

## ONLINE CLAIMING PROGRAM DISCLAIMER

**The online claiming program disclaimer is a contract/agreement between you and the Association for Child Development (ACD) indicating your responsibilities as an online claiming provider.**

**You must read the following requirements carefully, sign, and mail the disclaimer to the ACD office at the address below as soon as possible.**

**No online claim menus will be processed until a signed disclaimer is received at ACD. Please print an extra copy of this document for your records.**

- As a participant of the online claiming program, I will document enrolled children's attendance and meals/snacks served by the end of the day. I understand that I may manually record attendance/meals on a paper document and I am allowed to transfer that information into my computer.
- Each time my Field Monitor conducts a Home Review; I will allow them to view my menu and attendance records either on paper or my personal computer.
- I understand that refusal to provide access to my menu and attendance records at the time of my Home Review whether recorded on paper or my personal computer, will result in a loss of reimbursement up to the time of the Home Review. The privilege to submit claims online may also be denied.
- I must fill out a Child Enrollment Form and submit it to the ACD office **immediately** for each new child entered into the computer. Failure to submit enrollment forms in a timely fashion may result in loss of reimbursement.
- I understand that I cannot submit Online Claims if I have been disallowed the use of Time Saving Recording Options due to compliance related issues.
- I understand that I must submit my claim electronically to the Association for Child Development. Claims are processed in the order they are received. The last day that ACD can accept each claim is stated in the *Potpourri* newsletter and on ACD's Facebook page. Claims received after that day cannot be reimbursed.
- I understand that I may only submit one claim for each month.
- I understand I must submit notes of explanation to the Association for Child Development which are written and signed by the parent/guardian when claiming children on a holiday.
- I understand that I must keep my computer up-to-date with any changes in my facility information and child information.

- I understand that in the event that I become seriously deficient with the Compliance Department, I will be required to record my attendance and meal/snack records at point-of-service until the serious deficiency has been corrected. If I do not record my meals/attendance records by the end of the day, the system will prevent me from doing so at a later time.
- I understand that my signature on this form constitutes as a signature for all claims submitted online for federal reimbursement.

**I have read and understand the rules associated with participating in the online claiming program.**

**I understand that I may contact the office for technical assistance and program support.**

**I certify that all information submitted via the Online Claim electronic menus is accurate in all respects, that it is given in connection with the receipt of federal funds, and that deliberate misrepresentation may result in state or federal prosecution.**

Provider Name: \_\_\_\_\_ ACD Provider Number: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Claiming Method

Online/Electronic

Scannable/Menu

Please mail or fax the Online Claim Program Disclaimer to:  
Association for Child Development  
P.O. Box 1491  
East Lansing, MI 48826  
517-332-5543 (fax)

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](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (11/2015)