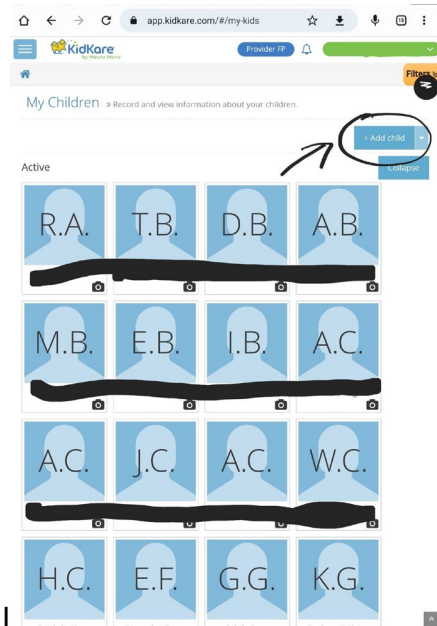
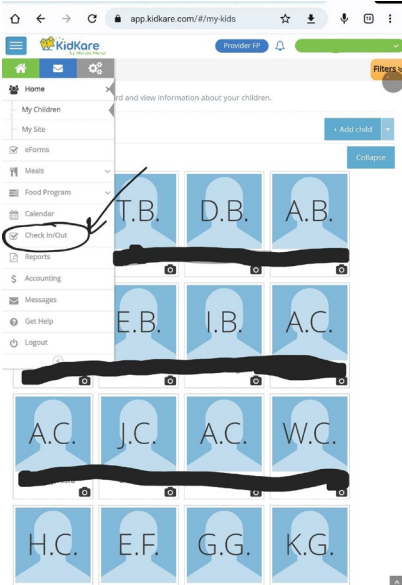


# Tips on Navigating KidKare

Click here to add child, use food Enrollment forms for information. Yellow copy goes in child's file, white copy to the office



Go to Check in/out. Use sign in sheets to sign each child in/out for the day.



app.kidkare.com/#/in-out

KidKare by Minute Menu

Provider FP

Check In/Out

04/03/2023

Expand all

IN	OUT

app.kidkare.com/#/in-out

KidKare by Minute Menu

Provider FP

Check In/Out

04/03/2023

Expand all

IN	OUT
8:59 AM	12:00 PM

+

If the child left and came back, add a row.

app.kidkare.com/#/in-out

KidKare by Minute Menu

Provider FP

Check In/Out

04/03/2023

Expand all

IN	OUT
8:59 AM	12:00 PM
1:00 PM	4:51 PM

+

To pre-schedule a menu:

🏠 > Calendar

Provider Child Meals **Schedule Menus**

Infants **Non-Infants**

Print Scheduled Menus

April 2023 Copy days < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Breakfast Lunch PM Snack	28 Breakfast Lunch PM Snack	29 Breakfast Lunch PM Snack	30 Breakfast Lunch PM Snack	31 Breakfast Lunch PM Snack	1
2	3 Breakfast Lunch PM Snack	4 Breakfast Lunch PM Snack	5 Breakfast Lunch PM Snack	6 Breakfast Lunch PM Snack	7 Breakfast Lunch PM Snack	8
9	10 Breakfast Lunch PM Snack	11 Breakfast Lunch PM Snack	12 Breakfast Lunch PM Snack	13 Breakfast Lunch PM Snack	14 Breakfast Lunch PM Snack	15
16	17 Breakfast Lunch PM Snack	18 Breakfast Lunch PM Snack	19 Breakfast Lunch PM Snack	20 Breakfast Lunch PM Snack	21 Breakfast Lunch PM Snack	22
23	24 Breakfast Lunch PM Snack	25 Breakfast Lunch PM Snack	26 Breakfast Lunch PM Snack	27 Breakfast Lunch PM Snack	28 Breakfast Lunch PM Snack	29
30	1 Breakfast Lunch PM Snack	2 Breakfast Lunch PM Snack	3 Breakfast Lunch PM Snack	4 Breakfast Lunch PM Snack	5 Breakfast Lunch PM Snack	6

⏪

To copy and paste days or weeks (such as when using a cycle menu):

