

ACCESSING YOUR MEAL CLAIMING ACCOUNT

Step 1- Go to www.kidkare.com

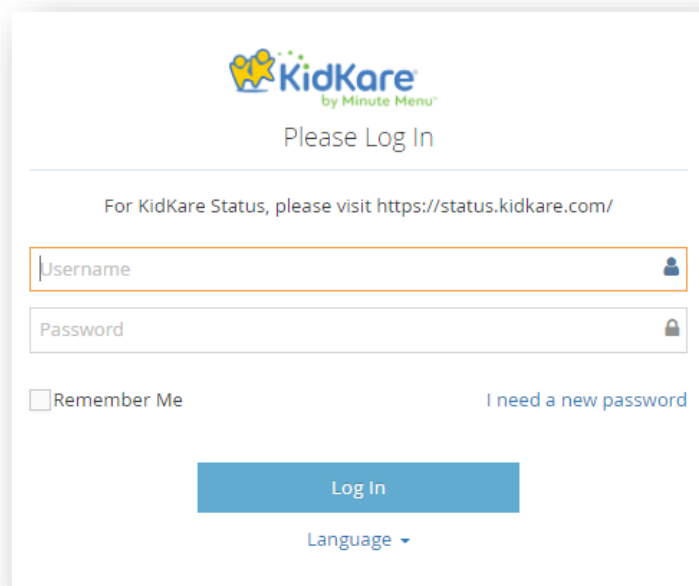
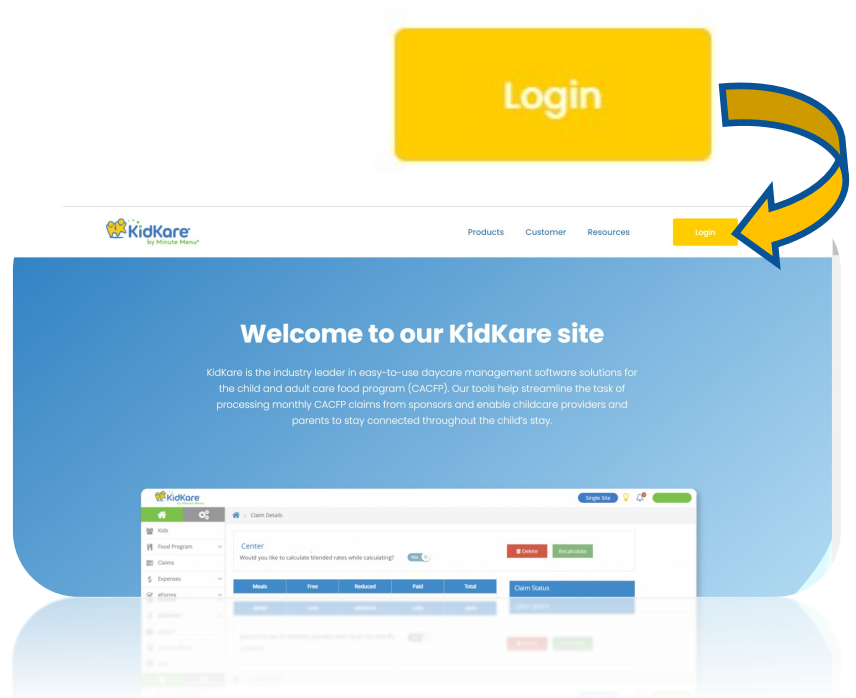
Reminder: Kare is spelled with a “K”

www.KidKare.com

Step 2— Click on LOGIN, located on the top right corner

Step 3— Enter your user ID & password provided by our agency

Click on Remember Me to avoid having to enter your log in information every time.



