

4-C CACFP ONLINE CLAIMING INSTRUCTIONS

Step #1

On any web browser, go to www.cacfpnet.com



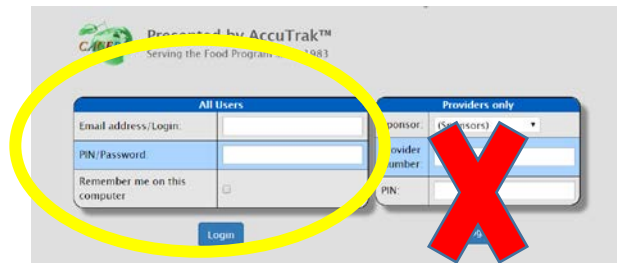
Step #2

On the upper right-hand corner, click "log-in"



Step #3

In the box on the left-hand side, enter your email address and pin/password and click "login."



Step #4

Click on a date to enter your menus and meal counts.

September 2019							Print Worksheet for week of
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	9/1/2019 thru 9/7/2019
8	9	10	11	12	13	14	9/8/2019 thru 9/14/2019
15	16	17	18	19	20	21	9/15/2019 thru 9/21/2019
22	23	24	25	26	27	28	9/22/2019 thru 9/28/2019
29	30						9/29/2019 thru 9/30/2019

Click on a date to enter your claim for that date.

[Submit this claim](#)

Step #5

Enter your meal counts by clicking on the meal or snack served for each child.

Attendance for January 9, 2019		B	A	L	P	D	E	Age
#	Eligible children							
1	Susie Infant (Be sure to send in Enrollment form) (Enter meals served on infant menu)							11 mo
2	Anna Girl (Special diet)							4 yrs
3	Billy Boy							3 yrs
4	Katie Girl (Special diet)							6 yrs

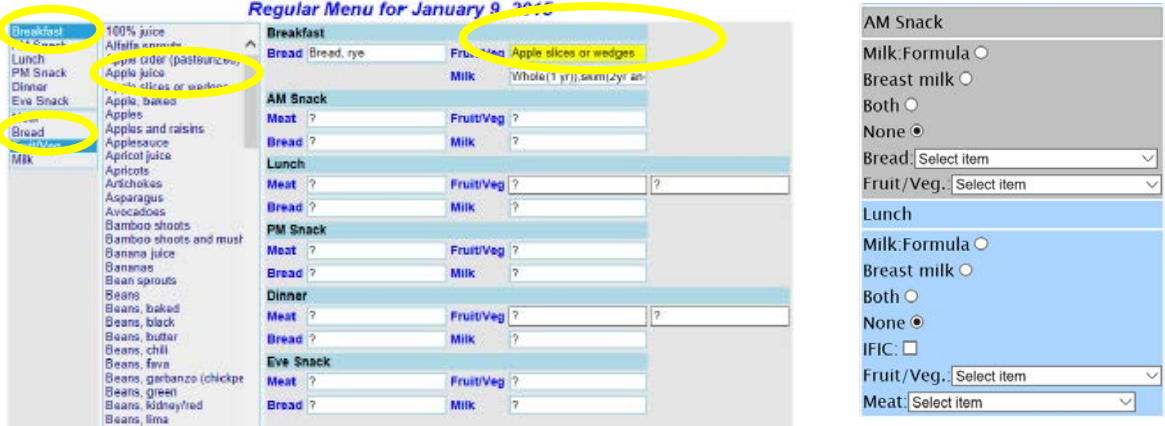
B=Breakfast	P=PM Snack
A=AM Snack	D=Dinner
L=Lunch	E=Eve Snack

This institution is an equal opportunity provider.

MORE ON BACK

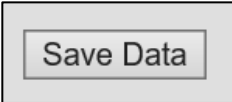
Step #6

For regular menus, enter in meal components for each meal you served. Highlight the meal you served, then highlight the component, then select the specific food from the list. For infant menus, enter in whether breastmilk or formula was served, as well as any other meal components if developmentally ready.



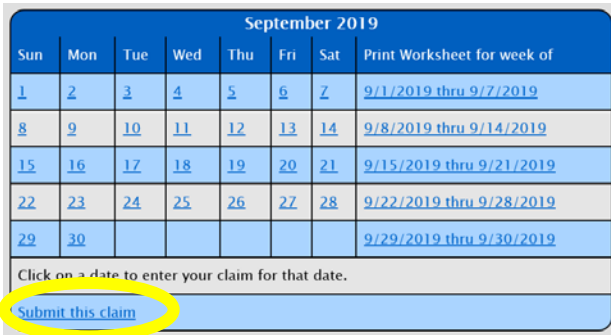
Step #7

When you are done, click on the "save data" button found in the middle of the screen (in between meal counts and menus).



Step #8

When you have served your last meal/snack for the month and have all of your information entered, submit the claim.



Step #9

Confirm your claim submission by clicking the link in the green square.

