



Michigan Office
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ACD Online Claiming Program Disclaimer & Agreement
Between the Provider enrolled on the Child and Adult Care Food Program
(CACFP) and the Association for Child Development (ACD)

Provider Name: _____ ACD #: _____

Street Address: _____

City: _____ County: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ License / License Exempt #: _____

Scannable

KidKare/WebKids®

I acknowledge that I have been provided with training materials for the use of the Minute Menu KidKare/WebKids® Internet claiming program and as of the date of this Agreement, the following will be my responsibility:

1. I will inform the Association for Child Development (ACD), in writing or via telephone, if I desire to discontinue using Minute Menu KidKare/WebKids®.
2. Each month, before submitting my CACFP claim information to ACD, I will verify:
 - a. All new child enrollments have been finalized (i.e., a hard copy of a child enrollment form has been printed, reviewed, signed by me (the Provider), as well as the parent/guardian, and mailed to the ACD office).
 - b. All child sick days or days out of school have been entered.
 - c. Any days in the month when I have been closed have been clearly indicated (assuming I am normally open on those days).
 - d. All meal and attendance information has been accurately entered on my computer.
3. **On a daily basis, I will record my meal and attendance information. This information will be entered directly in my computer or logged manually on paper on a daily basis, and entered on the computer at least once per week.**
 - a. Paper records must be maintained and accessible for the current year and three (3) previous years, in accordance with FNS Regulations 226.10 (d) and 226.18 (d), (e), and (g).

"Educating parents and caregivers about nutrition to promote the development of children and establish healthy eating habits to last a lifetime."

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. (11/2015)

**ACD Online Claiming Program Disclaimer & Agreement
(Continued)**

4. **If I cannot enter attendance and meals in my computer:**
 - a. I will immediately notify ACD by telephone or email to await further instruction.
 - b. I understand that if I am unable to record my attendance and meals online, I am required to maintain a paper record of all meals and snacks that I serve. This requirement applies if technical difficulties are experienced with my computer for a period of more than 24 hours.
5. I understand that claiming online is a privilege. Failure to comply with the rules may result in being required to enter meals and attendance in my online menu daily. My menu can be set to be able to only log in meals by midnight of each day and any meals not recorded by that time will be disallowed unless I contact the ACD office in advance if I am experiencing technical issues.
6. I understand and acknowledge that I **must** contact the ACD Customer Service Department of any meal time(s) change. Furthermore, I understand that I may only request meal time changes once per month and that I must notify ACD **prior** to the time and date that the new meal time(s) become effective. Failure to notify the ACD office will result in the deduction of any meals/snacks claimed.
7. Shall I choose to claim via scannable menu forms, by signing the ACD Online Claiming Program Disclaimer & Agreement allows me to choose to begin claiming online at any time during my sponsorship by ACD. This agreement also allows ACD to provide me with online technical assistance and access to Minute Menu KidKare/WebKids®.

By signing below, I acknowledge that the meal and attendance information stored in the Minute Menu KidKare/WebKids® system must be made available and printed immediately for review by any Association for Child Development (ACD), Illinois State Board of Education (ISBE) or United States Department of Agriculture (USDA) monitor; upon request.

I certify that the information entered into Minute Menu KidKare/WebKids® is accurate in all respects. I understand that my login and password information is not to be shared with anyone other than approved ACD staff. I also understand that the information I enter into Minute Menu KidKare/WebKids® is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution.

My signature on this document will serve in lieu of any monthly signature requirement for all Internet Claims submitted electronically to the Association for Child Development (ACD), thus verifying that all submitted menus and attendance are accurate.

I, the undersigned, certify that I will comply with the above information.

ACD Child Care Provider Signature

Date

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