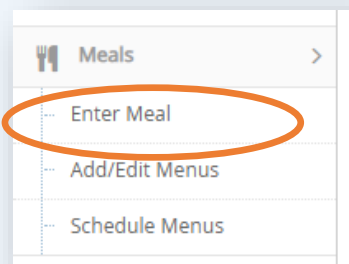
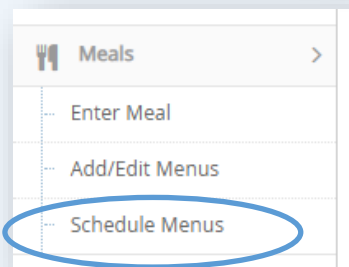
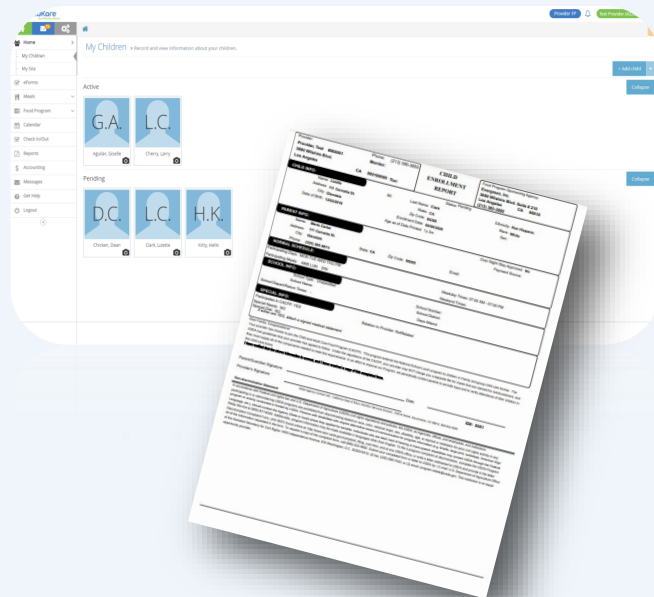
How to begin claiming and get reimbursed?

Step 1: Enroll the daycare children (you only do this one time). Make sure to print the enrollment, sign /date it and mail it to our office within **5** days from when the parent/guardian signed the enrollment form. Ensure to keep a **copy** and save it for 4 years (we will ask to see your copies during our visits to your facility). You may begin to claim meals as soon as the parent signs

Step 2: Menus **MUST** be recorded **in advance**, a night before, a week in advance or no later than 2 hours prior to the meal service (Click on Meals > Schedule Menus)

Step 3: Meal attendance must be recorded **EVERY DAY before 10PM** (Click on Meals > Enter Meal).
**** Only do the attendance for the meals in which you registered with our agency.**

Step 4: At the **END OF THE MONTH** authorize us to submit your claim to the State (Click on Food Program > Submit Claim to Sponsor)



Don't forget to review your **Claim Summary Report** to see how much reimbursement you will be receiving in approximately 4-6 weeks after you submit your claim (Click on Food Program > View Claims > Print Claim Summary Report)

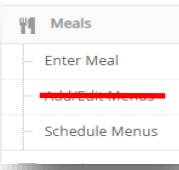
Home:

My Children – Here you can **enroll a new child**, see active & pending children’s information, delete a child, and **print children’s enrollment applications**.

My Site – View/edit provider’s contact information.

Settings: Click here to change the page language to English or Spanish.

Meals:



- **Enter Meal (Do before 10PM every day)**– Here you will record your meal attendance daily before 10PM. Don’t forget to click **SAVE** after recording the meal attendance.
- **Add/Edit Menus– Do not use this feature until you learn to schedule menus.**
- **Schedule Menus**– Pre-plan your menus here for the day, week, month (s) here. You may view and print your scheduled menus (click on the button on top of the schedule meals calendar that says **Print Scheduled Menus**).

