CDA

Nutrition Program
A healthy start for life!

January, 2023

TO: CDA Nutrition Program Providers

FROM: Deborah Zaragoza, Nutrition Program Manager
              Susana Zepeda, Program Supervisor

RE: Important Program Reminders

Please read the following information thoroughly so you are able to remain in compliance with the program regulations. Thank You!

- **For Online providers:** Menu Letters (documentation from CDA regarding claim errors) are sent via e-mail. Please keep your e-mail current with CDA so you can receive information from us in a timely manner. Please be sure to read all e-mail messages sent to you by CDA.

- **Menu letters:** documentation from CDA regarding claim errors are sent via e-mail . Please be sure to read all e-mails sent to you by CDA.

- **Are you recording your meals/attendance daily? USDA** regulations require that providers claim meals and attendance**.** Providers will not be reimbursed for meals that are not recorded on the same day they are served.

You are **NOT** required to keep or send any additional documentation as your online documentation is sufficient. Please remember to enter your meals and attendance by 10:00 pm to ensure they are credited for that day.

USDA regulations require that providers keep their Nutrition documentation either online or on paper for 4 years (3 years plus the current year). The most current year must be available and easily accessible should a monitor or State reviewer request to see those documents during a visit. The other 3 years can be kept in storage.

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<u>Internet Claim Filing Agreement</u>

Between Family Child Care Home Provider and Child Development Associates (CDA) Nutrition Program

Provider Name: _____ **Provider #:** _____

Family Child Care Home Provider

Doing Business As (optional): _____

Street Address: _____

City: _____ **County:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Birth Date: _____ **License #:** _____

I acknowledge that I have been provided with training materials in the use of the Minute Menu KidKare Internet Claiming system and as of the date of this Agreement, the following will be my responsibility and before submitting my monthly CACFP claim information to *CDA Nutrition Program*, I will verify:

- All new child enrollments have been finalized.
- All child sick days or school out days have been entered.
- Any days in the month when I have been closed have been specified (assuming I'm normally open those days).
- All meal and attendance information has been ***accurately*** documented.
- Child Attendance for meals ***cannot*** be recorded ahead of time under any circumstances.
- Meals and attendance are entered daily before 10 pm.

I acknowledge that the menu and attendance information stored in the Minute Menu KidKare system must be made available immediately for review by any Sponsor or State Agency staff when requested. I certify that the information entered into Minute Menu KidKare is accurate in all respects. I certify that my login and password information is not to be shared with anyone other than the staff of *CDA Nutrition Program*. I also understand that the information I enter into Minute Menu KidKare is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution.

I, the undersigned, certify that the above information is true and correct to the best of my knowledge and that my signature here serves in lieu of any monthly signature requirement for all Internet claimed meal & attendance information.

_____   _____

Family Child Care Home Provider's Signature   Date

_____   _____

CDA Nutrition Program *Representative*   Date

Helpful Notes for On-Line Claiming

Using the MinuteMenu KidKare System

Child Enrollments: New children are to be enrolled before the *first day of care* and signed enrollments must be mailed to the office within the first 5 days of the child's enrollment date (even if they are on a trial period or drop-in only care). Be sure that the parent signature date corresponds with the date the enrollment should take effect. CDA is required by regulation to use the parent's signature date as the first day of reimbursement. *You will not be reimbursed for meals that you served to the child prior to the parent's signature date.*

* A new child will show as "Pending" in your system until we have received the signed Enrollment form in the office. We will "Activate" the child and his/her name will appear on the list of active children in your system.

* If you are making a change to a child who is already enrolled, print out the Enrollment form for that child and make the changes (child's hours or days enrolled, mistakes, etc.) in RED ink. Have the parent date for the day the changes take effect and sign the updated Enrollment form, then send it to our office within 5 days of the change.

Withdrawing a Child: To request a child be withdrawn from your care, please send an email to **cif@cdasd.org** with your name, provider number, the name and number of the child you want withdrawn, and his/her last day of care; we will withdraw the child for you.

Reactivating Withdrawn Children: When a previously withdrawn child will return to your care, please call the office at least 24 hours before they return; we will "reactivate" that child's enrollment and set as *pending status*. You will need to print out the Enrollment form and make all necessary updates with a RED ink pen. Have the parent sign the updated form with the new enrollment date. Once we have received the updated form, we will activate the child (always make copies of the signed/dated forms to keep for your records).

