

# Send Monthly Claims to Your Sponsor

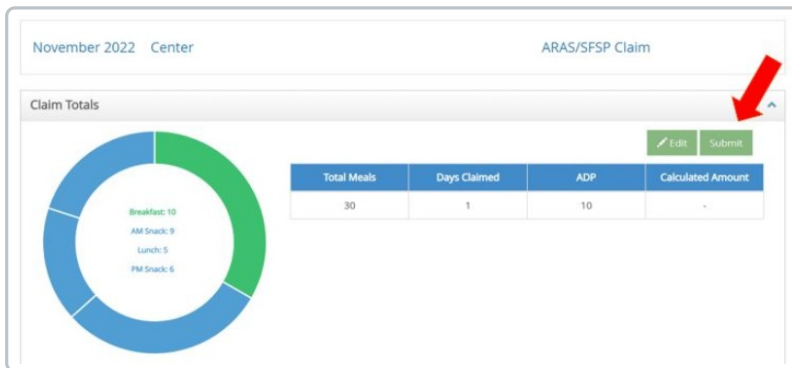
Last Modified on 03/26/2024 1:55 pm  
CDT

Once all meals and attendance are entered for the month, the open enrolled site sends the claims to their sponsor letting them know it is ready to be processed.

1. From the menu to the left, click on **Claims**.
2. Click **View** next to the month of the claim you want to submit.

Month	License	Free %	Reduced %	Paid %	ADA	Claimed	Paid	Submitted
March 2024	Center - SFSP	-	-	-	-	-	-	<a href="#">View</a>

3. The **Claim Totals** will open for review prior to submission.
4. If the claim totals do not look correct, click on [Edit](#) and it will take you to the Attendance & Meal Count screen to review each day/meal to see where meals might be entered incorrectly.
5. If the claims totals look correct, click **Submit** as shown in the image below.
- 6.



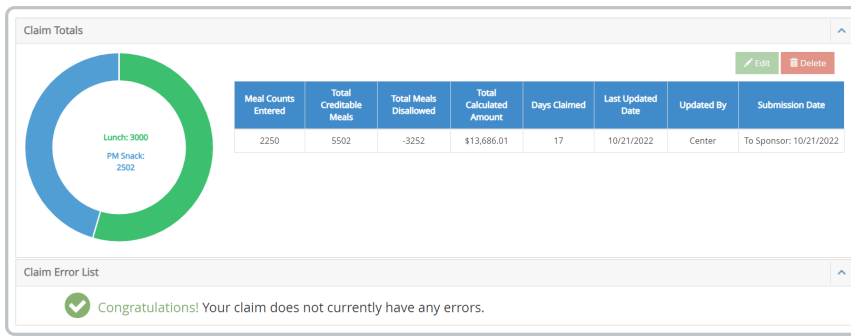
7. Once submitted successfully, a field named **Submission Date** is added to the right of the claims numbers.

Meal Counts Entered	Total Creditable Meals	Total Meals Disallowed	Total Calculated Amount	Days Claimed	Last Updated Date	Updated By	Submission Date
679	163	516	\$793.81	5	03/26/2024	Center	To Sponsor: 03/26/2024

## Claim Error List

Once you submit your claims you will see one of two notes under the **Claim Error List**.

- A message saying **Congratulations! Your claim does not currently have any errors** means that KidKare checked menus, site settings, etc. and no errors were found.



- If you see any orange or blue lines appear under the **Claim Error List**, this means there is something missing. Wait for your sponsor to review the errors and they will let you know if any adjustments need to be made. Most adjustments will need to be made on the sponsor side so in most cases sites can disregard these errors.

