

Internet Claim Providers Error Reports Steps

1. Log into KidKare and click on "Reports."
2. Select a Category "Claim Statements"
3. Select a Report "Claim Summary & Error"
4. Select a month
5. Click on "Run"
6. You should see "Report has been successfully generated."

Unannounced Visits *Versus* Announced Visits

The State Regulations for the CACFP require all food programs to do a minimum of 3 visits per year, 2 of those visits must be unannounced.

If you are a provider who offers evening and weekend care, you are required to have 4 visits and 2 of those unannounced visits must be during the evening or weekend care shift.

There are times when you will receive additional visits, such as a follow-up visit (EX. If your menus or meal counts are not up to date, you refuse a monitor when you are open, etc.). These extra visits are required by the State Regulations.

We understand that food visits can disrupt your daily routine. One way to lessen that disruption is by having all of your food program paperwork ready and complete in case you have an unannounced visit.

Typically unannounced visits take place between October-May, however unannounced follow-ups can take place throughout the year.

Please do not expect your monitor to announce her food visits as this is not allowed according to State Food program regulations.

Reminders

Enrollments: Please review the enrollments to make sure they are completely filled out including the scheduled times the child is in care.

Additionally, send in any new enrollments prior to claiming so that PRI may have time to enter them into the computer.

Claims at License Renewal Time: In order to continue claiming during your license renewal time, you must send PRI a copy of the "Re-licensing Acknowledgement Letter" that you receive from EEC when you send in your Re-licensing Packet. If we do not have a copy of that letter and your license expires, you will not be able to claim beyond the license expiration date.

Additionally, we need a copy of your new license as soon as you receive it.

Late Claims: We urge all providers to complete their menus and meal counts monthly and send them to the office directly. The State of Massachusetts has strict guidelines with regards to late claims. If you delay sending your claim and we receive it too late, once the claim month is closed it is too late to either submit or make adjustments.

KidKare Specifics: When documenting the foods that you serve infants that are in the 6-11 month age category, make sure that you select "Developmentally Ready" for infant in order to see all meal selections.

NOTE: Using the KidKare web program makes claiming for Infants much easier!
Call us today to find out how to switch to KidKare for FREE!