fawn blessed (Be sure to send in Enrollment form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 yrs
10	Formula Agreement/SD/PPF (Special diet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 yrs
36	Ima Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 yrs

Check the boxes

These meals haven't happened yet

Regular Menu

To enter food served on the Regular menu, the provider just needs to click on the food item. That item will be filled in for the highlighted box, and the cursor will move to the next box and call up a list of food items to select from.

The provider may also type in food items not listed. However, you will need to approve these items before the meal can be reimbursed.

Regular Menu for February 9, 2018

Breakfast ▲ **Almonds**

AM Snack

Lunch

PM Snack

Dinner

Eve Snack ▼

Meat ▲

Bread

Fruit/Veg

Milk ▼

Beans, baked

Beans, black

Beans, butter

Beans, chili

Beans, garbanzo (chickpe)

Beans, kidney/red

Beans, lima

Beans, navy/Great Northe

Beans, pinto/pink

Beans, refried

Beef

Beef franks

Beef roast

Beef sausage

Beef stew meat

Canadian B...

Cashews

Cheese

Cheese food (spread or n)

Cheese sauce

Cheese, American

Cheese, Colby

Cheese, Cottage

Cheese, Pasteurized proc

Cheese, Ricotta

Cheese, String

Chicken

Chicken a la king

Chicken franks

Chicken nuggets

Chicken salad

Chicken sausage

Chicken wings

Chicken, ground ▼

Breakfast

Meat ? Fruit/Veg ?

Vegetable ?

Bread ? Milk ?

Whole grain

Breakfast	Age 1-2	Age 3-5	Age 6-18	Adult
Milk	1/2 c	3/4 c	1 c	1 c
Grain	1/2 slice	1/2 slice	1 slice	2 slices
Fruit/Veg	1/4 c	1/2 c	1/2 c	1/2 c
Meat/Alt	1/4 c	1/2 c	1/2 c	1/2 c

AM Snack

Meat ? Fruit ?

Vegetable ?

Bread ? Milk ?

Whole grain

Snacks	Age 1-2	Age 3-5	Age 6-18	Adult
Milk	1/2 c	1/2 c	1 c	1 c
Grain	1/2 slice	1/2 slice	1 slice	1 slice
Fruit/Veg	1/2 c	1/2 c	3/4 c	1/2 c
Meat/Alt	1/2 oz	1/2 oz	1 oz	1 oz

Lunch

Meat ? Fruit/Veg ?

Vegetable ?

Bread ? Milk ?

Whole grain

Lunch/Dinner	Age 1-2	Age 3-5	Age 6-18	Adult
Milk	1/2 c	3/4 c	1 c	1 c
Grain	1/2 slice	1/2 slice	1 slice	2 slices
Fruit	1/8 c	1/4 c	1/2 c	1/2 c
Vegetable	1/8 c	1/4 c	1/4 c	1/2 c
Meat/Alt	1 oz	1 1/2 oz	2 oz	2 oz

PM Snack

Portion size requirements

Infant menu

Food items for the Infant menus are listed in the three categories.

Make sure to click on the Save button. If you navigate away from this page before saving, the system will prompt you.

Infant Menu for February 9, 2018

Infants 0 to 5 months	Infants 6 to 11 months
infant 11	infant
Breakfast	
Milk:Formula <input type="radio"/>	Milk:Formula <input type="radio"/>
Breast milk <input type="radio"/>	Breast milk <input type="radio"/>
Both <input type="radio"/>	Both <input type="radio"/>
None <input checked="" type="radio"/>	None <input checked="" type="radio"/>
Developmentally ready infants:	
IFIC: <input type="checkbox"/>	
Fruit/Veg.1: <input type="text" value="Select item"/>	
Fruit/Veg.2: <input type="text" value="Select item"/>	
Meat/Meat alternate: <input type="text" value="Select item"/>	
AM Snack	
Milk:Formula <input type="radio"/>	Milk:Formula <input type="radio"/>
Breast milk <input type="radio"/>	Breast milk <input type="radio"/>
Both <input type="radio"/>	Both <input type="radio"/>
None <input checked="" type="radio"/>	None <input checked="" type="radio"/>
Developmentally ready infants:	
Grain: <input type="text" value="Select item"/>	
Fruit/Veg.1: <input type="text" value="Select item"/>	
Fruit/Veg.2: <input type="text" value="Select item"/>	
Lunch	
Milk:Formula <input type="radio"/>	Milk:Formula <input type="radio"/>
Breast milk <input type="radio"/>	Breast milk <input type="radio"/>
Both <input type="radio"/>	Both <input type="radio"/>
None <input checked="" type="radio"/>	None <input checked="" type="radio"/>
Developmentally ready infants:	
IFIC: <input type="checkbox"/>	
Fruit/Veg.1: <input type="text" value="Select item"/>	
Fruit/Veg.2: <input type="text" value="Select item"/>	
Meat/Meat alternate: <input type="text" value="Select item"/>	

Feedback and submitting

The provider Home Page then reflects the entries made, and reminds them that they forgot to fill in an item.

Claim Entries						
Date	B	A	L	P	D	E
9/14/2016	4	0	0	0	0	0
10/7/2016	2	0	0	1	0	0
10/17/2016	1	1	0	0	0	0

To submit a claim, you can click on the link at the bottom of the calendar for that month.

September 2016							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Print Worksheet for week of
				1	2	3	9/1/2016 thru 9/3/2016
4	5	6	7	8	9	10	9/4/2016 thru 9/10/2016
11	12	13	14	15	16	17	9/11/2016 thru 9/17/2016
18	19	20	21	22	23	24	9/18/2016 thru 9/24/2016
25	26	27	28	29	30		9/25/2016 thru 9/30/2016
Click on a date to enter your claim for that date.							
Submit this claim							

You will then see a confirmation screen. Click on the green link to submit the claim, or the red link to cancel and return to the Home Page.

An email will be sent to the email address listed in the providers Info tab.

Claim Submission for September 2016

After you submit this claim, you will no longer be able to add and any information to it or change any information in it.

"I certify that all of the meals claimed were served to the children and followed the USDA portion requirements. The menu and attendance form is completed daily and is an accurate record of the claim being submitted. I understand that any deliberate misrepresentation may jeopardize continued participation in the Child and Adult Care Food Program."

[Click here to Cancel and return to your Home page](#)

[Click here if you agree and want to submit this claim](#)

Only click once!

III: Online processing

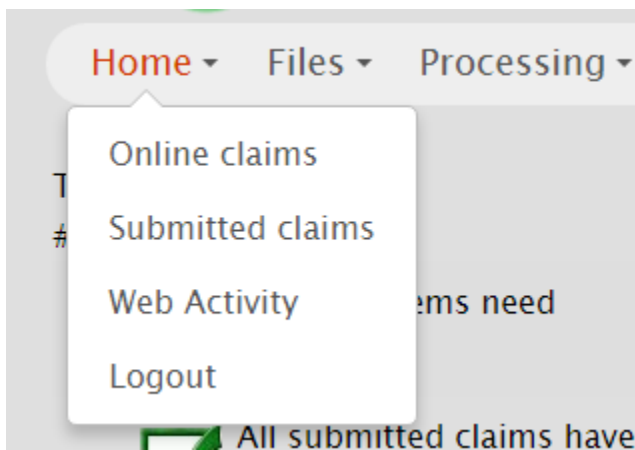
Viewing online activity

Web activity is everything your providers have been doing throughout today, sorted by most recent.