Print Scheduled Menus

April 2023

**Copy days** < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Breakfast Lunch PM Snack	28 Breakfast Lunch PM Snack	29 Breakfast Lunch PM Snack	30 Breakfast Lunch PM Snack	31 Breakfast Lunch PM Snack	1
2	3 Breakfast Lunch PM Snack	4 Breakfast Lunch PM Snack	5 Breakfast Lunch PM Snack	6 Breakfast Lunch PM Snack	7 Breakfast Lunch PM Snack	8
9	10 Breakfast Lunch PM Snack	11 Breakfast Lunch PM Snack	12 Breakfast Lunch PM Snack	13 Breakfast Lunch PM Snack	14 Breakfast Lunch PM Snack	15
16	17 Breakfast Lunch PM Snack	18 Breakfast Lunch PM Snack	19 Breakfast Lunch PM Snack	20 Breakfast Lunch PM Snack	21 Breakfast Lunch PM Snack	22
23	24 Breakfast Lunch PM Snack	25 Breakfast Lunch PM Snack	26 Breakfast Lunch PM Snack	27 Breakfast Lunch PM Snack	28 Breakfast Lunch PM Snack	29
30	1 Breakfast Lunch PM Snack	2 Breakfast Lunch PM Snack	3 Breakfast Lunch PM Snack	4 Breakfast Lunch PM Snack	5 Breakfast Lunch PM Snack	6

Repeat menu Day **Multi-Day** Infants **Non-Infants**

What days would you like to copy?

From

Select a day

To

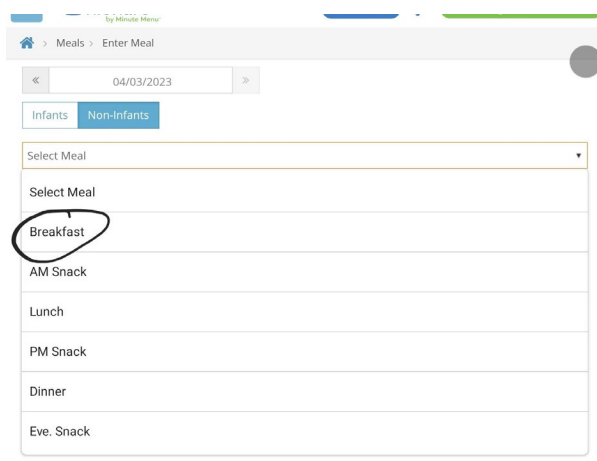
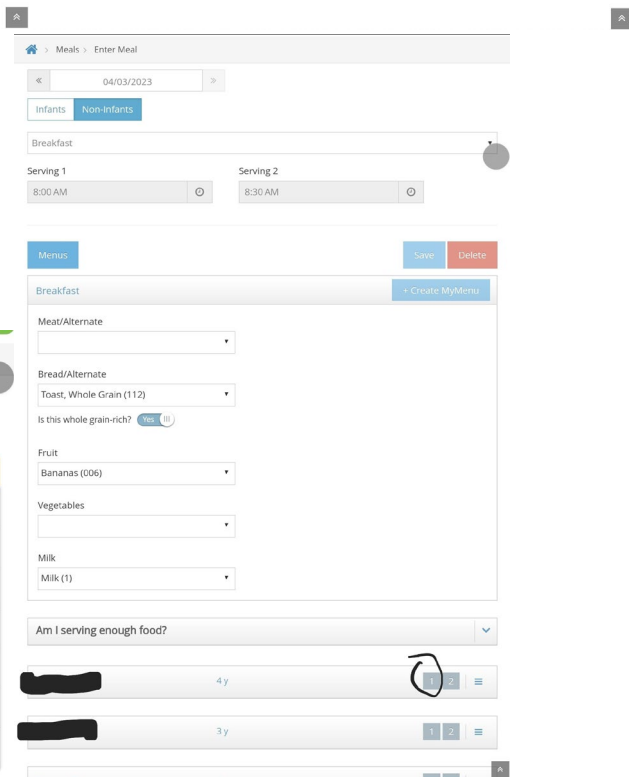
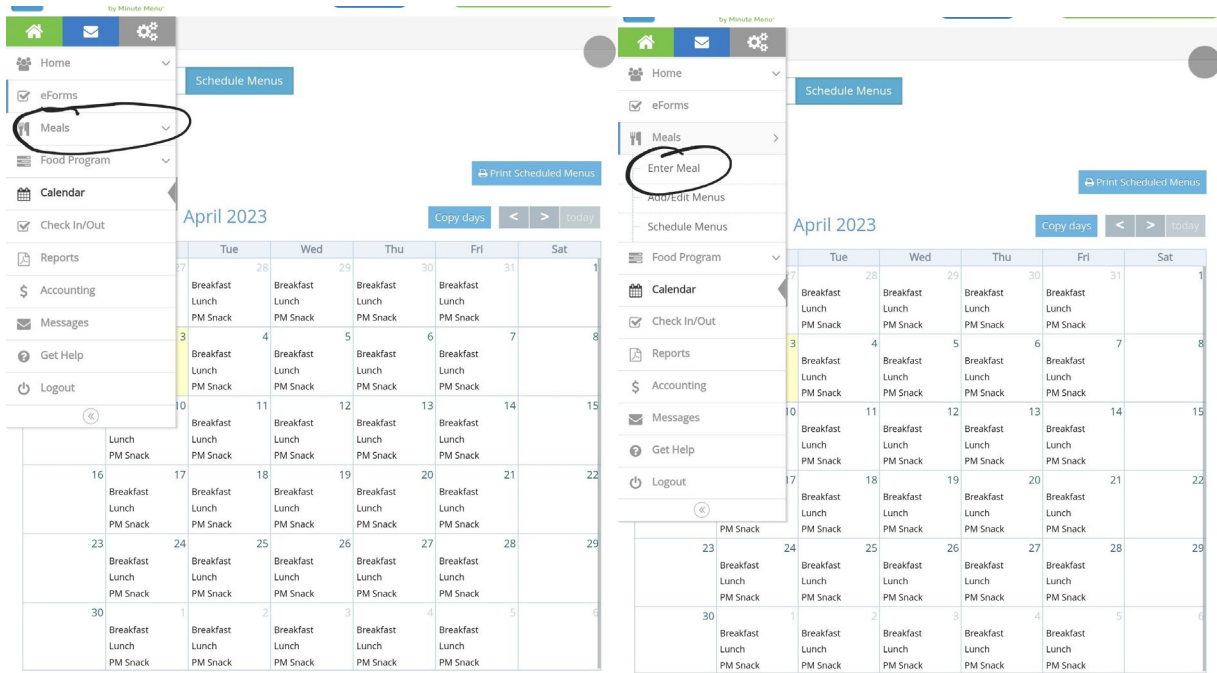
Select a day