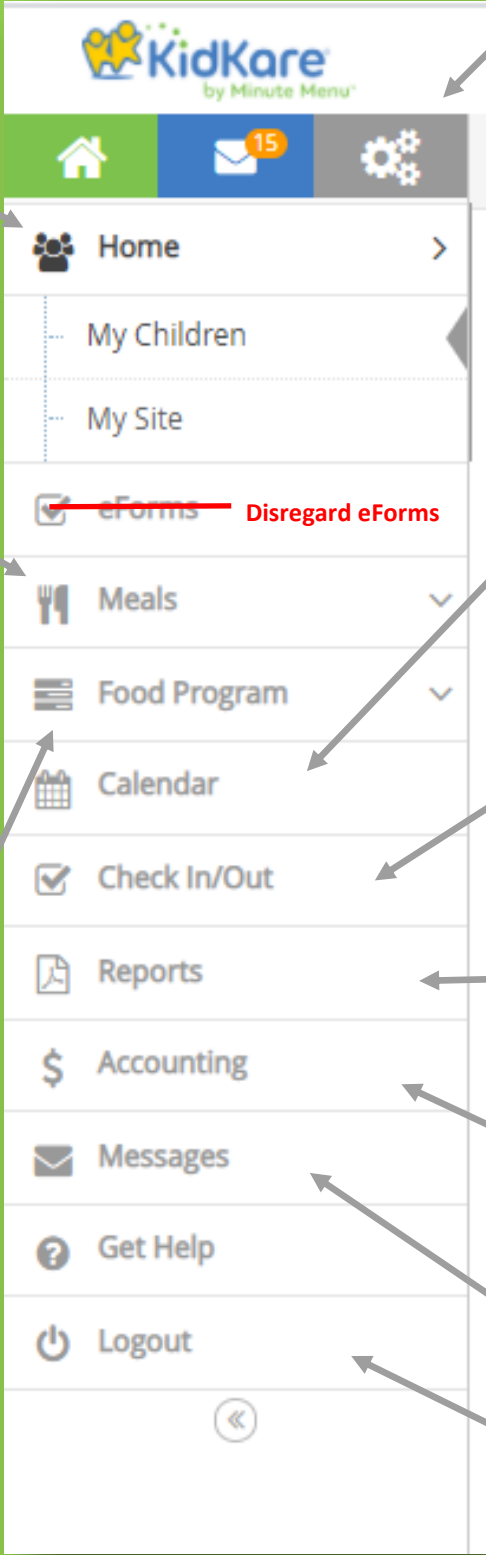
Calendar: Child Calendar (used to report **SCHOOL OUT DAYS**), **Meals Calendar** (check meals you have claimed), and your schedule menus calendar. **Do not use the “Provider” calendar. if you are going to be closed you must notify our agency by email or phone call in advance.**

Food Program:

Send to Sponsor- Click here to **SUBMIT YOUR CLAIM at the END of the month**. Make sure to check **“I agree to the Terms and Conditions”** then click **SEND**.

View Claims: Here you can pull up your Claim Summary Report and see how much reimbursement you will be receiving.

Check In/Out (Not applicable to most providers): If required, this is where you record the children’s daily in & out times.



Reports: Access child reports, meal attendance, claim statements (such as: claim summary and ERROR report) , worksheets, and scheduled menus reports here.

Accounting: This is optional. Evergreen does not pay for the accounting service.

Messages: See messages from Evergreen.

Logout: Click here to log out from the account.

INSTRUCTIONS:



Enrolling a Child: On side tool bar select HOME>MY KIDS> +ADD CHILD

Print Enrollments: After enrolling a child, in case you were unable to print the new child's enrollment after finalizing it, on side tool bar select HOME>MY KIDS> UNDER THE PENDING SECTION, CLICK ON THE NEW CHILD'S NAME > UNDER THE CHILD'S PICTURE ICON, CLICK ON **ENROLLMENT FORM**.

Schedule Menus: On side tool bar select MEALS>SCHEDULE MENUS> SELECT NON INFANTS OR INFANTS>CLICK ONCE ON THE DATE IN WHICH YOU WANT TO SCHEDULE A MEAL (*Don't forget to click the **SAVE** button. Also, you may type in the food component*).

Print/View Your Scheduled Menus: After you registered your meals under the SCHEDULE MENUS calendar, on top of the calendar there is a print schedule menus button.

