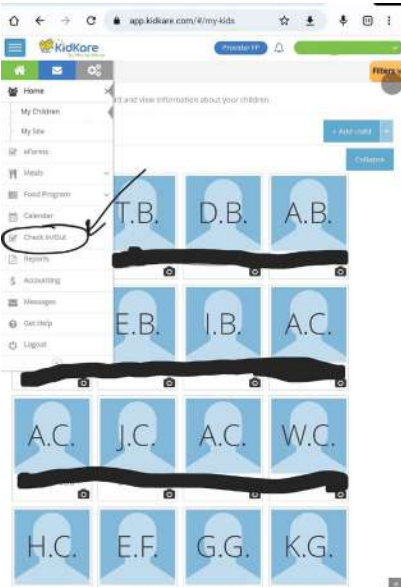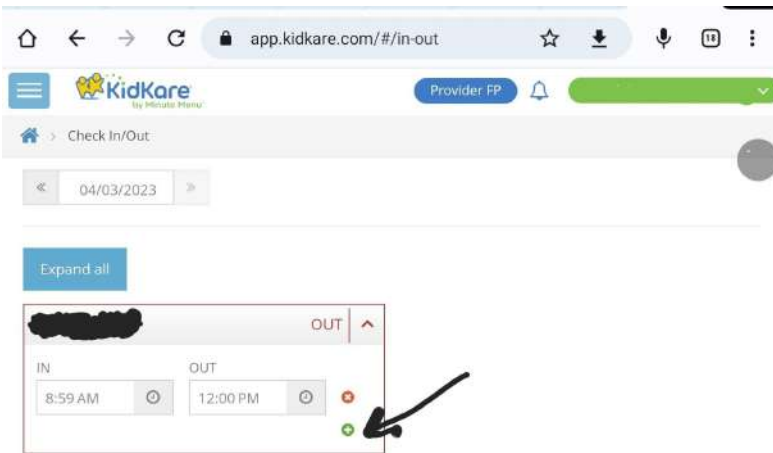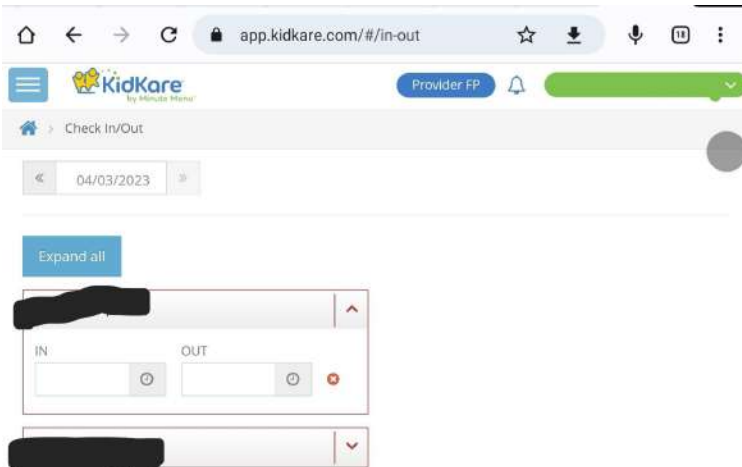# Tips on Navigating KidKare

Click here to add child, use food Enrollment forms for information. Yellow copy goes in child's file, white copy to the office
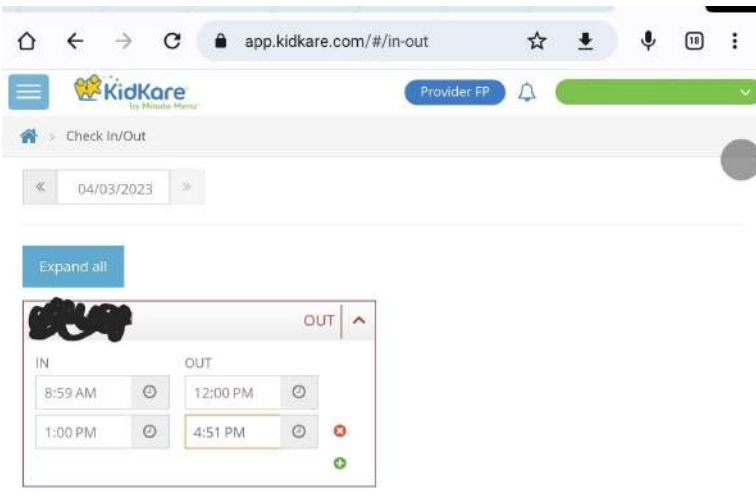

