



GETTING STARTED WITH KIDKARE

Log in:

Access Kidkare at www.kidkare.com

Log in with the credentials provided or your current Minute Menu CX login and password.

***** Current providers - All information from Minute Menu CX is available in Kidkare***

Claiming meals online through Kidkare:

Centers claiming meals online through Kidkare must adhere to Child Care Food Program (CCFP) and Family Central policies for claiming meals.

Meal counts must be taken at point of service and recorded within one hour of the meal service, then must be entered into Kidkare by the end of each business day.

Meal counts and attendance must always be readily accessible.

Recording Meals - Option 1:

Enter meal counts directly into Kidkare within one hour of meal service after each meal type.

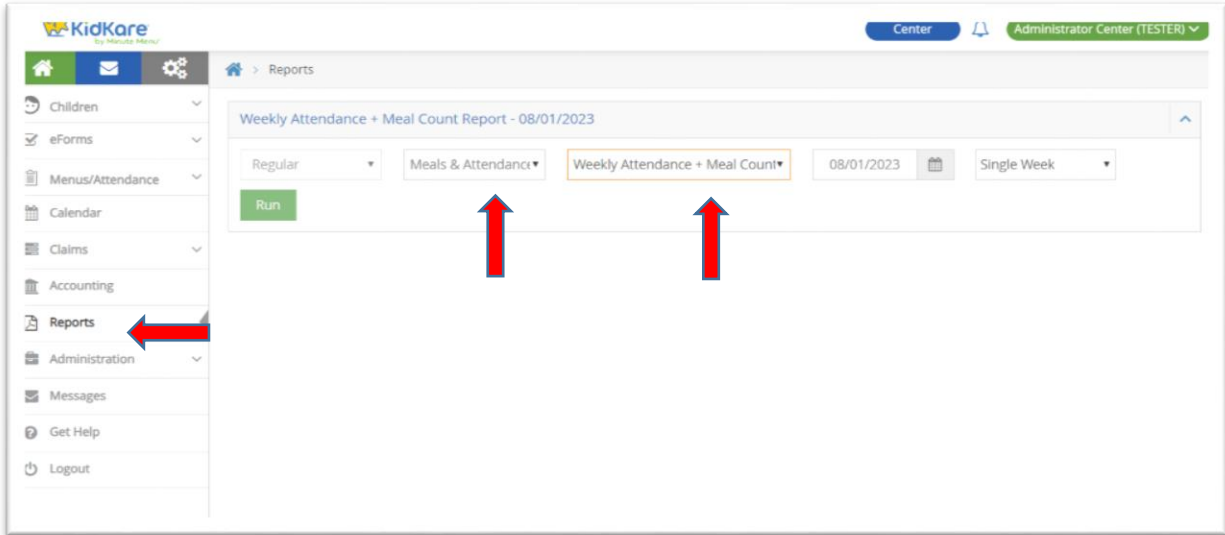
Recording Meals - Option 2:

Record meal counts using the "Weekly Attendance & Meal Count Report" from **Kidkare**.

Manually record meals onto the "**Weekly Attendance & Meal Count Report**" within one hour of meal service for each child and meal type, then must be entered into Kidkare by the end of each business day.

To print the "Weekly Attendance & Meal Count Report":

- Click "Reports"> Click "Meals & Attendance"> Click "Weekly Attendance + Meal Count Report" > Select date.



Weekly Attendance & Meal Count Report - Sample

3:47 pm CST
TEST CENTER (44444)