Approvals required are meal exception approvals that need to be made.

Providers currently claiming shows you all active and unsubmitted claims

Claims submitted in last 90 days shows you which claims have been submitted.



Web Activity			
Local Time	PID	Name	EventDesc
9:01:05 PM	100006	Esperanza May	Entered claim 8/3/2013 2:0:0.0:0(0)
8:58:59 PM	100006	Esperanza May	Entered claim 8/3/2013 2:0:0.0:0(0)

Approvals required					
Remember to hit the Save button at the bottom of this form					
PID	Provider	Meal Date	Meal	Item	Yes No
780117	Cody M.	4/25/2013	L.Fruit	Potatoes,carrots,onions,celery	<input type="checkbox"/> <input type="checkbox"/>

Providers Currently Claiming				
PID	Name	Month	Days	Latest
100006	Esperanza May	8/1/2013	1	8/3/2013
100006	Esperanza May	2/1/2011	11	2/15/2011
100027	Lanaha S.	2/1/2011	3	2/16/2011
100460	Esperanza M.	3/1/2012	1	3/6/2012
100780	Heather M.	4/1/2013	19	4/25/2013
105022	Patricia R.	4/1/2013	10	4/12/2013
106920	Cheryl H.	6/1/2009	1	6/16/2009
107643	Amber M.	4/1/2013	15	4/26/2013
107643	Amber M.	11/1/2009	2	11/17/2009
107646	Janice F.	4/1/2013	20	4/26/2013
107646	Janice F.	12/1/2012	1	12/5/2012
107712	Christina	4/1/2013	20	4/26/2013
107712	Christina H.	6/1/2011	1	6/20/2011
108138	Terra C.	4/1/2013	18	4/24/2013
108461	Maryanne O.	4/1/2013	19	4/26/2013

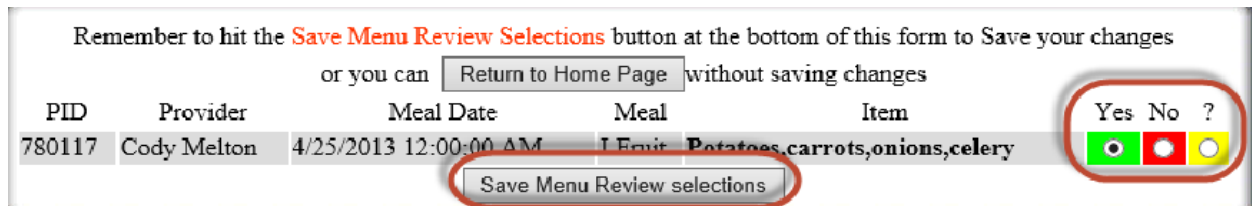
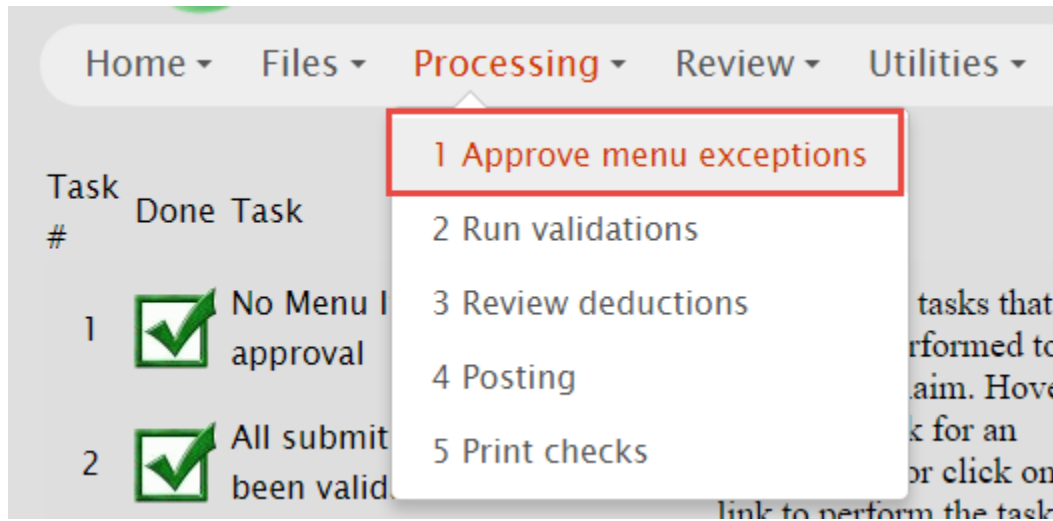
Claims Submitted in last 90 days				
PID	Name	Month	Days	Submitted (Local time)

Approvals

Approvals screen

- Y) Not deducted
- N) Deducted but not on screen again
- ?) Deducted and stays on this screen

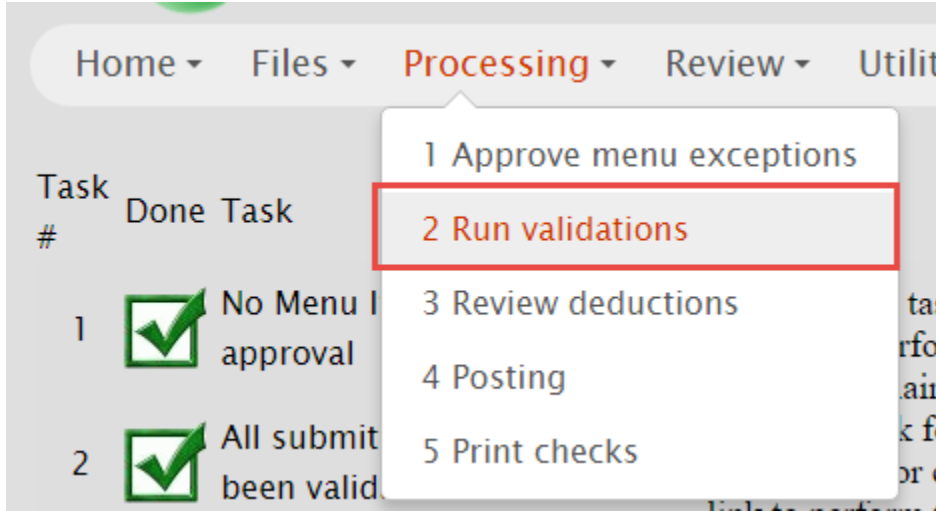
Remember to click the Save button.



Validating the claim

Once claims are submitted, you can have the system automatically review them and make deductions.

To get to the Validations screen, select from the top menu.