Go to Check in/out. Use sign in sheets to sign each child in/out for the day.

If the child left and came back, add a row.

To pre-schedule a menu:

To copy and paste days or weeks (such as when using a cycle menu):

Now to add each child onto your daily meals:
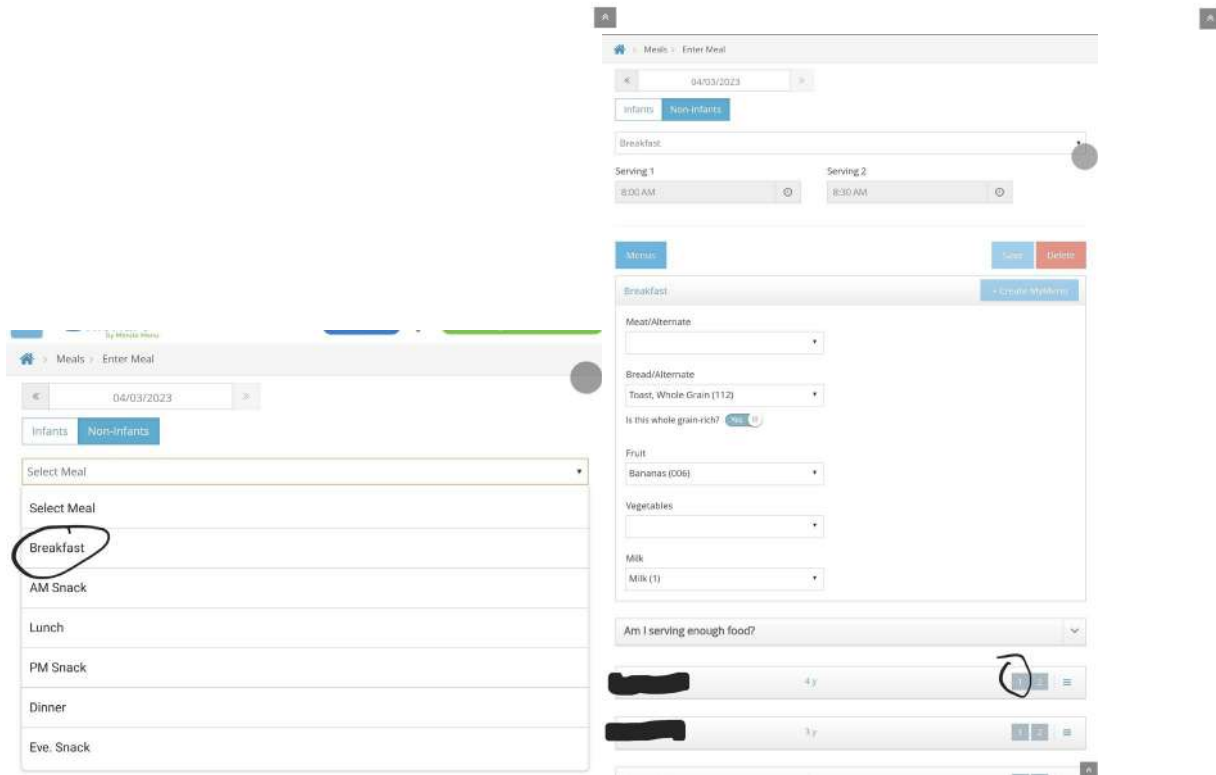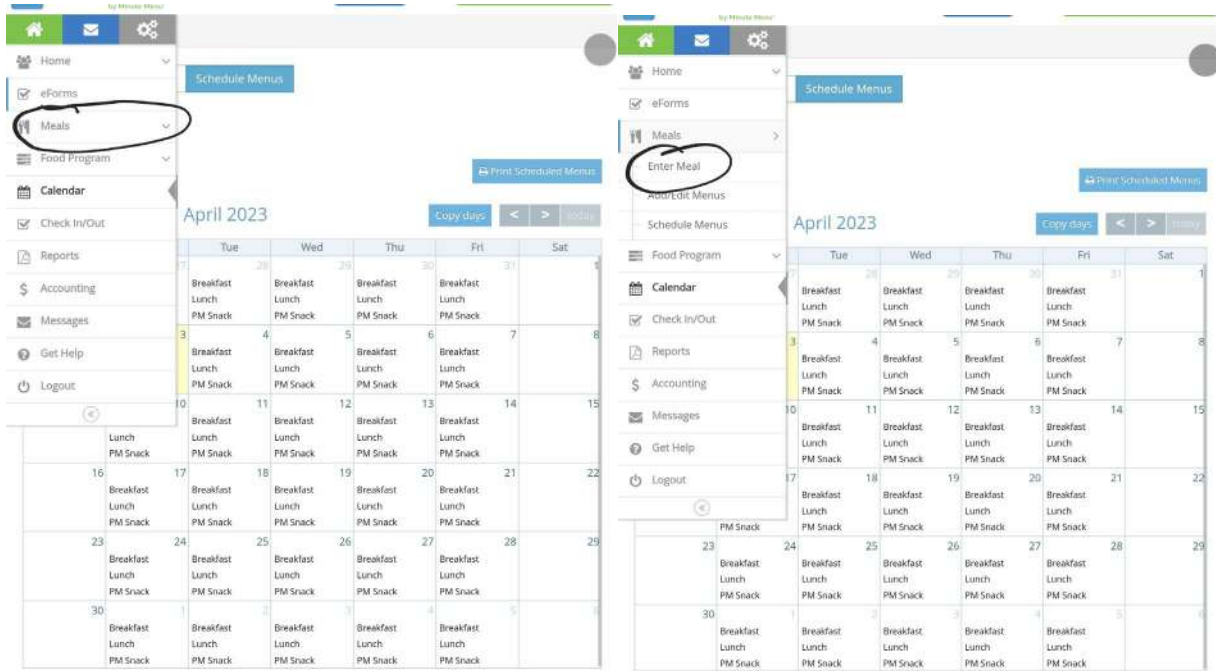
To add a meal for an infant 12 months or younger:

At the end of the month go to "send to sponsor"
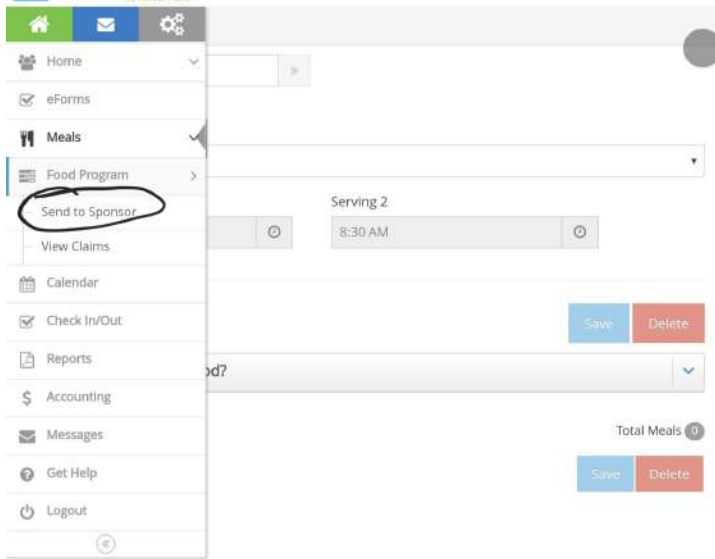
Click Verify in/out, the system will flag any mistakes from signing children in or out.
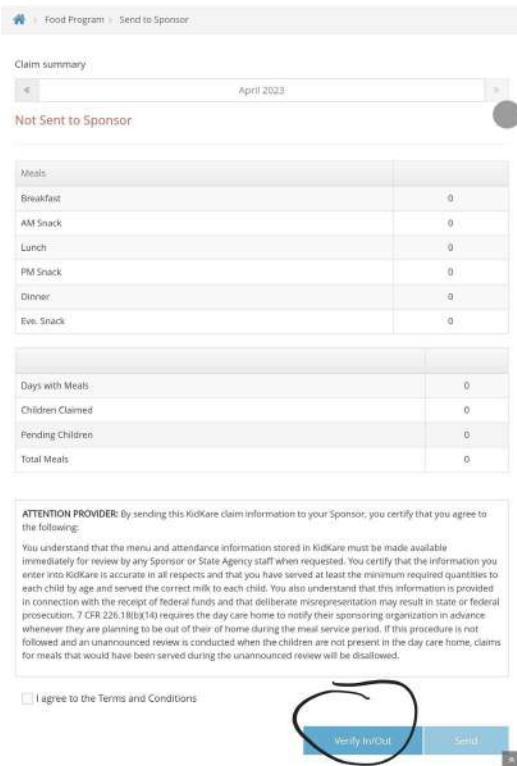
Then to send to food coordinator, click agree and send. Only do this at the end of the month.

