

Changing the Claim Month:

You may need to change your claim month to the current month. At the top of your screen you will see your name and Claim Month: If you are not in the current month, in the gray tool bar click on Claims and choose Change Claim Month.



The Change Claim Month window will appear. You will then need to click the right hand set of arrows until you see the correct month and year, then click Save. A prompt will pop up telling you that the claim month as successfully been changed. You can click OK and then click Close.



Enrolling New Children:

Click on Enroll Child



The Enroll New Child screen will appear.

The screenshot shows a web browser window titled "Manage Child Information - Microsoft Internet Explorer provided by SBC Yahoo! DSL". The main content area is a form titled "Enroll New Child" with a "Help" button and a "Ready" status indicator. The form is divided into four tabs: "Child", "Parent", "Schedule", and "Special". The "Child" tab is currently selected and contains the following fields and options:

- First Name: [text input] MI: [text input] Last Name: [text input]
- Date of Birth: [calendar icon]
- Address: [text input] Copy from Sibling: [button]
- City: [text input] State: [dropdown menu] Zip Code: [text input]
- SSN: [text input] Relation to Provider: [dropdown menu]
- Sex: [dropdown menu] Participates in CACFP
- Child RACE (check all that apply):
 - White Asian Pacific Islander Black Hispanic American Indian Not Given
- Enrollment Date: [calendar icon]

At the bottom of the form are four buttons: "Delete", "Back", "Next", and "Close for Now". The browser's status bar shows "Ready" and "Internet".

You will notice the Child, Parent, Schedule and Special tabs.

Enter the information completely on each tab then click on Next. You will do this for each tab. Enter the Parent information, the schedule and school information. Enter any Special information.

When you are finished with the Special tab and click Next a window will pop up; you will then choose to Finalize the Enrollment. Always finalize your new enrollments.

You will be given the option to Print the enrollment from this screen. Print and have the parent sign and date the enrollment.

Make a copy of the signed enrollment for your records.

Mail the original signed enrollment to the Columbus Office immediately to be activated.

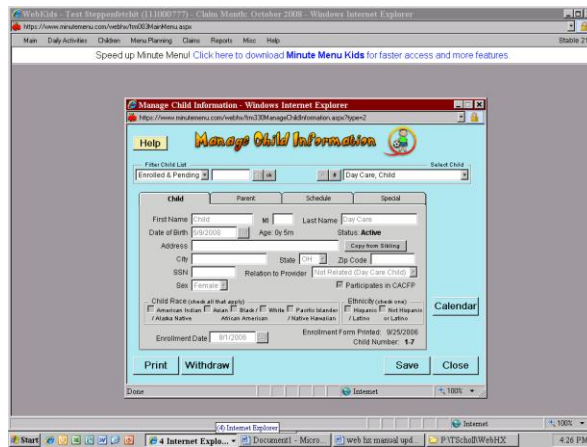
Tips for Enrolling New Children: The Columbus Office must receive this enrollment before you submit at the end of the month in order for you to be reimbursed for the child. Mail in your enrollments in as your doing them.

Managing and Updating Child Information:

To update a child's information click on List Children.



This will bring up the Manage child information screen, to the right click on Select Child. Click on the child you wish to view.

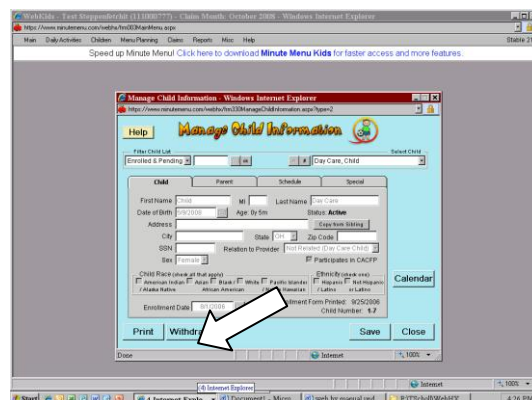


Update the Parent information, and the Schedule, information, just type in the new information and click save. If updating Child information or Special information at the bottom you will see the option to print. This will print a new enrollment, print the enrollment and hand write the updates, have a parent sign, you sign, and send into the Columbus office as you are doing them.

Tips for Managing the child information: under the child's last name you will see the word Status, in most cases it should say **Active**, when you enroll new children it will say **Pending**. You will want to check this after enrolling a new child, make sure that Pending changes to Active. This is how you will know we got the signed enrollment. This is why you want to mail in your new enrollments as you are doing them. If it doesn't change and it's getting close to the end of the month please let us know.