Click on the Run Validations now button and the checking will begin. When it finishes, the Validation Status box will fill with the checks that were performed:

Last Validation:
Run Validations now

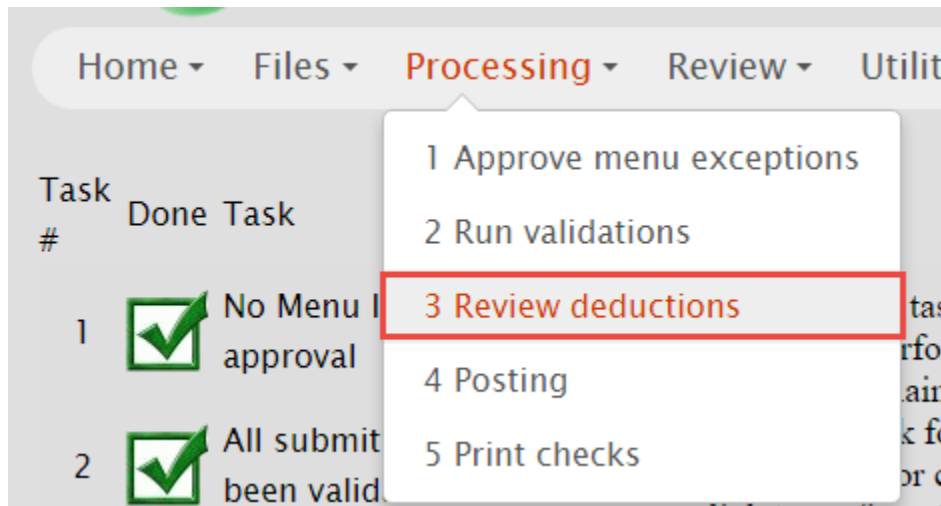
Claims to validate	Validation Status
January 2011 100006 Esperanza M...	
January 2011 100780 Heather M...	
January 2011 105022 Patricia R...	
January 2011 107643 Amber M...	
January 2011 108138 Tanya C...	
January 2011 109127 Maria M...	
January 2011 116763 Michelle E...	
January 2011 118482 Synthia B...	
January 2011 119471 Sheri H...	
January 2011 119716 Lisa P...	
January 2011 119875 Sally Ni...	
January 2011 120296 Bernadette I...	
January 2011 129275 Margaret T...	
January 2011 138951 Jill E...	
January 2011 139699 Maurita L...	
January 2011 166237 Angie E...	
January 2011 166410 Catherine G...	
January 2011 183710 Karen K...	
January 2011 183745 Rebecca D...	
January 2011 187535 Jenifer C...	

Reviewing deductions

After the claims are validated, you can review them by selecting from the top menu.

The review screen will show you all the validated (and unposted) claims. Click on a claim to view a calendar that should you days claimed in red or green. Red days have errors. Red days have errors.

Click on a day in the calendar to view the details for that day.



In the example below, there were three meals deducted on October 4th because the day was claimed before the child enrollment date.

If your data needs to be corrected, go to the appropriate screen and edit it. You can then rerun the validations.

Once the claim has been reviewed, click on the OK to post button.

6551 Claims to Review Patti A.

Show all claims [v] NOT Reviewed o [v]
 Select

Patti A October 2011
 Patti A January 2012
 Patti A February 2012
 Patti A March 2012
 Patti A April 2012
 Patti A May 2012
 Patti A June 2012
 Patti A July 2012
 Patti A August 2012
 Patti A September 2012
 Patti A October 2012

Print Batch Worksheets

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OK to Post [v] Print

Select claim view... [v]

Claim Deductions for this month

Error Code	Description
204	Day claimed before Child enrolled

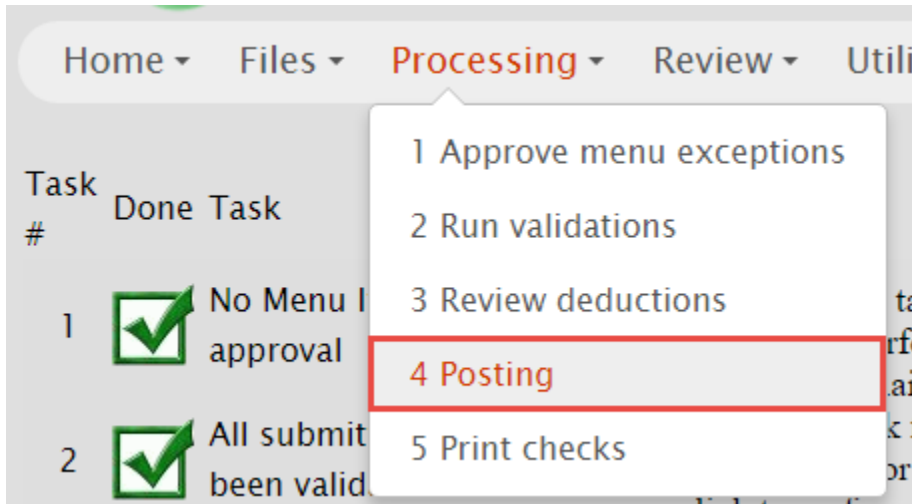
Day view for October 4, 2011

#	Child	Tier	B	A	L	P	D	E	Age	CodeDesc	B	A	L	P	D	E	Child #	Tier
1	Paisley H.	2	1	1	1				6mo									
4	Jezabelle B.	2	0	0	0				6y	204 Day claimed before Child enrolled	1	1	1			4	2	
5	Patrick S F.	2		1	1	1			2y									
Net Total for Tier 2			1	2	2	1	0	0										

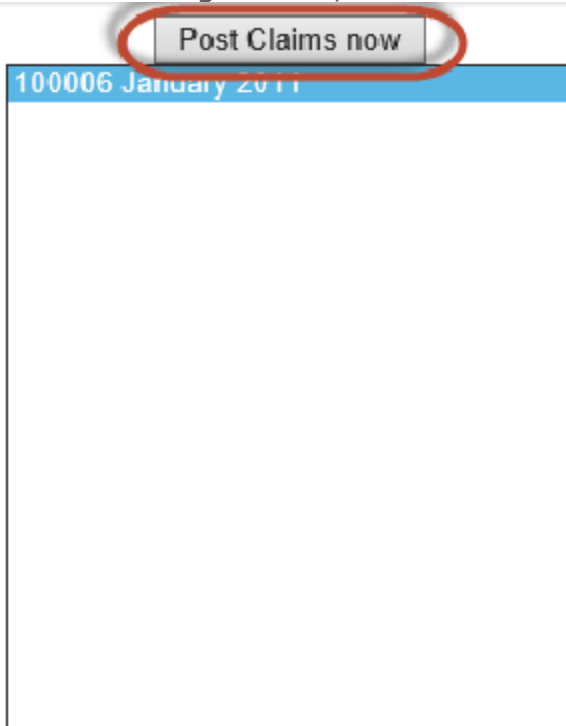
Posting claims

Once a claim has been reviewed and marked as OK to post, the next step is to go ahead and Post it.

You can get to the Posting screen by selecting from the top menu.

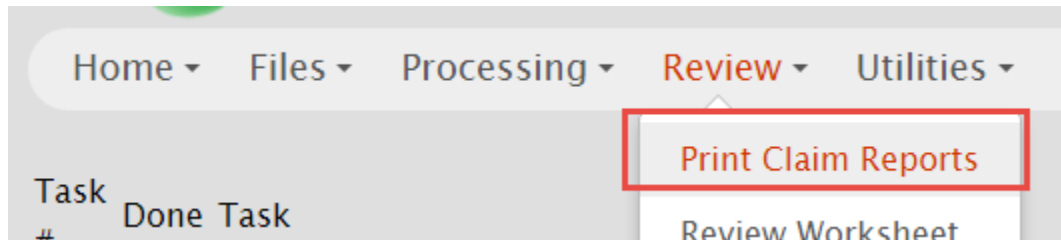


On the Posting screen, click on the button that says Post Claims now.