Weekly Attendance & Meal Count Worksheet
Week Of: 7/1/2019 - 7/5/2019

Sponsor: Family Central, Inc. (1976)
(954) 724-7348

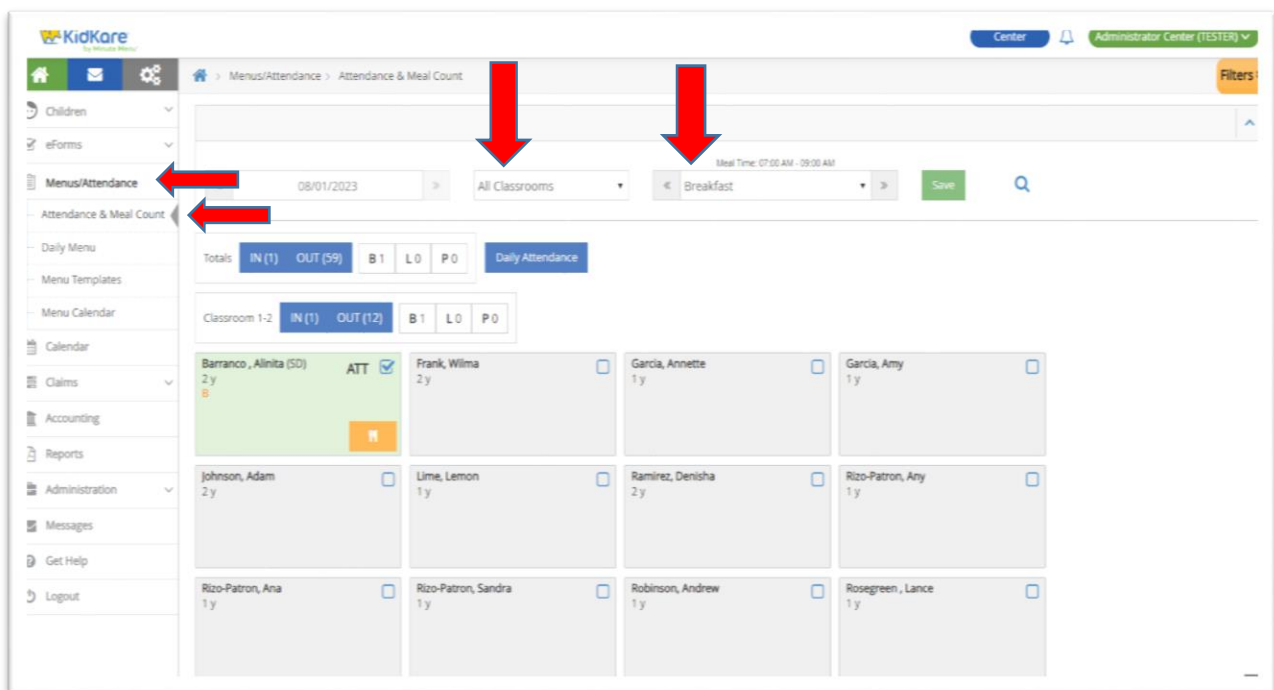
CLASSROOM #: 1-2			07/01/2019 MONDAY				07/02/2019 TUESDAY				07/03/2019 WEDNESDAY				07/04/2019 THURSDAY				07/05/2019 FRIDAY			
AGE	NBR	CHILD NAME	AM	B	L	P	AM	B	L	P	AM	B	L	P	AM	B	L	P	AM	B	L	P
2y 2m	13	DEBB, DEBB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2y 5m	10	GARCIA, ALMA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2y 5m	11	SMITH, MARJA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
* Special Diet																						
Daily Totals:																						

CONFIRMID1008 72731 I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes. Page 1 of 4

To Record Meals:

- Via the taskbar at the left of the screen **Go to "Menus/Attendance"** > Click **"Attendance & Meal Counts"**, Select Classroom and Meal type at the top > Click icon > Click icon for each child and meal type served.

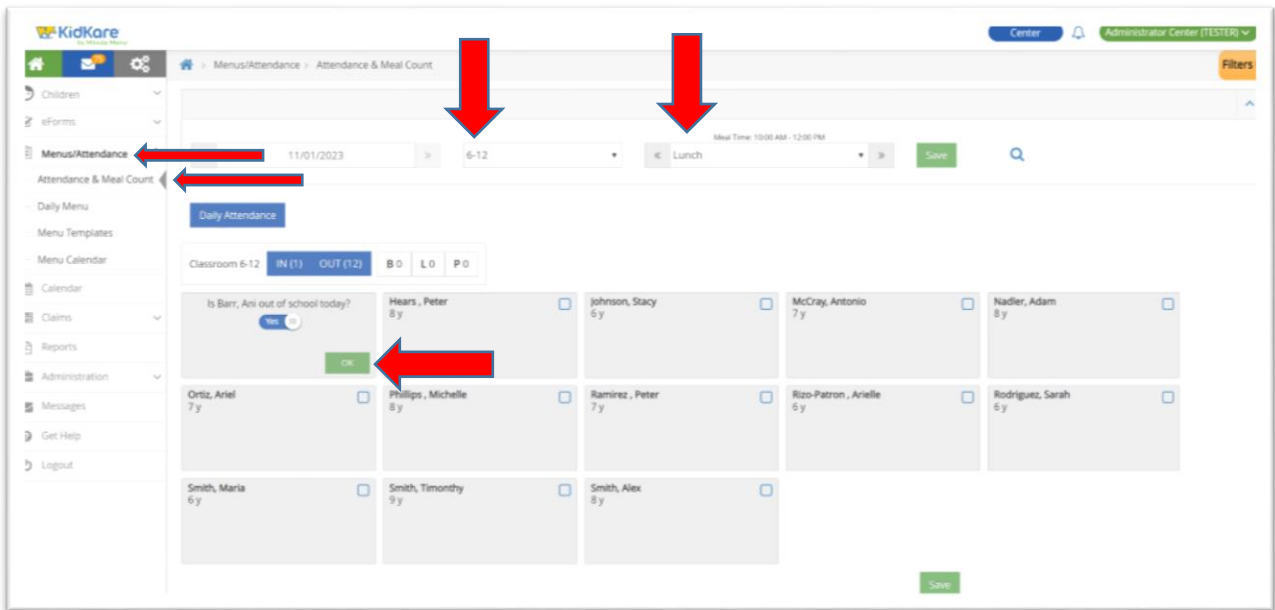
SAVE, SAVE, SAVE!!! Don't forget to click "Save" before moving on.



