KidKare

What you need to know before Submitting your Claim

Do Not Submit a Claim with Pending Children
When you click **Send to Sponsor** under the left Food Program tab (and select the claim month) a summary of your claim information will pop up. If any **Pending** children are claimed during the month a yellow highlighted balloon next to the number of Pending children will be visible. If there is a balloon check your **My Kids** list for pending children and follow up with the PCI office to see if the enrollments have been received BEFORE submitting the claim. If the enrollments for the pending children are not received in the PCI office prior to the claim being processed and submitted to MDE you cannot be paid for these meals.

5 year Old Children Not in School
The day a child turns 5 years old they are considered a school age child. Once a child turns 5 you must indicate 'No School' to claim school age children for AM snack and lunch. If you have a 5 year old child who is not in school or a 4 year old child who will turn 5 prior to **May 31, 2018** you need to edit the school details to say **No School**. Click on the child from My Kids Screen, click the Green edit button under school details and select No School. Click Update to save. NOTE: Attendance at preschool is considered no school for KidKare purposes. You will also want to check school attendance information again every September to make sure it is accurate.

Record School Days Off
When claiming AM snack and lunch for School Age Children make sure to enter the school days off. You can indicate this by clicking the three lines opposite each child's name when entering daily meal data (and selecting No School or Sick) **OR** entering the school out days for the month for the child on the child calendar. If using the calendar, you will select the "Child" tab, then select the child's name, then drag the **No School** or **Sick** icons to the applicable calendar day(s).

Do you have Split Shifts?
If you have children eating meals and leaving before other children arrive for the meal, making it appear that you are over license capacity, make sure you have meal shift times designated. If you do not have a box for two meal serving times, call the PCI office to update the serving times on your application. Once updated, you must click the appropriate 1 and 2 boxes next to the child's name to designate the children **present** in the home during each meal shift (shift 1 and shift 2). Many children will be present in the home during both of the meal serving times, even though they eat only once.

Participates in CACFP

CACFP is the abbreviation for **C**hild and **A**dult **C**are **F**ood **P**rogram. When enrolling a new child in KidKare there is a box that is automatically checked for participating in CACFP. DO NOT uncheck this box unless the child's family has declined participation on the CACFP (Food Program). Unchecking this box will prevent this child's meals from being reimbursed.

How to Review your Claim

We suggest you run or print a Claimed Foods and Attendance Report to check over your claim for accuracy and completeness. Select Reports tab > Category – Meals & Attendance > Report Claimed Foods and Attendance > Select Month > Click Run.

How to View your Claim for Errors

Once your claim has been processed you will be able to review your claim errors letter in KidKare. You can access the information in two ways.

1. **On the Food Program** tab > select **View Claims** >choose the claim month > then click the **Processed** link.
2. **On the Reports** tab>select **Claim Statements** category>**Claimed Summary and Error** report> select month>click Run.

No separate claim letters will be emailed or sent via postal mail providers claiming in KidKare.

Find Claims Payment information

Once your claim has been processed you will be able to review your claim payment information in KidKare by going to the **Food Program** tab > selecting **View Claims** > choose the claim month > click the **Paid** link. You will see the date Paid along with the amount paid.