



KidTraks e-Invoicing *Quick Reference* Guide for DCS Resource Parents

Birthday / Holiday Allowance (Special Occasion Allowance)

(October 2025)

Resource parents are encouraged to purchase birthday & holiday gifts for children in their care. DCS will reimburse resource parents up to \$50 for **Birthday Allowance** for each child placed with them on the child's birthday and up to \$50 for **Holiday Allowance** for each child placed with them on the date of the winter holiday.

Invoices for **Birthday Allowance** can be submitted on or after the child's birthday; invoices can be submitted for **Holiday Allowance** on or after the date of the winter holiday. **There are no referrals for Birthday or Holiday Allowances.**

These expenses should be submitted on a separate invoice from the per diem, so that processing of the higher-dollar per diem invoices can proceed as quickly as possible.

The following items are not permitted: piercings, tattoos, tobacco products, alcoholic products or beverages, firearms/weapons, fireworks, lottery tickets, gift cards (gas, VISA, Wal-Mart, etc.), cash, checks or money orders.

Guidelines for Receipts:

- Receipts are required for all birthday & holiday expenses claimed and should clearly indicate the following:
 1. Item purchased
 2. Cost of the item
 3. Date of purchase
 4. Child for whom item was purchased (if billing for multiple children)
- In order to submit electronically via KidTraks e-Invoicing, receipts must be electronically attached, so receipts will first have to be scanned to a PC or laptop in one of the following formats: .txt, .doc, .xls, .pdf, .docx, .xlsx. If that's not feasible, then paper invoicing will need to be utilized to claim reimbursement.
- Please ensure that the receipt indicates actual payment vs. any other shipping document you might have. This is especially pertinent for on-line purchases. Similarly, receipts for purchases via layaway should indicate final payment & total payment amount.
- Multiple receipts can be scanned to multiple documents or all to a single document; either is fine. The important thing is to make sure that information is clearly visible on the scanned document. It's also important if you're billing for multiple children and/or the receipts include any other purchases, that you've clearly indicated on the receipts which expenses are for each child [e.g. prior to scanning, write the child's first name next to their listed gift(s)]. It's also very helpful if receipt information is in the same order as entered on the invoice.

KidTraks System Requirements:

- **Please use a PC or laptop; NOT a mobile device:** KidTraks works well on PC's and laptops but not consistently well on mobile devices such as smart phones and tablets.
- **Please use Firefox, Chrome or Edge, but not Safari:** KidTraks works well with Firefox, Chrome, and Edge but not consistently well using other web browsers such as Safari.

Recorded Guidance:

Following is a link to a 30-minute guided walkthrough of KidTraks navigation and invoicing procedures:

<https://www.in.gov/dcs/Kidtraks/>

Step-by-step guide for KidTraks e-Invoicing for Birthday & Holiday Allowance:

1. **Please ensure that (1) you are eligible to receive reimbursement and (2) timing is right for submission:**
 - To be eligible to invoice for **Birthday Allowance**, the child must have been in placement with you on the child's birthday, and it is now on or after the date of the child's birthday.
 - To be eligible to invoice for **Holiday Allowance**, the child must have been in placement with you on the date of the winter holiday, and it is now on or after that date.
2. Please have child's **Person ID** and **Case ID** handy, as those will be needed further below. Both numbers are available near the bottom of the child's ICPR. ICPR's are available in KidTraks by selecting "**Referrals**" from the blue menu bar near the top of the screen, and then selecting "**Placement Referrals**"
3. Scan receipt(s) to your PC or laptop. **Please ensure the above guidelines for receipts are followed.**
4. Login to KidTraks: <https://magik.dcs.in.gov> via PC or laptop and select **KidTraks** at the left of the screen.
5. From the blue menu bar near the top, select "**Invoices**," then select the "**Add New \ Submit Pending Invoice**" tab.
6. Complete the following fields on the "**Enter Invoice On-line**" tab:
 - a) **Voucher Type**: Select "**Regular Voucher**"
 - b) **Bill Type**: Normally "**First Bill**" unless **Re-Billing** after a previous denial.
 - c) **Invoice Service Type**: Select "**Reimbursement**"
 - d) **Invoice Number**: User-assigned unique identifier, up to 8 letters/numbers/characters (e.g. BDAY25).
 - e) **Period Start**: Earliest service date of birthday/holiday you're billing for (mm/dd/yyyy).
 - f) **Period End**: Latest service date of birthday/holiday you're billing for (mm/dd/yyyy)
 - PLEASE NOTE**: Following are important aspects of **Period Start & Period End** dates:
 - 1) Service date for birthday allowance is the child's birthday, and service date for holiday allowance is the date of the winter holiday.
 - 2) All birthday/holiday service start & end dates (see 9f below) you're billing for must be between these **Period Start & Period End** dates.
 - 3) **Period End** date must not be a future date.
 - g) **Email Address & Phone Number**: Should auto-fill.
 - h) **Comments**: Normally to be left blank.
7. Click on the gray "**Add**" button at the lower-left of the screen.
8. Click on the gray "**Add Invoice Line**" button at the far right of the next screen.
9. Complete the following fields on the **Invoice Details** tab:
 - a) **BURID**: Please leave this field blank, as there are no referrals for Birthday & Holiday Allowance.
 - b) **Service**: Select "**30002 - Personal Allowance**" from the drop-down menu.
 - c) **Component**: For Holiday Allowance, select "**11492 - Holiday Allowance**" and for Birthday Allowance, select "**11493 - Birthday Allowance**" from the drop-down menu. (Hint: drop-down selections are listed in alphabetical order).
 - d) **Person ID & Case ID**: Please enter both of these numbers, which are available near the bottom of the ICPR.