Withdrawing a Child:

Click on List Children and choose the child that needs to be withdrawn. At the bottom of the screen click on Withdraw; it will ask you for the effective date. Enter the last date the child was in care, Click withdraw. There is no need to print anything to send in.



Tips for withdrawing a child: Make sure the child is not coming back, once a child is withdrawn he/she will need to be reactivated, you can not enroll the same child more then once.

Enrollment Renewal Month:

You are still required to do the enrollment renewal every year for your children. Click on Reports, go down to Child and then Enrollment Renewal Worksheet.



This will cause an Enrollment Renewal Worksheet to be generated in the Adobe Acrobat Program. (Once this report is generated, print it.) As an online claimer you will not receive the renewal by mail. You will need to print the renewal, have your parents make any changes to the child’s information, you will then update the information for each of your day care children. Print the renewal again, have the parents sign in the space provided and send in to the Columbus office. Please check below for your renewal month. Please note the year as well, you may be required to do this more then once

Renewal Calendar Month	County
December-10	Athens, Carroll, Champaign, Crawford, Defiance, Hamilton, Harrison, Highland, Medina, Meigs, Morgan, Morrow, Paulding, Perry, Ross, Seneca, Summit, Washington, Wyandot
January-11	Franklin
February-11	Adams, Allen, Ashtabula, Brown, Clearmont, Clinton, Delaware, Fulton, Gallia, Greene, Guernsey, Hancock, Hocking, Huron, Jackson, Knox, Lawrence, Logan, Lucas, Mahoning, Marion, Miami, Monroe, Ottawa, Pike, Sandusky, Scioto, Shelby, Stark, Van Wert, Vinton, Warren, Wayne, Williams, Wood
March-11	Auglaize, Butler, Clark, Coshocton, Cuyahoga, Darke, Erie, Geauga, Hardin, Henry, Jefferson, Lake, Madison, Mercer, Muskingum, Preble, Putnam, Trumbull
April-11	Ashland, Belmont, Columbiana, Fairfield, Fayette, Holmes, Licking, Lorain, Montgomery, Noble, Pickaway, Portage, Richland, Tuscarawas, Union
July-11	Athens, Carroll, Champaign, Crawford, Defiance, Harrison, Highland, Medina, Meigs, Morgan, Morrow, Paulding, Perry, Ross, Seneca, Summit, Washington, Wyandot
August-11	Hamilton

September-11	Adams, Allen, Brown, Clermont, Clinton, Fulton, Greene, Guernsey, Huron, Jackson, Monroe, Ottawa, Pike, sandusky, Stark, Vinton, Warren, Wayne, Williams
October-11	Ashtabula, Delaware, Gallia, Hancock, Hocking, Knox, Lawrence, Logan, Lucas, Mahoning, Marion, Miami, Scioto, Shelby, Van Wert, Wood
November-11	Franklin County (Providers who's last name starts with: A-J)
December-11	Franklin County (Providers who's last name starts with: K-Z)
January-12	Cuyahoga
February-12	Auglaize, Butler, Clark, Coshocton, darke, Erie, Geauga, Hardin, Henry, Jefferson, Lake, Madison, Mercer, Muskingum, Preble, Putnam, Trumbull
March-12	Ashland, Belmont, Columbiana, Fairfield, Fayette, Holmes, Licking, Lorain, Noble, Pickaway, Portage, Richland, Tuscarawas, Union
April-12	Montgomery

**Renewal of both: Income Eligibilities and Child Enrollments are due.*

Update, correct or add the following:

1. Child's name and address
2. Parent's name, address, work and home phone numbers
3. Date of birth
4. Relation is the child's relationship to you. Example: Own, Foster, Related, None.
5. School Type is designated by a letter.
(There is a legend on the bottom of the last page with all school type letters. Choose the correct letter for the child and write it in.)
6. Pay Source is one of three things:
 - A. Public: The County pays for child care.
 - B. Private: The parents pay for child care.
 - C. Not Paid: You are not being paid for child care by anyone; it is free for whatever reason.
7. Migrant Worker's Child (Requires a yes or no answer only.)

8. There are three sets of times that may pertain to each child.
 - A. Times: The drop off and pick up times Monday through Friday. *If hours vary use the majority
 - B. School: The time school starts and stops for the child. *If relevant
 - C. Weekend: The drop off and pick up times during the weekends. *If relevant
9. Participation: Mark the days of the week and meals that this child will attend as well as any days and meals that could be a possibility within this year. *Very important; may cause disallowances otherwise. Parent must sign and date beside each child in order for the child to be renewed.
*Provider will need to sign for own or foster children.