Claiming School-Age/Drop-In Children: Verify that the school-age child has the correct level selected (AM or PM Kinder/Head Start, Kindergarten (full day), School, Home School, etc.).
In/Out Times: You will use In/Out times when:
- The child is enrolled as a drop-in child (does not have a full schedule on file).
- You are claiming a child *outside of his/her regularly scheduled hours*.
- Children return to your care earlier than scheduled due to minimum day or conference week.
No School Box: You will use the No School box when:
- A school-age child who is normally scheduled *before and after school* will be in your care the full school day.
- A child is enrolled during vacation/holiday only (child is scheduled for the full day or before and after school).
Sick Box: You will use the Sick box when a child (usually school-aged) will be staying "home" sick *IN YOUR HOME* all day*.*

Submitting Your Claim: At the end of each month, you will review your claim and then submit it to the office for processing. As a best practice, you will want to submit your claim at the end of the last day of the current month, or after you claim your last meal service for the current month.

Mealtime Changes: To request mealtime changes, please e-mail **cif@cdasd.org.** You must include your name, provider number, effective date of change, and your new mealtimes in order for us to update your settings.

KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.

Step 1 – Log In

Go to kidkare.com and click **LOG IN**. Enter the **login ID** and **password** that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*

**Step 2 – Decide what you would like to do next.**

You can access all of the KidKare features from the menu icon.

Click the question mark icon to access **Help** online.
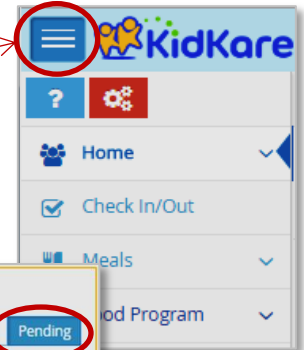
Verifying Enrollment – To verify all children are enrolled, go to **Home >> My**

- Click the ⚙ icon and select "**Pending**."
- Scroll down past the active kids to view those with a "Pending" status.
- If any children are missing, enroll them by tapping the **Add Child** button.
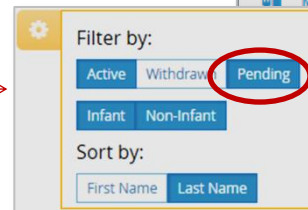
Recording Meals – To start recording meals, go to **Meals >> Enter Meal**.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list.
  (You can type all or part of the word to search for a specific food.)
- Tap the name of each child that was present during the meal time.
- The names will turn green.
- When all required fields have been entered and at least one child is marked in attendance,
  click the **Save** button.
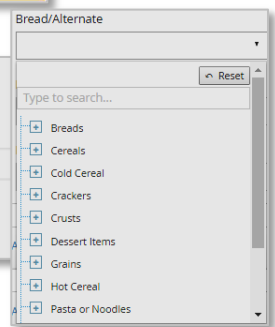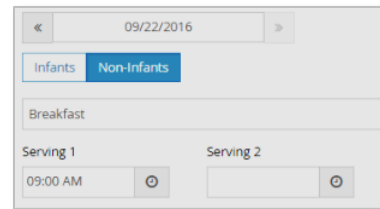
Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor** to send the claim to your Sponsor. Once the claim has been sent, you can view it in the **View Claims** screen.
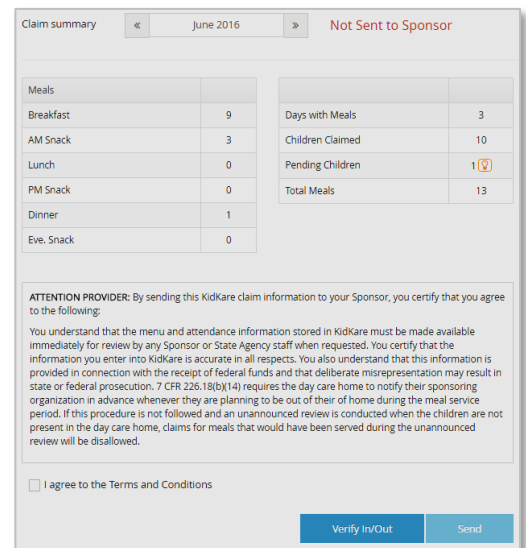
Check out the many other features of KidKare!

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.
- **In/Out Times:** Tap children in and out, or let the parents do it!

Learn more!

The KidKare Knowledge Base has **training videos** and **helpful information** to learn more about KidKare. ***You can even sign up for a free webinar.*** Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to help.kidkare.com.
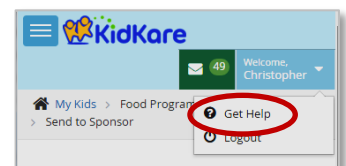
Recording Meals:

This procedure will be the same whether you claim on your phone, iPad, tablet, or computer.

1. From the menu on the left side of the screen, select **Meals**.

2. Select **Enter Meal**. (You can also edit your menus or create scheduled menus from here by selecting one of those options instead)

3. Enter the DATE

4. Select the meal being served

5. Select Infant or Non-Infant Menu

6. Select **Serving 1.**
*If you have a 2nd serving of the same meal in your schedule for a new shift of children, then you will select Serving 2 when the 2nd shift of children sit down for that meal.