Recording Meal Attendance (MUST be recorded daily prior to 10PM): On the side tool bar select MEALS>ENTER MEAL>SELECT NON INFANT OR INFANT>SELECT THE MEAL YOU WISH TO DO ATTENDANCE FOR>CLICK ON THE CHILDREN THAT YOU WANT TO CLAIM>ONCE DONE, CLICK THE **SAVE** BUTTON.

Confirming that the Meal

Attendance Saved: After recording the attendance, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT MEAL calendar. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance.

B= Breakfast A= AM Snack L= Lunch P= PM Snack D= Dinner

Submitting Your Meal Claim at

the End of the Month: At the END OF THE MONTH authorize us to submit your claim to the State. Click on Food Program > Submit Claim to Sponsor. Make sure to check "I agree to the Terms and Conditions" on the bottom and then click **SEND**. You will see a confirmation message on the top of the screen after you click send.

View Your **Error Report** after

Submitting Your Meal Claim

(available 1-2 business days

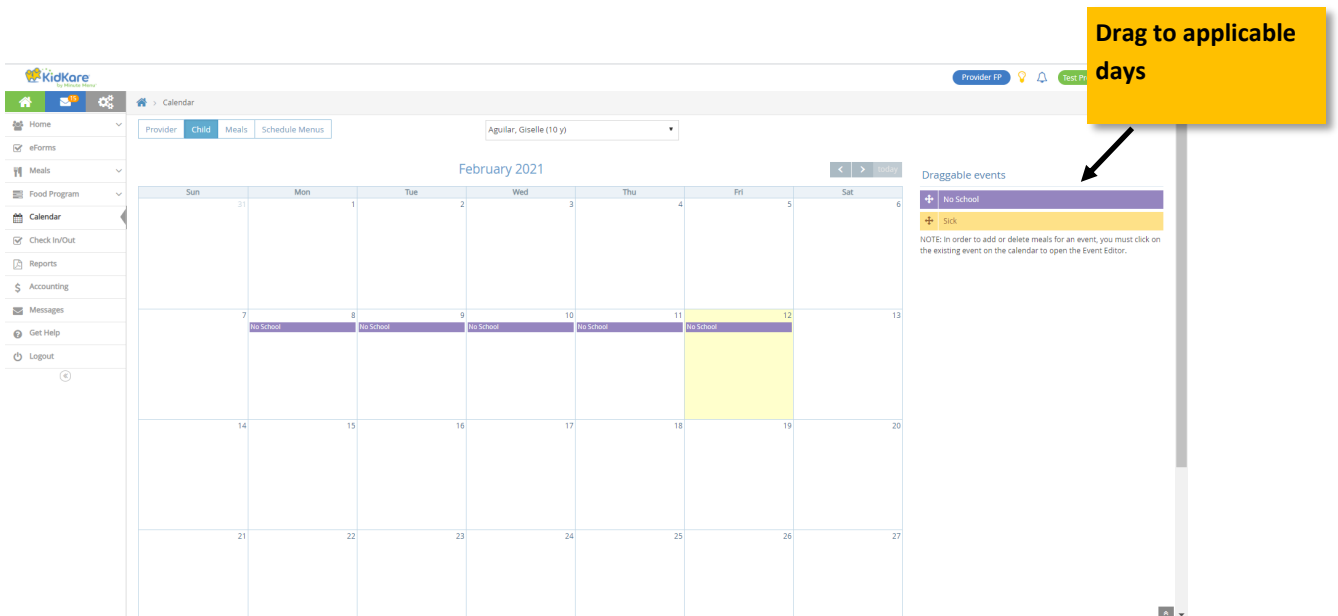
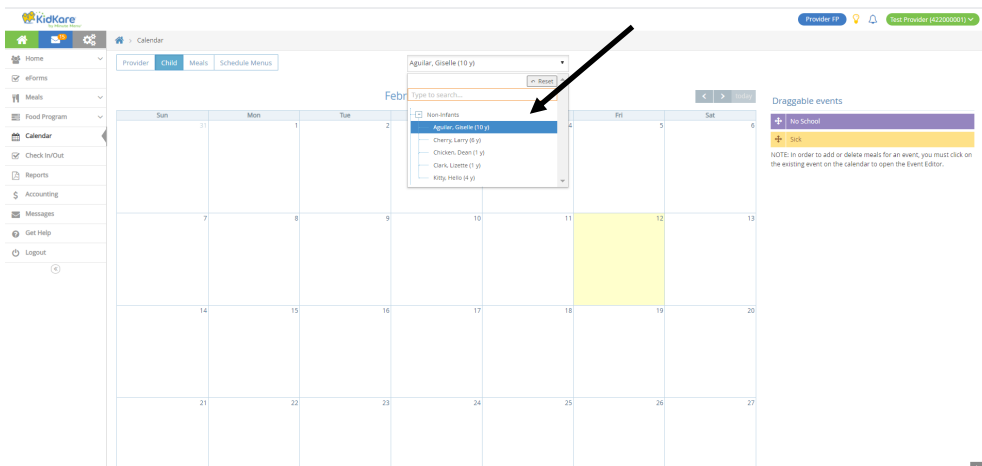
after submitting your claim): On side tool bar select Food Program>View Claims> Print Claim Summary.