To Record Lunch for school age children:

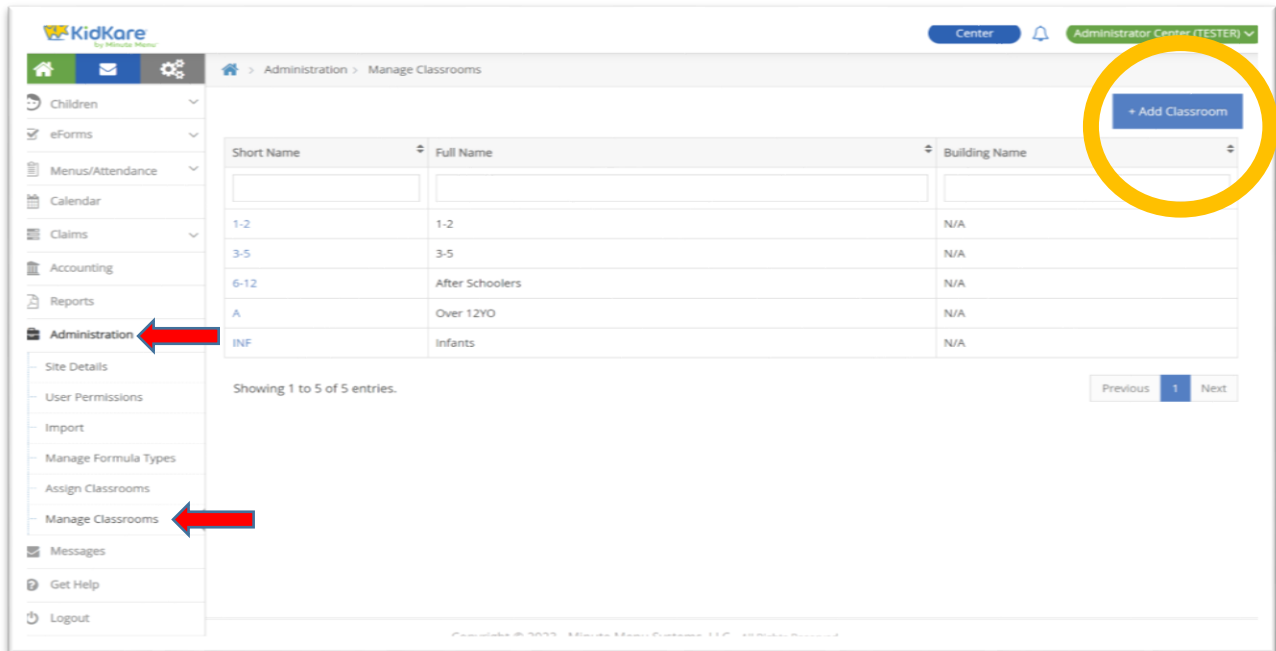
Note: School age children can only be claimed for lunch on a school days if they are attending due to illness or if their school follows an alternate schedule and they are close.

- Via the taskbar at the left of the screen **Go to "Menus/Attendance"** > Click **"Attendance & Meal Counts"**, Select Classroom and Meal type at the top > Click icon > Click > Click icon for each child.



To Create Classrooms:

- Via the taskbar at the left of the screen **Go to "Administration" > Click "Manage Classrooms" > Click "+ Add Classroom"** at the top right corner.
You can edit the classroom names here and delete classrooms anytime.



Add New Classroom

Short Name*

Full Name*

Building Name

To Assign Classrooms:

- Click **"Administration"** > Click **"Assign Classrooms"** > Click on the child's name to change their classroom assignment.

