



February 2015 Newsletter

Provider's Food Program

REIMBURSEMENTS

This month we would like to discuss the monthly Reimbursements you receive for your claims. Many have asked about the timing of their check and when they should be expecting to receive it.

PAYMENT SCHEDULE

The "Provider Policies and Procedures" handbook states the following on page 16:

"Menus received by the 5th will be reviewed and processed for payment on the first bill. Providers will be paid when funds become available from the state.

Menus received by the 3rd will qualify for guaranteed reimbursement by the 20th of the month even if the state reimbursement is late.

Providers that miss the first billing... Their menus need to be received no later than the 22nd of the following month... These providers will experience a significant delay in payment."

So let's put this in a chart:

| Received by: | Paid on: |
|-----------------------------------------------|----------------------------------------|
| 3 rd of the month | 20 th (Guaranteed) |
| 5 th of the month | Receipt of state "first claim" payment |
| After the 5 th | Receipt of state "late claim" payment |
| After 22 nd of the following month | Never – it is too late for submission |

The state is not consistent in the dates of issuing the reimbursements, thus unless you are in the Guaranteed payment time frame, the actual date of receiving the checks will vary each month. Occasionally, those payments will be delayed for several days or even a week or more after the guaranteed group as we wait for the funds.

GUARANTEED PAYMENTS

Wouldn't you love it if you could be guaranteed to receive your reimbursement check by a certain date? Guess what? You CAN!

To be GUARANTEED to receive your check by the 20th of the month, all you need to do is make sure to submit your claim so that we receive it here in the office by the end of the day on the 3rd!

Of course, the calendar varies each month, so pay attention to the days the post office delivers mail. However, we cannot control when the post office will deliver the mail so we highly recommend that you put your menus in the mail at the first possible opportunity after recording your last meal for the month. That will give you the best chance possible of them being delivered to our office by the 3rd.

WEB CLAIM PROVIDERS

MY MENUS ARE MARKED "PAID"!

When searching in minute menus Web Kids to see if you've been paid, you will come across two dates. It might say PAID on the 20th or it might say PAID on the 21st. If you see the 20th, it means that your claim qualified for the guarantee date (received by the 3rd) and you will get paid on the 20th guaranteed.

However, if it says you got paid on the 21st this means your claim came in on time for the 1st billing but not in time for the guaranteed payment date (received by the 5th) and you will get paid as soon as the funds come in from the state.

You must be asking yourself then, why do we date your payment on the 21st if you won't be paid on the 21st? We do it for two reasons to help you... First, this allows you to see that your claim was included on the first bill. Second it is in order to make sure that you receive your checks as soon as we receive the state payment. We process and print all the payments ahead of time so that they are ready to go. To do that we need to pick a date. That way we can immediately drop them in the mail the day we receive the funds from the state. Otherwise it will take more time to prep the checks and longer to get it to you once the funds have come in.

WEB CLAIMS SUBMIT IMMEDIATELY!

Obviously, we have no control over what the Post Office does. Occasionally a provider will call saying that she put her menus in the mailbox on the 1st and yet we haven't even received them by the 5th!

If you really want to be absolutely certain that we will receive your claim by the 3rd, you may want to consider becoming a web claim provider. If you submit your menu using the Minute Menu Web Kids, it is time stamped as "Submitted" right then. So even if you hit "Submit" at 11:00pm on the night of the 3rd, you will be in the guaranteed group!

If you have any questions about how to become a Web Kids provider, please call us today and we can help you get started.

We hope this clears up any questions you might have about the timing of your payments.



REMINDER: Soon we will be sending out the information about the annual re-enrolling of all the children. Look for more information in next month's newsletter.

**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!**