



# It's easy to get started with internet claiming!

MDC Child Care Food Program  
(253) 284-7865 or (800)843-9317  
childnutrition@mdc-hope.org



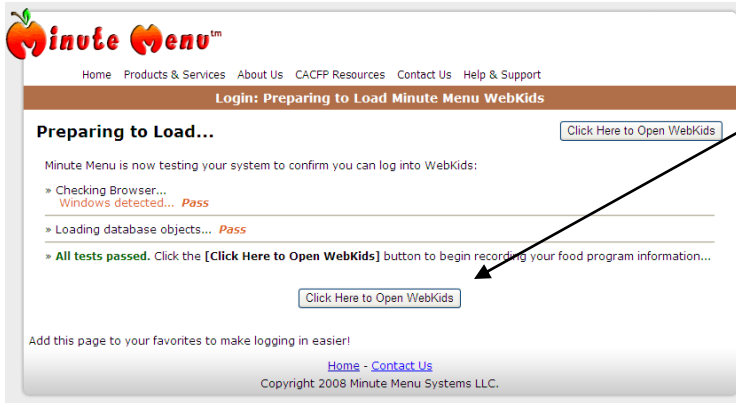
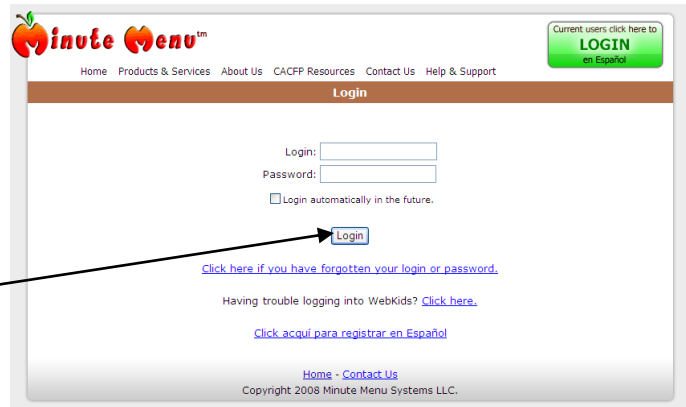
Log onto the internet. Open internet explorer. Visit our website at [www.mdcfoodprogram.com](http://www.mdcfoodprogram.com). Select the "Provider Login" button in the upper left-hand corner.

A new window will open where you will enter the 9 digit login number we provided and the 8 digit password you selected.

Provider Login:

Password:

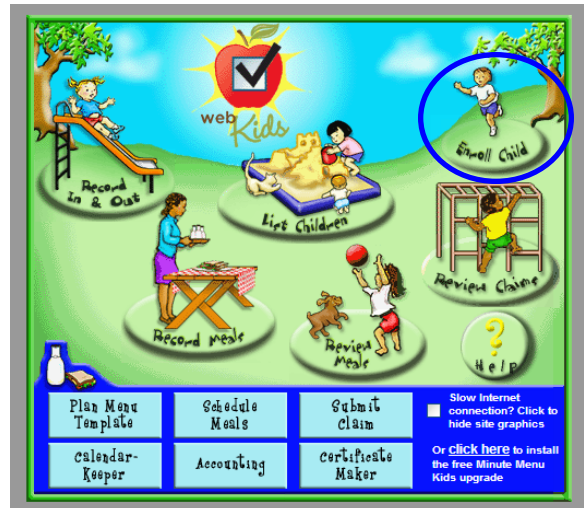
Then select the "Login" button.



When this screen appears, select the "Click Here to Open Webkids" button.

Now you are ready to enroll children.

Be sure to print the finalized enrollment form, have the parent or guardian sign the form in ink during the month that you start claiming the child, and then return it to our office before the 5th of the next month.



**Record Child Attendance**

Attendance Date: 1/31/2005 [...]

