

# [VIDEO] Send Claims to Your Sponsor

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CST

At the end of the month, send claims to your sponsor on the Send to Sponsor page.

Note that once you send your claim to your sponsor, your food program information (menus, attendance, and meal counts) will no longer be editable. If you send a claim and then realize a change is needed, contact your food program sponsor for assistance.

1. From the menu to the left, click **Food Program**.
2. Click **Send to Sponsor**. The Send to Sponsor page opens and displays the claim summary for the current month. Note that the **Not Sent to Sponsor** text displays.

Claim summary for April 2020: **Not Sent to Sponsor**

Meals	Count
Breakfast	4
AM Snack	3
Lunch	6
PM Snack	3
Dinner	0
Eve. Snack	0

Days with Meals	Count
Days with Meals	3
Children Claimed	6
Pending Children	0
<b>Total Meals</b>	<b>16</b>

**ATTENTION PROVIDER:** By sending this KidKare claim information to your Sponsor, you certify that you agree to the following:  
You understand that the menu and attendance information stored in KidKare must be made available immediately for review by any Sponsor or State Agency staff when requested. You certify that the information you enter into KidKare is accurate in all respects and that you have served at least the minimum required quantities to each child by age and served the correct milk to each child. You also understand that this information is provided in connection with the receipt of federal funds; and that deliberate misrepresentation may result in state or federal prosecution. 7 CFR 228.18(b)(14) requires the day care home to notify their sponsoring organization in advance whenever they are planning to be out of their home during the meal service period. If this procedure is not followed and an unannounced review is conducted when the children are not present in the day care home, claims for meals that would have been served during the unannounced review will be disallowed.

I agree to the Terms and Conditions

[Verify In/Out](#) [Send](#)

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3. Review the claim summary and check for any possible issues.
4. Click **Verify In/Out** to run the Verify In/Out Times report, if needed. The report opens and automatically filters to the current month. When finished, return to the Send to Sponsor page.

Verify In/Out Times - April 2020

Meals and Attendance | Verify In/Out Times | March 2020 | [Run](#) | [Print](#)

Provider Name: Shelley, Mary (998994) | April 2020

CHILD NAME	In	Out	PROBLEM
04/23/2020			
Jack, Sean			No times on date claimed
Shmiles, Miles			No times on date claimed
Woodville, Mathilda			No times on date claimed
04/24/2020			
Jack, Sean			No times on date claimed
Schmiles, Gabby	11:54 AM		Invalid In/Out pair
Shmiles, Miles			No times on date claimed
Woodville, Mathilda			No times on date claimed
04/27/2020			
Beaufort, Caroline	10:47 AM		Missing out time
Hall, Yolanda			No times on date claimed
Jack, Sean			No times on date claimed
Lavenza, Elizabeth	10:47 AM		Missing out time
Schmiles, Gabby	10:47 AM		Missing out time
Shmiles, Miles			No times on date claimed
Sykes, Sam	10:47 AM		Invalid In/Out pair

5. Check the **I Agree to Terms and Conditions** box.
6. Click **Send**. The text at the top of the page changes to Sent to Sponsor. The date and time you submitted

the claim also display.

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