<input type="checkbox"/>	Children Name	Age	Classroom	Status
<input type="checkbox"/>	Allen, Deja	0y1m	INF	Pending
<input type="checkbox"/>	Amya, Mason	3y7m	3-5	Pending
<input type="checkbox"/>	Barr, Ani	5y10m	3-5	Active
<input type="checkbox"/>	Barran, Ana	4y0m	3-5	Active
<input type="checkbox"/>	Barranco, Alinita	2y0m	1-2	Pending
<input type="checkbox"/>	Barranco, Clara	0y4m	INF	Pending
<input type="checkbox"/>	Brown, Barry	8y10m	6-12	Withdrawn
<input type="checkbox"/>	Campbell, Herbert	3y6m	3-5	Withdrawn
<input type="checkbox"/>	Collins, Cooper	4y6m	3-5	Pending
<input type="checkbox"/>	Colson, Messiah	5y1m	3-5	Pending

Assign Classrooms

Assign To:

To:

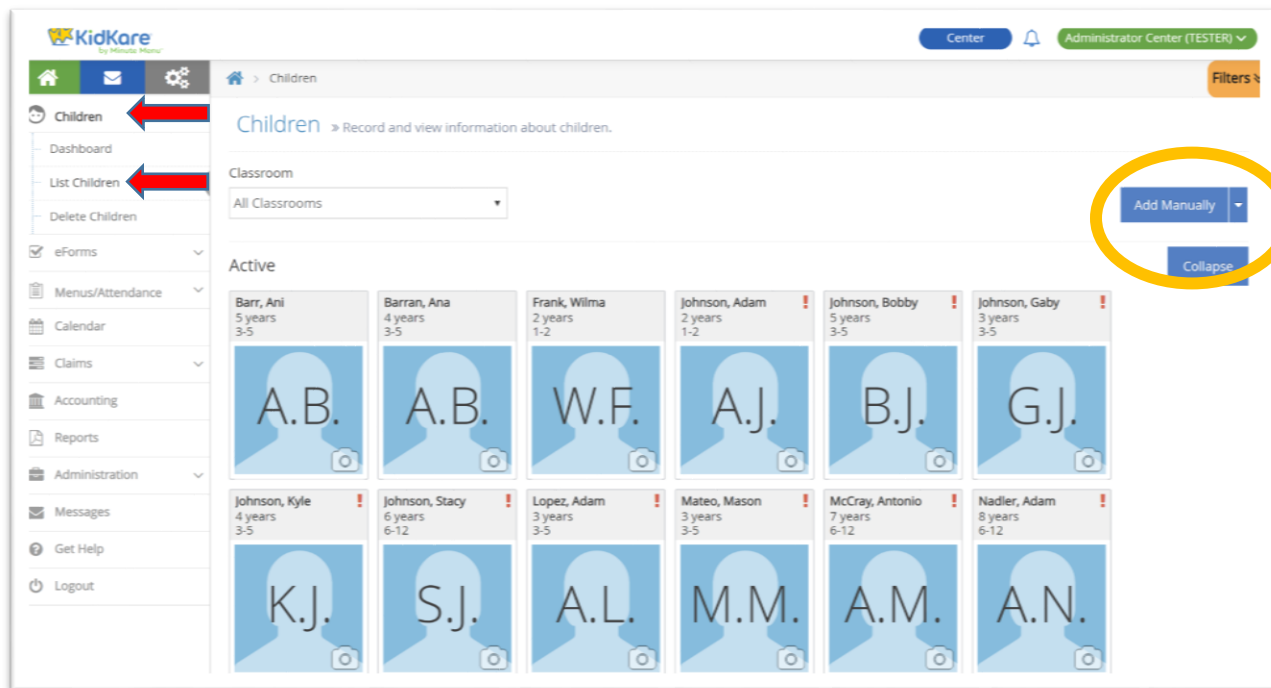
- [NONE]
- 1-2
- 3-5
- 6-12
- A
- INF
- [NEW CLASSROOM]...

Cancel Save

To Enroll Children:

All children must be enrolled in Kidkare, regardless if they receive a meal or not.

- Via the taskbar at the left of the screen **Go to "Children"**
 > Click **List Children** > click **"Add Manually"** at the top right corner.



Look at the child's Free and Reduced-Price meal application and fill in all required fields.

Ensure spelling of the child's name and date of birth are correct. If this information is entered incorrectly, you must contact your Claims Specialist to correct the error. You will not have the ability to correct this information once it is saved.