IV: Reports

Claim Summary



For Monitor: - All -

12/01/2016	Katie Ac
11/01/2016	Dora Ac
10/01/2016	Angela Al
09/01/2016	Patti Al
08/01/2016	Anne Al
07/01/2016	Lynn A
06/01/2016	Pamela A
05/01/2016	Ana Al
04/01/2016	Tina Al
03/01/2016	Heather Al

Angela A

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Print Worksheet for week of
				1	2	3	9/1/2016 thru 9/3/2016
4	5	6	7	8	9	10	9/4/2016 thru 9/10/2016
11	12	13	14	15	16	17	9/11/2016 thru 9/17/2016
18	19	20	21	22	23	24	9/18/2016 thru 9/24/2016
25	26	27	28	29	30		9/25/2016 thru 9/30/2016

Print

Angela A CACFP Claim worksheet for week of 9/4/2016

300630

Wisconsin Early Childhood Association

10/23/2016

#	Child	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday																													
		9/4/2016		9/5/2016		9/6/2016		9/7/2016		9/8/2016		9/9/2016		9/10/2016																													
		B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E	B	A	L	P	D	E
5	Brooks L							X	X	X				X	X	X				X	X	X																					
10	Brahm D L							X	X	X				X	X	X				X	X	X																					
13	Nolan D L...							X	X	X				X	X	X				X	X	X																					
Totals:								0	1	1	0	1	0	0	3	3	3	0	3	0	0	3	3	3	0	3	0	0	3	3	3	0	3	0	0								

Meal	Item	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Bread		Quinoa	Quinoa	Quinoa	Quinoa		
Breakfast	Fruit		Fruit salad	Fruit salad	Fruit salad	Fruit salad		
Breakfast	Milk		Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an		
AM Snack	Meat		Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese		
AM Snack	Bread		Quinoa	Quinoa	Quinoa	Quinoa		
AM Snack	Fruit		Fruit salad	Fruit salad	Fruit salad	Fruit salad		
AM Snack	Milk		Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an		
Lunch	Meat		Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese		
Lunch	Bread		Quinoa	Quinoa	Quinoa	Quinoa		
Lunch	Fruit		Fruit salad	Fruit salad	Fruit salad	Fruit salad		
Lunch	Fruit2		Beans	Beans	Beans	Beans		
Lunch	Milk		Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an	Whole(1yr),1% (2yr an		
PM Snack	Meat		Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese		
PM Snack	Bread		Quinoa	Quinoa	Quinoa	Quinoa		
PM Snack	Fruit		Fruit salad	Fruit salad	Fruit salad	Fruit salad		
PM Snack	Milk							
Dinner	Meat		Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese	Pepperoni and cheese		

Review Worksheet

Home ▾ Files ▾ Processing ▾ **Review ▾** Utilities ▾

Task Done Task

#

Print Claim Reports

Review Worksheet

ReviewWorksheet

Parameter: Enter:

Print Report

1 of 696 Find | Next

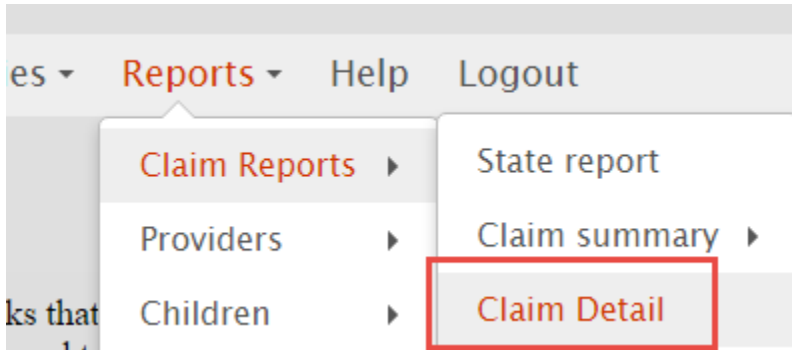
Review Worksheet Page 1 of 696

10/23/2016 8:53 PM

Catalina R	(262) 484-8	Lic. Exp:	1/1/2020
4305 Street	Julie Gi		
Kenosha, WI 53144-3412			
		Income Elig. Start	
		Income Elig. End	
M T W R F Sa Su B A L P D E		School Elig. Start	
X X X X X X X X X X X X X		School Elig. End	
		Census Elig. Start	4/1/2012
		Census Elig. End	

# Child	DOB	DOE Income To
16 Abril Z	9/5/2008	7/14/2014
5 Adeianys A	11/14/2009	5/4/2016
21 Anthony G	5/14/2012	7/1/2015

Claim Detail

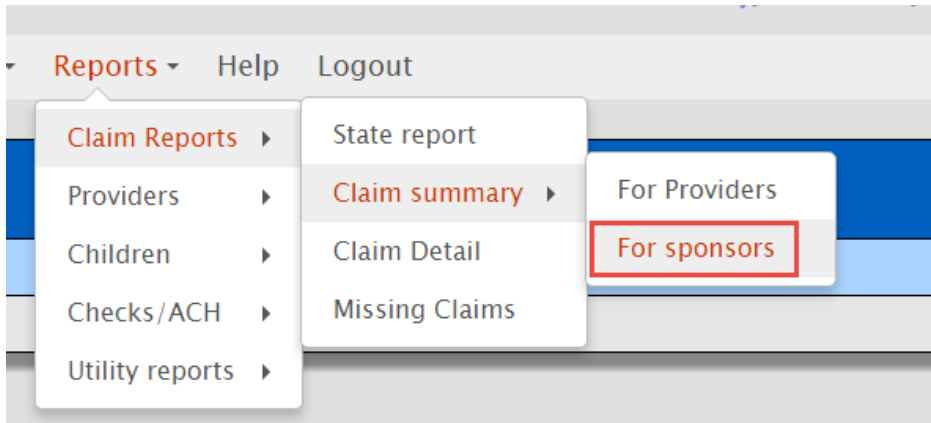


Claim Detail	
Parameter:	Enter:
Provider:	AccuTrak, Shanita 3788
Meal Date from:	10/01/2016
Meal Date to:	10/08/2016

AccuTrak, Shanita 3788 In process. Not yet submitted.

