



### New Meal Pattern Training

Please read this carefully! All Nutrition and Food Safety training must be completed by December 31, 2017 so that you have full understanding of the new meal patterns that will take place January 1, 2018.

If you have received paper copies of the training and have not completed them yet, please complete them and send them right to the office.

If you have not received them yet please call and let us know.

Additionally, the trainings are posted online for your use if you prefer this method, please log on and complete both Regular and Infant New Meal Pattern trainings.

### New Meal Pattern Transition

Beginning January 1, 2018, we will be totally transitioning to the new infant and regular meal pattern.

#### What does this mean to our providers?

##### KidKare Internet Claim:

On January 1st, KidKare internet claim providers will see the new meal pattern selections when selecting meal components to complete their meals. This will be for both the infant and regular menus.

##### Scannable Paper Menus:

Providers must begin using the new scannable menus that they received from their monitors (In the manila envelopes). If you have not received a large envelope with the new scannable menu please call the office and let them know that you need some (Specify New Meal Pattern Scannable Menus). Please throw out any old scannable menus that you still have on December 31st, so that you do not get confused. The new scannable menu forms have all of the changes on them to guide you using the new meal patterns.

### Important Reminders

#### Approved Assistant Information:

Whenever you send in paperwork for your assistant (trainings, assistant certificate, etc.) please make sure that you write your name (provider) and site number so that we know the provider that assistant works with.

#### Up to Date Menu & Meal Attendance:

Please note that it is CACFP Regulation that providers who participate in any food program maintain their paperwork daily. The menu section (where you write each meal) can be done in advance. The meal attendance (where you write which children have specific meals) must be completed by the end of each business day. If your monitor comes to perform a home food review and your menu is not complete or your meal attendance is not complete on the days up to your review, those meals prior to the food review must be deducted. PRI does not want to see providers lose money.

#### Claim Deadline Dates:

There has been some confusion from providers around the deadline dates of guaranteed, first bill, and late bill. I hope the below information helps:

1. Menus received **BY** the 3rd of each month are guaranteed payment on the 20th of the month.
2. Menus received on the 4th or 5th of the month, will be on the first billing cycle but **NOT** on the guaranteed payment list. You will be paid when PRI receives the funds.
3. Menus not received **BY** the 5th of the month may go on the late bill and may take up to 2 1/2 months for payment.



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