Begin pasting on: Select a day  Skip weekends

When you press OK, any existing menus for the date range you have selected will be replaced with the menu.

OK

Now to add each child onto your daily meals:



To add a meal for an infant 12 months or younger:

by Minute Menu

Meals > Enter Meal

<< 04/03/2023 >>

Infants Non-Infants

Breakfast

Serving 1 8:00 AM

Serving 2 8:30 AM

Menus Save Delete

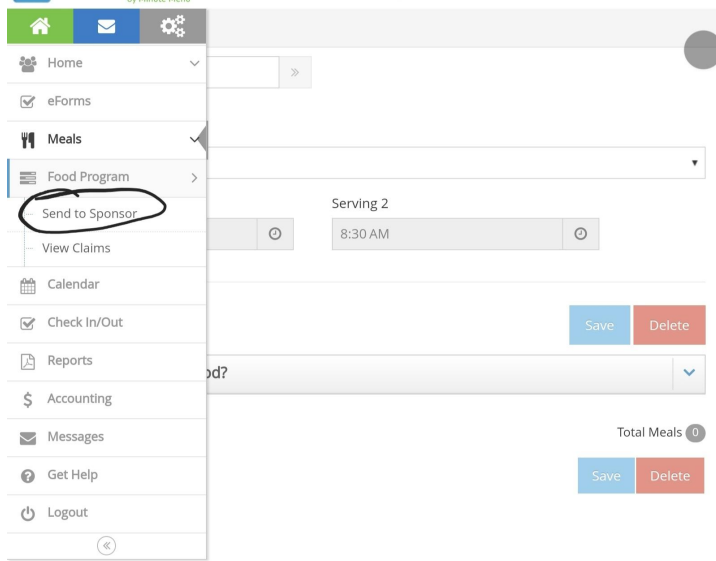
Am I serving enough food?

