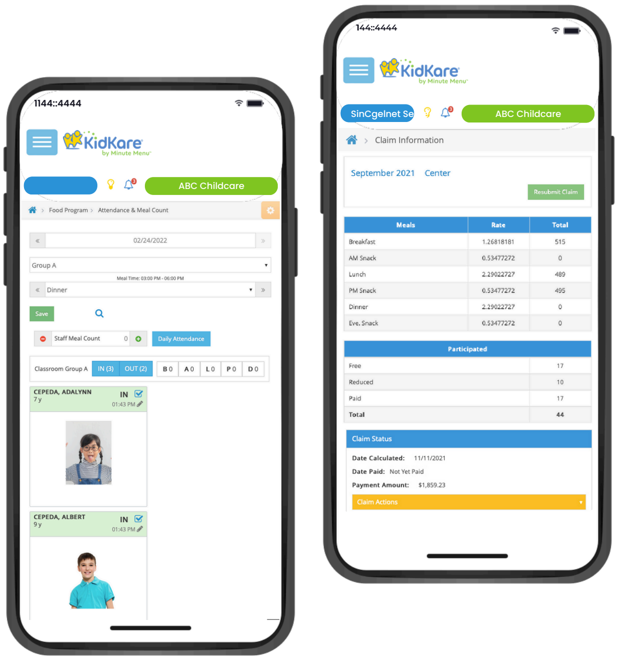
KidKare Food Program

Provider Manual 2025



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Navigate KidKare

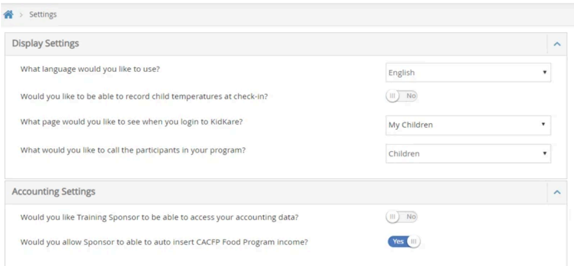
You access all KidKare features from the main menu to the left.

- Click to collapse the menu and provide more space in the main window.
- Click to change the language in which KidKare displays.
- Click to return to the Kids page.
- Click the Filters button in the top-right corner to adjust page filters and sorting (where available).
- The menu is collapsed on mobile devices by default. To expand it, tap in the top-left corner.

Set Display Settings

Customize your KidKare experience on the Settings page. Here, you can change your language settings, specify what page displays when you log in, and specify what participants in your program are called throughout the application.

- Log in to KidKare.
- From the menu to the left, click for Settings. The Settings page opens.



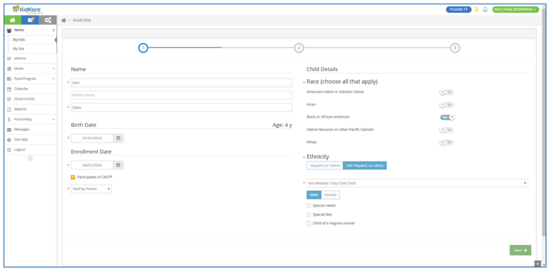
- In the Display Settings section:
  - Click the Language drop-down menu and select English or Spanish. This is a user-level setting, which means it is only applied to the user account who selected it.
  - Click the Would you like to be able to record child temperatures at check-in? toggle and change it to Yes to be able to record child temperatures.
  - Click the What Page Would You Like to See When You Login to KidKare drop-down menu and select the page you wish to see upon login. You can select any page accessible from the left-hand menu. This is a user-level setting, which means it is only applied to the user account who selected it.
  - Click the What Would You Like to Call Participants in Your Program drop-down menu and choose from the following:
    - Kids
    - Children
    - Students
    - Adults
    - Participants
    - Clients
- If you are subscribed to KidKare Accounting or Parachute, review the Account Settings section:
  - Select Yes or No to Would you like your Sponsor to be able to access your accounting data?
  - Select Yes or No to Would you allow Sponsor to be able to auto insert CACFP Food Program Income?

My Children

Enroll Participants

When you enroll participants manually, you provide all child details required for enrollment. Once you save this informality, the participant is added as Pending. Your sponsor must activate these participants once appropriate documentation is received.

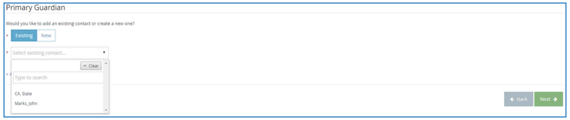
- From the menu to the left, click **Home**.
- Click **My Children**.
- Click and select **Add Manually**.
- In the **Name** section, enter the participant's first, middle, and last name. You must enter at least a first and last name.
- In the **Birth Date** section, enter the participant's birth date. You can also click to select the date from a calendar.



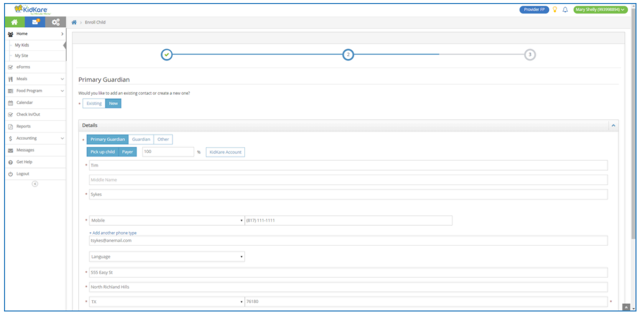
Click the image above or scan this QR code to watch a quick training video.

- In the **Enrollment Date** section:
  - Select the participant's **enrollment date**. You can also click to select the date from a calendar.
  - Check the **Participates in CACFP** box. This box is checked by default.
  - Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay.**
- In the **Participant Details** section:
  - Select the participant's race and ethnicity.
  - Click the **Relation to Provider** drop-down menu and select **Not Related/Day Care Child**, **Own Child**, **Provider's Foster Child**, **Related Non-Resident**, or **Helper's Child**.
  - Select the participant's gender.
  - Check the following boxes, if they apply:
    - Special Needs
    - Special Diet
    - Participant of a Migrant Worker
- Click **Next**. The Primary Guardian page opens.

- Add a primary guardian. You have two options to choose from:
  - Click **Existing** to select a guardian that already exists in KidKare. Then, select the contact.

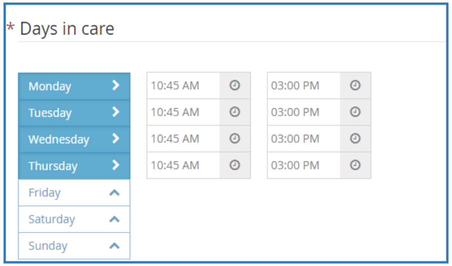


  - Click **New** to add a new guardian and enter their information.

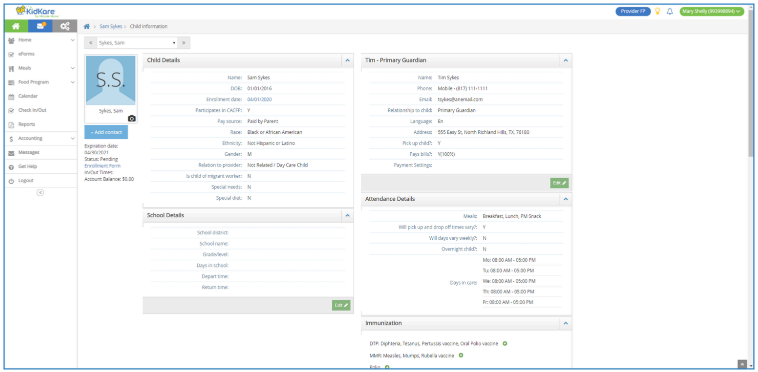


- Click **Next**. The final enrollment page opens.

- In the **Days in Care** section, select the days and times the participant is typically in care.
    - Select the days and in and out times. When entering times, you can click to select the time with arrows. Once you set the in and out times for the first day of the week, KidKare automatically sets those times for each following day you select.



