Manage Admin Rates

KidKare allows you to manage any administration fees you charge for processing center claims. These charges can then be factored into issued payments when you distribute payment to your centers.

In this article:

- Manage Federal Admin Rates
- Manage State Admin Rates (California Sponsors Only)
- Admin Rate Limits

Manage Federal Admin Rates

1. From the menu to the left, click **Administration**.
2. Select **Manage Admin Rates**. The Manage Admin Rates page opens. Any rates you currently have set up display according to program type. The effective claim month is also listed next to each program type.

Claim Month	ProgramType	Manual	Web	Scanned
09/01/2020	Adult Care Center	3.0000%	5.0000%	4.0000%
08/01/2020	Adult Care Center	12.0000%	22.0000%	11.0000%
06/01/2020	Adult Care Center	12.0000%	55.0000%	77.0000%
06/01/2020	Child Care Center	4.0000%	3.0000%	3.0000%
06/01/2020	Emergency/Homeless Shelter	2.0000%	2.0000%	2.0000%
05/01/2020	Child Care Center	4.0000%	4.0000%	4.0000%
04/01/2020	Adult Care Center	15.0000%	15.0000%	15.0000%
04/01/2020	Child Care Center	7.0000%	7.0000%	7.0000%
03/01/2020	Adult Care Center	3.0000%	123.0000%	123.0000%
03/01/2020	Child Care Center	1.0000%	1.0000%	2.0000%
03/01/2020	OSHC	5.0000%	5.0000%	5.0000%
03/01/2020	Emergency/Homeless Shelter	15.0000%	15.0000%	6.0000%
10/01/2019	Adult Care Center	1.0000%	1.0000%	1.0000%
09/01/2019	Child Care Center	15.0000%	15.3799%	15.1200%
01/01/2016	Summer Food Program	15.0000%	15.0000%	15.0000%
01/01/2010	Adult Care Center	15.0000%	15.0000%	15.0000%
01/01/2010	Child Care Center	15.0000%	13.0000%	15.0000%
01/01/2010	At-Risk – ARAS	15.0000%	15.0000%	15.0000%
01/01/2010	OSHC	15.0000%	15.0000%	15.0000%
01/01/2010	Head Start	7.0000%	7.0000%	7.0000%
01/01/2010	Emergency/Homeless Shelter	8.0000%	8.0000%	8.0000%

Note: If you are a sponsor operating in the State of California, click **Administration** and select **Manage Federal Admin Rates**.

3. To add a new rate:

   a. Click **Add Rate**. The **Add Admin Rate** pop-up opens.

   Note: You should only add new rates when changing rates for a given month going forward. You should only change an existing month's rate if that month is incorrect.

   b. Click the **Claim Month** box and select the effective claim month.

Add Federal Admin Rate ✕

Claim Month*	July 2023	📅
ProgramType*	Adult Care Center ▾	
Manual (%)*	1	
Web (%)*	1	
Scanned (%)*	1	

Cancel | Save

c. Click the **Program Type** drop-down menu and select the program type to which this rate applies. You can choose from the following:

- Adult Care Center
- Child Care Center
- At-Risk — ARAS
- OSHC
- Head Start
- Emergency/Homeless
- Summer Food Program

d. Click the **Manual**, **Web**, and **Scanned** boxes, and enter the percentage you charge per manual, web, and scanned claim.

e. Click **Save**.

f. Click **Update Claims**. A confirmation prompt displays. Be sure that you have entered the correct information, as all unpaid claims for the claim month you selected will have their admin rates and amounts recalculated.

g. Respond to the confirmation prompt.

4. To remove a rate:

a. Click a rate configuration to select it.

b. Click **Delete**.

> **Note:** Ensure that you have selected the correct rate configuration to remove. There is no confirmation prompt, and all deletions are saved automatically. If you delete a rate configuration in error, you must manually add it again.

Manage State Admin Rates (California Sponsors Only)

If you are a sponsor operating in the State of California, you must enter state admin rates separately from the federal admin rates. To do so:

1. From the menu to the left, click the **Administration**.

2. Select **Manage State Admin Rates**. The Manage State Admin Rates page opens. Any rates you currently have set up display according to program type. The effective claim month is also listed next to each

program type.

3. To add a new rate:

> **Note:** You should only add new rates when changing rates for a given month going forward. You should only change an existing month's rate if that month is incorrect.

   a. Click **Add Rate**. The Add New State Admin Rate pop-up opens.
   b. Click the **Claim Month** box and select the effective claim month.
   c. Click the **Program Type** drop-down menu and select the program type to which this rate applies. You can choose from the following:
      - Adult Care Center
      - Child Care Center
      - At-Risk — ARAS
      - OSHC
      - Head Start
      - Emergency/Homeless
      - Summer Food Program
   d. Click the **Manual**, **Web**, and **Scanned** boxes, and enter the percentage you charge per manual, web, and scanned claim.
   e. Click **Save**.
   f. Click **Update Claims**. A confirmation prompt displays. Be sure that you have entered the correct information, as all unpaid claims for the claim month you selected will have their admin rates and amounts recalculated.
   g. Respond to the confirmation prompt.

4. To remove a rate:
   a. Click a rate configuration to select it.
   b. Click **Delete**.

> **Note:** Ensure that you have selected the correct rate configuration to remove. There is no confirmation prompt, and all deletions are saved automatically. If you delete a rate configuration in error, you must manually add it again.

Admin Rate Limits

The federal maximum for admin rates is 15%. However, some states allow flexibility to this rule. In such states, sponsors can increase and decrease the admin rate **as long as it does not exceed an average of 15% for the entire year**.

By default, you cannot enter admin rates exceeding 15% in the Manage Admin Rates window. If you operate in a state that allows the flexibility for the 15% rule, you can set **policy B.6** to **Yes**. When you enable this policy and enter an admin rate exceeding 15%, you are prompted to confirm your changes before saving the rates.