10. Make a copy of signed renewal for your records; mail the original to the Columbus office *before the end* of your renewal month.

**When received in the office, signed children will be updated and renewed for another year. Children who are not signed for *will* be withdrawn. No exceptions.

**Late renewals will be effective in the month they are received. No exceptions.

**The Renewal Worksheet does not affect tiering, only the child's continued participation in the program.

**The Renewal Worksheet may *only* be used to renew in your renewal month.

Managing the Child Calendar:

You will need to document any day that a school-age child spends in your care instead of being in school. In the gray tool bar Click on Children. Click on Manage Child Calendar.



The Manage Child Calendar window will pop up.



Each child has his/her own calendar so you will need to choose the specific child you wish to document the day for.

Vacation Span

If you want to add a vacation click on Add. Put in a start and end date. Click Add vacation.

If you want to remove a vacation click on Remove. Put in a start and end date. Click Remove Vacation.

Child Sick and School Out

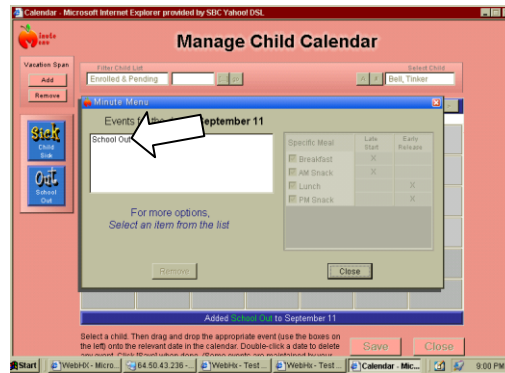
They are “drag and drop” icons.

Child Sick should be used when a child is in your care because he/she is ill.

You will click on Child Sick and hold the mouse button down. While holding the mouse button down you will “drag” the icon over top of the date you wish to mark the child sick. When you release the button the icon will “drop” onto that day.

School Out should be used when a child is out for any other reason besides vacation or illness. The School Out icon works a little differently than the Child Sick icon.

When you “drag and drop” School Out, an Events For The Day window will appear.

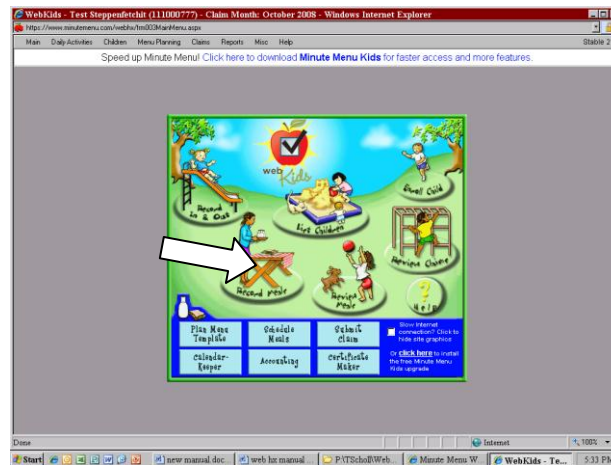


If you want to mark the child out of school all day just click close. If you want to mark the child out for a partial day click on school out in the white box and mark the appropriate meals. Click Close and the School Out message will appear on the chosen day.

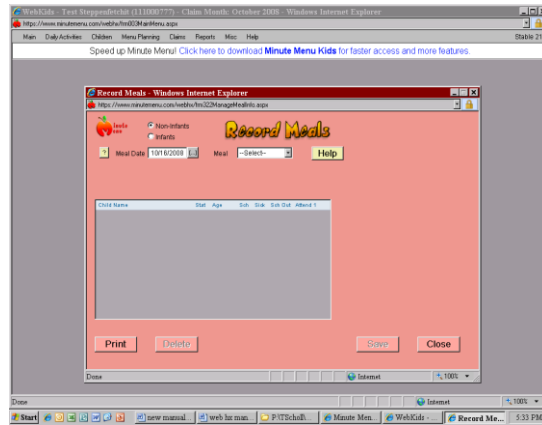
If you want to remove the sick or school out from the calendar, double click on the day, click on the message in the white box, you will then be able to click remove. Click close and the sick or school out will no longer appear on the given day. Click save when updating each child’s calendar before moving onto the next child.