Cat.	Child #	Child	Age	Tier	Breakfast		AM Snack		Lunch		PM Snack		Dinner		Eve Snack		
					B Adj	Error	Food Served	A Adj	Error	Food Served	L Adj	Error	Food Served	P Adj	Error	Food Served	D Adj
4-7	3	Jc, Makenah	4mo	1	1	Regular:	1	Regular:	1	Regular:	1	Regular:	1	Regular:	1	Regular:	
Reg 2	Mr.	Zariyah	1yr	1	1	Lowfat milk 1%	1	Lowfat milk 1%	1	Lowfat milk 1%	1	Lowfat milk 1%	1	Lowfat milk 1%	1	Lowfat milk 1%	
Reg 1	W	Zaya	3yr	1	1	Cereal, Corn Flakes	1	Muffins	1	Buns, Hotdog	1	Cinnamon bread	1	Tortillas, flour	1	Cinnamon Rolls	
Reg 74121	Bc	Carter	3yr	1	1	Bananas	1	Applesauce	1	Cole Slaw	1		1	Tomatoes, fresh	1		
Reg 66366	B	Noelle	3yr	1	1					Pears	1		1	Pineapple	1		
Reg 72952	Ve	Stephanie	4yr	1	1	4-7:				Beeffranks	1		1	Chicken Quesadilla	1		
Reg 66118	Bc	Aaron	5yr	1	1	Formula		4-7:			1	4-7:	1		1	4-7:	
Reg 62382	Rt	Eamon	6yr	1	1	IFIC		Formula		4-7:	1	None	1	4-7:	1	None	
Reg 6	Bl	Alysia	6yr	1	1			Formula			1		1	None	1		
Reg 4	G	Kollin	6yr	1	1			IFIC			1		1		1		
Reg 77422	H	Dallas	6yr	1	1						1		1		1		
Reg 5	Bl	Ashton	8yr	1	1						1		1		1		
Reg 77421	H	DiaMya	8yr	1	1						1		1		1		
Reg 72953	D	Bryce	10yr	1	1						1		1		1		
Reg 77420	H	DonNayli	10yr	1	1						1		1		1		
Reg 62374	E	Abigail	11yr	1	1						1		1		1		
TOTAL:						11		4		4		11		11		2	

Claim Summary



Claim Summary

Parameter:	Enter:
Provider:	Ar Shanita 3788
Claim Date:	September, 2016

[Print Report](#)

1 of 2 Find | Next

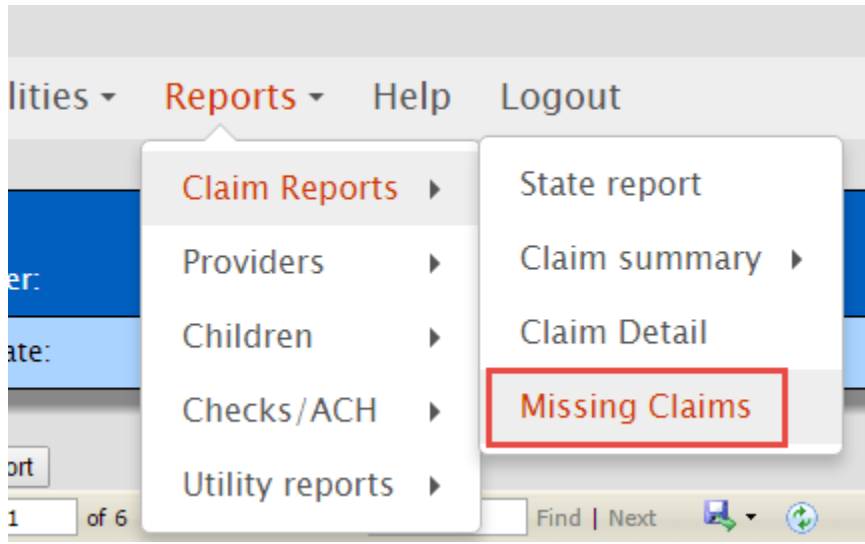
Claim Summary

10/23/2016 9:28 PM Page 1 of 2

3788 Shanita Ar

Meal Date	Tier	Recorded						Paid					
		B	A	L	P	D	E	B	A	L	P	D	E
9/1/2016	1	12	5	5	11	11	2	12	5	5	11	9	2
9/2/2016	1	12	5	5	11	11	2	12	5	5	11	9	2
9/6/2016	1	12	5	5	11	11	2	12	5	5	11	9	2
9/7/2016	1	12	5	5	11	11	2	12	5	5	11	9	2

Missing Claims



A screenshot of the 'Missing Claims' report page. The page has a blue header with the title 'MissingClaims'. Below the header is a search area with 'Parameter:' and 'Enter:' labels. The 'Claim Date:' is set to 'September, 2016'. There is a 'Print Report' button and a navigation bar with '1 of 6' and 'Find | Next' options. The main content area is titled 'Missing Claims' and shows a table of data. The table has columns for 'PID PName', 'On Line Claim', and 'Submitted Manual'. The data is filtered for '9/1/2016'. The page number 'Page 1 of 6' is visible in the bottom right corner.

PID PName	On Line Claim	Submitted Manual
1576 Susie B		
1604 Cherilyn G		
1806 Deborah L	9/1/2016	Yes
1811 Kristy B		
1822 Amy J	9/1/2016	Yes

Submitted Claims

Utilities ▾ Reports ▾ Help Logout

- Claim Reports ▸
- Providers ▸
- Children ▸
- Checks/ACH ▸
- Utility reports ▸

- Approval history
- Events log
- Error codes
- Submitted claims**

ate	Days	Submit Date (Easte
ber, 2016	20	9/29/2016 4:2
ber, 2016	21	9/30/2016 5:1

Submitted Claims

Date from: to:

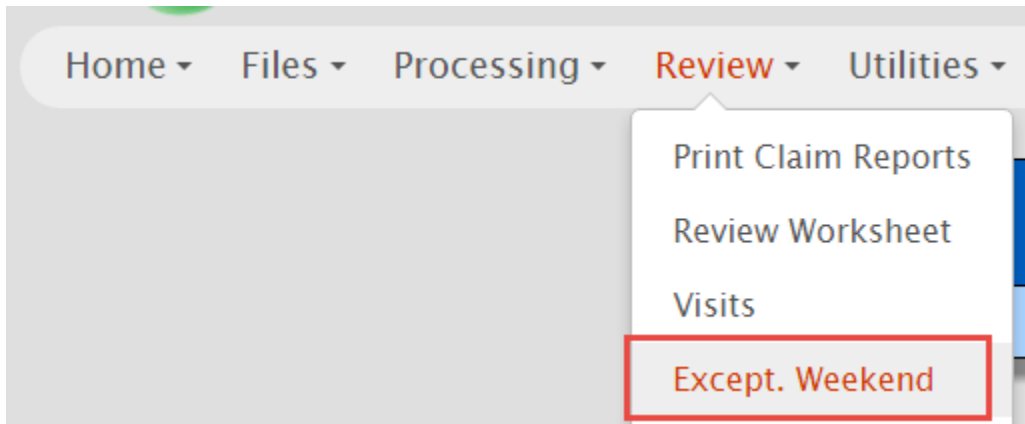
1 of 2 Find | Next

Submitted Claims

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	PID Name	Claim Date	Days	Submit Date (Eastern Time)
1	2955 Renda W	September, 2016	20	9/29/2016 4:23:34 PM
2	2084 Pamela E	September, 2016	21	9/30/2016 5:13:28 PM
3	3601 Erica M	September, 2016	21	9/30/2016 5:15:31 PM
4	3201 Jessica M	September, 2016	20	9/30/2016 5:37:31 PM
5	4272 Leil	September, 2016	20	9/30/2016 5:58:30 PM

Exceptional Weekend



Exceptional Weekend

Parameter: Enter:

