

OUR OFFICE WILL BE CLOSED ON: Monday, February 20th in observance of President's Day

TAX TIME IS HERE...

Your monthly checks stubs are your verification of money received. If you do not claim online and are missing reimbursement check stubs for last year, please call the office early (NOT THE DAY BEFORE OR THE DAY OF YOUR TAX APPOINTMENT). We will mail your information to the address we have on file. We will not give out reimbursement information over the phone because we cannot verify who is calling. **There are no exceptions to this policy.**

Good News! If you claim online using a Minute Menu product you can print your own tax report

Minute Menu Webkids Users – go to Reports (top grey tool bar) > Claims > Tax Report, select year

Minute Menu Kids Users – go to Claim (top grey tool bar) > Review Claims > Select Tax Report (bottom right) and select year.

KidKare Users – Click on the Reports tab on the menu bar (Left side) > Selects claims statement in the category drop down > Select Tax Reports in the “Select a Report” drop down and select the year. Run the report and hit save to view and print your tax report. **Note:** *For Providers who switched to KidKare – all your information from Webkids and Minute Menu Kids is in KidKare.*

UPDATING ENROLLMENT FORMS

It is the Provider's responsibility to submit a new Child Enrollment to our office when there are any changes in a child's enrollment information. Changes include: change of address, change of times, meals and days of care and any school information change.

We are noticing that some providers forgot to update school information for a child starting Pre-Kindergarten, Transitional Kindergarten or Traditional Kindergarten on their Child Enrollment Renewal in October. If you did not update school information for these children, please do so immediately and send the updated Enrollment to our office as this can affect your claim.

- If you claim using the scannable (bubble) claim forms, complete a new Child Enrollment
- If you claim online, print a Child Enrollment Report (do NOT use your PENDING copy) and add changes using a pen, not pencil.
- Remember to have the child's Parent/Guardian review the updated Child Enrollment, sign and date the day the Parent/Guardian reviews the updated Child Enrollment and mail to our office.

POSTING MENUS AND MEAL COUNTS (ATTENDANCE) USING MINUTE MENU AFTER 10 PM

If you are posting your menus and meals counts between 10 pm and midnight, you will need to change the date by clicking on the calendar and selecting the correct date. *Reason: The Minute Menu servers are located in Texas and Texas is 2 hours ahead of California. (example, 10:30PM in CA = 1:30AM in TX, the next day)*

January 2017 reimbursement checks will be mailed in March 2017*

February 2017 reimbursement checks will be mailed in April 2017*

*Checks are mailed when we receive the funds

Checks for late claims are mailed when we receive the late claim funds
