

DON'T MISS OUT ON REIMBURSEMENT....

Review your Claim Summary and Errors Report

Please take the time to review your Claimed Summary and Error report each month. This report shows possible errors with your claim and can be helpful so you don't repeat the same errors and possibly correct it before the following month.

Providers can easily view Claim Summary and Errors Report by following the instructions below:

Log into KidKare

Click on the Reports tab on the left side of the screen

From the "Select a Category" drop down menu select "Claim Statements"

From the "Select a Report" drop down menu select: "Claimed Summary and Error"

Select the claim Month you would like to review

Click on Run

Don't forget to Document School Out Days

With Spring Break approaching it is important to document "School Out" when your school age children are eating at your daycare and being claimed for AM Snack and Lunch when they are out of school. Providers who do not document children's school out days will not be reimbursed for meals claimed when the child is normally in school.

Call the office before midnight if you are not able to record your meals

Per Federal regulations providers must enter their meals and attendance data each day their child care is operating. In the rare case that a problem with Minute Menu KidKare or your internet service prevents you from logging in and recording your meal and attendance information, you must document, in writing, the meals and attendance that you were unable to enter into Minute Menu KidKare **AND** contact the office or leave a message on the office voicemail before **midnight** of that day. The office will call you back the next business day with instructions.

USDA Meal Patterns

The USDA meal Patterns were updated in 2017. If you have a Meal Pattern printed before this year please throw it away. Download the New Meal Pattern Component Sheet from our website at www.cnpsc.com/resources.

In Person Site Reviews

As all Covid-19 Waivers will expire June 30, 2023, this will end Virtual Monitoring, your Site Monitor will be coming back out in the field to do the Site Reviews in person. **Remember, providers are required to notify the office, in advance, to report if they are closed, not home, packing your meals, etc. during meal service times.**

February 2023 Reimbursement is normally issued in April 2023
Checks are issued within 5 Business days of receiving the funds from DSS
Checks for late claims are issued within 5 Business days of receiving the late run funds from DSS

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