



KidKare Training



Generate Your Claims File



- Claims > Submit Claims to State
- Select the correct Claim Month
- Click Generate

Observer Mode

Claims > Submit Claims To State

Submit Claims

Claim Month: January 2026

Submission Batch: All Submissions

Submission Date: 02/10/2026

Export Files: State Claim File

Mark as Submitted Generate

Reports

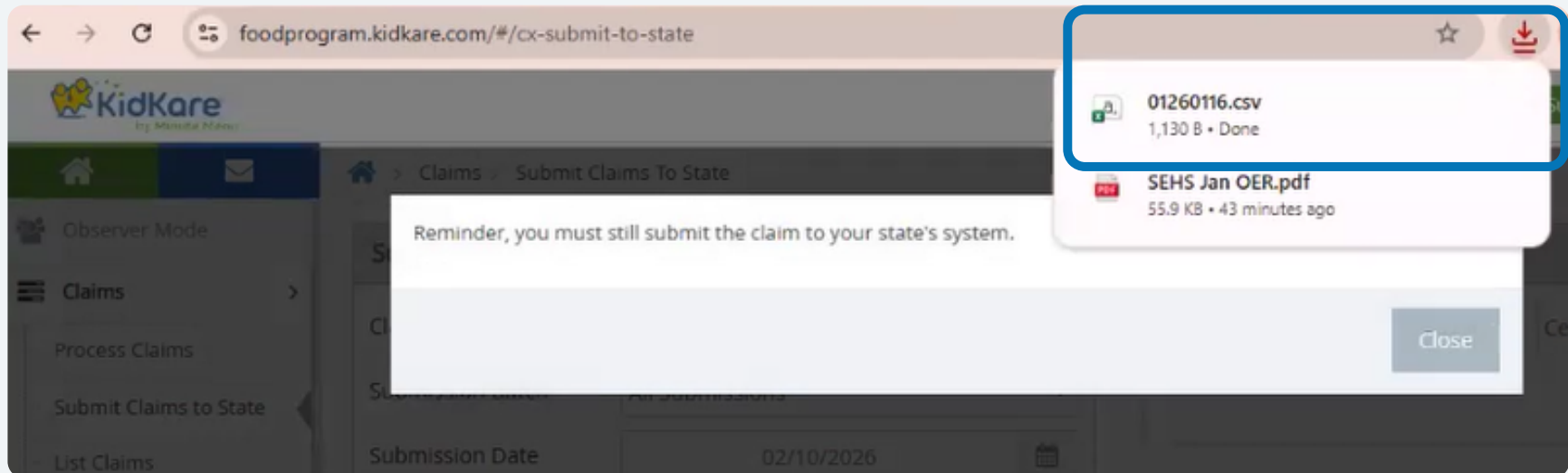
Center Claim Totals Center Name

Run

Save and Rename Your File



- Save the file to your desktop or a folder where you can find it
- Rename if you choose
- ex: "Jan 26 claims"



Upload Your Claims to the State Site



- Login to the state site and select the claim you are entering as you normally would.
- Instead of clicking on each site and entering your claim totals, click on Upload Center Site Claims