Total Attendance 0 0 Total Meals 0

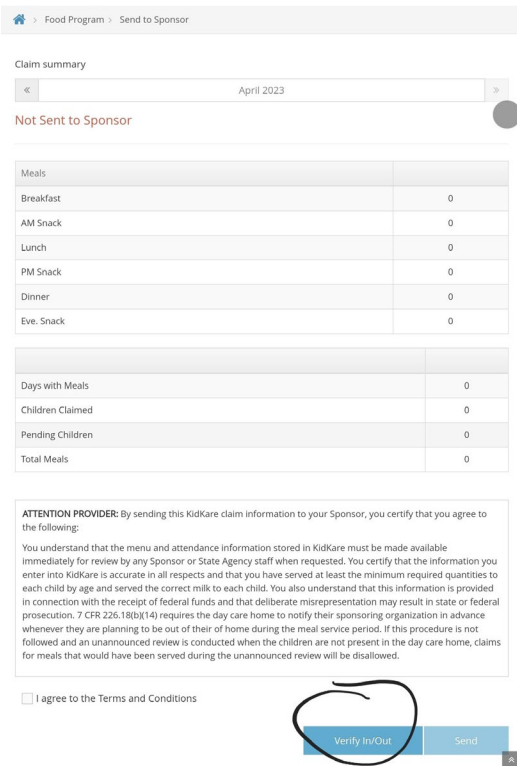
Save Delete

---

At the end of the month go to "send to sponsor"



Click Verify in/out, the system will flag any mistakes from signing children in or out.



Then to send to food coordinator, click agree and send. Only do this at the end of the month.

Home > Food Program > Send to Sponsor

Claim summary

« April 2023 »

Not Sent to Sponsor

Meals	
Breakfast	0
AM Snack	0
Lunch	0
PM Snack	0
Dinner	0
Eve. Snack	0

Days with Meals	0
Children Claimed	0
Pending Children	0
Total Meals	0

**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 and that you have served at least the minimum required quantities to each child by age and served the correct milk to each child. 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.

I agree to the Terms and Conditions

Verify In/Out   Send

After your claim has been processed, you can view last month's claim by going to view claims and print claim summary. It goes over anything that was not accepted with a code. This



provider claimed a snack where the kids were not signed in. It's always a good idea to look at past claims to be able to correct future mistakes.

Food Program > View Claims

February 2023

Meals	Tier 1
Breakfast	101
AM Snack	0
Lunch	75
PM Snack	72
Dinner	6
Eve. Snack	6

Sent to sponsor  
02/28/2023  
Processed  
03/08/2023  
Sent to state  
03/10/2023  
Paid  
Total State \$  
\$0.00  
Total Federal \$  
\$489.56

[Print Claim Summary](#)

**Claim Summary and Errors Report**  
 Provider: [REDACTED] Provider State Id: [REDACTED] Claim Month: January 2023 Claim Source: WEB  
 Upon receiving your claim information, we reviewed each meal to ensure appropriate nutritional and other guidelines were followed. Any problems encountered during that review have been noted below. The errors listed below have been used to deduct meals from your claim as indicated. If you have any questions about these errors, you must contact the office within 10 days from this notice.  
 Thank you for continuing to provide nutritious meals and snacks to the children in your care. We appreciate all your efforts.  
 Sincerely,  
 Minot AFB: ABC Food Program

	Brk	AMS	Lun	PMS	Din	EVS	Tier 1 Amt:	501.65
Tier 1	98	0	78	105	0	0	Tier 2 Amt:	
Tier 2	0	0	0	0	0	0	Claim Amount:	501.65

DisAllowed	Brk	AMS	Lun	PMS	Din	EVS
Tier 1	0	0	0	3	0	0
Tier 2	0	0	0	0	0	0

37 Child not present at meal time according to daily in/out times.  
 [REDACTED] 1/23:P - Child Disallowed  
 [REDACTED] 1/23:P - Child Disallowed  
 [REDACTED] 1/11:P - Child Disallowed



provider submitted meals for snack when children were already signed out for the day.