

Web Claim Checklist

Review this checklist before you submit your monthly claim. This list will help you find and correct common errors, so that you can get the maximum reimbursement.

- **Is the new Child Enrollment Report complete?**

The final step in the enrollment process is *Enroll/Print*. Print two copies (one to send to FRAMAX, and one for your records). Once the child is enrolled, verify the child's information before printing the enrollment.

- **Does the parent's signature date match the child's enrollment date on the Child Enrollment Report?**

Child Enrollment Reports must be completed on (or before) the child's first day of care, and the parent's signature date should reflect this. If these dates do not match, FRAMAX will use the parent's signature date as the official enrollment date.

- **Have you mailed in all new Child Enrollment Reports? Did the Modesto office receive these enrollments?**

There is a quick and easy way for you to verify if your enrollments have been received and activated. Go to *My Kids* and select the child that you want to view. The child's status should say "active". You should not have any "pending" enrollments when you submit your claim.

- **Is the Breastmilk and Iron-Fortified Infant Formula (IFIF) section complete on the Child Enrollment Report?**

Under the formula option you must select the person supplying the breastmilk/formula. Your "house brand" formula name must be entered. If the parent decides to provide the breastmilk/formula, you must also enter the parent's formula name. Under the food option you must select the person supplying the food. If the parent is supplying the breastmilk/formula **and** food then the infant cannot be reimbursed.

- **Are you selecting the right formula option when recording your infant meals?**

You must select the formula option that corresponds with the infant's enrollment. For example: if the infant's enrollment indicates that the parent supplies the formula, then you must select "Breastmilk/Parent Provided Formula (13)" for the infant milk section of the meal.

- **Does your Provider Business calendar accurately match your schedule for the month?**

If you were closed during the month, this needs to be noted on your calendar. If you marked yourself closed but ended up doing child care, be sure to delete the "closed" notation on your calendar for that particular day.

- **Was there a major holiday this claim month? Did you submit your Holiday Verification Form?**

Parent verification is needed when you claim on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving, and Christmas Day. These forms are available online at www.framax.net, upon request, and are periodically included in our monthly newsletter.

- **Have you reviewed your Claimed Foods and Attendance Report?**

You can find this report by going to "Reports". Select *Meals and Attendance* as your category. Select *Foods and Attendance* as your report. Choose the current claim month, then click the *Run* button. The report will generate as a PDF and you should see it in the lower left of your screen (near the taskbar). If generating this report on a tablet or mobile device, it should just pop up on your screen. This report allows you to look over your entire claim before you submit it.

- **Are you submitting your claim on time?**

Your claim must be submitted on the last working day of the month. If your claim is filed after 5PM on the 5th day of the month, it will not be reimbursed. Please consult your Standard, and KidKare Agreements for the complete claim due date policy.

