



## THE IMPORTANCE OF READING YOUR ERROR REPORTS

Each month as PRI processes your claim, the Minute Menu System generates a claim error report which shows any mistakes that could or did cause a deduction.

It is important each month to read and understand this report. Doing so will allow you to make corrections to your menu errors, thus reducing potential loss of reimbursement.

Depending on how you submit your claim, you have access to your "Error Report" one of two ways.

### Providers on Paper Scannable Menu's:

1. If you submit your claim using paper scannable menus, PRI will mail you a copy of your "Error Report" at the end of claim along with an updated "Claim Information Sheet."

### Providers on KidKare web-based follow the below steps:

1. Log into your account.
2. Go to "Reports" tab.
3. Under the "Select a category" menu, choose "Claim Statements."
4. Under the "Select a Report", choose "Claim Summary & Error."
5. Select the month that you want to see, and click the "Run" button.
6. Review any errors on the report

### If no errors were made, you will see a "Congratulations"

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## CHILD ENROLLMENT REMINDER

When enrolling a new child onto PRI, please make sure that you separate the white copy (for the office) from the yellow copy (for your records), before you send them in to the PRI office. It is a requirement that you maintain a copy of all child enrollments at your program.

We provide carbon copy "NCR" child enrollments forms so that it is more convenient for you to meet this requirement.

## REQUIRED TRAINING UPDATE

PRI trainings for FY 2020 in English and Spanish are now available for you to complete online. If you need instructions on how to access them or set-up your account, call the main PRI office number. This years titles are below:

1. **Documenting Meals-Recordkeeping,**
2. **Vegetables & Fruits-Nutrition**
3. **Choking Prevention& Sanitization Best Practices-Food Safety/Sanitization**

Monitors are in the process of handing out the paper home study version. We ask that you please complete them early and send the quiz back.

Also, we are in the process of translating them into Portuguese.

## CLAIM DEADLINE AND PAYMENT DATE

This is a reminder of the deadlines for your claims and how it affects when you are paid.

**"Guaranteed"** - Claims received BY the 3rd of each month are guaranteed to be paid on the 20th of the month. Your payment will always be dated for the 20th. It will be released on the 20th, or the next business day if the 20th is a holiday or weekend.

Please note that we can only cover one month's worth of upfront funds. If for any reason the state payments become delayed by two months or more, we cannot guarantee the 20th payment for the following month until we are paid. This is, however, a very rare occurrence.

**"1st Bill"** - Claims received on the 4th or 5th of the month will be on the first bill to the state but NOT paid on the guaranteed payment date. These payments are prepared ahead of time and dated for the 21st, but held until PRI receives the funds. If you see that your claim has been paid with a date of the 21st, that means it is ready to be released and paid immediately once PRI is paid by the state. This is done to speed up its release once we are paid.

**"2nd Bill / Late Bill"** - Claims received after the 5th of the month may go on the late bill to the state and may take up to 90 days for payment.



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!