- **"Enrollment Date"** - This is the date the parent signed the application or enrollment form.

Once all required fields are filled in, click **"Next"**.

Fill in all **"primary guardian"** information. You must include a primary contact for at least one parent. Click **"Next"**

Fill in participation information. **"Days in Care"** are the center's Days and Hours of Operation. **"Participating Meals"** are the meals offer by the center. Click **"Enroll Child"**.

The screenshot shows the 'Days in Care' enrollment form. It includes a progress bar at the top with three steps, the second of which is active. The form is divided into several sections:

- Days in care:** A table showing days of the week and their corresponding hours.

Day	Start Time	End Time
Monday	08:00 AM	05:00 PM
Tuesday	08:00 AM	05:00 PM
Wednesday	08:00 AM	05:00 PM
Thursday	08:00 AM	05:00 PM
Friday	08:00 AM	05:00 PM
Saturday		
Sunday		
- Will pick up and drop off times vary?** Yes No
- Will child stay overnight?** Yes No
- Participating Meals:** A row of buttons for Breakfast, AM Snack, Lunch, PM Snack, Dinner, and Eve. Snack. 'Lunch' is currently selected.
- CACFP Eligibility:** **Is this child the dependent of a migrant worker?** Yes No

At the bottom right, there are 'Back' and 'Enroll Child' buttons.

The screenshot shows the 'View Child' profile page for Smith, John. The page is divided into several sections:

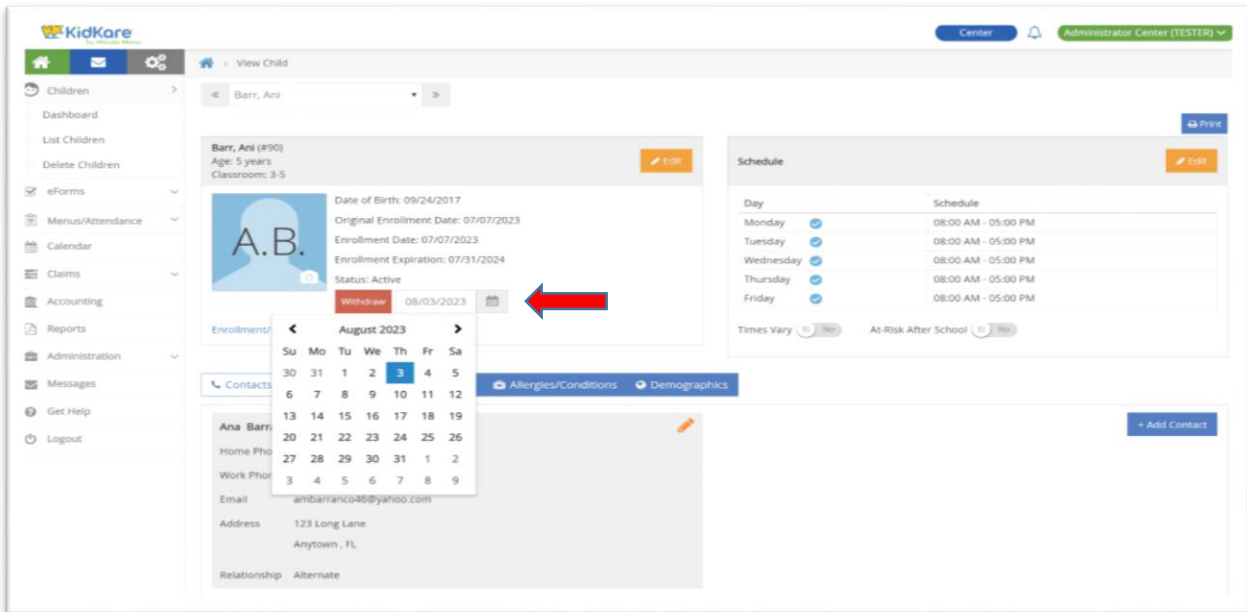
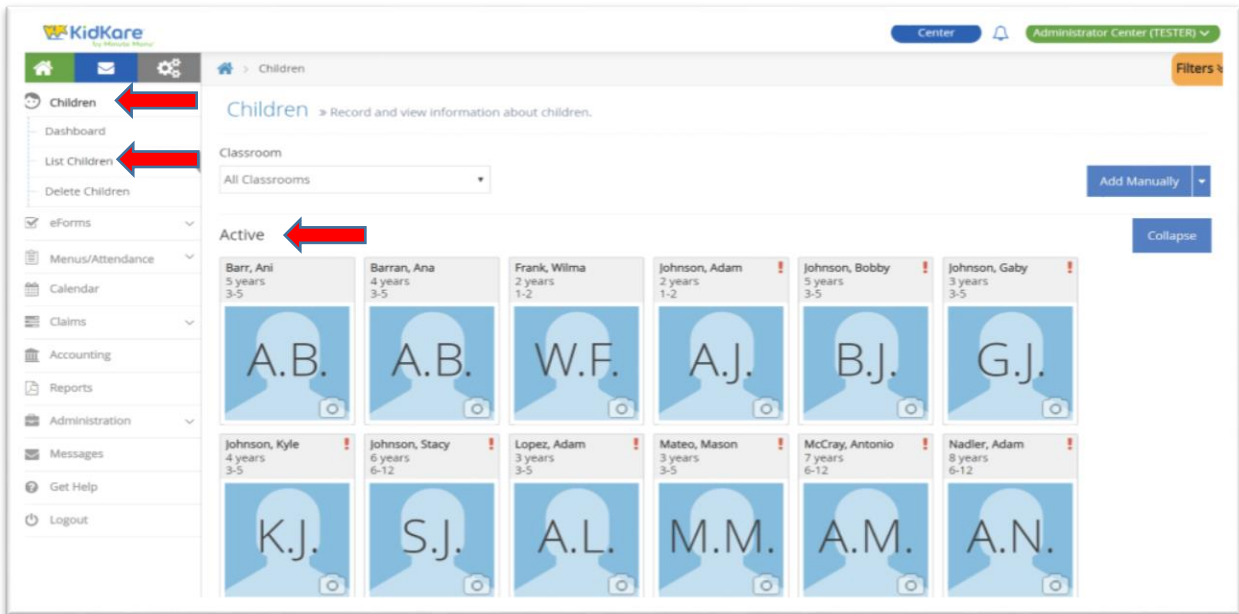
- Child Information:**
 - Name: Smith, John (#215)
 - Age: 1 year
 - Classroom: 1-2
 - Date of Birth: 07/19/2022
 - Original Enrollment Date: 08/01/2023
 - Enrollment Date: 08/01/2023
 - Enrollment Expiration: 08/31/2024
 - Status: Pending
 - Withdraw button
 - Enrollment/IEF Form link
- Schedule:**

