Child and Adult Care Food Program

Reports to Run PRIOR to Submitting Claim

Please take some time to familiarize yourself with the reports outlined in this document. While it includes just a few of the available reports, they are especially helpful for verifying the accuracy of your claim before submission.

A. Confirming Enrollment Forms Are Submitted and Activated

Before submitting your claim, please make sure all enrollment forms have been submitted and activated. To check:

1. Go to the "**Children**" section in KidKare.
2. Scroll to the bottom of your active child list until you see a section labeled "**Pending**."
3. If any children are listed under "Pending," take the following steps before submitting your claim:
   - Print the enrollment form
   - Have both you and the parent sign the form
   - Make sure the date on the form matches the child's first day in care
   - If you've already submitted the form but still see the child as pending, contact our office to confirm receipt.

Best way to submit forms:
Email a scanned copy or a clear photo to CACFP@fbhwa.org. (If you don't have a scanner, taking a picture with your phone works just fine!)

Avoid mailing forms through USPS — mailed forms may not arrive in time, and we cannot activate a child without receiving the completed form.

Ensuring all children are properly enrolled and activated helps prevent delays or disallowances in your monthly claim.

B. Check Child Attendance Times:

Verifying attendance times ensures that all children are properly signed in and out each day.

To run the report:

1. Go to the **Reports** section in KidKare.
2. Click **"Select Category"** and choose **Meals and Attendance**.
3. Click **"Select a Report"** and choose **Verify In & Out Times**.
4. Click **"Select a Month"** and choose the month you wish to review.
5. Click **"Run."**

Reviewing this report regularly helps ensure accurate attendance records and supports a smooth submission process.

C. Check Mealtimes, Components and Attendance

Use this report to confirm that meals were served during approved times and that all required information is recorded accurately. This report will display - Date of meal, Meal type, Time meal was served, Children in attendance and Food items served/

To run the report:

1. Go to the **Reports** section in KidKare.
2. Click **"Select Category"** and choose **Meals and Attendance**.
3. Click **"Select a Report"** and choose **Foods & Attendance**.
4. Click **"Select a Month"** and choose the month you want to review.
5. Click **"Run."**

Regularly reviewing this report helps ensure meals are claimed properly and served within the approved timeframes.

D. Verify Meal Components Are Complete

This report helps you confirm that all required meal components have been selected for each meal, including: Milk, Protein, Vegetables, Fruits, and Grains and that the "**WG**" toggle was selected.
To run the report:

1. Go to the **Reports** section in KidKare.
2. Click "**Select Category**" and choose **Meals and Attendance**.
3. Click "**Select a Report**" and choose **Food Served.**
4. Click "**Select a Month**" and choose the month you'd like to review.
5. Click "**Run**."

Note: This report is color-coded, so you'll need to check each component individually to ensure nothing is missing.

Reminder: Even if you only serve one meal per day, you are still required to serve a whole grain-rich (WG) item at least once per day.

E. Review Children's In and Out Times (Monthly or Custom Date Range)

This report allows you to verify daily sign-in and sign-out times for each child, helping ensure accurate attendance and meal claims.

To run the report:

1. Go to the **Reports** section in KidKare.
2. Click **"Select Category"** and choose **Child**.
3. Click **"Select a Report"** and choose **Child In/Out Times**.
4. Under **"Date Range,"** select the **previous month** if you're reviewing the month you're submitting your claim for (assuming you're submitting after the last day of the month).
5. Select the children you want to review (you can select all or just specific ones).
6. Click **"Run."**

To check a specific time frame (e.g., one week), use the calendar tool to manually select your desired start and end dates.

How to Use This Report Effectively:

- **Late arrivals:**
  Children arriving **after 9:00 AM** are **not eligible** to be claimed for **breakfast**. This report will help you spot those cases.
- **School transitions:**
  If a child leaves for school and returns later in the day, verify that they were **signed out and back in** appropriately.
- **PM Snack Considerations:**
  Ensure that any child returning from school arrives **within your approved PM snack time window.**

You may need to have **two different PM snack times**:

- One for children **not attending school**
- One for children **returning from school later**

Reviewing this report regularly helps avoid disallowances and ensures your claim is accurate and compliant.

F. Final Check Before Submitting Your Claim

After reviewing all reports to catch and correct any errors, there's **one final step** you can take to help ensure your claim is complete and accurate.

To perform this final check:

1. Go to the **Food Program** section in KidKare.
2. Select **"Send to Sponsor."**
3. At the bottom of the page, click **"Verify In/Out."**

This tool will alert you to any issues with attendance times that may affect meal eligibility. Addressing these before submitting helps prevent errors and potential disallowances in your reimbursement.

Reviewing Claim Errors After Submission

After submitting your claim, you can check for any errors that may affect your reimbursement.

To run the report:

1. Go to the **Reports** section in KidKare.
2. Click on **"Select Category"** and choose **Claim Statements**.
3. Click on **"Select a Report"** and choose **Claimed Summary and Error**.
4. Click on **"Select a Month"** and choose the month you want to review.

This report will show you:

- Any **errors** or **warnings** found in your claim
- Which **meals were disallowed**
- Which **children or meal times** may have caused an issue

If you see something that doesn't look right, please don't hesitate to **call your monitor or contact the office.** We're here to help resolve issues and ensure you receive the maximum reimbursement possible. In some cases, **supporting documentation may be required** to correct an error.

Understanding Claim Warnings and Disallows

Child Warning or **Child Disallow** messages may appear at the end of each row. These are important:

- A **warning** is a flag that something might need review
- A **disallow** means that reimbursement for that meal (for one child or all children) has been deducted
- In some cases, we can **change a warning to a disallow** (or vice versa), depending on the accuracy of your documentation.

If you believe an error was made and would like it to be reviewed, **please contact us**. We will work with you to resolve the issue and ensure your claim is as accurate and complete as possible.

You can contact us at:

Phone - 509-458-2403
Email - CACFP@fbhwa.org