Recording Meals:

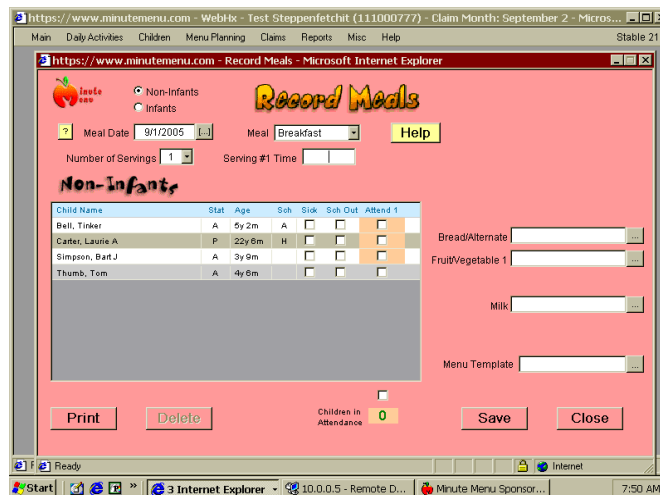
Click on Record Meals



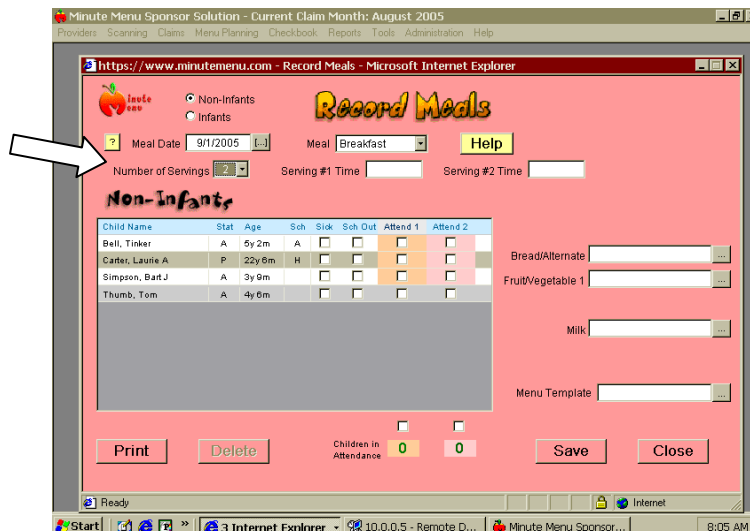
The Record Meals screen will appear. It is still two separate menus: non-infant and infant menus. Select the menu you will record on. Next you will see the date. Select the date you will record by clicking the gray box, next you will see the meal option. Click here to see a list of all the meals; click on the meal you will be recording.



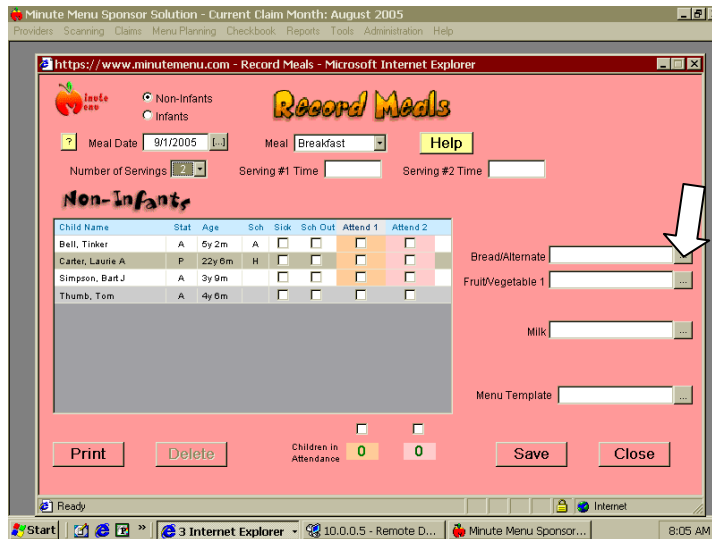
After clicking on the Meal you will see the names of your children appear. Next to each child's name you will see some information including their status. If you see the letter A then the child is Active, if you see the letter P the child is still pending. If you have a pending child it is probably a new child you have enrolled and the office has not yet received the signed enrollment. You will also see 3 boxes, for sick, school out, and Attend 1. If you have used your calendars you will see a check mark in the sick or school out column. Next you will see the Attend 1 column, this is where you mark your attendance.



If you are doing a second serving you will need to change the number of servings to a 2. This will give you a second attendance column. Mark your second serving attendance.