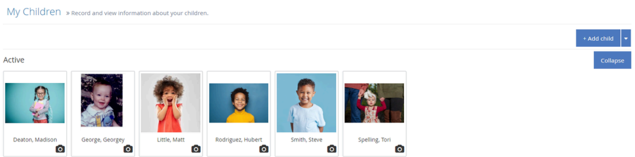
    - Click next to **Will Pick Up and Drop Off Times Vary** if the participant's in/out times vary each day.
    - Click next to **Will Days Vary From Week to Week** if the participant's days in care may vary each week.
- In the **Participating Meals** section, click each meal at which the participant is typically present.
- In the **School** section, enter the participant's school information, if applicable.
    - Click the **Type/Level** drop-down menu and select the school level.
    - Click the **Depart and Return** boxes and enter the school hours.
    - Click the **Name** box and enter the name of the school.
- Click **Enroll Child** or **Enroll and Print**. The Participant Information page opens and displays the participant's enrollment information. Your food program sponsor must now activate the participant's enrollment.



Manage & Edit Participant Details

The Children page lists all participants you have currently enrolled.

- From the menu to the left, click **My Children.** A list of you children displays.

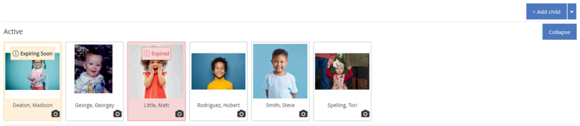


- Click **Filters** in the top-right corner to set filters and sorts. You can filter by enrollment status and sort by first or last name.

- Click a name of the child to view their **Child Information** screen.

Edit Expiration View

If your sponsor has the Enrollment Expiration feature turned on, you will see additional filters and alerts on your screen.



- When an (!) Expiring Soon alert shows up on the child, this means their Enrollment Expiration Date will expire within the next 30 days. This is a visual reminder to the center to collect an updated enrollment form.
- When an (!) Expired alert shows up on the child, this means their Enrollment Expiration Date has already expired and the enrollment form needs to be updated in order to be able to claim this child.
- At the top of the screen you will see an **Updates Needed** pop-up. Click on **View Now** to see a filtered view of only children with enrollments that are **Expired** or **Expiring** Soon.

(!) Updates Needed: **1 child profiles expiring soon** and **2 child profiles are expired.** View Now

- Additional filters have been added so that you can filter children by enrollment expiration status from the here as well.

Pending Children that were Claimed View

If your sponsor has the Pending Children Claimed feature turned on, you will see additional alerts on your Children screen.

- When a (!) Need Signed Enrollment alert shows up on the child, this means that these children were claimed with no signed enrollment form on file.
- At the top of the screen you will see an **Updates Needed** pop-up. Click on **View Now** to see a filtered view of only children needing a new signed enrollment.

(!) Updates Needed: **3 pending children were claimed without a signed enrollment.** View Now

Edit Participant Enrollment Information

Providers who participate in the CACFP (food program) with a sponsoring agency have limited options for updating participant information.

- From the menu to the left, click **Home**.
- Click **My Participants**.
    - Note: According to your display settings, this option and page may be called something else, such as My Kids. For more information, see **Set Display Settings**.
- Click the participant to edit. The Participant Information page opens.
- Click **Edit** in the section to change. This option is only available for those sections you can change.
- When finished, click **Update**.

What if I Need to Change Enrollment Information I Can't Edit in KidKare?

- If you need to make changes to a section that does not have an Edit button:
- Click the Enrollment Form link under the participant's photo, and print the enrollment form.

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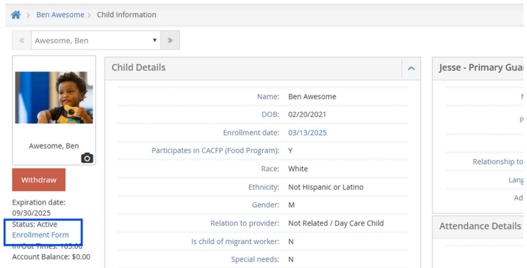
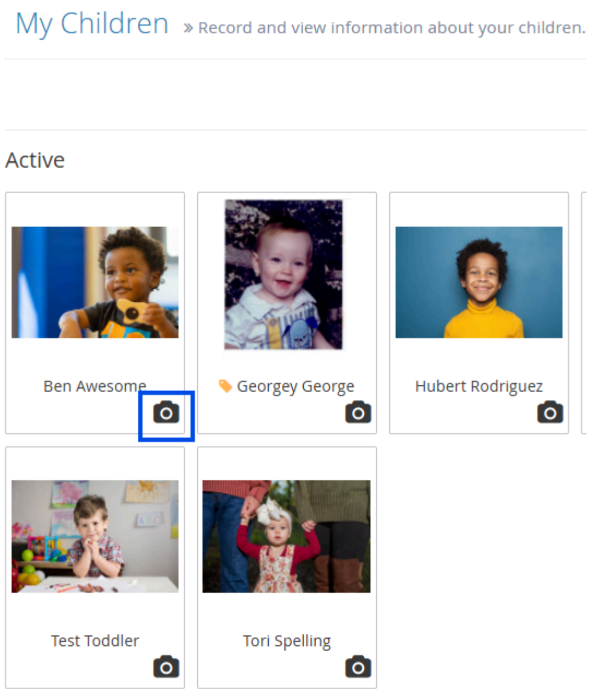


- Make changes on the printed form by hand, preferably in colored ink.
- Mail or drop off the form to your food program sponsor.
    - *Your sponsor should provide guidance for changing participant enrollment information.*

Upload Participant Photos

You can upload participant photos for a quick and easy way to locate a participant. You can upload existing photos, or, if you are using a capable device, you can take new photos.



Uploading Existing Photos

- From the menu to the left, click **Home**.
- Click **My Children**.
- Click under the participant for whom to add a photo.
- Click **Choose**.
- Browse to the location where the photo is stored and click **Open**.
- Click to save your changes.

Taking New Photos on a Mobile Device

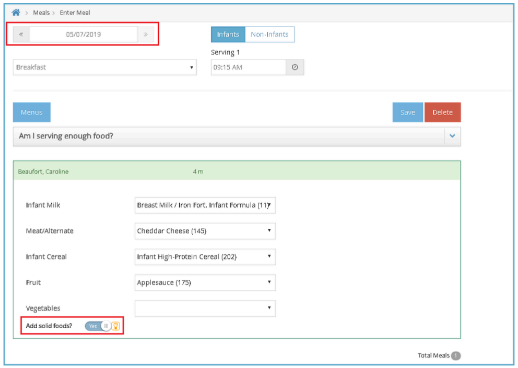
To upload new photos from a mobile device:

- From the menu to the left, tap **Home**.
- Tap **My Children**.
- Tap under the participant for whom to add a photo.
- Tap **Choose**.
- Tap **Take New Photo**.
- Take the participant's photo.
- Tap **Use Photo.**
- Tap to save your changes.

Infant Solid Food Update

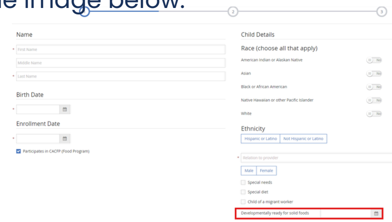
Update Participant Detail to reflect Developmentally Ready for Solid Foods

When recording a meal for an infant, there is an **Add Solid Foods** slider in KidKare that can be toggled to Yes when a child is developmentally ready to consume solid foods. When this is toggled to **Yes** that child's record is marked as developmentally ready and the current date populates in the **Developmentally Ready** box in the **Child Information Special** tab.
For example, if the **Add Solid Foods** slider is changed to **Yes** and solid foods are recorded for an infant on May 7, 2019, 05/07/2019 is written to the **Developmentally Ready** box in **Child Information**. See the figure below.

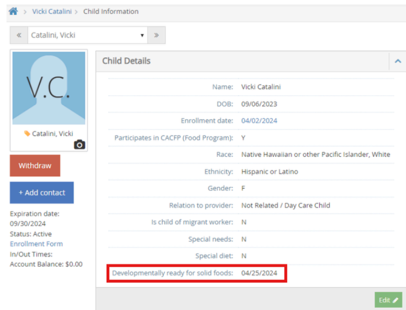


Mark Infants as developmentally Ready for Solid Foods During Enrollment

The Developmentally Ready date can also be entered when enrolling new children, or from the edit child screen. When enrolling new children, this date can be found on the first enrollment screen under the special diet needs as shown in the image below.



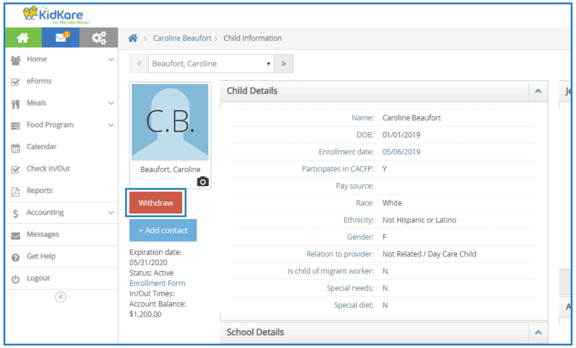
When editing a child to add the Developmentally Ready date, it can be found in child information under the Child Details section as shown in the image below.

