4-C CACFP MOBILE DEVICE CLAIMING INSTRUCTIONS

Using the web browser on your phone, go to cacfpnet.com/mobile

STEP ONE: Enter your Login (the email address on file with 4-C CACFP) and password. If you do not remember your login or password, contact the 4-C CACFP office.

CACFP.Net Login

Login:

Password:

Login

STEP TWO: Choose the meal to enter data for by clicking "Edit".

Remember: you can't record your meals/snacks until after they are served - if you click too early, you will get a message letting you know what time it can be entered in.

Breakfast — Edit

AM Snack — Edit

Lunch — Edit

PM Snack — Edit

Dinner — Edit

Eve Snack — Edit

Exit

Submit claim for this month

Demonstration Provider
Tuesday, March 10, 2015   Entered

Breakfast   3   Edit

AM Snack   0   Edit

Lunch   0   Edit

PM Snack   Not time yet   0   Edit

Dinner   0   2:00 PM

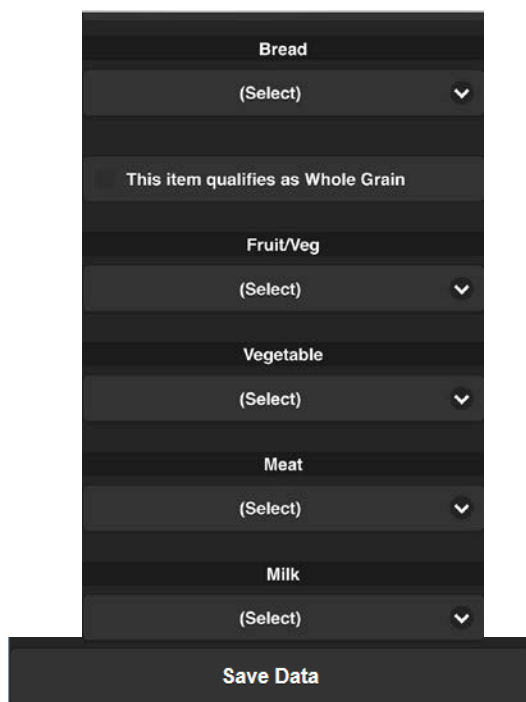Eve Snack   0   4:00 PM

Exit

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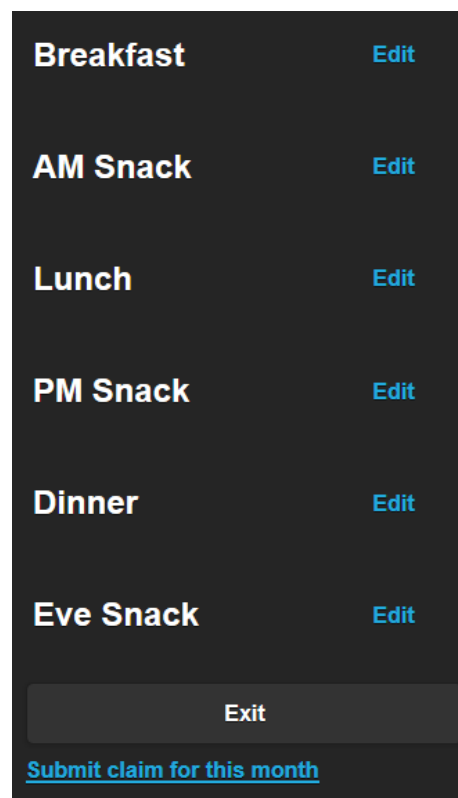
MORE ON BACK

STEP THREE: Click the box in front of each child's name that you are claiming. you can't enter in meals/snacks until after they are served - if you try to enter too early you will get a notice of the earliest time you can enter.

March 10, 2015
Breakfast

☑ 1 - Susie Infant (1 yrs)

☑ 2 - Anna Girl (4 yrs)

3 - Billy Boy (3 yrs)

4 - Katie Girl (6 yrs)

Just tap and Save

STEP FOUR: Scroll down to enter the menu by clicking the drop down box for each component and then select the item served from the list. Click "save data" when complete.

Bread

(Select)

☐ This item qualifies as Whole Grain

Fruit/Veg

(Select)

Vegetable

(Select)

Meat

(Select)

Milk

(Select)

Save Data

STEP FIVE: Repeat the previous steps for any other meals/snacks you would like to enter for the day or click "Exit" if you are finished. Before submitting your claim at the end of the month, it is highly recommended you log into the full website on a non-mobile device to review your claim entries.

Breakfast	Edit
AM Snack	Edit
Lunch	Edit
PM Snack	Edit
Dinner	Edit
Eve Snack	Edit

Exit

Submit claim for this month

Quick Tip: To make things even easier, save a link to the mobile website on the home screen of your mobile device.

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