

## Now Hiring: Receptionist/Administrative Assistant

### Office Staff Receptionist/Admin Assistant

We are looking to hire a reliable and experienced individual Receptionist/Administrative Assistant to assist with managing day-to-day office operations. Previous experience is preferred, but we are willing to train any individual that joins our team. This position also offers flexible hours to accommodate a reasonable schedule. To apply, please send your resume to: [cnp@cnpssc.com](mailto:cnp@cnpssc.com)

**Our office will be closed 04/18/2025 for Good Friday.**

## Instructions for Providers Experiencing KidKare Login Issues

### Step-by-Step Troubleshooting for Logging in:

#### If you're using a Computer:

1. **Clear your browser history and cache:** This can often resolve any login issues caused by stored data. Restart the browser and try logging in again.
2. **Try a different browser:** If the issue persists (e.g., if you're using Google Chrome, try Firefox or Edge).
3. Using an **iPhone** try also using incognito mode to login if still having trouble.

#### If you're using a Phone or Tablet:

1. **Clear out your windows or log out of your account:** Then attempt to log back in.
2. **Restart your phone or tablet:** This will refresh the device and help resolve minor technical glitches.

#### Re-enter the website:

- **Important:** Be sure to **enter the KidKare website manually** by typing the URL ([www.kidkare.com](http://www.kidkare.com)) into your browser, rather than using shortcuts or saved login information.

#### If these steps do not work:

- **Send a support ticket to KidKare.** While it's rare, sometimes KidKare undergoes maintenance (usually at night) that can cause login issues.

#### Important Reminder:

- **Call the office before midnight on the same day** if you're still unable to log in. Leaving a voicemail is acceptable, but please don't wait several days to call. If you delay, we may not be able to assist you with same-day entries.

Please remember that your field representatives are usually out in the field, and the office is the best place to get immediate assistance.

#### Helpful Tips:

- **Set a reminder or alarm for meal logging.** It's helpful to enter meals shortly after they're served if possible. We understand its daycare hours and you may not be able to.

**A friendly note:** Entries that were not logged due to being overlooked cannot be removed off same day.

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February 2025 Reimbursement Checks are normally issued in April 2025  
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