



KidKare for SFA's





Need access to your KidKare account?

If you have not logged into your KidKare account please follow the steps below:

- Email Oklahoma@KidKare.com and request access to your account. Include the following in the email:
 - Organization Name
 - DC#
 - Once KidKare sends you the login, you can access the login page here: <http://app.kidkare.com>
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What needs to be in KidKare?



Q: Do I have to enroll my children in KidKare?

A: If you have your children enrolled in your school software and can provide OSDE with enrollment information and daily attendance reports, you do not need to enroll your children in KidKare. If you want to use KidKare for all At-Risk attendance and meal counts, you can enroll children if you desire. If not, an attendance report or sign-in sheets will be required outside of KidKare.



How for you manage menus?



Which category do you fall under?



Vended Meals

I have a vendor who provides my site meals and is responsible for meal compliance per our contract.

You do not need to enter your menus into KidKare. Please make sure your menu production records provided by your vendor are available for the state upon request. Email Oklahoma@KidKare.com which sites have vended meals so we can turn off your menu requirements.

Central Kitchen

I have a central kitchen that purchases and prepares food for my sites. All sites are on the same menu. Meals get delivered/picked up.

You will enter your menus as Master Menus in KidKare. Once your menu is built, you can assign and send completed menus to your sites. A digital Meal Delivery/Pickup Form is available in KidKare so you can communicate how much is being delivered to each site.

Site Managed Menus

My sites purchase their own food and prepare their own menus on site with no food vendor.

Your sites can build their own menus in KidKare under Menus/Attendance>Center Daily Menu. Their menus can be reviewed and are visible to your in your Sponsor account.

How do you manage receipts?



Option 1

Food Program Expenses are provided at the end of the month based on a split between school meals and At-Risk meals

Once a month enter your total amount spent on Food Program Meals into an receipts in KidKare.

Option 2

I have receipts for all food items purchased and enter them into the Food Purchase Form OSDE requires.

Enter all receipts as purchases into KidKare for each site.

Option 3

My food is vended.

Enter Vendor invoices into KidKare as expenses/receipts.

How do you enter food program labor?



If you have a full payroll software where you track your CACFP/Food Program labor by employee, by hour, you can enter one receipt for “Food Program Labor” for each month with the total dollar amount spent on Food Program Labor. As long as you have the payroll details to back it up.

[Home](#) > [Receipt Verification](#) > [Add Receipts](#)

Quick Entry

Itemized Entry

✓ Save

✓ Save/Add Another

✕ Cancel

Expense Detail

Center*

Claim Month*

Vendor*

Transaction Date*

Invoice #

Jeri's Jelly Beans

July 2025

Food Program Labor

07/31/2025

Payment Method

Description

Receipt Total*

Debit

Food Program Labor Totals for July 2025

\$ 2,465.38

Receipt Items

Labor

1

x

\$ 2,465.38

=

\$ 2,465.38

Food Program Labor Total for July (with payroll documents to back it up)

+

# Receipt Items	Running Total	Difference	Total Milk
1.0000	\$2,465.38	\$0.00	0.0000 Gallons

How do you enter food program labor?



If you are tracking your food program labor on paper or in an excel spreadsheet, you can track it here line by line if you choose. You can enter your food program totals daily, weekly, or monthly by employee as seen below. Use the fields to show # hours worked, Pay rate, and in the comments section enter the employee name.

[Home](#) > [Receipt Verification](#) > [Add Receipts](#)

Quick EntryItemized Entry

SaveSave/Add AnotherCancel

Expense Detail

Center*
Jeri's Jelly Beans

Claim Month*
July 2025

Vendor*
Food Program Labor

Transaction Date*
07/31/2025

Invoice #

Payment Method
Debit

Description
Food Program Labor Totals for Week 1 July

Receipt Total*
\$ 390.30

Receipt Items

Labor	10.5	x	\$ 10.00	=	\$ 105.00	Stanley Walker FP hours	-
Labor	14.2	x	\$ 12.50	=	\$ 177.50	Grace Adler FP hours	-
Labor	9.8	x	\$ 11.00	=	\$ 107.80	Will Truman FP hours	+ +

# Receipt Items	Running Total	Difference	Total Milk
34.5000	\$390.30	\$0.00	0.0000 Gallons

How are documents added in KidKare?



Sign in Sheets, Contract Meal Delivery Receipts, Daily Attendance if taken in your school software, or any other documents you might provide to OSDE during a review

The screenshot displays the KidKare Messages tool interface. On the left is a sidebar with navigation options: Menus/Attendance, Claims, Reports, Expenses, Administration, Messages (selected), Get Help, and Logout. The main area is titled 'Messages' and includes a filter bar with 'Start Date' (08/14/2024), 'End Date' (08/14/2025), and a 'Refresh' button. Below this is a row of tabs: Received, Sent Messages (active), Sponsor Call Log, Archived, and Contacts. The 'Sent Messages' form contains the following fields:

- Send To:** A dropdown menu currently showing 'Sponsor'.
- Subject:** A text field containing 'Sign in Sheets - 8/14/25'.
- Message:** A large text area containing the text 'See sign in sheets for 8/14 attached'.
- Attachments:** A section with an 'Add Attachment' button and two existing attachments: 'Daily Sign In Sheet.pdf' and 'DailySigninSheet_1751922389485.pdf'.
- Signature:** A text field containing the name 'Jordan B'.

A green 'Send' button is located at the bottom right of the form.

Use Messages tool to upload these weekly

