

Record Payments from the State

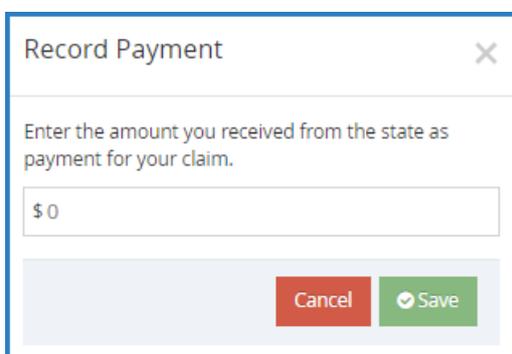
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Record payments from the View Claims page or the Claim Details page. If you record a payment for a claim with adjustments, the payment is applied to the original claim first and then to adjustments in date order (oldest to newest) until all money is applied.

Required Permissions: You must have the **Claims** permission enabled on your account to view and work with claims. Sponsored centers do not have access to this feature.

Recording Payments on the View Claims Page

1. From the menu to the left, click **Claims**.
2. Select **List Claims**.
3. In the Paid column, click **Record Payment**. The Record Payment pop-up opens.

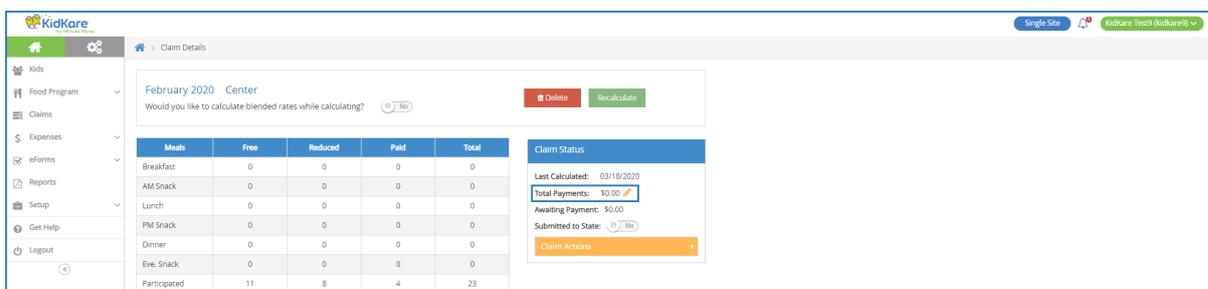


The image shows a 'Record Payment' pop-up window. It has a title bar with a close button (X). The main content area contains the text 'Enter the amount you received from the state as payment for your claim.' Below this text is a text input field containing '\$ 0'. At the bottom of the pop-up, there are two buttons: a red 'Cancel' button and a green 'Save' button with a checkmark icon.

4. Click the \$ box and enter the amount you received from the State.
5. Click **Save**.

Recording Payments on the Claim Details Page

1. From the menu to the left, click **Claims**.
2. Click the claim for which to record payment. The Claim Details page opens.
3. In the Status section, click  next to Total Payments. You can also click the Claim Actions drop-down menu and select Enter Payment Amount. The Record Payment pop-up opens.



The image is a screenshot of the 'Claim Details' page in the KidKare system. The page title is 'February 2020 Center'. Below the title, there is a question 'Would you like to calculate blended rates while calculating?' with a 'No' button. To the right of this question are 'Delete' and 'Recalculate' buttons. The main part of the page is a table with columns: Meals, Free, Reduced, Paid, and Total. The rows list various meal types: Breakfast, AM Snack, Lunch, PM Snack, Dinner, and Eve. Snack. The 'Participated' row shows 11 in the Free column, 8 in the Reduced column, and 4 in the Paid column, with a total of 23. To the right of the table is a 'Claim Status' section. It shows 'Last Calculated: 03/18/2020', 'Total Payments: \$0.00' (with a pencil icon next to it), 'Awaiting Payment: \$0.00', and 'Submitted to State: (1) (No)'. Below this is a 'Claim Actions' drop-down menu.

Meals	Free	Reduced	Paid	Total
Breakfast	0	0	0	0
AM Snack	0	0	0	0
Lunch	0	0	0	0
PM Snack	0	0	0	0
Dinner	0	0	0	0
Eve. Snack	0	0	0	0
Participated	11	8	4	23

4. Click the \$ box and enter the amount you received from the State.
5. Click **Save**.