TIN: 730/10910

Claim Month

Claim Year

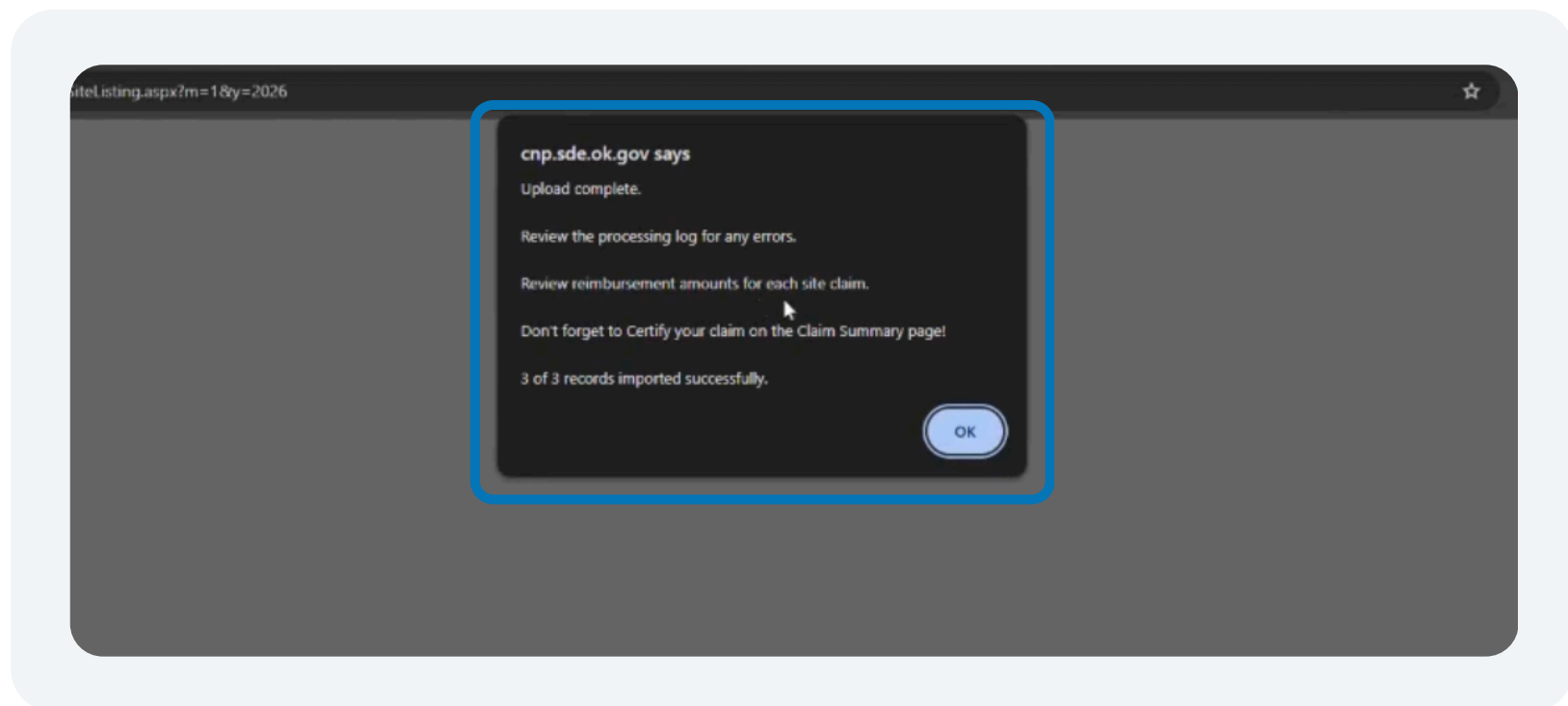
Claim Listing for Month/Year Requested

Select	Adjust	Submit Date	Month	Claim Year
<input type="button" value="Select"/>	<input type="button" value="Adjust"/>		1	2026
1				

Confirm Upload and Check for Errors



- Once the document is uploaded, you will see this “Upload complete.” message.
- Click OK.
- If there are any errors, this screen will tell you which record it found an error on and why. Please reach out to your OSDE office staff if you get an error you need help with.



Review and Proceed with Your Claims



- You can see all records that were processed and imported right under the upload button.
- You will see the Amounts populated next to the centers that were on the upload document
- Your claims are now entered and you can proceed as you normally would.

Claim Month January
Claim Year 2026 Search

Verify Eligibility

Claim Listing for Month/Year Requested

Select	Adjust	Submit Date	Month	Claim Year
Select	Adjust		1	2026
1				

Upload Center Site Claims
View Claim Summary

Processing record 2 (Using SiteNumberFromSponsor: 001-00-00000)
 Site Claim Inserted. Please remember to submit your claim from the Claim Summary Page.

Processing record 3 (Using SiteNumberFromSponsor: 001-00-00000)
 Site Claim Inserted. Please remember to submit your claim from the Claim Summary Page.

Upload finished at 2/24/2026 9:50:26 AM

Site Listing for Current Claim

select	Amount	Date Entered	Name	Lic #	Site #
select	\$2,569.99	2/24/2026	CLINTON HEAD START	0101184	0001
select	No Claim	No Claim	CLINTON CHILDREN'S ADVISORY COUNCIL	0101182	0003
select	\$4,669.62	2/24/2026	CLINTON HEAD START	0101180	0004
select	No Claim	No Claim	CLINTON CAC	0101180	0002
select	\$4,719.55	2/24/2026	CLINTON HEAD START	0101180	0005

