



Record Keeping Requirements

Bubble Menu Claim Providers:

The claim department has noted that many providers are not bubbling in their provider number correctly on their menu's. Each number must be written in a single block and bubbled in the correct bubble in that numbers column.

See Example Below:



If we have trouble reading your signature and your provider number is not bubbled correctly it can delay your claim as we need to track down who the menu belongs to.

Signatures on Bubble Menu's:

Additionally, many providers are not signing their menu pages. A signature is required by USDA/CACFP as a certification by the provider that the claim information is correct. On the newer menu format, the provider signature section was moved to the left side of the menu and is vertical.

See Example to the Right: →



EEC Licensing, Licensing Changes & Renewals

We have been told that Phase 3 of the EEC LEAD program was released as of July 25, 2018. All providers need to use their Provider Portal for all transactions as of that date. As of July 25, 2018 EEC will no longer be accepting or giving out paper licensing documents.

If you do not have access to your EEC Provider Portal, you must contact your EEC Licensor immediately!

Providers must utilize the EEC LEAD computer system to:

- Apply for licenses
- Renew licenses
- Request changes to licensing capacity, address, or Non-traditional licensing
- File incident, accident or injury reports
- Respond to and manage any licensing site non-compliances

PRI IS MOVING!!

A notice was mailed out last week to let you all know that as of August 27th 2018, PRI will be moving the main office to a new location.

The new address is...

Provider Resources Inc.
411 Merrimack St. 1st Floor.
Methuen, MA 01844

Please be sure to mail your August Claims to the new location and any other documents after August 27th. We will have a forward on the mail but this takes extra time. In order to ensure your paperwork is on time be sure to use the new address after August 27th, 2018!



Did you know you can submit your claims ONLINE?
Using www.KidKare.com is the easiest way to ensure that your claim is submitted on time and payment is made as soon as possible. And best of all **ITS FREE!** Please call us today to find out how easy it is to get started online.