

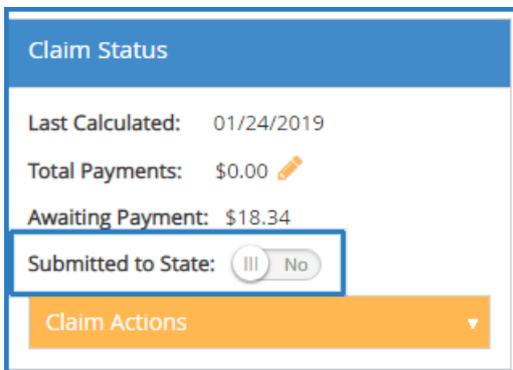
Mark Claims as Submitted

Last Modified on 10/27/2023 12:35 pm

When a claim has just been filed or is about to be filed with your state agency, mark the claim as Submitted in KidKare.

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.

1. From the menu to the left, click **Claims**.
2. Select **List Claims**.
3. Click the claim to view. The Claim Details page opens.
4. In the **Status** section, click  next to **Have You Submitted Your Claim to the State**.



Claim Status

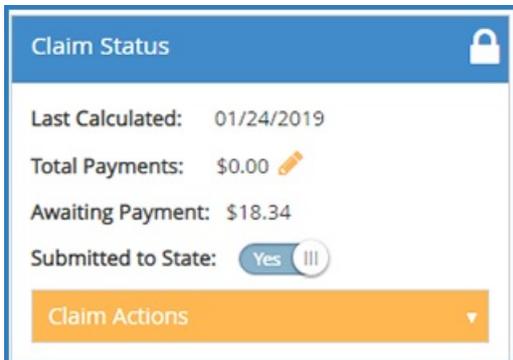
Last Calculated: 01/24/2019

Total Payments: \$0.00 

Awaiting Payment: \$18.34

Submitted to State:  No

Claim Actions 



Claim Status 

Last Calculated: 01/24/2019

Total Payments: \$0.00 

Awaiting Payment: \$18.34

Submitted to State: Yes 

Claim Actions 

Note: Once you mark a claim as submitted, the claim records are locked and you cannot make changes to the claim. To unlock the claim for editing again, change the **Have You Submitted Your Claim to the State** flag back to **No**.