

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 finalizing and printing the enrollment. Print **two** copies (one to send to FRAMAX, and one for your records). Once the enrollments are printed, check the child's status. The status should say "Pending". If it says "Wizard Incomplete", you need to go back into Enroll Child Wizard, click on the child's name and finalize 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 Child Information 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 formula. Your "house brand" formula name must be entered. If the parent decides to provide the 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 supplies the food, you will only be able claim the infant from 0 to 7 months. You can only claim snacks when the infant turns 8 months (when all food components are required to be served, and must be supplied by the provider).

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 daycare, 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 upon request and are periodically included in the monthly newsletter.

Have you reviewed your Claimed Foods and Attendance Report?

You can find this report by going to "Reports". If you are using Minute Menu Kids (or Pro) go to "Claims & Record Meals". If you are using WebKids go to "Claim". Then (for Minute Menu Kids/Pro and WebKids), click on "Claim Foods and Attendance". This report allows you to look over you entire claim before you submit it.

Are you submitting your claim on time?

Your claim must be submitted before 5 pm on 5th day of the month. If your claim is filed after this date it will not be reimbursed. Please consult your Agreement for FRAMAX Users of WebKIDS[®] and Minute Menu KIDS[®] for the complete claim due date policy.