Child Nutrition Program
of Southern California

UPDATE

Our office will be closed on Monday, May 29th for Memorial Day.

SUMMER IS COMING. . . .

The children in your care, who normally attend school, will probably be in your care full time during the summer and you will, most likely, be claiming them for meals you don't usually claim (AM Snack & Lunch). What should you do to make sure you receive reimbursement for these meals?

1. Review all the Child Enrollments you have on file for the children in your care who attend school.
2. Child Enrollments for school age children should include their full-time schedule (all possible days & all possible meals).
3. To update Child Enrollments:

- If you claim online, print 2 current Child Enrollments for the child, make changes with an ink pen, have the parent review, sign and date both copies. Mail one completed Child Enrollment to our office. Keep the other completed Child Enrollment for your records in your Red File Folder.

- If you use the Scannable (bubble) Child Enrollments, fill out a new Child Enrollment, update any information and bubble the ENROLLMENT/UPDATE bubble under Section 2 CHILD'S BIRTHDATE. Have the parent review, sign and date. Mail the top copy to our office. Keep the Provider Copy for your records in your Red File Folder.

DOCUMENTING SCHOOL OUT

Some school district's summer break will begin in May and others will start in June. Whenever your school children start summer break, please remember to document school out days to make sure your receive reimbursement for all meals you may claim.

- Providers who claim on line using Minute Menu Webkids, Minute Menu Kids or Minute Menu Kids Pro will use the Child Calendar to document school out days.

- Providers claiming using KidKare will go to the Calendar (left side tool bar) > select child > select non infants in right blank box > select school age child > select no school (right side) and drag it to each school out day.

- Providers who use the Scannable Forms will document school out days on the Claim Information Sheet.

PROVIDERS STILL USING MINUTE MENU WEBKIDS, MINUTE MENU KIDS OR KIDSPRO MUST START USING KIDKARE BEFORE OCTOBER 1, 2017

Effective October 1, 2017, KIDKARE will be the only Minute Menu program available nation-wide for Provider's use.
You will need your original login and password we gave you to start using KidKare. If you do not have your original login and password, please contact our office. The KidKare Start Up Guide is on the back to help you get started. If you start today you will have time to easily transition to claiming on KidKare and call us with any questions you may have.

PROVIDERS WHO USE SCANNABLE (BUBBLE) CLAIM FORMS

We highly recommend that you consider using KidKare to claim. Using KidKare will also help you adjust to the New CACFP Meal Patterns that go into effect October 1, 2017 (a flyer was mailed with your March Reimbursement Check). **KidKare can be used on your PC, MAC, IPad, Tablet, Iphone or Android. If you would like more information about KidKare or are ready to start claiming using KidKare, please e-mail us at kidkare@cnpsc.com and us know that you would like to claim using KidKare or would like more info.**

April 2017 reimbursement checks will be mailed in June 2017*
May 2017 reimbursement checks will be mailed in July 2017*
*Checks are mailed when we receive the funds
Checks for late claims are mailed when we receive the late claim funds

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Find us Online at www.cnpsc.com and "like" us on Facebook
"This institution is an equal opportunity provider."

KidKare Start-Up Guide
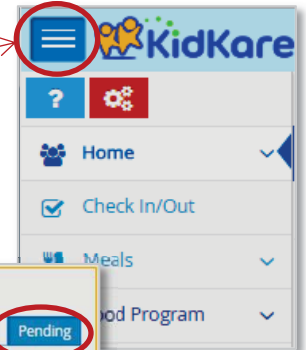
Welcome to KidKare! These quick instructions should help you get started.

Step 1 – Log In

Go to kidkare.com and click **LOG IN**. Enter the **login ID** and **password** that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*
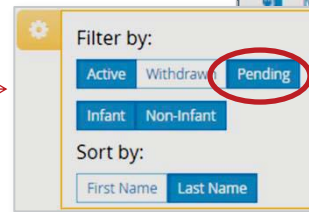
Step 2 – Decide what you would like to do next.

You can access all of the KidKare features from the menu icon.

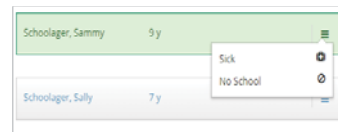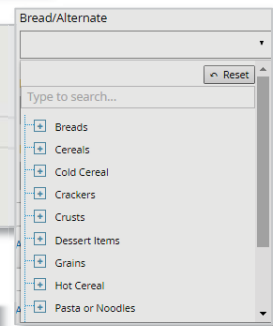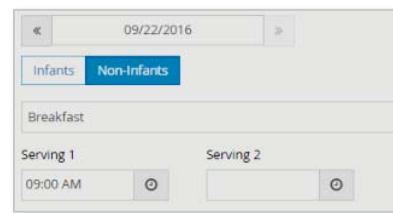Click the question mark icon to access **Help** online.

Verifying Enrollment - To verify all children are enrolled, go to **Home >> My**

- Click the ⚙ icon and select "**Pending**."
- Scroll down past the active kids to view those with a "Pending" status.
- If any children are missing, enroll them by tapping the **Add Child** button.
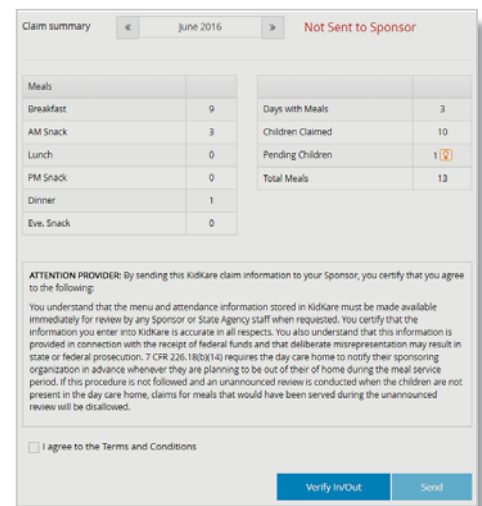
Recording Meals - To start recording meals, go to **Meals >> Enter Meal**.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list.
  (You can type all or part of the word to search for a specific food.)
- Tap the name of each child that was present during the meal time.
- The names will turn **green**. To mark No School or Sick click on the menu icon ≡ to the right of the childs name.
- When all required fields have been entered and at least one child is marked in attendance,
  click the **Save** button.

Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor** to send the claim to your Sponsor. Once the claim has been sent, you can view it in the **View Claims** screen.

Check out the many other features of KidKare!

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.
- **In/Out Times:** Tap children in and out, or let the parents do it!

Learn more!

The KidKare Knowledge Base has **training videos** and **helpful information** to learn more about KidKare. ***You can even sign up for a free webinar.*** Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to help.kidkare.com.