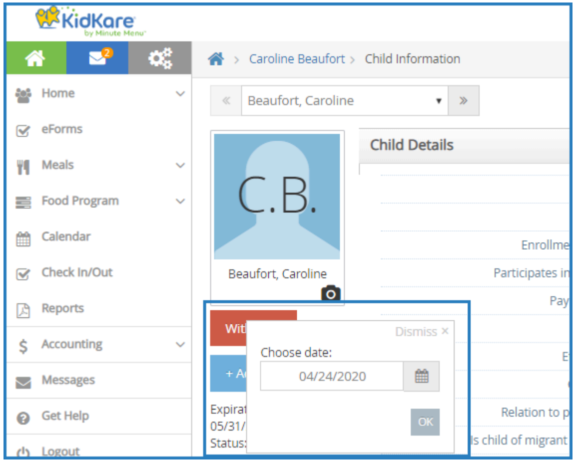


Withdraw & Reactivate Participants

Withdraw Participants

- From the menu to the left, click **My Children**.
  - Note: According to your display settings, this option and page may be called something else, such as My Kids or My Participants.
- Click **Filters** in the top-right corner and ensure that **Active** is selected.
- Click the **name** of the participant to withdraw. The Participant Information page opens.
- Click **Withdraw**.
- Click the **Choose a Date** box and enter the withdraw date. This box defaults to today's date. You can also click to select the date from a calendar.
- Click **OK**.





Reactivate Withdrawn Participants

You cannot reactivate withdrawn participant in KidKare. Contact your food program sponsor to reactivate (re-enroll) withdrawn participants. Note that some sponsors may request that you do the following:

- Print the withdrawn participant's enrollment form.
- Update the form using a pen, preferably with colored ink.
- Mail the enrollment form to the Sponsor for reactivation.

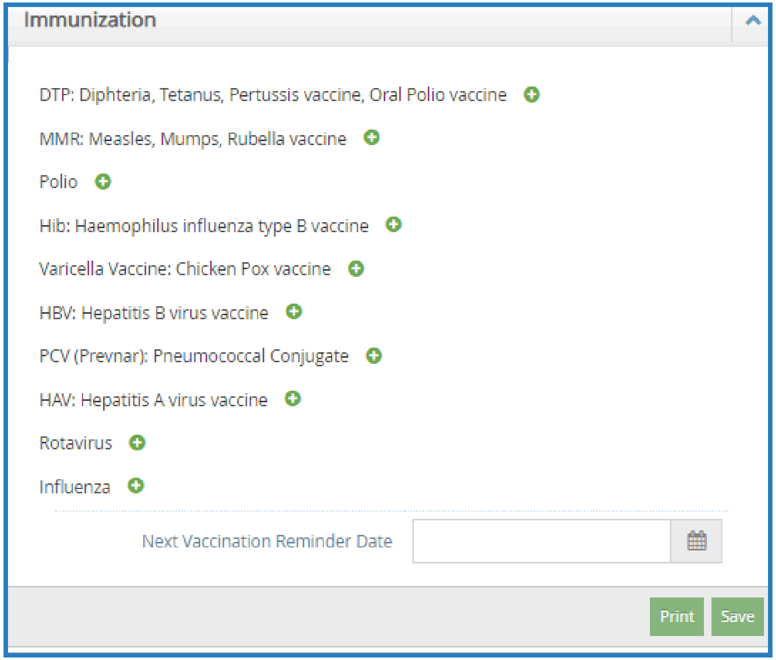
Contact your sponsor for the procedure they want you to follow.

Click the image above or scan this QR code to watch a quick training video.

Immunization Records

You must subscribe to Parachute to record and access immunization records. To learn more about Parachute, **click here**.

- From the menu to the left, click **Home**.
- Click **My Children**.
- Click the participant for whom to add/view/print immunization records. The Participant Information page opens. Immunization records display in the **Immunization section.**
- To record immunization records:
  - Click next to the vaccination to record.
  - Click the Date box and enter the date. You can also click to select the date from a calendar.
  - Click **Save**.
- To remove immunization records:
  - Click next to the vaccination to remove.
  - Click **Save**.
- To print immunization records:
  - Click to collapse all other sections on the Participant Information page, if needed.
  - Type **Ctrl + P**.
  - Click **Print**.

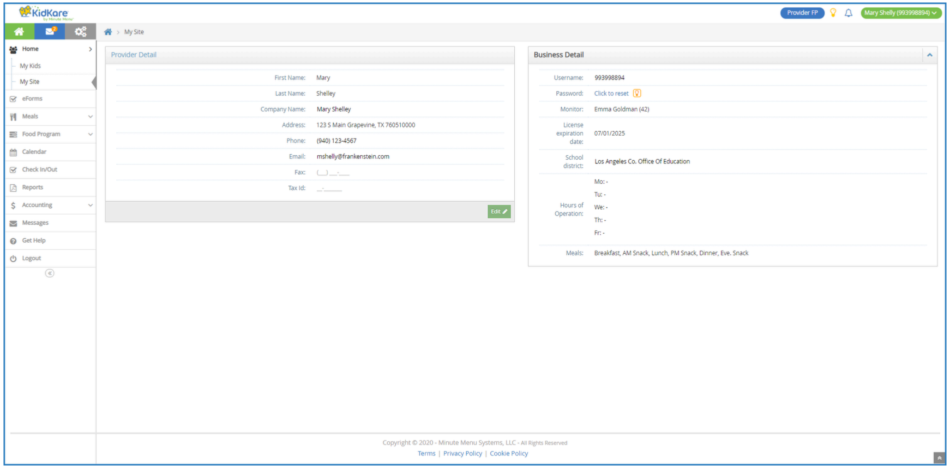


My Site

Edit Provider Details

You can edit information about your company, such as your company name, tax ID, and certain contact information on the My Site page.

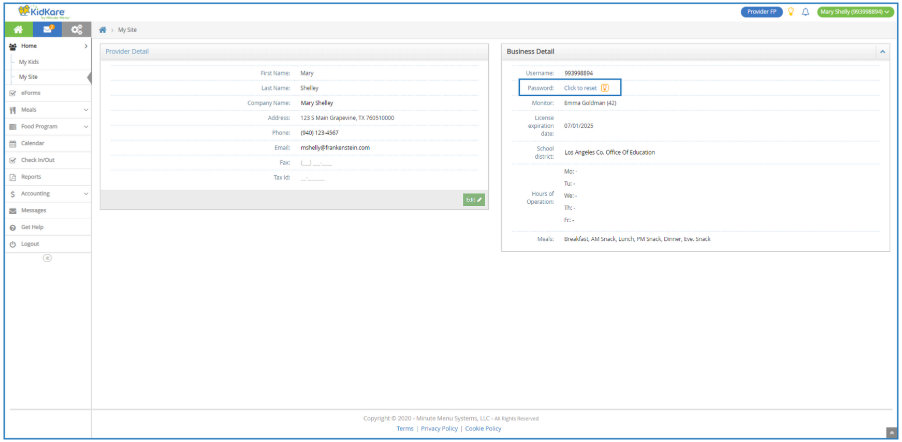
- From the menu to the left, click **Home**.
- Click **My Site**. The My Site page opens.
- In the **Provider Detail** section, click **Edit**.
- Click the **Company Name** box and enter
- your business name.
- Click the **Phone, Email,** and **Fax** boxes and enter your updated contact information.
- Click the **Tax ID** box and enter your tax ID number.
- When finished, click **Save**.



Reset Your Password

When you need to make password updates, you can reset your password on the My Site page instead of using the Forgot Password link on the Login page.

- From the menu to the left, click **Home**.
- Click **My Site**.
- In the **Business Details** section, click the **Click to Reset** link. You are logged out of KidKare, and the **Reset Password** page opens.



