



DECEMBER 2015 Newsletter

Provider's Food Program

"BUBBLE" MENU NOTES

For those who are still using the paper menus to submit your claim, we wanted to give you a few reminders about some common errors to avoid. You might see the errors on your Error Report and be wondering what causes them. Usually it is just a simple problem, but it causes deductions from your claim.

Wrong Child Numbers

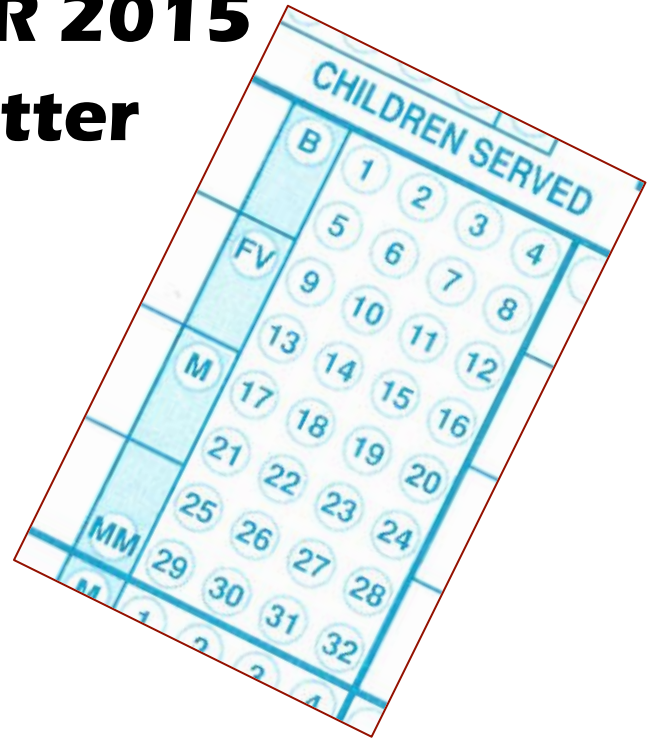
Bubbling in the wrong number for a given child can result in errors on your claim. It is easy to make this mistake, so please note the following:

New Children

When enrolling a new child in the program, please make sure to use the correct number for the child. For example, if the new child enrolled is set for #2, but you fill in the bubble for #3, it could cause an error. This is especially true if there is NO child set as #3. The computer will disallow it as an invalid child.

Mixing Up Child Numbers

Another common problem is when child numbers get mixed up. For example, school age child 'John' (#4) is enrolled for PM Snacks and Dinners and toddler 'Michael' (#7) is enrolled for Lunch, PM Snacks and Dinners. If you accidentally reverse their numbers, thinking John is #7 and Michael is #4, then all the lunches claimed for Michael will get disallowed because "#4 is not enrolled for Lunches". For the computer this makes sense because John (the real #4) is school age and is not in care during lunch.



Child Enrollment Numbers

As you can see it is important to make sure you are filling in the correct Bubble for each child enrolled in your care!

Making Sure

The best way to make sure you have the right numbers is to have your latest CIF forms and Enrollments in front of you when filling out the claim forms. Don't rely on your memory or guess at the numbers!

When in Doubt

If for any reason you are unsure of the correct number, or want to check that everything is right in the computer, Please feel free to call the office to ask us. We would be happy to review the Enrolled children listed in the computer to make sure that you receive reimbursement for all the meals you serve!

As a Reminder, This is not a problem if you are submitting your claim each month using Web Kids. It is much easier on the web!

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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