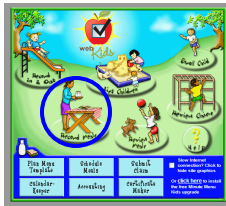
| Child # | Child Name       | First Visit In | First Visit Out | Second Visit In | Second Visit Out | Third Visit In | Third Visit Out |
|---------|------------------|----------------|-----------------|-----------------|------------------|----------------|-----------------|
| 1-21    | Caster, Alicia   | 8:00 AM        | 5:30 PM         |                 |                  |                |                 |
| 1-12    | Caster, Julie    | 7:30 AM        | 5:30 PM         |                 |                  |                |                 |
| 1-6     | Edwards, Casey   |                |                 |                 |                  |                |                 |
| 1-14    | Gangee, Sam      | 7:30 AM        | 8:30 AM         | 3:30 PM         | 5:45 PM          |                |                 |
| 1-8     | Hansen, Abigail  |                |                 |                 |                  |                |                 |
| 1-5     | Howard, Ron      |                |                 |                 |                  |                |                 |
| 1-19    | Pfeifer, Nicole  | 7:30 AM        | 8:30 AM         | 3:30 PM         | 5:30 PM          |                |                 |
| 1-11    | Potter, Harry    | 7:30 AM        | 8:30 AM         | 11:30 AM        | 5:45 PM          |                |                 |
| 1-9     | Powell, Lorraine |                |                 |                 |                  |                |                 |

Print Delete **Save** Close

Before you can record meals for the children in your care, you will need to at least have them recorded as "in" attendance.



Now you are ready to record meals.



**Record Meals**

Meal Date: 1/31/2005 [...]

Meal: Lunch [v]

Number of Servings: 1 [v]

Serving #1 Time: 11:00 AM

Print Delete **Save** Close

You will first need to select the meal you are recording by selecting a meal/snack from the drop down box. Next, you will need to change the serving time to reflect the actual time the service occurred.

**Non-Infants**

| Child Name             | Stat | Age   | Sch | Sick                     | Sch Out                  | Attend 1                 |
|------------------------|------|-------|-----|--------------------------|--------------------------|--------------------------|
| Anthony, Austin        | A    | 3y 5m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Black, Aaron           | A    | 1y 5m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Black, Andrew          | A    | 4y 2m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brooks, Carter         | A    | 3y 2m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brooks, Emily          | A    | 5y 7m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elliott, Ezekiel       | A    | 3y 3m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flory, Ashlynn         | A    | 5y 8m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flory, John            | A    | 3y 3m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hanson, Ean            | A    | 4y 9m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kasperson, Christopher | A    | 2y 5m |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Meat/Alternate [...]

Bread/Alternate [...]

Fruit/Vegetable 1 [...]

Milk [...]

Print Delete Total Meals Served: 0 **Save** Close

Select the children who were served the meal. If a school-aged child was served AM snack or Lunch, please indicate the reason why they were not in school (sick or school out).

Select the foods that were served by clicking on the gray box next to each component, then selecting the item from the list

- <-- No Food -->
- BREADS**
- Bagel (001)
- Biscuits (002)
- Bread Sticks (003)
- Bread, enriched (032)
- Chow Mein Noodles (HF)(004)
- CN Labeled Breading (CN)(100)
- Corn Dog Wrap (006)
- Corbread (005)
- Croissants (HF)(007)
- Rolls (026)
- Wonton Wrappers (033)
- CEREALS**
- Cold Cereal, 9 grams sugar or less
- Hot Cereal (035)
- Snack Mix (022)
- COOKIES**
- Cookies (036)
- Granola / Cereal Bar (050)
- CRACKERS**
- Graham Crackers (037)

Please note that although there will be four options available at snack, only two components are required. All four options are available in order to allow flexibility in selecting food items.



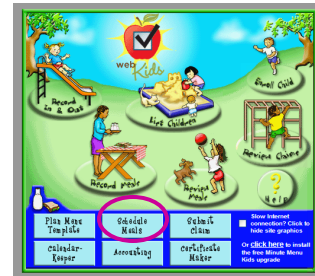
If you have not done so already, you will need to return to the Record Attendance screen to enter “out” times.

That’s it! You just need to do that EACH day before the end of the day.

If circumstances arise that prevent you from making daily entry you will need to keep a written record of WHO, WHAT and WHEN. The written records need to include who was served the food items, what food items were served, and when the children were in attendance. Written records need to be kept for the current year plus three additional years, and be available for review.



When the month is complete you will need to submit the claim to our office by selecting the “Submit Claim” button on the main screen.

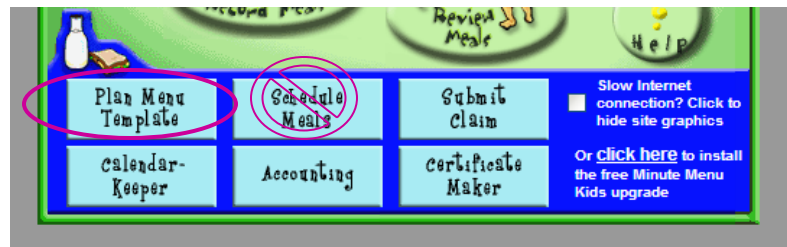


You will want to “Verify In/ Out Times” before you “Submit” the claim. You will have the option to print a copy of your claim. You are not required to keep any printed reports for us.