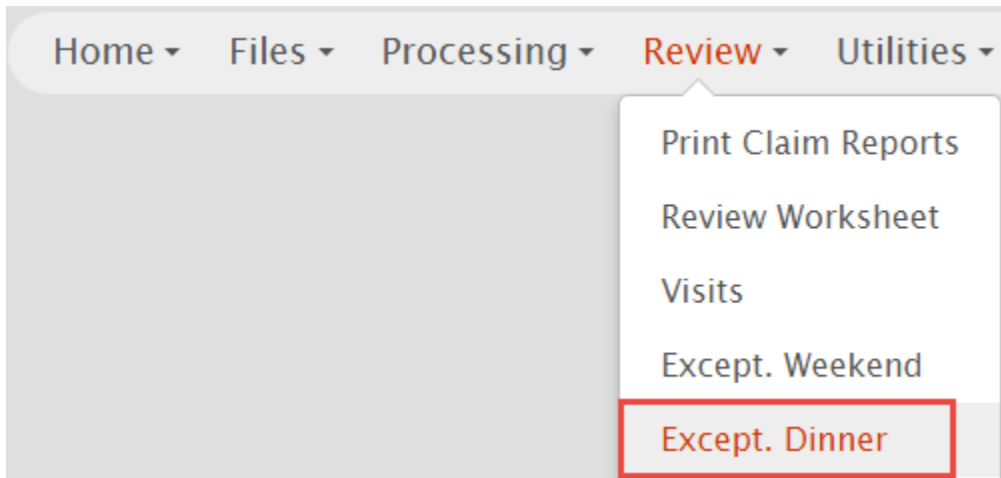
Claim Date:

Exceptional Weekend

10/23/2016 8:55 PM Page 1 of 3

Field Rep	PID Provider Name	Weekend Children
Alice P:	210688 Lisa M:	8
Alice P	216486 Marilyn C:	4
Alice P	210087 Rosa F	4
Alice P	219402 Sanjuana R	4
Alice P	210362 Anita R	3
Alice P	210641 Maria A	2
Alice P	217506 Delores L	2
Annette	210492 Anita B	8
Annette	210656 Shanell	8

Exceptional Dinner



Exceptional Dinner

Parameter: Enter:

Claim Date: **September, 2016 ▾**

Print Report

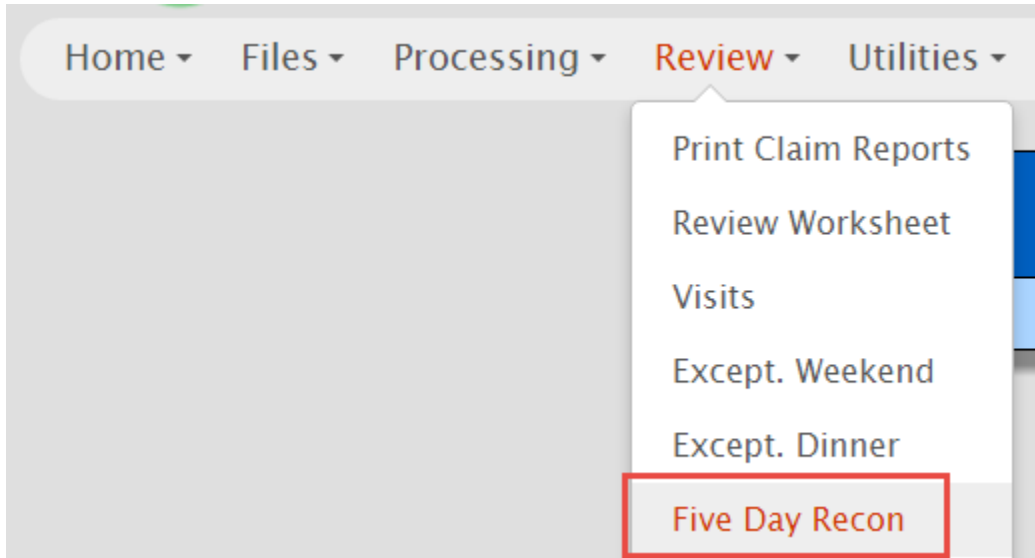
1 of 8 Find | Next

Exceptional Dinner

10/23/2016 8:58 PM Page 1 of 8

PID	Total Dinner Days	Total Eve Snack Days
100338	19	6
105022	17	16
107643	21	0
109837	15	0

Five Day Reconciliation



Five Day Reconciliation	
Parameter:	Enter:
Provider ID:	<input type="text" value="100338"/>
Visit Date:	<input type="text" value="10/01/2016"/>

Five-Day Reconciliation Worksheet for Day Care Home

Provider: 100338 Catalina R

Visit Date: 10/1/2016

Monitor: Julie G

License Capacity:

Child #	Child	Enrollment		Attendance					Visit
		Day(s)*	Time	Day 1	Day 2	Day 3	Day 4	Day 5	
1	Christian A M			9/26/2016	9/27/2016	9/28/2016	9/29/2016	9/30/2016	10/1/2016
3	Barbara J R			B LP	B LP	BAL	BAL	BAL	
5	Adeianys A			B	B	B	B	B LP	
11	Kimberly N							LPD	
12	Jonathan M							LP	
13	Brian M							PDE	
14	Edwin M							PDE	
21	Anthony G			AL	AL	AL	AL	ALP	
22	Calista C			P		P	P		
23	Larry D N					LPD	LPD	LPD	
	Total			4	3	5	5	9	

* Day(s) = days of the week the child attends day care.

Day	Meal Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Eve Snack
1	9/26/2016	2	1	2	2	0	0
2	9/27/2016	2	1	2	1	0	0
3	9/28/2016	2	2	3	2	1	0
4	9/29/2016	2	2	3	2	1	0
5	9/30/2016	2	2	6	8	5	3
	Total	10	8	16	15	7	3
	Average	2	1.6	3.2	3	1.4	0.6
Visit	10/1/2016						

YES	NO	NA	5-Day Reconciliation of Meal Counts
			1. Is today's meal count total different than the 5-Day meal count average? If yes, explain any significant discrepancy.
			2. Is today's total attendance reasonable in comparison to the other 5 days total attendance?
			3. Are any meal counts over claimed when compared to daily attendance? If so, circle and make any needed adjustments/disallowances to meal count records.

