



## IMPORTANT REMINDER

The grace period for the 2017 meal pattern changes will end on September 30, 2019!

This means that any meals/snacks served as of October 1, 2019, that do not meet the meal pattern requirements must be disallowed from your claim! Please be careful when documenting your meal components so that you do not cause disallowances.

If you have questions please let us know.

## HOME FOOD REVIEW



October 1st is the beginning of a new contract year with PRI as your CACFP Sponsor. Each October the visit schedule resets, so you may not necessarily be visited in the same months as the previous year. If you had a visit in September, there is a chance that you could have a visit in October depending on how the computer mixes the visits up.

Here are a few important reminders to make sure that your home food reviews go well this year:

- According to your contract you are required to either call the office or your monitor directly if you are not going to be home at a meal/snack service time. If your monitor attempts a visit and you did not notify PRI, we are required to deduct that meal.
- If your childcare program is open for operation, you must allow the food monitor in to do a food review, and any assistants should be trained so that in your absence a visit can be completed.
- If your menu's and/or meal counts are not up to date to the day of the food review visit, we are required by CACFP/USDA to deduct any meals/days that are not documented. If you use KidKare to claim online and your computer or internet is down, you must be able to show the monitor a paper record of the meal components served as well as exact meal counts per meal/per child for any meals not logged into the KidKare program.

## KIDKARE CLAIM PROVIDERS

When starting a new child, you can enter them as pending so that your meal counts won't be off. Then once the office receives the paper enrollment, we will enter and activate the new child. However, just remember that you can't receive reimbursement for the child until the office has activated their enrollment. When you add a child via this method, you must input child details one-by one.

1. From the menu to the left, click "My Kids". Click , and select "Add Child" on the right.
2. "Name Section", enter the child's first, middle, and last name. "Birth Date Section", enter the child's birth date.
3. Click the "Enrollment Date" box and accept the default enrollment date (today's date), or change it. The "Enrollment Expiration Date" box populates automatically. It is set to one (1) year from the enrollment date you entered.
4. "Child Details Section", select the child's race, ethnicity, and gender. You must at least select a race and ethnicity.
5. You must select the relationship to the provider. Enter the sex of the child.
6. Click on Next. You need to select if this is a new guardian or is this child part of an existing guardian.
7. "Days in Care Section", select the days and times the child is in care. Select the days and in and out times.
  - Click the slider next to Will Pick Up and Drop Off Times Vary if the child's in/out times vary each day.
8. "Participating Meals Section", click each meal in which the child participates.
9. "Infant Details Section", Click the Formula Offered box and enter the name of the formula you supply to infants.
  - a. This box is required, unless the parent is providing formula or breast milk.
  - b. If the parent is providing breast milk, click on "Will the Parent Provide Breastmilk".
  - c. If the parent is providing formula, click on "Will the Parent Provide Formula". If you set this to Yes, you do not have to enter anything in the Formula Offered box. Enter the formula name in the corresponding Name box.
  - d. If the parent is providing food, click next to Will the Parent Provide Food.
10. Click Enroll Child. The View Child page opens. You can now make changes to this child's information.



Online Claiming at [WWW.KIDKARE.COM](http://WWW.KIDKARE.COM) is the easiest way to ensure that your claim is submitted on time, and paid as promptly as possible. Its easier than paper menus and ITS FREE!. Call us today to get started!