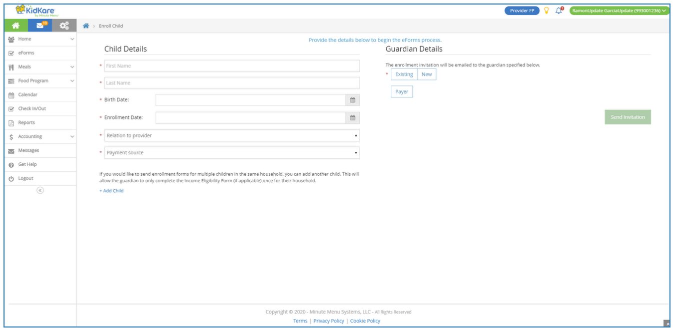
- Click the **Email** box and enter your email address.
- Click **Send Me**. You will receive an email with a link to reset your password. Note that these links are only good for one use, so if you need to reset again, you must repeat Steps **2 & 3**.
- Enter your new password.
- Confirm your password.

eForms

Enroll New Participants with eForms

Use eForms to enter basic information about a participant and then send an enrollment invitation to their guardian. Guardians then complete the form digitally and submit it to you—completely removing paper from the process. Your food program sponsor must enable this feature.

- From the menu to the left, click **Home**.
- Click **My Participants**. The My Participants page opens.
  - Note: According to your display settings, this option and page may be called something else, such as My Kids. For more information, see **Set Display Settings**.
- Click ▾ and select **Send eForms**. The Enroll Participants page opens.



- In the Participant Details section:
  - Click the **First Name** and **Last Name** boxes and enter the participant's first and last name.
  - Click the **Birth Date** box and select the participant's date of birth.
  - Click the **Enrollment Date** box and select the participant's enrollment start date.
  - Click the **Relation to Provider** drop-down menu and select the participant's relation to you. If the participant is not related to you or your staff in some way, select **Not Related/Day Care Child**.
  - Click the **Payment Source** drop-down menu and select **Paid by County/State, Paid by Parent**, or **No Pay.**
  - If you need to enroll a sibling at the same time, click **Add Participant**. Repeat the steps above for the additional participant. You can add as many siblings, as needed. Adding participants this way ensures that the parent only needs to complete one income eligibility form for the household. (For Tier 2 or Mixed Tier only)

- In the **Guardian Details** section:
    - Click **Existing** to select an existing guardian. Then, select the contact.
    - Click **New** to add a new guardian and enter their information.
- If your are subscribed to the Accounting feature, click **Payer** to designate this guardian as a payer for the participant.
- Click **Send Invitation**.

Click here to print the instruction sheet to hand out to guardians. This sheet provides basic instructions for completing the enrollment process.

eForms:
How to Enroll Your Child

1. Look for an email from us to enroll your child. If you don't see it in your inbox, check your **Spam/Junk** folder.
2. Click the link in the email to open KidKare.
3. Create a password and log in.
4. Click **Update** below your child's name.
5. Enter any missing data. Click **Next** to move through each page of the form.
6. On the final page, type your name and sign the signature box. You can use your finger or stylus on a touch screen device, or use your mouse on your computer.

Working with eForms

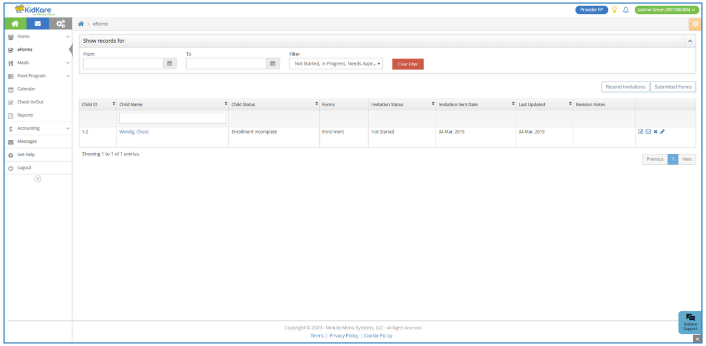
The eForms page provides a central place for you to view enrollment status for all participants in your care. Click **here** to download a printable checklist, and click **here** to download a printable startup guide. We also recommend you watch the video below. When you're ready, click a link below to jump to a specific topic in this article.

Click the image above or scan this QR code to watch a quick training video.

Filter the eForms Page

Your food program sponsor must enable this feature.

- From the menu to the left, click **eForms**. The eForms page opens.



- Use the **From** and **To** boxes to select a date range to view.
    - To view forms from a specific date to the current date, select a date in the **From** box and leave the **To** box blank.
    - To view forms up to a specific date, leave the **From** box blank and select a date in the **To** box.
    - To view forms for a single day, select the same date in the **From** and **To** boxes.
- Click the **Filter** drop-down menu and select the form status to view. You can select multiple statuses, if needed.
- To filter to a specific child, click the **Participant Name** box, and begin typing the participant's name.
    - Note: According to your display settings, this option may be called something else, such as Child Name. For more information, see **Set Display Settings**.
- You can sort information in ascending or descending order by the following columns:
    - Participant ID
    - Participant Name
    - Participant Status
    - Invitation Status
    - Invitation Sent Date
    - Last Updated

Some of the columns listed above may not display. To customize which columns display, click “Filters” in the top-right corner and click each column to select it. You can also change the default sort options.

Resend Invitations

You can resend invitations to those guardians who did not receive the initial email. There are two ways you can do this:

- Click **Resend Invitations** to resend invitations to every child listed on the page. Click **Yes** at the confirmation prompt.

- Click ✉ on the row for the participant to whom to send an invitation.

If the guardian still does not receive the email, instruct them to check their spam/junk folders and confirm that you have the correct email address on-file. Click the link in the **Participant Name** column to open a pop-up and enter/correct the guardian's email address.

If the guardian does not have an email address, you can open the form for them to complete onsite. See below.

Mark Forms as Manually Completed

If a guardian completes a paper form and turns it in to you, click ✎ on the appropriate row to mark that form as manually completed. You must then mail the completed and signed forms to your food program sponsor.

Cancel Invitations

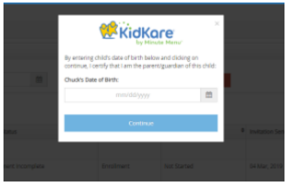
You can cancel enrollment invitations, if needed. For example, a parent may decide to withdraw their participant before completing enrollment forms. To do so:

- Click ✖ on the appropriate row.
- Click **Delete** at the confirmation prompt.

Completing eForms Onsite

You can open forms for guardians to complete on-site, if needed. This allows those guardians who do not have access to the Internet, their own device, or email address, to complete required forms. Watch the video below, or, scroll down to view step-by-step instructions.

- From the menu to the left, click **eForms**.
- In the **Show Records For** section, set filters, if needed.
  - Use the **From** and **To** boxes to set a date range to view.
  - Click the **Filter** drop-down menu and select the status to view.
- Click for the row to open. You can open the income eligibility form, the enrollment form, or both forms.



- Have the guardian use the computer/device to complete the forms, beginning with the participant's date of birth.
- Once the guardian has completed each page of the form, you are returned to the eForms page. The completed form has one of the following statuses:
  - **Needs Approval**: Click to review and approve the form.
  - **Submitted**: The form was submitted directly to your sponsor. No action is necessary.

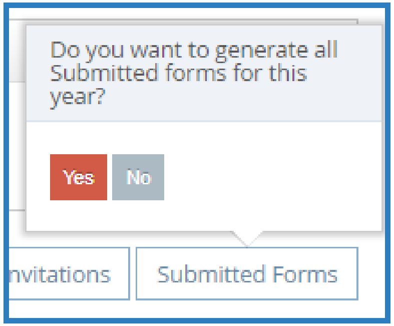
Click the image above or scan this QR code to watch a quick training video.

Generate Submitted Forms

You can generate submitted forms from the eForms page. Generating submitted forms will print eForms that are in the following statuses for the **current year only**:

- Submitted (parent)
- Submitted (site)

- From the menu to the left, click **eForms**.
- Click **Submitted Forms**.
- At the **Do You Want to Generate All Submitted Forms for This Year** prompt, click **Yes**.



Meals

Enter Meals

Record your menus on the Enter Meal page. Infant and non-infant meals are recorded separately to allow you to meet meal pattern requirements for each. If you or your sponsor have created pre-planned menus, you can select a menu instead of entering the components individually.

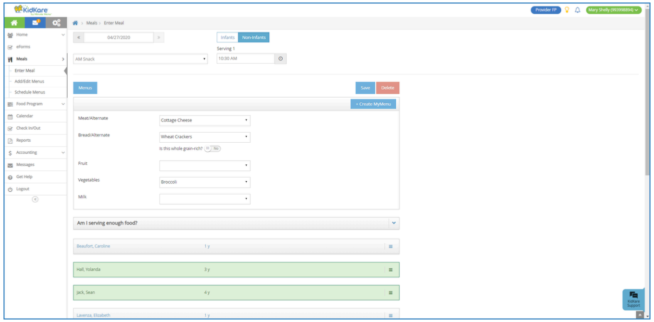
Click the image above or scan this QR code to watch a quick training video.