Other comments:

License Expirations

Home ▾ Files ▾ Processing ▾ Review ▾ Utilities ▾ Reports ▾ Help Logout

Task # Done Task Explanation

Claim Reports ▾
Providers ▾ License Expirations

License Expirations

Parameter:	Enter:
Date from:	<input type="text" value="10/01/2016"/>
Date to:	<input type="text" value="10/31/2016"/>

Print Report

1 of 1 Find | Next

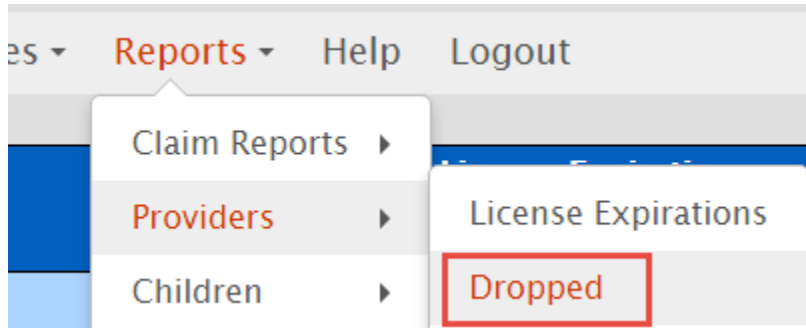
Expired Licenses

10/23/2016 9:10 PM Page 1 of 1

PID Name	License Expires
210957 Katrina St	10/31/2016

CACFP.Net Wisconsin Early Childhood Association

Dropped Providers



Dropped Providers	
Parameter:	Enter:
Date from:	<input type="text" value="01/01/2014"/>
Date to:	<input type="text" value="12/31/2016"/>

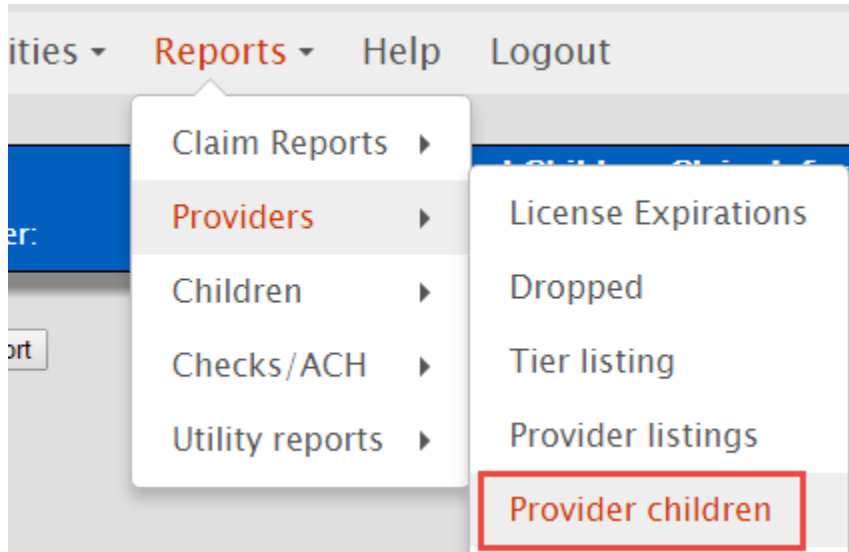
1 of 1 Find | Next

Dropped Providers

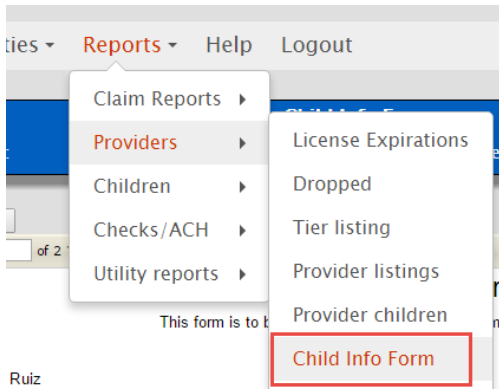
10/23/2016 9:13 PM Page 1 of 1

PID Name	Dropped Date	Dropped Code	Dropped Notes
----------	--------------	--------------	---------------

Provider Children



Children Info Form



Children Information Form

This form is to be sent in each month with your menus.

Catalina F (262) 484-4444
 4305 4th Street
 Kenosha, WI 53144-3412 Julie G

# Child	DOB	DOE
16 Abril Z	9/5/2008	7/14/2014
5 Adeiany A	11/14/2009	5/4/2016
21 Anthony G	5/14/2012	7/1/2015
3 Barbara J R	6/16/2007	11/3/2014
13 Brian M	6/1/2008	3/1/2013
22 Calista C	4/30/2014	9/3/2014
29 Camila N. D	1/8/2008	10/17/2016
7 Catalina R	9/26/2012	5/5/2014
1 Christian A M	11/19/2011	11/3/2014
9 Corian V	2/28/2012	5/30/2015
20 Diego G	5/24/2009	6/29/2015
14 Edwin M	6/1/2008	3/1/2013
28 Fernanda D	9/22/2016	10/11/2016
15 Fey G	10/7/2009	1/14/2014
12 Jonathan M	9/28/2011	3/1/2013
18 Jonathan V	3/23/2011	5/30/2015
27 Kaiden E	4/19/2010	9/17/2016
11 Kimberly N	12/8/2005	6/6/2016
23 Larry D N	1/1/2015	7/28/2016
30 Leah D	10/4/2010	10/17/2016
26 Naolin Z	4/10/2012	9/13/2016
19 Pedro R	1/13/2014	6/29/2014
24 Vayrdgitzl F	10/16/2014	8/25/2016
25 Yohannagi Z	8/22/2011	8/25/2016

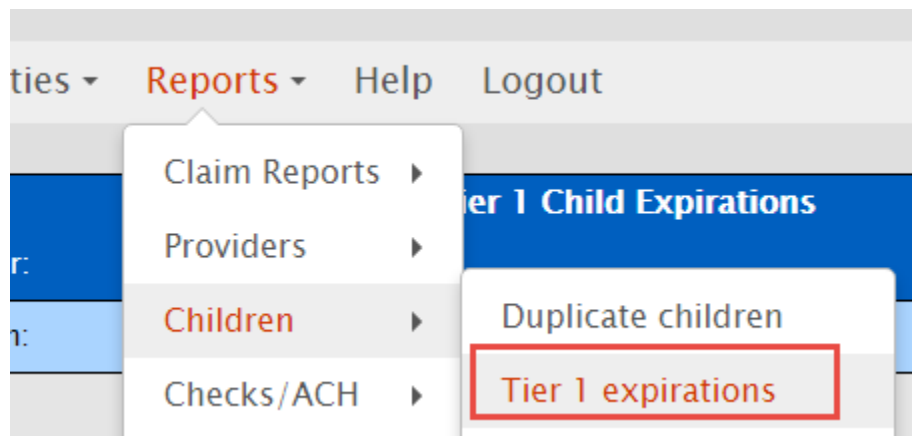
Days your Day Care was open for Holiday Care: Date: Holiday:

Date: Holiday:

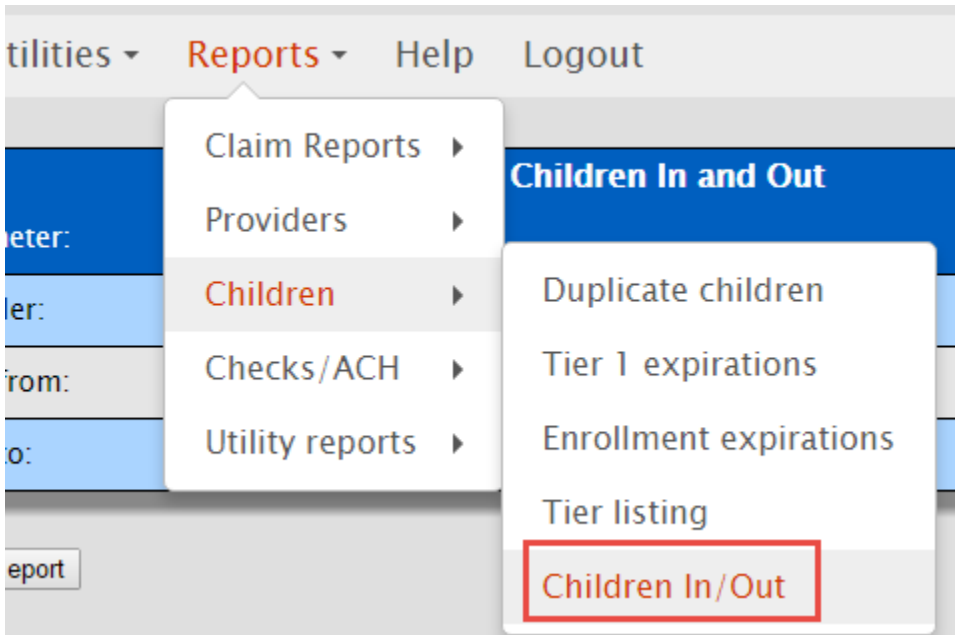
Your Signature: Date:

Helper's Signature: Date:

Children Tier I Expirations



Children In and Out times



V: Topics

Tiering

Providers can be Tier 1, Tier 2, or Mixed. When you first enter a provider, they automatically default to Tier 2 until you change them.