After your claim has been processed, you can view last month's claim by going to view claims and print claim summary. It goes over anything that was not accepted with a code. This

provider claimed a snack where the kids were not signed in. It's always a good idea to look at past claims to be able to correct future mistakes.

« February 2023 »

Meals	Tier 1
Breakfast	101
AM Snack	0
Lunch	75
PM Snack	72
Dinner	6
Eve. Snack	6

Sent to sponsor
02/28/2023
Processed
03/08/2023
Sent to state
03/10/2023
Paid
Total State $
$0.00
Total Federal $
$489.56

Print Claim Summary

🏠 📧 ⚙️ laims

👥 Home ⌄
☑ eForms
🍴 Meals ⌄
▤ Food Program ✕
Send to Sponsor
View Claims
📅 Calendar
☑ Check In/Out
📄 Reports
$ Accounting
✉ Messages
❓ Get Help
⏻ Logout

« April 2023 »

Claim Summary and Errors Report

Provider: ●●● Provider State Id: ●●●   Claim Month: January 2023   Claim Source: WEB

Upon receiving your claim information, we reviewed each meal to ensure appropriate nutritional and other guidelines were followed. Any problems encountered during that review have been noted below. The errors listed below have been used to deduct meals from your claim as indicated. If you have any questions about these errors, you must contact the office within 10 days from this notice.

Thank you for continuing to provide nutritious meals and snacks to the children in your care. We appreciate all your efforts.

Sincerely,
Minot AFB: ABC Food Program

	Brk	AMS	Lun	PMS	Din	EVS		
Tier 1	98	0	78	105	0	0	Tier 1 Amt:	501.65
Tier 2	0	0	0	0	0	0	Tier 2 Amt:	
							Claim Amount:	501.65

DisAllowed	Brk	AMS	Lun	PMS	Din	EVS
Tier 1	0	0	0	3	0	0
Tier 2	0	0	0	0	0	0

37 Child not present at meal time according to daily in/out times.

●●● 1/23:P - Child Disallowed
●●● 1/23:P - Child Disallowed
●●● 1/11:P - Child Disallowed

```
      provider
submitted meals
  for snack when
    children were
  already signed
out for the day.
```

02 / 28 / 2023   9:43:45PM   Page 1 of 1