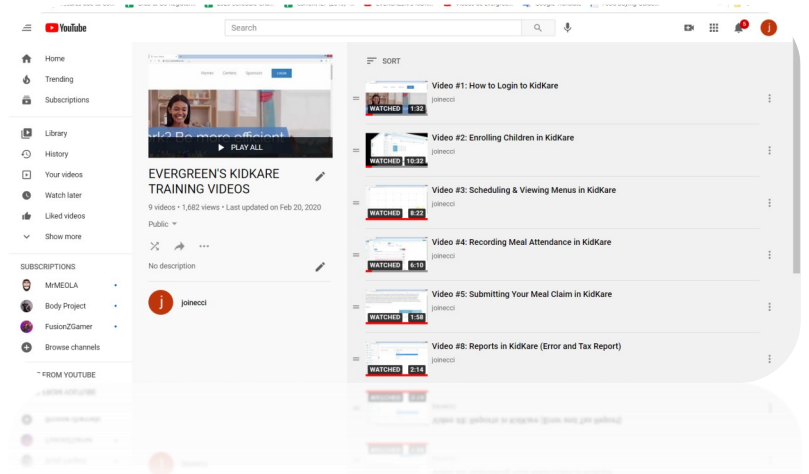
URGENT REMINDER IF YOU HAVE SCHOOL AGE CHILDREN

Reporting when school age children do not physically attend

school: In order to receive credit for school age children's AM Snack and Lunch meals, you need to log in the school out dates on the child's calendar before the current month ends. To do so click on **Calendar** on the side tool bar> On the top section, select the **child** calendar> Then click on the drop down menu to select the name of the child you wish to access > Drag the **NO SCHOOL** OR **SICK** box to the applicable dates in which the child did not attend school.