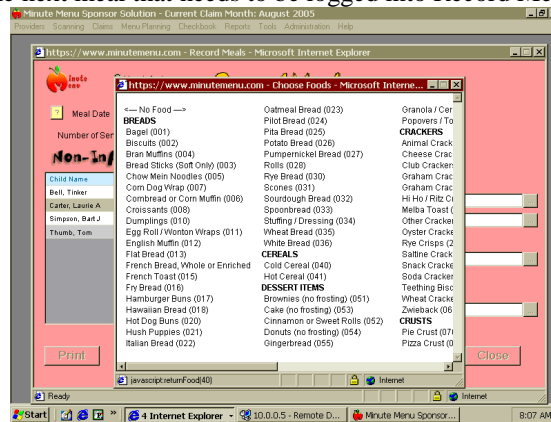


In order to choose food components, click on the gray box with three dots behind each food and the appropriate food chart will appear.



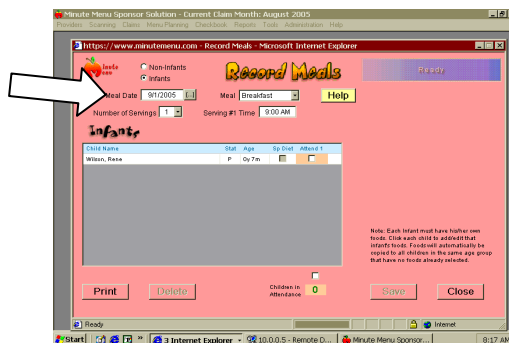
Click directly on the food component that you wish to log and it will then appear in the box. **Choose each food component needed for the meal you are claiming. **If you use Master Menu numbers for your meals you may click on Menu Template to choose a Master Menu. Click on the MM# that you wish to claim and the whole meal will then be entered into the boxes for you. Master Menu number is the same as Menu Template Number. *If using the Master Menu option you must make sure that the components of the Master Menu match the components of the meal that was served. If they do not then you cannot use the template. Save the meal that you have logged.

Click on Meal and choose the next meal that needs to be logged into Record Meals until your day is complete.

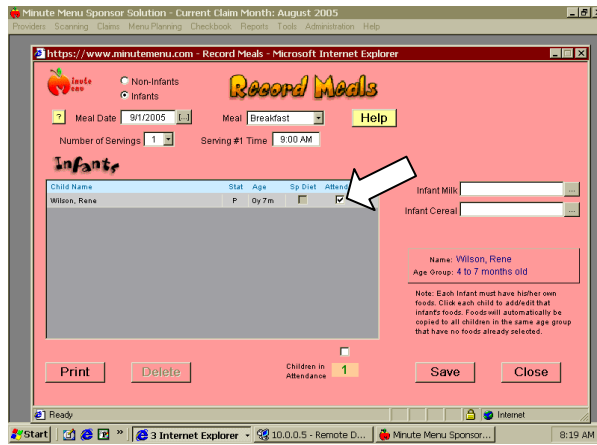


Claiming Infants

If you need to claim infants you will need to choose the infant choice. The infant side of record meals works a little differently than the non-infant side. On the infant side everything is age-appropriate so you will notice there are no food options at the beginning.



Once you mark the attendance, the appropriate food options will appear.



Click on the box with the three dots to bring up a food chart.
 Choose the correct components for each food option.

Click Save when one or all infant attendance and components are filled in for that specific meal.
 Click on the meal and choose the next meal that will need logged for the infant or infants until the day is completed.
 Because of age groups each infant is done separately. If you have more than one infant, click the attendance for the first infant and record the food. Then go to your next infant and click the attendance and food.

Reviewing your meals for the month:
 Click on Review Meals.

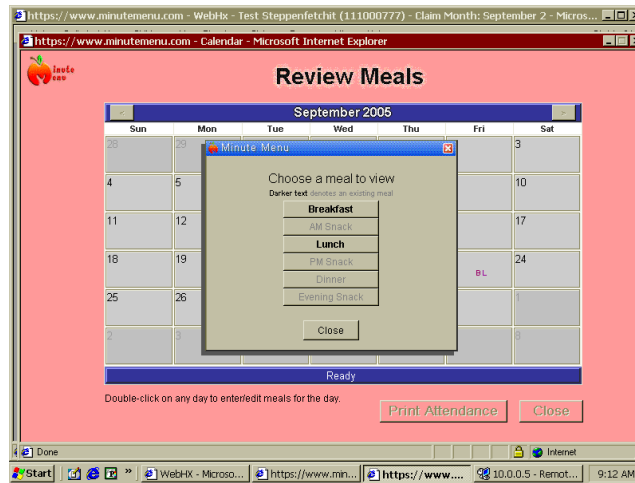


The Review Meals window will appear.