- e) After entering **Case ID**, then click on the icon just to the right of that field, which will populate the case County (below).
 - f) **Service Date**: Enter service date (i.e. child's birthday for birthday allowance, or the date of the winter holiday mm/dd/yyyy), or select the date using the optional calendar provided to the right of each.
 - g) **Billed Units**: The number "1" should auto-fill.
 - h) **Billed Rate**: Enter the gift purchase amount up to the \$50 limit, and then click anywhere outside the "Billed Rate" entry field. Please note that multiple items per child can be combined on a single invoice line with a combined cost/rate.
 - i) **Billed Amount**: will auto-fill; units times rate.
 - j) **Case County**: will auto-populate after entry of the **Case ID**.
 - k) **Place of Service & Comments**: These can both normally remain blank; however if the birthday or holiday or purchase was more than 90 days ago, please include some explanation in the **Comments** area.
 - l) **Save** or **Save/Add**: Use the "**Save**" button when you have no more expenses to include on this invoice. Use the "**Save/Add**" button to add another invoice line; e.g. when you have multiple children you've purchased for.
10. **Attach Receipts**: Receipts are required for all purchases to be reimbursed and should be attached in the same order as entered on the invoice.
- a) Click on the "**Attachments**" tab, near the center of the screen.
 - b) Click on the gray "**Add**" button at the far right.
 - c) Type in a brief description of the attachment (e.g. "Receipt" or possibly the child's first name if you've purchased for multiple children and have separate documents to attach for each).
 - d) Click on the "**Select Files**" button and find the document on your PC or laptop where you've previously scanned your receipt(s).
 - e) Click on that document name, and then click on the "**Open**" button.
 - f) Click on the "**Save**" button; you should see the message: "**File Uploaded Successfully!**"
 - g) Click on the "**Close**" button.
- Please note** that the above steps (a - g) to **Attach Receipts** can be repeated as necessary, i.e. if you've scanned your receipts to multiple documents.
11. Check "**Status**" indicators toward the right of the screen for **green**, **yellow** or **red**:
- If indicators are all **green**, then you're ready to proceed to step #12 below.
 - If indicators are **yellow** or **red**, select the "**Invoice Errors**" tab near the center of the screen. Error messages provided should indicate the problem and how to fix it.
 - If invoice line info needs to be changed, select "**Invoice Details**" tab, click on the blue "**Edit**" at the left of the screen, make any needed changes, and click on the "**Save**" button at the bottom-left of the screen.
 - The "**More Information**" tab also may include info that needs to be edited to fix any errors indicated.
12. From the Action drop-down menu at the upper-right of the screen, select "**Submit Invoice**" and click on "**Go.**"
13. Take a final look at the invoice info you're about to submit, and if it appears ready for submission, then click on the check-box at the lower-left of the screen: "**I Agree to the Terms of Use**" and click on the "**Submit and Continue**" button at the bottom of the screen.
14. Status indicator at the right side of the screen should now indicate "**Submitted**" which means **you've successfully submitted your invoice to DCS!** Payment should occur approximately 2 weeks from the date of submission.
15. Optionally, you can view your submitted invoice by selecting "**Invoices**" from the blue menu bar near the top. Then on the "**Invoice Inquiry**" screen, click on the drop-down arrow at the right of the screen, select "**All Transactions**" and click on "**Go.**" Your submitted invoice should now come into view and indicate status: "**Submitted to DCS.**"