Monthly Processes with KidKare

KidKare allows providers to record claims in two (2) different formats:

- Online via KidKare
- Handwritten Forms

These claims can be processed in four (4) ways: online, manually, or via Direct Entry. In addition to the tasks listed in the table below, you should complete the following tasks monthly:

- Prepare and print state claim reports for your original claim submission to the state.
- Print provider checks, issue direct deposits, and/or generate provider payment information for your accounting system.
- Print provider error letters, and mail them to providers who do not use KidKare.
- Manage claim adjustments and late provider claims.

	KidKare	Handwritten Forms
	Start/complete before the first of the month.	
1	Advance your Current Claim Month on the last day of the month (or earlier, if you begin changing provider information for the upcoming month).	
2	Updated provider information: Update tier/licensing information, remove old providers, and enroll new providers.	
3	Enter any state/federal holidays for the **following** month.	If handling handwritten forms manually, skip this step. If you use Direct Entry, you must complete this step.
4	Enter any school district-wide or sponsor-wide school holidays or vacation days for the **following** month.	If handling handwritten forms manually, skip this step. If you use Direct Entry, you must complete this step.
	Begin after the first day of the month.	
5	Open the mail (Child Enrollment reports only).	Open the mail (as you do currently), and track received claims.
6	Not necessary, as providers complete this step themselves.	Complete any child withdrawals (from submitted CIFs or any manual forms you use).
7	Activate new children. Cross-reference received and signed child enrollment forms.	Manually enroll new children.
8	Finish managing child Tier information.	Input child Tier information (if it was not supplied when you enrolled children).

9	Not necessary, as providers complete this step themselves.	If handling handwritten forms manually, update child information (school eligibility, special diets, and so on). If you use Direct Entry, you must manage all other CIF information.
10	Note any doctor's statements you've received for infants who require a special diet.	
11	Manually add review information.	
12	Not necessary, as this information is automatically transmitted from the provider.	If handling handwritten menus manually, this is not necessary. If you use Direct Entry, manually review the foods and then use the Record Full Month Attendance function.
13	Process claims via the software.	If handling handwritten menus manually, process claims by hand, and enter the results as a Manual Claim. If you use Direct Entry, process claims via the software.
14	Review the processed claims, and make claim changes or re-process as necessary.	If handled manually, this is not necessary. If you use Direct Entry, review the processed claims.