

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)

This project is funded at least in part by USDA funds through the Michigan Department of Education and/or the Illinois State Board of Education. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or (2) fax:(833) 256-1665 or (202) 690-7442; (3) or email:program.intake@usda.gov.