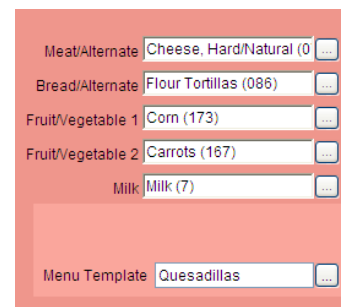
We do not encourage providers to schedule meals in advance. Some providers, however, choose to use meal templates for foods they serve often.



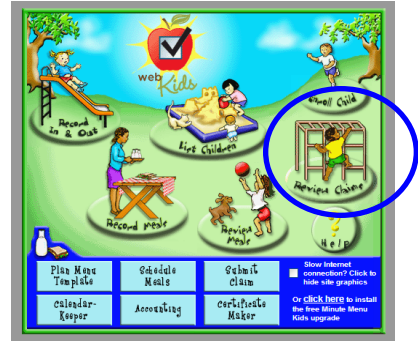
From here you will be able to add templates for the meals you serve most.



The meal template will then be available for you to choose. Remember to make changes to the foods served if you substituted any items.



Starting on approximately the 10th of each month a detailed Provider Error Letter will be available. Choose "Review Claims" from the main screen.



You will see a list of the claims that have been processed by MDC, starting with the most recent.

| Claim Month    | Tier   | Requested | Paid | Adjusted | Amount   |
|----------------|--------|-----------|------|----------|----------|
| June 2005      | Tier 1 | ✓         | ✓    | ✗        | \$147.89 |
| May 2005       | Tier 1 | ✓         | ✓    | ✗        | \$297.94 |
| April 2005     | Tier 1 | ✓         | ✓    | ✗        | \$255.90 |
| March 2005     | Tier 1 | ✓         | ✓    | ✗        | \$272.55 |
| February 2005  | Tier 1 | ✓         | ✓    | ✗        | \$216.23 |
| January 2005   | Tier 1 | ✓         | ✓    | ✗        | \$353.89 |
| December 2004  | Tier 1 | ✓         | ✓    | ✗        | \$296.54 |
| December 2004  | Tier 1 | ✓         | ✓    | ✓        | \$-7.68  |
| November 2004  | Tier 1 | ✓         | ✓    | ✗        | \$295.90 |
| October 2004   | Tier 1 | ✓         | ✓    | ✗        | \$322.81 |
| September 2004 | Tier 1 | ✓         | ✓    | ✗        | \$371.34 |

Choose a row and press [Details] or double click.  
 Claims will only appear after processed by your Sponsor.  
 Claim results are still subject to internal review, and not final, until Requested from the State Agency.

Tax Report   Details   Close

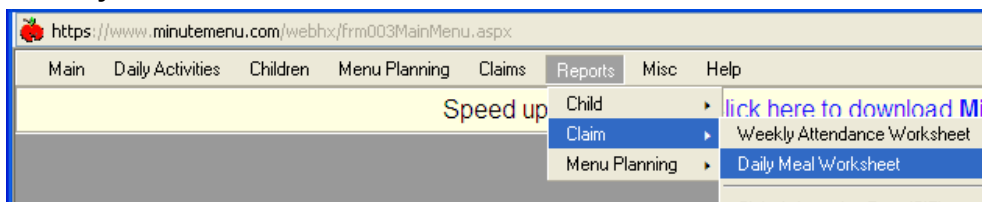
From this screen click the [Details] button to access more information concerning a particular claim, including numbers of Tier 1 and Tier 2 meals, your Provider Error Letter, a print out of your check stub and various other reports.

A few additional notes:

We want you to be successful. Please call us if you have any questions or encounter any problems.

When claiming meals for infants you will need to select "Infants" in the upper left-hand corner of the Record Meals screen. You will have the option of recording foods for infants under 8 months, even though foods are not yet required.

Some providers prefer to keep a few "Daily Worksheets" available for times when they are unable to make entries by the end of the day. You can view and print this report by selecting Reports /Claims / Daily Meal Worksheet.



*Thank you for selecting online claiming with the MDC Child Care Food Program!*