



## Provider KidKare Recordkeeping Agreement

IT IS VERY IMPORTANT that you carefully read the “Provider Minute Menu/KidKare Recordkeeping Agreement”.

This agreement states the rules and guidelines for utilizing any of the various Minute Menu programs to record and track Child and Adult Care Food Program (CACFP) meals, attendance, enrollments, and other required information. Failure to abide by these rules can result in loss of meal reimbursement.

1. Federal regulations require CACFP meals and attendance be recorded daily. “Daily” means that the meals and attendance for today **MUST** be recorded on-line before **midnight**. Providers must enter their meals and attendance data on-line for each day that they operate. If meal and attendance information is not entered into the Minute Menu System before midnight, the software will not allow recording of meals or attendance for that day. The use of Daily Meal Worksheets or any other form of records **will not be allowed** as support of meals not submitted prior to the midnight deadline.
2. *It is the provider’s responsibility* to have a back-up plan in place if their computer or internet connection is not working. Providers are able to access their online Minute Menu account from any computer with internet access using their login ID and Password. Minute Menu/KidKare does offer other options for recording menus including a free downloadable app. “kids2go”, which can be used with your iPhone, iPod Touch, iPad or Android device. From time to time, Minute Menu has experienced unintended outages for their on-line servers. In most cases, these outages are short and will not interfere with the ability to log-in within the allowed time frame to record the menus and attendance prior to the “lockout” time at midnight. Minute Menu sends broadcast messages to all providers claiming on-line to inform them of the outages as soon as possible. In the rare case that a problem with Minute Menu’s on-line servers prevents a provider from logging on and recording food program meals and attendance information, the provider must contact the Sponsoring Organization as soon as possible so that the situation may be investigated and resolved.
3. When enrolling a child via Minute Menu/KidKare, providers must print a copy of the completed Child Enrollment Report. It must be reviewed, signed, and dated by the child’s parent/guardian. The parent/guardian’s signature and date will serve as the child’s actual enrollment date. The completed Child Enrollment Report must be mailed to the Sponsoring Organization within 5 days of the child’s enrollment date.
4. Immediately after a child is correctly enrolled using Minute Menu/KidKare, the child’s name will appear as “pending” when recording meals and attendance. Providers should understand that new “pending” children will not be “activated” and will not be eligible for meal reimbursement until a signed complete Child Enrollment Report is received by the Sponsoring Organization. Minute Menu also gives providers a pop-up reminder before a claim is submitted that children are still listed as pending.
5. In order to record daily meal and attendance information on Minute Menu/KidKare, the system must reflect the current claim month. **All monthly claims must be submitted at the end of the last working day of the month or on the 1st day of the following month. If the previous monthly claim is not submitted it will prevent providers from recording meals and attendance information for the current month.**
6. Before submitting a monthly CACFP claim to the Sponsoring Organization the provider should verify:
  - a. All meal and attendance information has been **completely and accurately** entered.
  - b. “Sick” days or “school-out” days have been documented for all school-age children (including children who attend Preschool, Head start or AM or PM Kindergarten) when claimed for an AM snack or lunch.
  - c. All child enrollment for new children has been mailed to the Sponsoring Organization within 5 days of the child’s enrollment date.
  - d. The days that the provider has been closed during the month have been entered.

## Acknowledgements and Certification

This Provider KidKare Recordkeeping Agreement is being made between:

\_\_\_\_\_ and \_\_\_\_\_  
(Print Provider Name) (Print Sponsoring Organization Name)

I understand that I must record my daily meals and attendance online before midnight each day. I acknowledge that the meals and attendance information in the Minute Menu system must be made available immediately during unannounced reviews by the Sponsoring Organization, Arizona Department of Education (ADE) reviewers, state of Arizona auditors, and the United States Department of Agriculture. I certify that the information entered into the Minute Menu system will be absolutely accurate and correct; if completed by an Assistant/Helper, I understand that I am responsible for accuracy of the information and claims submitted. I also understand that the information I have entered into the Minute Menu system is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution.

**I have read and understand the requirements above. I will ensure that information for my monthly reimbursement claim is true and correct to the best of my knowledge. I am signing this Minute Menu/KidKare Recordkeeping Provider Agreement with the understanding that I am receiving a copy of the agreement and must keep it on file with my CACFP Permanent Agreement.**

**I will notify the Sponsoring Organization, in writing, if I choose to stop using the Minute Menu/KidKare system as my claiming source.**

\_\_\_\_\_  
Provider's Signature Date

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*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:*

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

*This institution is an equal opportunity provider.*