If you make a mistake, simply click on the date and select delete





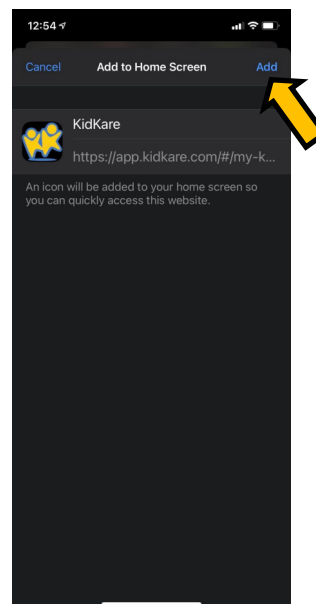
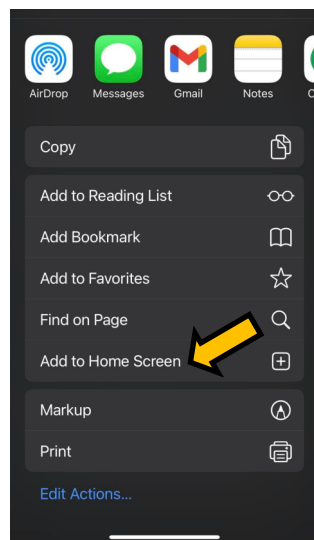
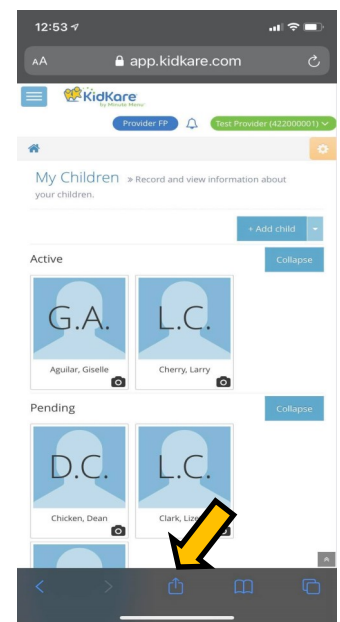
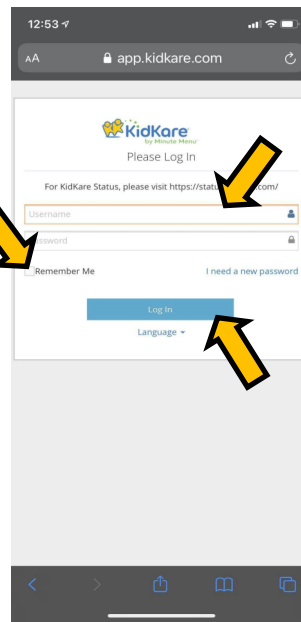
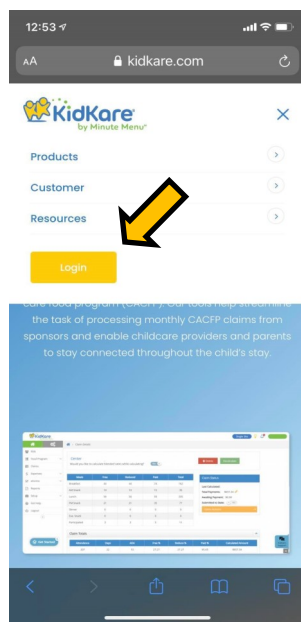
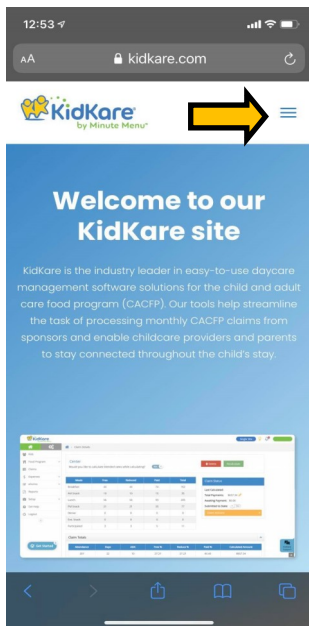
EVERGREEN HAS KIDKARE TUTORIAL VIDEOS AVAILABLE AT YOUTUBE. TO VIEW VIDEO CLICK ON THE LINK BELOW.

[HTTPS://YOUTUBE.COM/PLAYLIST?LIST=PLOKOIO_UYXLBTRMPY1GITFV-ZT81FBAI](https://youtube.com/playlist?list=PLOKOIO_UYXLBTRMPY1GITFV-ZT81FBAI)

ADDING KIDKARE SHORTCUT ON YOUR IPHONE

Note: There is not an app for KidKare. However, you can add a shortcut to the page to your home screen.

Start by going to [KidKare.com](https://www.kidkare.com) on your mobile's internet browser and follow the instructions below.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
 2. **fax:** (833) 256-1665 or (202) 690-7442; or
- email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.