Record Menus for Non-Infants

- From the menu to the left, click **Meals**.
- Click **Enter Meal**. The Enter Meal page opens.
- Select **Non-Infants**.
- Ensure the correct date is selected at the top of the page.
- Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
- Click the **Serving 1** box and enter the meal time, if needed. You can also click and use the arrows to adjust the time. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.
- Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.
- For the **Bread/Alternate** component, click next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The CACFP meal pattern requires that you serve at least one whole grain rich food each day.
  - **Note**: Your food program sponsor may also have created foods and already marked them as whole grain-rich. When you select such foods, the whole grain-rich slider is automatically set to Yes.
- Click each participant name to mark them as present for the meal. If you provide two servings of a meal, click the participant's name again to mark them present at both servings. Both 1 and 2 should be highlighted. You can also click the number to indicate the serving at which the participant was present.
- Click to the right of a participant's name to indicate that a school-aged participant was present when they should have been in school. Then, choose from the following (you can select multiple items, if needed):

  Sick | No School | Present on Holiday
- If the participant you mark in attendance is 18 years of age or older, the **Adult Meal Pattern Substitutions** section displays for that participant.
  - Click next to **Was yogurt substituted for milk?** if you substituted yogurt for milk at this meal.
  - Click next to **Was milk served to adults?** if milk was served to adults at this meal.
    - **Notes**: You can only select one option. When you select an option, the other is immediately set to **No**. Milk and yogurt substitutions are reflected on the Menu Production Record and on the Food Served report.

- Click in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.
- Click **Create My Menu** to save this menu for future use. Then, enter a name for the menu in the **What is the Name of This Menu** box.
- Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.
- When finished, click **Save**.

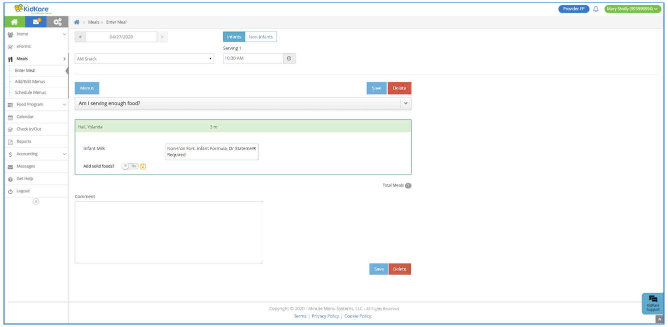


Remember that you must have participants checked in before you can record meals. To do so from this page, click a participant's name and then click Check IN. Depending on your sponsor's settings, you may be required to provide an In time for participant checked in on this page.

Record Menus for Infants

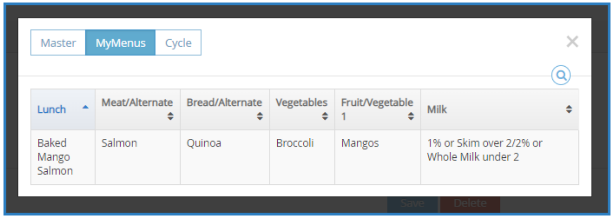
- From the menu to the left, click **Meals**.
- Click **Enter Meal.** The Enter Meal page opens.
- Select **Infants**.
- Ensure the correct date is selected at the top of the page.
- Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
- Click the **Serving 1** box and enter the meal time, if needed. You can also click and use the arrows to adjust the time. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.
- Select the infant for whom to record a meal.
- If the infant is ready for solid foods, click next to **Add Solid Foods**. When you set this option to Yes and record foods, the infant is marked as developmentally ready as of the current date. This date is written to the child's record. The **Add Solid Foods** option is automatically set to Yes when you record meals for this infant in the future.
- Click each **meal component drop-down menu** and select the food items served at this meal. You can start typing a food name to filter to a specific food.
- Click in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.

- Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.
- Click **Save**.

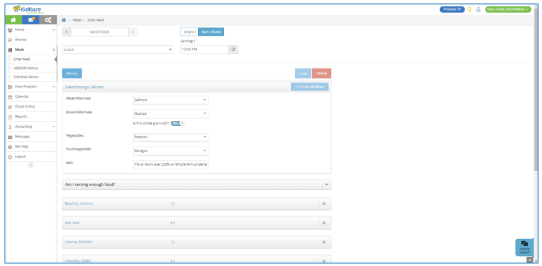


Select a Pre-Planned Menu

1. From the menu to the left, click **Meals**.
2. Click **Enter Meal**.
3. Select **Infants** or **Non-Infants**.
4. Ensure the correct date is selected at the top of the page.
5. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
6. Click **Menus**. A pop-up opens and displays your pre-planned menus. You can click **Master** to view master menus your sponsor provides in addition to the menus listed on the **MyMenus** tab.



- To locate the menu to select:
  - Click the column headers to sort meal components in ascending or descending order.
  - Click to search for a particular menu.
- Click the menu to select it. The pop-up closes and the menu is added to the Enter Meal page.



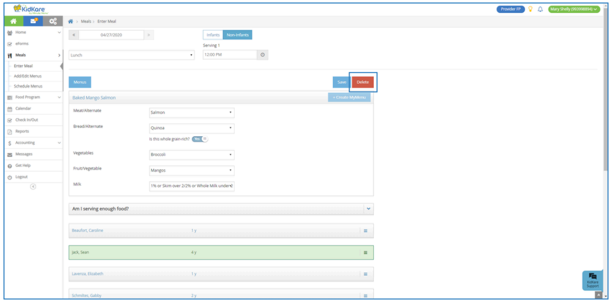
- Click **Save**.

Remember that you must have participants checked in before you can record meals. To do so from this page, click a participant's name and then click Check IN.

Delete a Meal

You can delete meals, if needed. Typically, you would do this if the meal was entered in error.

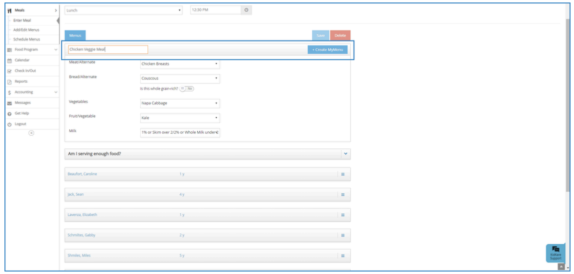
- From the menu to the left, click **Meals**.
- Click **Enter Meal**. The Enter Meal page opens.
- Select the date.
- Select **Infants** or **Non-Infants**.
- Click the **Select Meal** drop-down menu and select the meal time.
- Click **Delete**.



- At the **Are You Sure prompt**, click **Delete**.

Creating Menus on the Enter Meal Page

- From the menu to the left, click **Meals**.
- Click **Enter Meals**.
- Select your meal components.
- Click **Create My Menu**.
- Click the **What is the Name of This Menu** box and enter a name for the menu.

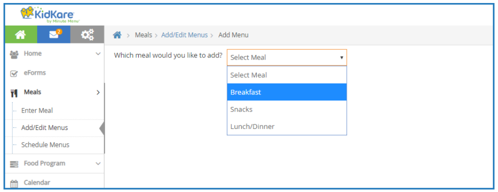


- Click **Save**.

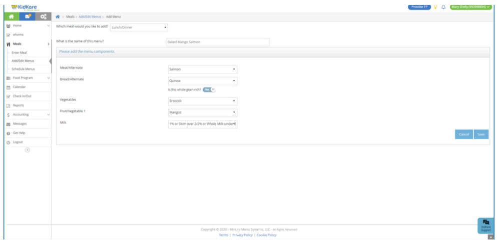
Add/Edit Menus

Creating Menus on the Add/Edit Menus Page

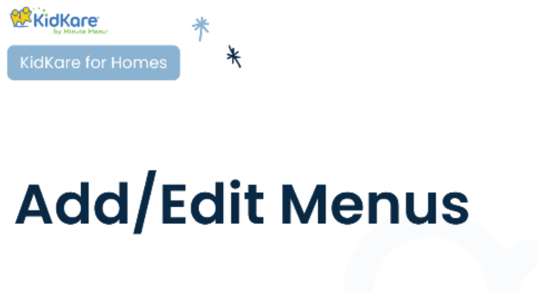
- From the menu to the left, click **Meals**.
- Click **Add/Edit Menus**. The Add/Edit Menus page opens.
- Click **Add Menu**.
- Click the **Which Meal Would You like to Add** drop-down menu and select the meal type: **Breakfast, Snacks,** or **Lunch/Dinner**.