You will be able to see what days have meals. The meals will be designated by the first letter of each meal. Example: B = Breakfast, A= AM Snack, L= Lunch, P= PM Snack, D= Dinner, and E= Evening Snack.

Double click on each day that has meals and you will see list of meals.



The dark meals are the ones you have claimed; the gray meals are the ones you have not.

Click on the first dark meal and it will take you to that exact meal.

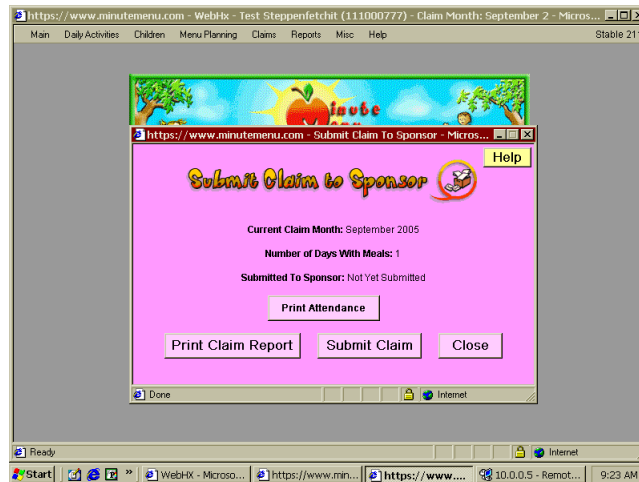
Tips for Recording and Reviewing Meals: Record your meals on a daily basis, if you get behind it could look like your not claiming. Menu Templates are your Master Menu's. Click on the gray box next to Menu Templates to use the same master menus you used on the paper claims. If you serve a meal on a regular basis that we don't have a template for you can create your own. Click on Plan Menu Template on the main screen. You can make your own master menu, save it, and when you're recording meals it will show up with the rest of your Menu Templates. You can also schedule your meals in advance. Click on Schedule Meals on the main screen. This will let you schedule and create meals and menus for the whole month. You will still need to record your attendance. So don't forget, you can schedule meal for the month but you still need to go into Record Meals to add your attendance. Always review your meals at the end of the month. When reviewing check to make sure the meal is correct, the attendance is checked and you have used your calendars for any days off your children might have been out of school.

Submitting your Claim:

Click on Submit Claim.



The Submit Claim window will appear.



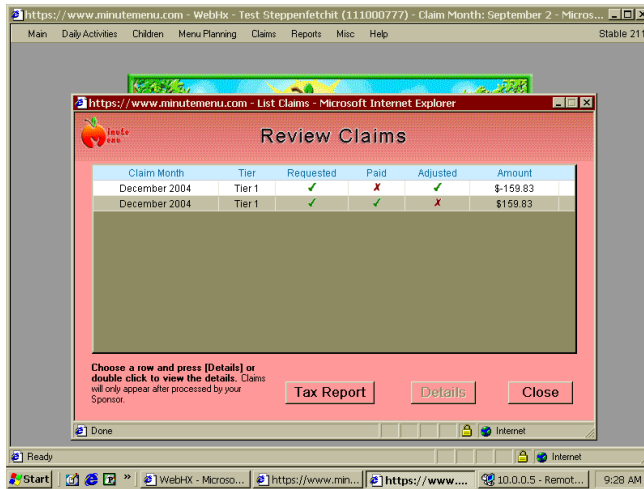
This will tell you what month you are submitting, how many days you claimed so make sure it matches what you have, it should always say not yet submitted when you click here. If it says your claim has been submitted please call the office. Print your Claim Report to have a copy for your records. Click Submit Claim. Once you submit your claim it will go on to the next month for you. You will not need to change your claim month again.

Important information when submitting your claim: Once you submit your claim you can not get back into it. Make sure your claim is complete when submitting. Do not submit early, again you will not be able to go back and add meals once you submit. If you ever find yourself in the wrong month please let us know. If you think your claim did not submit and you think you need to submit it again, please STOP and call for assistance. Do not submit your claim again. This could cause you to submit an empty claim.

Reviewing your claim:
Click on Review Claims.