Children are either Tier 1 or Tier 2. New children default to tier 2 unless the provider is already Tier 1.

To change a providers tier:

To change a children's tier for a Mixed tier provider:

Notes:

- Providers can only change tier on the first of the month.
- Children can change tiers any time during the month.

State upload

Your state may or may not be able to receive a text (csv) file upload for the claim.

You will receive separate documentation for your state upload.

Claim types and adjustments

Regular
Late
Late late
Downward adjustment
Upward adjustment

- ✓ We make adjustments by meal totals, not dollar amounts directly.
- ✓ Meals are added or taken away from the month of the claim.

Example 1: We need to take an additional 14 breakfasts from a provider's claim

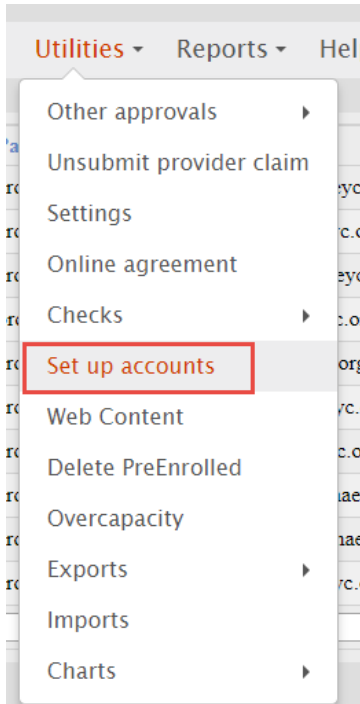
Enter a downward adjustment of 14 breakfasts.

Example 2: We need to add back 32 Lunches to a provider's claim

Enter an upward adjustment of 32 lunches

Adding user accounts

You may add as many user accounts as you like. Just click the Add button to add a new one, or select a row and click Edit to change it, or Delete to delete it.



Levels:

Admin

Office

Field Staff (can't see ACH)

	UserName	Password	Email	Level	ManagerCode	
Edit	rsc			0		Delete
Edit	cme			1		Delete
Edit	bwa			2	36	Delete
Edit	cpc			0		Delete
Edit	jgi			2	18	
Edit	jhu			2	06	Delete
Edit	mr			2	31	Delete
Edit	am			2	26	Delete
Edit	jmi			2		Delete
Edit	ap			2	27	Delete
				Administrator		Add

Pre Enrolling children

In some cases, your provider will be taking on new children during the month and will send in their official enrollment forms at the end of the month. In this case, we need a way to allow them to enter the child and record their meals. This process is called PreEnrolling.

To PreEnroll a child.

Their name will now appear on the attendance list in a very, very bright yellow box with the words "Remember to send in your enrollment forms."

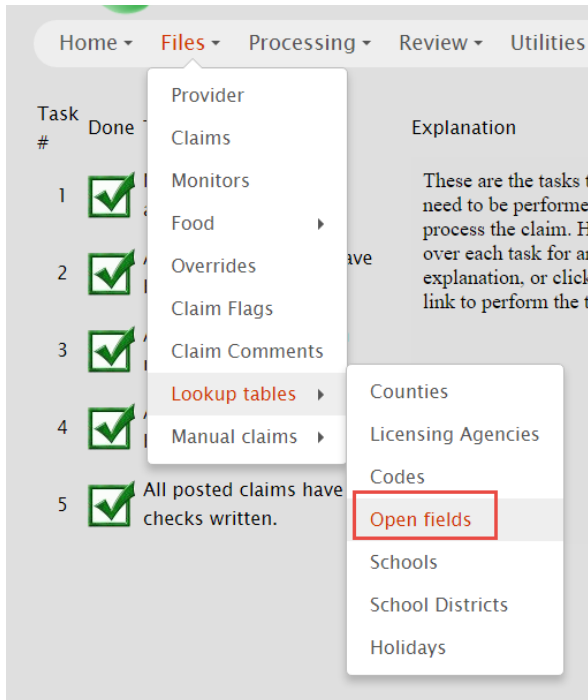
Once you receive the enrollment forms, you can change the child's status from PreEnrolled by unchecking the box:

The screenshot shows a software interface for managing children's enrollment. At the top, there is a dropdown menu for the provider (4308 JOHNSON, Provider), a 'Sort by' dropdown (Provider ID), a 'Filter by' dropdown (Active), and a 'Refresh' button. Below this is a navigation bar with tabs for Info, Licensing, Schedule, Tiering, Children (selected), Home Visits, Checks, Notes, Changes, and Map. The main content area displays a list of children on the left and a detailed form for the selected child, MAGNUSSON, IVAN #34. The form includes fields for Number, Name, Tier, DOB, Enrolled, and ...thru. Below these are tabs for Status, Schedule, School/Care Schedule, and Parents. The form is divided into several sections with checkboxes for various options: Special needs, Providers Own, Own Non-Partic., Related Resident, Related Non Res., Assistant's Child, Foster Child, Formula by (Provider/Parent), Solids by (Provider/Parent), Formula Agreement, Special diet, School Age, Home Schooled, Infant, Race, Ethnicity, Sex, Group, Orig. enroll., Dropped, Archive, and PreEnrolled. The 'PreEnrolled' checkbox is checked and highlighted with a red box. At the bottom of the form, there are buttons for 'Add', 'Save', and 'Cancel'. The 'Save' button is also highlighted with a red box.

If an enrollment form is NOT received, all meals for this child will be deducted.

Open Fields

You may wish to record something about a provider that doesn't have place in the system. The system give you a number of fields that you can define for any purpose you would like.



To create a checkbox to note if a provider is left-handed for example.....

The screenshot shows a form for creating 'Open fields'. It is divided into three columns: 'Check Boxes', 'Dates', and 'Codes'. The 'Check Boxes' column has 8 rows, with the first row containing the text 'Left handed' and highlighted with a red box. The 'Dates' column has 8 rows, each with a number from 1 to 8 in the first column and an empty text box in the second. The 'Codes' column has 8 rows, each with a number from 1 to 8 in the first column and an empty text box in the second. Below these columns is a section for 'Long Descriptions' with 4 rows, each with an empty text box. At the bottom of the form are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

You can also create up to 4 dates and four text boxes.

