



Provider's Food Program

December 2014 Newsletter

ERROR REPORTS

Every month, you as a provider receive an error report showing all the things that were found on your claim that require attention. We thought we would take this month's newsletter to help you see how you can put that information to good use.

Let's look at some of the common types of things you will find on that report and what they mean to you:

Enrollments

One common error type to look for on the Error Report is any item that reflects Enrollment issues.

Enrollment Missing: A very common disallowment is due to lack of an enrollment for a certain child. If you have not provided an enrollment for a child then the computer will not allow you to claim for meals served to him/her. It is important for you to obtain that enrollment and submit it to the office right away so as to avoid losing out on claiming for that child next month!

Sometimes this error appears in the bubble menus because you have not filled in the correct bubble number for the child. If a child is registered as Child #5 but you accidentally fill in the bubble for Child #6, that would result in the computer thinking that you are claiming for an unenrolled child.

Please be sure to take the time to fill in the right bubbles and to send in enrollments as soon as you get them to avoid being disallowed in the future.

Enrollment Discrepancy: This refers to a difference between what is written on the enrollment and what you are trying to claim for meals served to that child. Such differences could be a meal that is not enrolled for that child or a meal served that is outside the times of care specified on the enrollment form.

Be sure to check that the parent has filled in the right times on the Enrollment form.

WEB CLAIM PROVIDERS

If you submit your claim using the Internet, you will not receive your Error Report by mail. To see your Error Report please follow this:

Go to Claim > Review Claims > double click month of the error report you wish to see > select Claim Summary and Error Letter.

Don't forget, it is up to you to LOOK at the report and read what it tells you!

Meal Components

Another common error on the report relates to the Meal Components required for claiming the meal. Please pay attention to these errors as well.

Missing Components: A common mistake made on the Claim is to forget to write down a required component for a meal. Perhaps you even served the component at the time, but then neglected to write it into the field on the claim form.

Pay attention to these errors. Although just forgetting to write a component is common, sometimes the error may be highlighting a missing element that you did not think about. This can happen as infants grow older and new meal components become required due to their age.

Component Not Creditable: This refers to a component that you served and wrote down on your claim that actually does not qualify as a requirement. This may happen when you serve foods that are common to a cultural background, but do not contain the necessary nutritional elements. Read these errors carefully to learn what does not qualify so that you may adjust the meals served in the future.

Licensing

Licensing Capacity: This error occurs when you claim for too many children at a certain meal. Perhaps this is just an error when you fill in the bubbles, or select the attendance on the web. This is an important notice, though. It is very important that you are not caring for children over the amount of your license capacity. Caring for more children than you are licensed for is dangerous to the children and can result in loss of your license!

Incorrect Days/Meals: When you signed up for the food program, you selected the meals that you were serving at the time. This error may occur if you change the times of your care or start new children at times you did not care for previously. If you need to change the times or to add meals to your claim that you previously did not serve, please call the office right away so that you do not lose out next month!

REMEMBER

Pay attention to those Error Reports we send you each month. Hopefully we can minimize the meals that get disallowed in the future and you can get the best Reimbursement possible.

Let's work together to make that happen!

**NOTE: Using the Minute Menu Web Kids program makes claiming much easier!
Call us today to find out how to switch to Web Kids for FREE!**

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