



Provider Agreement when using the Minute Menu KidKare Record Keeping Program

IT IS VERY IMPORTANT that you carefully read this “Provider Agreement when using the Minute Menu KidKare Record Keeping Program.” This agreement states the rules and guidelines for using the Minute Menu KidKare Record Keeping Program to record and track Child and Adult Care Food Program (CACFP) meals, attendance, enrollments, and other required information. Failure to abide by these rules can result in loss of meal reimbursement.

1. Federal regulations require that CACFP meals and attendance be recorded daily. “Daily” means that the meals and attendance for today **MUST** be recorded online before ***midnight***. Providers must enter their meals and attendance data online for each day that their child care is operating. If meals and attendance information is not entered into Minute Menu KidKare before midnight, the meals and attendance for that day will not be allowed/reimbursed.

2. *It is the Provider’s responsibility* to have a back-up plan in place if their computer or internet connection is not working. Providers are able to access their Minute Menu KidKare account from any computer with internet access using their login ID and Password. From time to time, Minute Menu KidKare has experienced unintended outages. In most cases, these outages are short and do not interfere with the ability to login within the allowed time frame to record the menus and attendance prior to the “lock out” time at midnight. Minute Menu KidKare sends broadcast messages to all Providers claiming online to inform them of the outages as soon as possible. In the rare case that a problem with Minute Menu KidKare actually prevents a Provider from logging in and recording meals and attendance information, the Provider must document, in writing, the meals and attendance he or she was unable to enter into Minute Menu KidKare **AND** contact our office or leave a message on the office voicemail, before **midnight** of that day.

3. When enrolling a child online using a Minute Menu KidKare, Providers must print two of the completed Child Enrollment Report. Both Child Enrollment Reports must be reviewed, signed and dated by the child’s parent/guardian. The parent/guardian’s signature and date will serve as the child’s actual enrollment date. One of the completed Child Enrollment Report must be mailed to our office *within 5 days of the child’s enrollment date* and one Child Enrollment Report must be kept in the Provider’s Child Care Record File.

4. After a child is correctly enrolled online in Minute Menu KidKare, the child’s name will appear as “Pending” when recording meals and attendance. Providers should understand that new “pending” children will not be “Activated” and will not be eligible for meal reimbursement until a signed, complete Child Enrollment Report is received in our office. Minute Menu KidKare also gives Providers a “*pop-up reminder*” before a claim is submitted that some children are still listed “Pending”.

5. Before submitting your monthly CACFP claim to the Child Nutrition Program of Southern California you should verify the following:

- A. "Sick" days or "School-out" days have been documented for all school-age children (including children who attend Preschool, Headstart, AM or PM Kindergarten or AM or PM Transitional Kindergarten) when claimed for an AM or PM snack or lunch.
- B. All Child Enrollments for new children have been mailed to the office within 5 days of the child's enrollment date.

6. All **monthly claims must be submitted before the first day of the next month. Example: July claim must be submitted before August 1st.**

Acknowledgements and Certification

I understand that I must record my daily meals and attendance online before midnight each day. I acknowledge that the meals and attendance information, using Minute Menu KidKare must be made available immediately for review by any Child Nutrition Program of Southern California or State Agency team member when requested. I certify that the information entered into Minute Menu KidKare will be absolutely accurate and correct; if completed by an Assistant/Helper, I understand that I am responsible for the accuracy of the information and claims submitted.

I have read and understand the requirements above. I understand that all information I enter into Minute Menu KidKare is provided in connection with the receipt of Federal funds and that deliberate misrepresentation may result in State or Federal prosecution. I will ensure that the information for my monthly claim reimbursement is true and correct to the best of my knowledge. I have signed both copies of the Provider Agreement when using the Minute Menu KidKare Record Keeping Program and have kept one copy for my records.

Provider's Name (Print)

Provider's Signature

Date _____