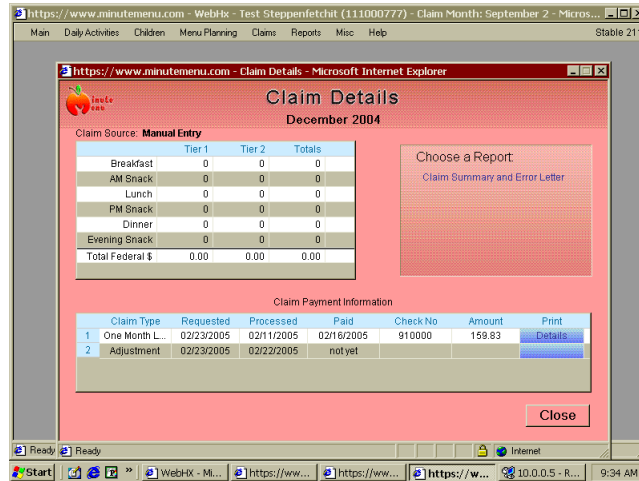


The Review Claims window will appear.



This window allows you to print your tax report, view current and previous claims. To check your current claim, double click on the month you want to view, or click the row and click details.

The Claim Details screen will appear.



This screen gives you all the information about your check and claim. To the right you have an option to Choose a Report. Click on The Claim Summary and Error Letter; this is your Error Report. You will no longer get your error report mailed to you. Every month you will come into this screen and check your error report. If you think that you need an adjustment please contact your Field Representative right away.

Using the Daily Meal Worksheet

Click on Reports, Click on Claims, Click on Daily Meal Worksheet. The Daily Meal worksheet will load in Adobe Acrobat.



You will need one worksheet per claiming day. Fill out the top portion of the worksheet with the meals that you will be serving and the times the meals will take place. There is a time slot for second servings. Post the worksheet on the refrigerator.

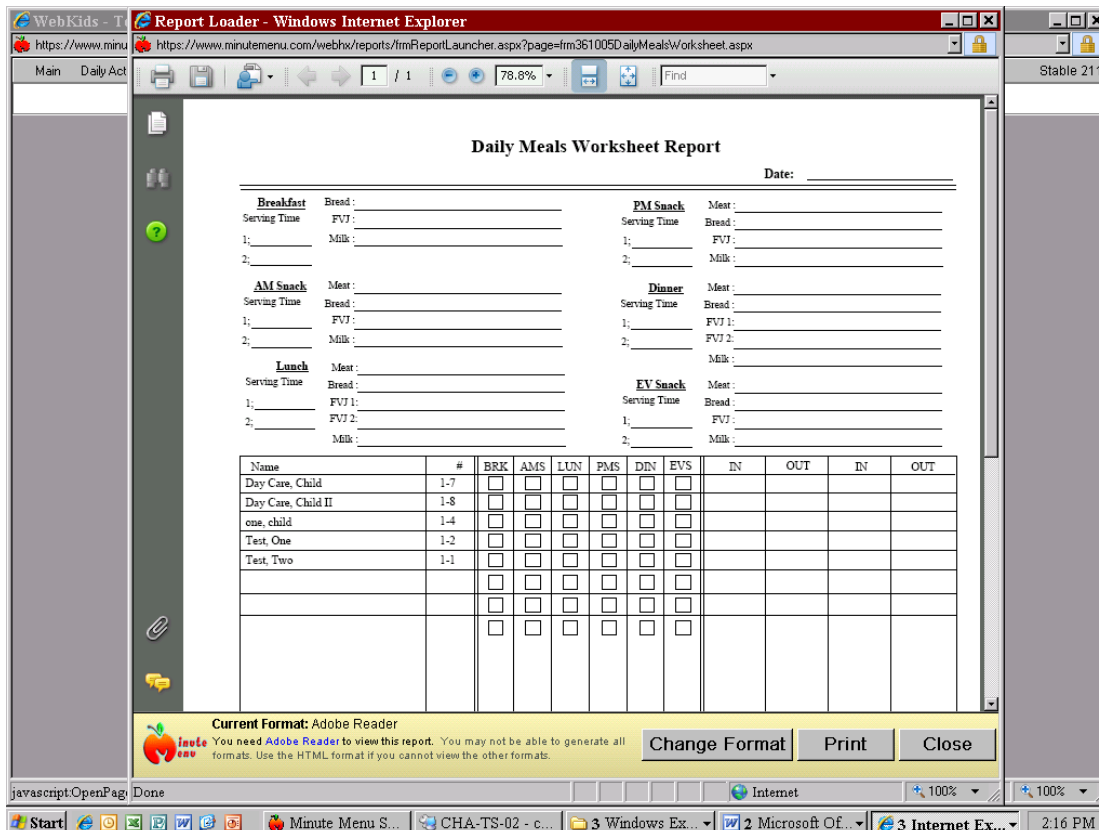
After a meal is fed to the children go back to the worksheet on the bottom where the children are located. If you are only serving one serving put a check mark in the box next to each child who ate the specific meal. If you served two serving you will put either a one or a two in each box to show which serving the child ate. Sometime before the end of your day log the worksheet into Minute Menu.