7. Select the items you served at that meal from the lists provided.

8. Select the children who were present for that meal.

Enrolling Children:

This procedure will be the same whether you claim on your phone, iPad, tablet, or computer.

KidKare

Welcome, Provider

?

Home ⌄
- My Kids
- My Site

☑ Check In/Out

🍴 Meals ⌄

≡ Food Program ⌄

Reports

$ Accounting

📅 Calendar

✉ Me

? Ge

⏻ Log

My Kids » Record and view information about your kids.

1. Click on the Add Child button on the right side of the screen.

+ Add child

Collapse

Active

Angel, Kathy   Avia, Denise   Bouncing, Tigger   shafa, camila   Chins, Keturah   Ramos, Niyah

---

① ──────── ② ──────── ③

Name

2. Follow the prompts. Items with an asterisk are required fields. If errors are found, you will not be able to go to the next page until the error is corrected.

* Jane

Middle Name

* Doe

Birth Date   Age: 5y

* 02/11/2011 📅

Enrollment Date

* 12/01/2016 📅

☑ Participates in CACFP

Payment source ▼

Child Details

* Race (choose all that apply)

American Indian or Alaskan Native? Yes / III

Asian? III / No

Black or African American? III / No

Native Hawaiian or other Pacific Islander? III / No

White? III / No

Ethnicity

Hispanic or Latino? Yes / III

* Not Related / Day Care Child ▼

[Male] [**Female**]

☐ Special needs

☐ Special diet

☐ Child of a migrant worker

Next →

🏠 › Enroll Child

✓ ──────── ② ──────── ③

Primary Guardian

Would you like to add an existing contact or create a new one?

3. Enter parent/Guardian information. If a new child's sibling is already enrolled, select Existing to pre-fill parent information.

* [Existing | New]

← Back   Next →

* Days in care

Monday	>	08:00 AM	🕐	05:00 PM	🕐
Tuesday	>	08:00 AM	🕐	05:00 PM	🕐
Wednesday	⌃				
Thursday	>	08:00 AM	🕐	05:00 PM	🕐
Friday	>	08:00 AM	🕐	05:00 PM	🕐
Saturday	⌃				
Sunday	⌃				

4. Enter the days and hours of care. When you select a day that the child attends, the box will turn blue and hours of care appear.

Will pick up and drop off times vary?   III No

Will the days vary from week to week?   III No

Participating Meals

* | Breakfast | AM Snack | Lunch | PM Snack | Dinner | Eve. Snack |

School

| type/level | ▼ |

| depart | 🕐 | return | 🕐 |

| name | |

5. Complete the enrollment by selecting the meals that the child will be present for, entering school hours for a school-age child, and then clicking the green box at the bottom of the screen that says "Enroll Child." If you are enrolling the child on a device that is connected to your printer, select "Enroll/Print" to immediately print the new enrollment.
*Print 3 copies: One for you, one for the parent, and one for CDA. Provider copy and CDA copy must be signed and dated by the parent and provider.

← Back   Enroll Child →   Enroll/Print →

Submitting A Claim:
This procedure will be the same whether you claim on your phone, iPad, tablet, or computer.

This month has been unlocked by the Sponsor.

Check In/Out

Meals

Food Program

Send to Sponsor

View Claims

Reports

Accounting

Calendar

Messages

Get Help

Logout

Claim summary   «   November 2015   »   Not Sent to Sponsor

3. Check that the month you'd like to submit is selected.

1. Select "Food Program" from the main menu on the left side of the screen.
2. Select "Send to Sponsor."

Meals	
Breakfast	21
AM Snack	4
Lunch	12
PM Snack	3
Dinner	11
Eve. Snack	0

Days with Meals	5
Children Claimed	10
Pending Children	0
Total Meals	51

View a summary of your claim here.

ATTENTION PROVIDER: By sending this KidKare claim information to your Sponsor, you certify that you agree to the following:

You understand that the menu and attendance information stored in KidKare must be made available immediately for review by any Sponsor or State Agency staff when requested. You certify that the information you enter into KidKare is accurate in all respects. You also understand that this information is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution. 7 CFR 226.18(b)(14) requires the day care home to notify their sponsoring organization in advance whenever they are planning to be out of their of home during the meal service period. If this procedure is not followed and an unannounced review is conducted when the children are not present in the day care home, claims for meals that would have been served during the unannounced review will be disallowed.

4. Check this box to agree to the Terms and Conditions.

☐ I agree to the Terms and Conditions

5. Click "Send" to submit your claim.

Verify In/Out   Send