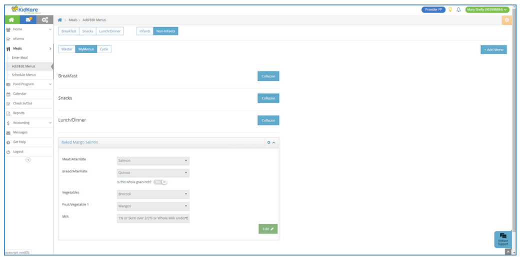
- Click the **What is the Name of This Menu** box and enter a name for this menu.
- Click each **drop-down** menu and select the meal components. You can also type in the box at the top of each menu to search.



Click the image below or scan this QR code to watch a quick training video.



- For the Bread/Alternate component, click next to **Is This Whole Grain Rich** to mark the bread/alternate as a whole grain rich. The [**CACFP meal pattern**]() requires that you serve at least one whole grain rich food each day.
- Click **Save**.
- You can now view your menu on the Add/Edit Menus page.



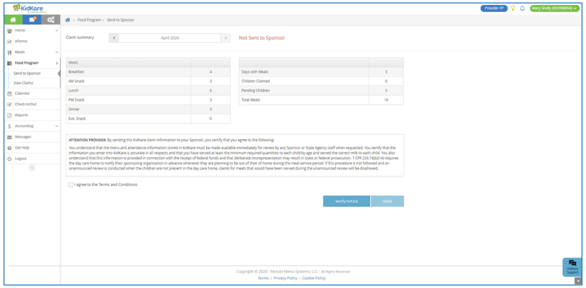
Food Program

Send to Sponsor

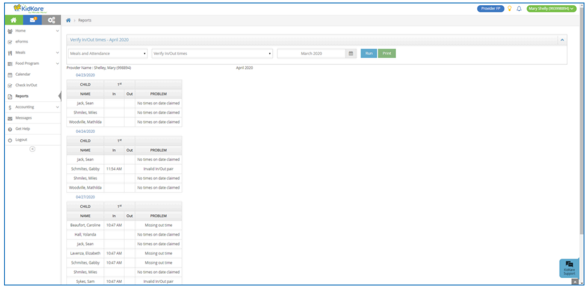
Click the image above or scan this QR code to watch a quick training video.

At the end of the month, send claims to your sponsor on the Send to Sponsor page. Note that once you send your claim to your sponsor, your food program information (menus, attendance, and meal counts) will no longer be editable. If you send a claim and then realize a change is needed, contact your food program sponsor for assistance.

- From the menu to the left, click **Food Program**.
- Click **Send to Sponsor**. The Send to Sponsor page opens and displays the claim summary for the current month. Note that the **Not Sent to Sponsor** text displays.



- Review the claim summary and check for any possible issues.
- Click **Verify In/Out** to run the Verify In/Out Times report, if needed. The report opens and automatically filters to the current month. When finished, return to the Send to Sponsor page.

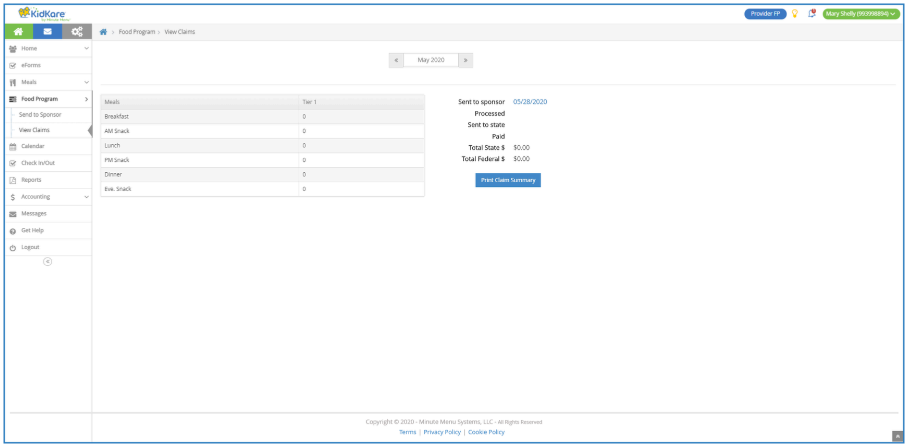


- Check the **I Agree to Terms and Conditions** box.
- Click **Send**. The text at the top of the page changes to Sent to Sponsor. The date and time you submitted the claim also display.

View Claims

You can view submitted claims on the View Claims page.

- From the menu to the left, click **Food Program**.
- Click **View Claims**. The View Claims page opens to the current month, by default. If you haven't submitted a claim for the current month, the Claim Not Yet Processed message displays.
- Click « to navigate to previous months, and click » to navigate forward again. You can also click the **Date** box to select the month to view from a calendar.
- Click the **Processed** date to download and view your claim error report.
- Click **Print Claim Summary** to download the Claimed Summary and Error report for the selected claim month.



Calendar

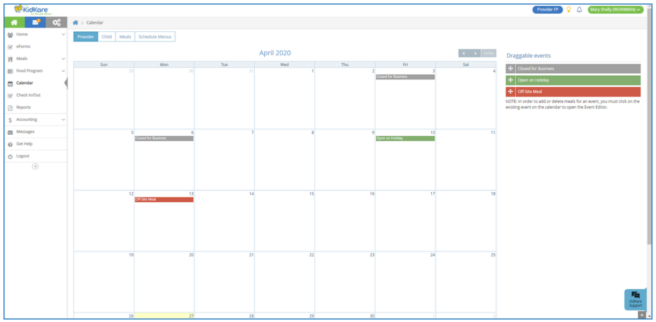
Understand the Calendar

Click the image above or scan this QR code to watch a quick training video.

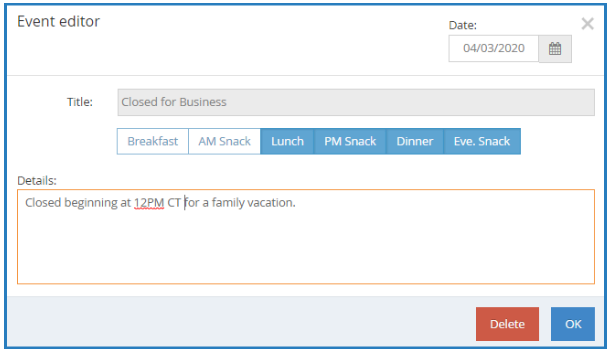
Use Provider Calendar

The Provider Calendar is where you document days you are closed, open on holidays, or serving meals off-site (such as during field trips). It is important to document this information so your food program sponsor is aware that you are closed, serving special meals (holidays), or are serving meals off-site. Watch the video below, or scroll down for step-by-step instructions.

- From the menu to the left, click **Calendar**. The Provider calendar displays by default.
- Drag **events** from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar. Note that days on which menus are scheduled are highlighted yellow.



- Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.
- Select the meal(s) this event affects.
- Click the **Details** box and enter any notes about the event.



- When finished, click **OK**.

To delete an event you added in error, click the event to open the Event Editor. Then, click **Delete**. At the Are You Sure prompt, click **Delete**.

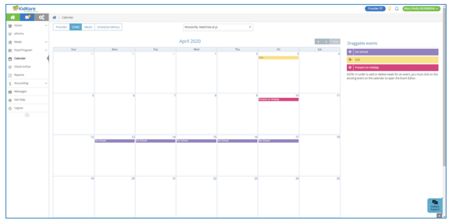
Use the Participant/Child Calendar

Use the Participant Calendar to document participants who are present on a holiday, in your care when school was out, or in your care because they were too sick to go to school. Watch the video below, or scroll down to view step-by-step instructions.

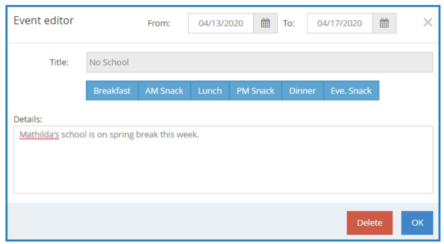
- From the menu to the left, click **Calendar**. The Calendar page opens.
- Click **Participant**. The Participant Calendar opens. Note that you can have multiple calendars selected at the same time. If you do, events from the selected calendars display.

