

ARE YOU USING PRE-PLANNED MENU TEMPLATES?

We have noticed many Providers, using KidKare, have some meal disallows on their monthly claims. If you are using pre-planned menu templates that you created some time ago, please review your meal templates to make sure your menus have all the new required food components and that they are the foods you are serving and claiming. When you select a meal template look at what is posted before saving the meal. If you are using a breakfast menu template please make sure the cereal you select is still reimbursable. Also two common errors are not serving the required vegetable and fruit OR two vegetables at lunch and dinner AND not claiming the Breading (chicken nuggets and fish sticks that have a CN label) in the Bread/Bread Alternate column. These meals are disallowed if not claimed correctly. A letter was mailed February with the cereal changes to all KidKare Providers

PROVIDERS CLAIMING ONLINE WITH KIDKARE

Effective April 1, 2017 our office will no longer mail copies of the Claim Summary and Errors Reports to KidKare Providers. KidKare Providers can easily view their Claimed Summary and Error Report by following the instructions below. The best time to view this report is around the 12th of each month after you submit your claim. Please call the office if you have any questions.

- > Go to Reports on the left side
- > Select a category – Claim Statements
- > Select a report – Claimed Summary and Error
- > Select a month
- > Click on Run

CLAIMING AM SNACK AND LUNCH FOR SCHOOL CHILDREN DURING SPRING BREAK

Schools may be closed in March and April for Spring Break. Please remember to document the school out days for all school-age children including children who attend Preschool, Even Start, Head Start, Pre-Kindergarten or Transitional Kindergarten to receive reimbursement for the additional meals you may claim.

ARE YOU READY FOR AN UNANNOUNCED STATE REVIEW?

In 2018 our program will have a State Review; State Representatives will conduct our Program Review which will include about 50 unannounced Site Reviews with our providers (randomly chosen by the State). Site Reviews could be any day, any month in 2018. Per your signed agreement, if you are chosen, you are required to allow the State Representative in your home to conduct a Site Review. State Representatives always have picture identification and in most cases your regular Field Representative will be with them. Please review the following:

- Make sure your claim records are completed daily.
- Make sure your helper or assistant's know where your claim records are if you are not available.
- Always call the office in advance when you will be away from your home during your meal times or closed for the day.
- Make sure your license and Building for the Future poster is posted, and always be within your license capacity.
- Make sure you have your red pocket folder available with your required Food Program Records.
- Always wash your hands before preparing a meal and always have your children wash their hands before eating.

— Over —

March 2018 reimbursement checks will be mailed in May 2018*

April 2018 reimbursement checks will be mailed in June 2018*

*Checks are mailed when we receive the funds

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

- Make sure you are following all the USDA Meal Pattern for the children in your care.
- Make sure all foods, including the milk are served at the same time.
- Make sure you are serving one whole grain-rich food each day.
- Make sure you have the CN label for foods you serve, such as chicken nuggets.
- Always serve 1% or Non-fat Milk to children 2 years and older.
- Always serve Whole Milk to children 1 year thru 23 months.
- Make sure bottles prepared by the child's parent and/or expressed breast milk have the child's name and the date the bottle was prepared or the date the breast milk was expressed on it.