File this worksheet.

****These worksheets will provide you with the following benefits:**

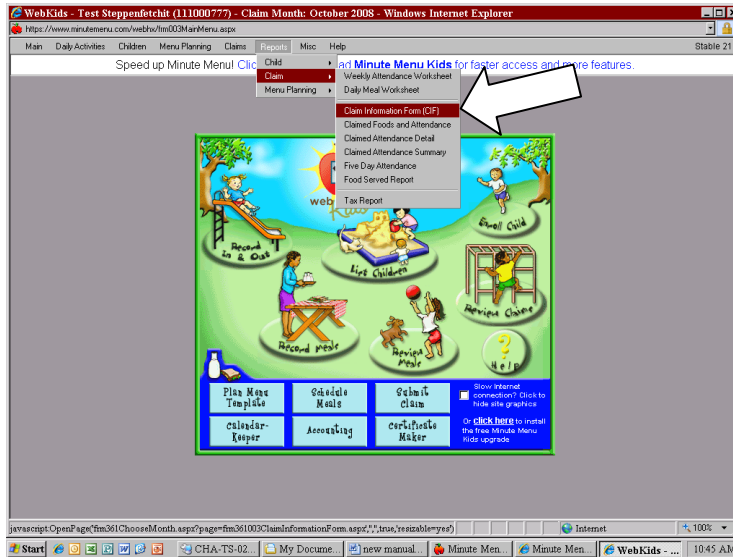
An up to the minute hard copy. Your Field Representative will be able to look at the worksheet without making you stop what you are doing to log into the computer to show her documentation of your claims. If your computer crashes and it is going to take a week to service the computer, you can keep track on these worksheets until you get your computer back. Then you can catch up those days. This is the most important benefit to you.

****You should be logging the worksheets into Record Meals on a daily basis.**



Claim Information Form (CIF)

Click on Reports, go down to Claim, and click on Claim Information Form (CIF).



You will be asked to select the month. Select the current month and you can then look at your CIF.

Claim Information Form (CIF) - October 2008

Stappenficht, Test ID: 000777
 123 Tranquility Street License Type B Monitor Domain/Zone (069) Tier: IS
 Pleasant, OH 12345-6789 License Exp: 06/30/2010 County: Out of State Capacity: 0
 Phone: (123) 456-7890 Payment Method: Check Last Trimming Date: 06/30/2010

Child Name	Status	DOB	Exp. Exp.	Age	Race	Sex	Need	Day	Pre Score	Sch. Int.	Food	Int.
1 Test, Two	A	05/09/2001	06/30/2008	7Y 6M	R	F	F	F	F	F	F	F
2 Test, One	A	02/12/2004	06/30/2008	4Y 7M	R	F	F	F	F	F	F	F
3												
4 New Child	P	05/30/2007	02/28/2009	1Y 4M	N	F	F	F	F	F	F	F
5												
6												
7 Day Care, Child	A	05/09/2008	07/31/2007	4M	N	F	F	F	PKV	Private	Private	F
8 Day Care, Child II	A	01/31/2006	06/01/2009	2Y 8M	N	F	F	F	F	F	F	F
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Current Format: Adobe Reader
 You need Adobe Reader to view this report. You may not be able to generate all formats. Use the HTML format if you cannot view the other formats.

Change Format Print Close

You will no longer receive your CIF by mail and you are no longer required to mail it in. You will however still need to monitor it. The CIF contains important information including your license expiration date, your income eligibility expiration date and the expiration date and status of your children. Please make it a habit to check the CIF often and report any errors to your Field Representative or email any concerns to MMinternetclaims@ChildrensHungerAlliance.org.

Weekend-Holiday Sign In/Out Sheets:

As an online claimer you are still required to send in your weekend and Holiday log sheets every month. The Ohio Department of Education has issued a new policy for all sponsors and child care providers to follow. When a child is dropped off for care on the weekend or holiday the parent must sign the child in supplying all the information requested on the form: date, child's name, time in and phone number. When the child is picked up from care the parent must sign the child out and supply the remainder of the information: time out and signature. Each month you should make a copy of the form for your records. Each month you will need to mail in the original. If a claim is submitted and processed without the weekend and holiday care log the days will be disallowed. No Exceptions. If you need to make copies of the log sheet please use the one attached to this manual.