Click the image above or scan this QR code to watch a quick training video.

- Click the **Select Participant** drop-down menu and select the child. There are two ways to do so:
- Expand each category, locate the participant, and click their name.
- Click the **Type to Search** box and enter all or part of the participant's name to filter the list. Click the participant's name.
- Drag **events** from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar.



- Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.
- Select the meal(s) this event affects.
- Click the **Details** box and enter any notes about the event.

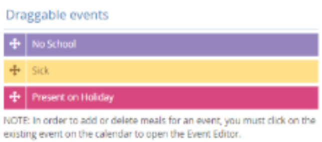


- When finished, click **OK**.

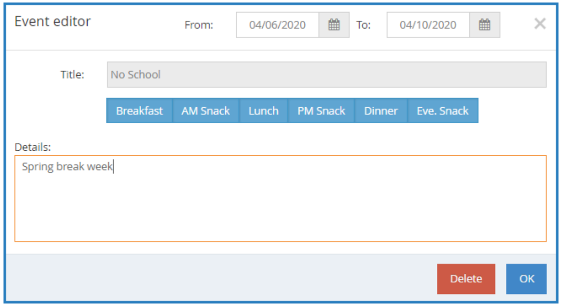
Mark School Out

When school-aged participants are out of school, add the event to the calendar.

- From the menu to the left, click **Calendar**.
- Click **Participants**. The Participants Calendar opens. Note that you can have multiple calendars selected at the same time. If you do, events from the selected calendars display.
  - Note: According to your display settings, this option and calendar may be called something else, such as Child and Child calendar. For more information, see **Set Display Settings**.
- Click the **Select Participant** drop-down menu and select the child. There are two ways to do so:
  - Expand each category, locate the participant, and click their name.
  - Click the **Type to Search** box and enter all or part of the participant's name to filter the list. Click the participant's name.
- Drag the **No School** event from the **Draggable Options** to the right and drop it on the calendar.



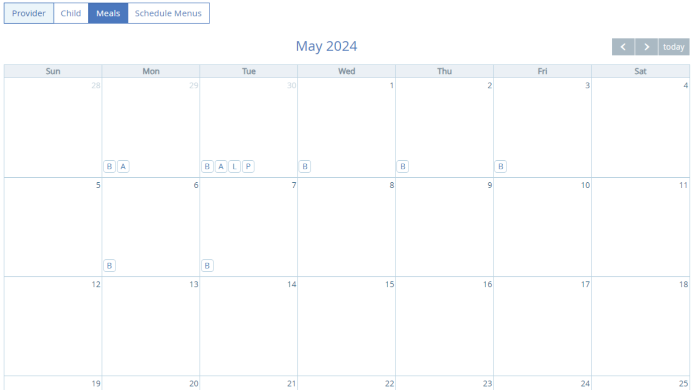
- Click the **event**. The Event Details pop-up opens.
- Use the **From** and **To** boxes to set a date range if school is out for more than a single day. Enter the first day school is out in the **From** box, and enter the last day school is out in the **To** box.



- The Child Calendar defaults to school out all day. If you are entering a partial school out day, click the meals where school was in session to unselect them. Only those meals for which school was out should be blue. For example, if school was in session in the morning during Breakfast and the AM Snack, click Breakfast and AM Snack to clear them. Only those meals for which school was out should be selected.
- Click the **Details** box and enter any notes about this event, if needed.
- Click **OK**.

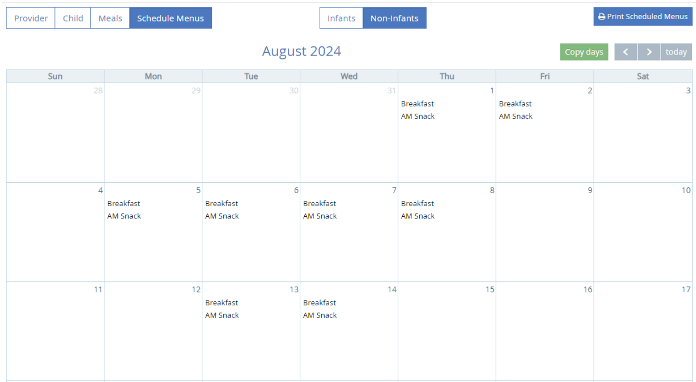
Use the Meals Calendar

The Meals calendar shows all of the meals that have been recorded on the Enter Meal screen with children in attendance. Use this calendar to keep track of what meals have and have not been entered into KidKare.



Use the Schedule Menus Calendar

The **Schedule Menus** calendar shows all of the menus that have been planned in advance or scheduled for a future date. Use this calendar to ensure you have all menus planned and scheduled when you are building your menus in advance.



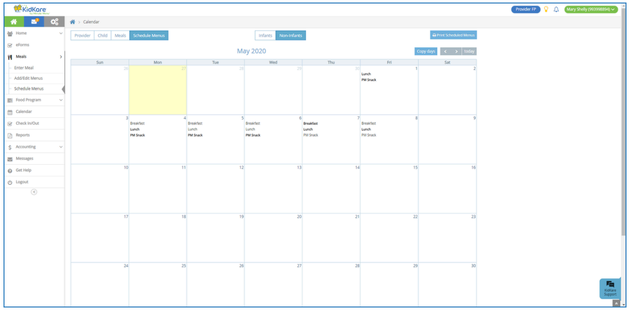
Schedule Menus

Meals shown in bold on the Menu Calendar were created using one of your menu templates. This could be a template you created, or a Master Menu your food program sponsor created. Any meals that are not show in bold were created by selecting individual food components. For more information about menu templates, see Add/Edit Menus.

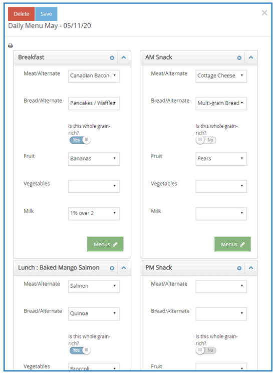
Schedule Menus in Advance

You can schedule menus for infants and non-infants in advance on the Meals Calendar.

- From the menu to the left, click **Food Program.**
- Click **Calendar**. Note that any meals you have already scheduled display on the calendar.



- Click **Schedule Menus.**
- Select **Infants** or **Non-Infants**.
- Click the date for which to schedule menus. The Daily Menu pop-up opens.
- Use the **drop-down** menus to select the components for each listed meal. you can also click **Menus** to select a saved menu.



- When finished, click **Save**. The meal automatically displays on the Enter Meal page for that day when you select a meal time.

Schedule Menus

KidKare
by Minute Menu

KidKare for Homes

Schedule Menus in Advance

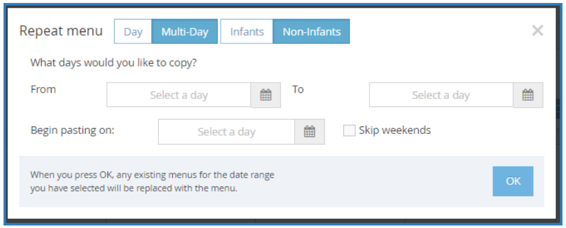
Click the image above or scan this QR code to watch a quick training video.

Copy and Paste a Month of Menus

If your meals follow a set schedule, you can easily copy and paste a month's worth of scheduled meals from one month to another.

- From the menu on the left, click **Meals**.
- Click **Schedule Menus**. The Calendar page opens to the Schedule Menus tab.
    - Note: You can also click **Calendar** from the menu to the left and then click Schedule Menus at the top of the **Calendar** page.

- Click < and > to navigate to the month to copy, if needed.
- Click **Copy Days**. The Repeat Menu pop-up opens.

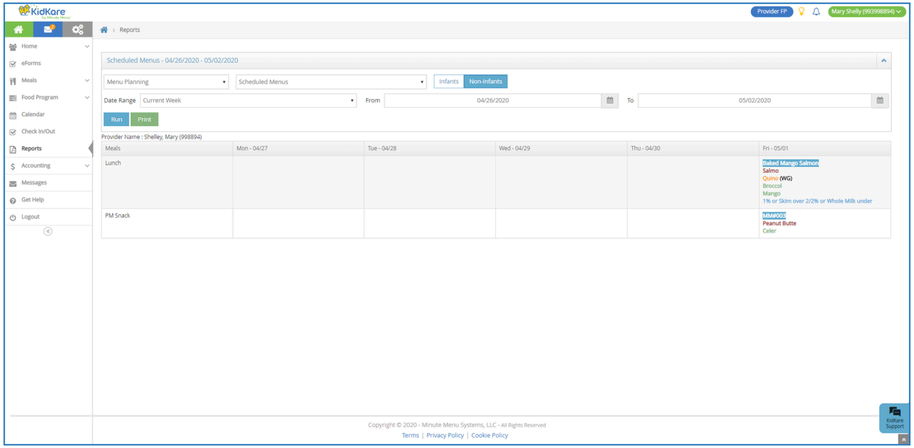


- Select **Multi-Day**.
- Select **Infants** or **Non-Infants**.
- In the **What Days Would You Like to Copy** section, click the **From** and **To** boxes and select the start and end dates to copy. If you are copying meals for Monday through Friday, begin your copy on a Monday, and end it on a Friday.
- Click the **Begin Pasting On** box and enter the date on which to begin copying menus. Following our example above, you would begin your paste on a Monday.
- Leave the **Skip Weekends** box blank unless you serve weekend meals and do not want to copy them. If you do not serve weekend meals, you do not need to use this option.
- Click **OK**. The meals are copied.

Print Scheduled Menus from Calendar

You can print scheduled menus directly from the Calendars page. Menus print for the age group you've selected on the calendar.

- From the menu to the left, click **Calendar**.
- Click **Schedule Menus**.
- Click **Print Scheduled Menus**.
- Select **Infants** or Non-Infants.
- Click the **Date Range** drop-down menu and select the time period to view. For example, you can print scheduled menus for the current month. To set a custom range, select **Custom** and use the **From** and **To** boxes to select the dates for which to run the report.
- Click **Run**. The scheduled menus for the age group and date range you selected display.
- Click **Print**. Your browser's printer options open.
- Adjust your print settings, as needed, and click **Print**.

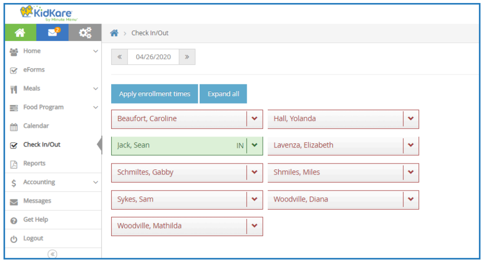


Check In/Out

Add & Edit Check In and Out Times

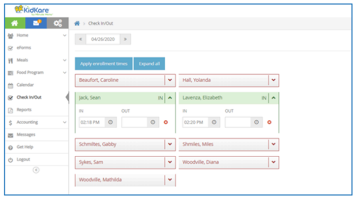
You must check participants in each day before you can record meals for them. This ensures that participants are actually present at each meal served. Note that you can also check participants in as you record meals. For more information, see **Enter Meal**.

- From the menu to the left, click **Check In/Out**. The Check In/Out page opens.
- Select the date. You can only record attendance for the current date or for past dates.
- Click the participants who were present for the specified day. Their names turn green.



- Click the participant's name again to mark them Out. If the participant comes back later, simply click their name again to record a new In time.

- Click the **arrows** next to each participant to view their In and Out times. You can also click **Expand All.**
- When you expand participants, you can manually record their in and out times.
  - Click the **In** box and enter the participant's in time. You can also click to use arrows to adjust the time.
  - Click the **Out** box and enter the participant's out time. You can also click to use arrows to adjust the time.



  - If the participant leaves and comes back, click to add new In and Out times.
  - Click to remove In/Out times.

Reports

Reports

KidKare by Minute Menu

KidKare for Homes

KidKare Reports

Click the image above or scan this QR code to watch a quick training video.

Child Reports for Providers

- Child Enrollment - Sometimes, you may need to print a hard copy of enrollment forms. You can do so from the Participant category on the Reports page.
  - **Sample Report**

- Expired Enrollment Children - This report will show you all participants that currently have an expired enrollment in excel format.
  - **Sample Report**

- Child In/Out Times - This report will show you each day selected in the date range and each participants in/out times. The report will show on the screen, but can also ne printed using the blue Print button.
  - **Sample Report**

- Child Immunizations - If child immunizations are being tracked in KidKare, this report will show each child and their immunization details.

- Birthday Calendar - This is a printable yearly calendar with participant birthday listed under the appropriate month. The report will show on the screen, but can also ne printed using the blue Print button.
  - **Sample Report**

- Emergency Contact List - This report is only available for those who subscribe to Parachute. The report will show on the screen, but can also ne printed using the blue Print button.
  - **Sample Report**

- IEF List - The IEF List report summarizes income eligibility form information saved to participant records for a selected claim month. It includes household information if such information was saved to the participant profile. This report is only available for independent providers who do not have a sponsor.

Claim Statements Reports for Providers

- Payment Details - This report shows provider details, check number and amount, breakdown of claim details, and a check summary for the month selected. If there were multiple payments sent in one month, or multiple claims paid out in one month, they will all show up on this report.
  - **Sample Report**

- Claimed Summary and Error - This report shows the total reimbursement amount, meal totals, disallowances, and disallow reasons for the claim month selected.
  - **Sample Report**

- Claimed Attendance Detail - This report shows every day of the month, child name and details (dob & age), each meal they were in attendance for and total attendance and meals served for the month.
  - **Sample Report**

- Paid Meal Totals - This report shows you each meal and how many meals were served by tier, as well as any disallowances for that meal. It shows a breakdown for each day of the month selected as we;; as total attendance. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

- Tax Report - The Tax report is a summary of your food program income and estimated expense for the calendar year. Use this report as an aid for income tax preparation.
  - **Sample Report**

Meals & Attendance Reports for Providers

- Attendance Summary - This report gives a view of every day and the total attendance and meals served for each meal type for the month selected. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**
- Food Served - The Food Served report lists all foods that you have served for a specified month. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**
- 5 Day Attendance - When pulling this report, select the date of the LAST day you want to view. If you select 6/16m the report will pull the data from 6/16 PLUS the 4 days prior to the 16th that have data. This report shows you 5 consecutive days work of attendance and meal counts by child. This may need to be pulled for your monitor or state team if you are being reviewed. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**
- Verify In/Out Times - Use the Verify In/Out Times report to review participant in/out times for a specific month. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**
- Claimed Foods and Attendance - The Claimed Foods and Attendance report lists all claimed foods and attendance for a certain month. Some sponsors may require that you print this report and provide them with a physical copy each month. Check with your sponsor for more information. This report is not available for Independent Provider Accounts.
  - **Sample Report**
- Claimed Attendance Detail - This report shows every day of the month, child name and details (dob & age), each meal they were in attendance for and total attendance and meals served for the month.
  - **Sample Report**
- Infant Feeding Details - This report shows each infant and which components they were served for each meal. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

Meals & Attendance Reports for Providers

- Scheduled Menus - Generate the Scheduled Menus report to view the meals you've scheduled for a specific time-frame. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

- My Menus - Infants - This report shows you all menus in the MyMenus section that you have created and saved for infants. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

- My Menus - Non-Infants -This report shows you all menus in the MyMenus section that you have created and saved for non-infants. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

- My Menus - This report shows you all menus in the MyMenus section that you have created and saved for both infants and non-infants. You can view this report on the screen, or print it by clicking the blue Print button.
  - **Sample Report**

- EZ Menus - Infants - If your sponsor has you setup on EZ Menus, this report shows you all EZ Menus for infants on the date selected. You can view this report on the screen, or print it by clicking the blue Print button.

- EZ Menus - Non-Infants - If your sponsor has you setup on EZ Menus, this report shows you all EZ Menus for non-infants on the date selected. You can view this report on the screen, or print it by clicking the blue Print button.

- EZ Menus - All - If your sponsor has you setup on EZ Menus, this report shows you all EZ Menus for infants and non-infants on the date selected. You can view this report on the screen, or print it by clicking the blue Print button.

KidKare Support

Technical Support Contact

We constantly strive to enhance our customer support and ensure that you have access to the appropriate resources when you require our assistance. This resource guide will assist you in identifying the most effective procedures for obtaining the necessary support for you and your team.

KidKare Training and Knowledge Base

Our Knowledge Base is filled with every resource you may need to help with all of our products and features. We suggest starting here first

To reach our support team directly - email Support@KidKare.com.

Scan this QR code to view the full Knowledge Base for providers, or click Get Help in your KidKare account.

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