Day	Schedule
Monday	08:00 AM - 05:00 PM
Tuesday	08:00 AM - 05:00 PM
Wednesday	08:00 AM - 05:00 PM
Thursday	08:00 AM - 05:00 PM
Friday	08:00 AM - 05:00 PM

Times Vary Yes No At-Risk After School Yes No
- Contacts:**
 - Ana B (Primary Guardian):**
 - Home Phone: (954) 724-7548
 - Work Phone:
 - Email: anabarranco@familycentral.org
 - Address: 819 E 26th Street, Fort Lauderdale, FL 33305
 - Relationship: Alternate
 - + Add Contact button

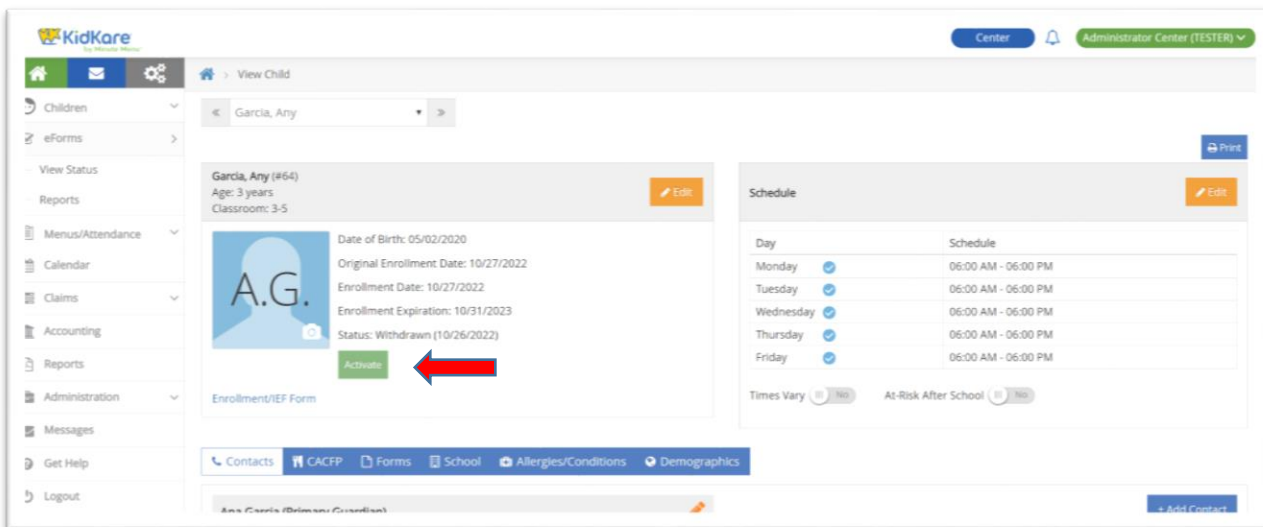
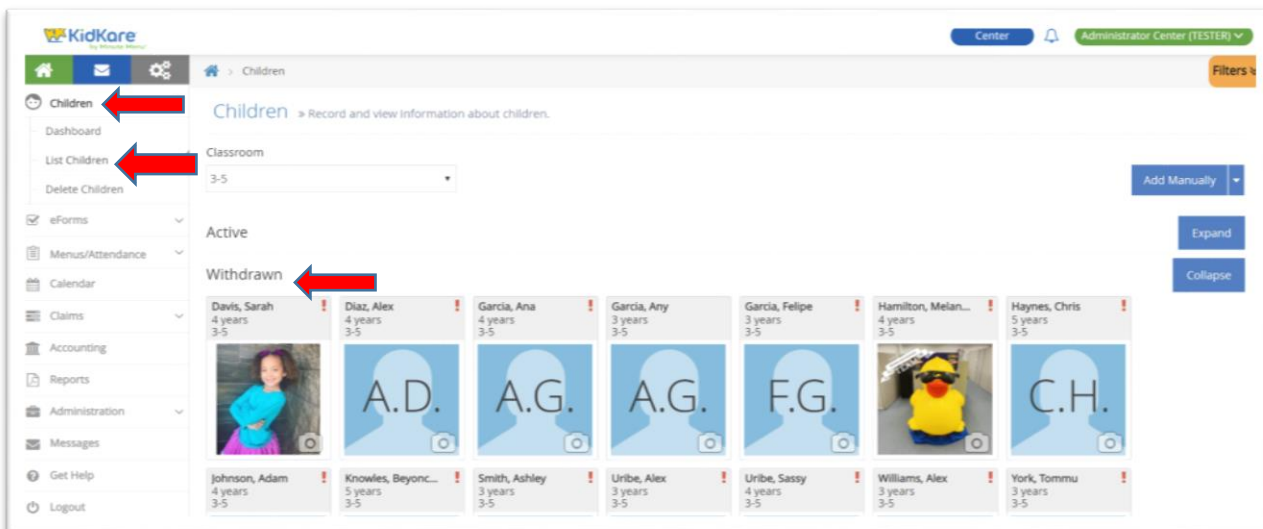
To Withdraw Children:

- Via the taskbar at the left of the screen **Go to "Children"**
 > Click **List Children** > from the **Active** group select the child > Click **"Withdraw"**, select date > click **"Withdraw"** again. **If the child is PENDING notify your claim specialist to withdraw the child.**



To Re-Activate Children:

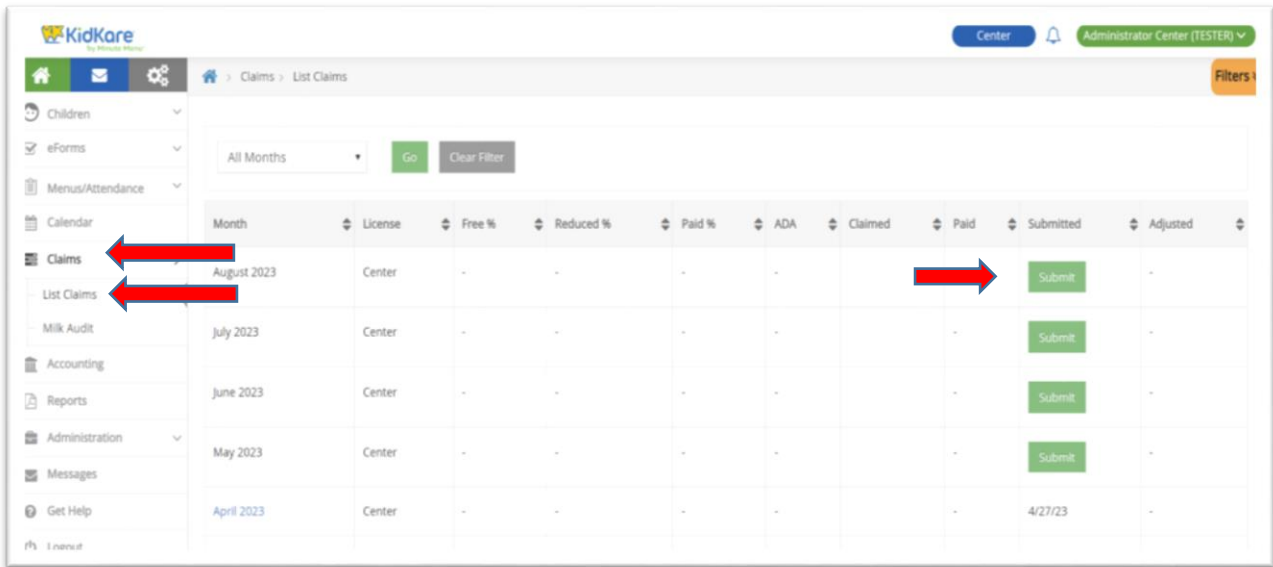
- Via the taskbar at the left of the screen **Go to "Children"**
 > Click **List Children** > from the **Withdraw** group select the child > Click **"Activate"** > click **"Yes"**.



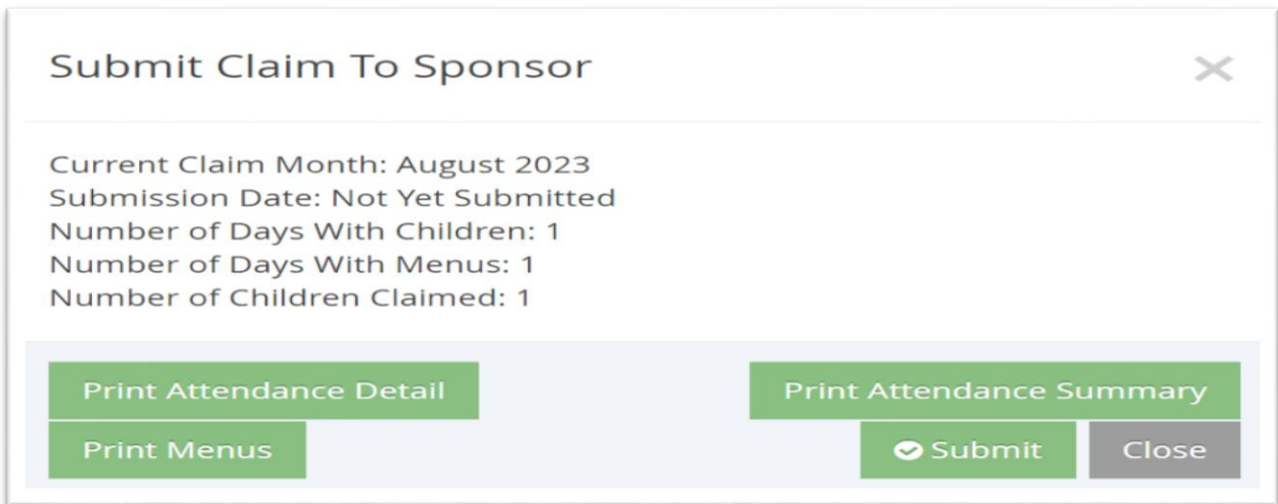
To Submit Claims:

After reviewing information entered in Kidkare:

- Click **"Claims"** > Click **"List Claims"** > Click the **"Submit"** > button to the right.



A message will pop up. **Printing Reports is optional.** All reports are available for view in Kidkare at all times. Click **"Submit"**.



After reading the next message **"Agree to Submit"** click **"Yes"** to finalize the submission process.

To View the "Claim Summary and Error Report":

- Via the taskbar at the left of the screen: **Go to "Claims" > Click "List Claims"** A list of your claims will appear by month along with some basic claim information. **Click the month you wish to review > Click "Claim Actions" under Claim Status > Click "Print Claim Report"** to generate the Claim Summary & Error Report.

Please note that the displayed claim information and corresponding reports are not final until indicated that the claim was submitted.

	License	Free %	Reduced %	Paid %	ADA	Claimed	Paid	Submitted	Adjusted
August 2023	Center	-	-	-	-	-	-	Submit	-
June 2023	Center	72.41%	17.24%	10.34%	29	\$3,738.48	No	8/1/23	No
May 2023	Center	74.07%	18.52%	7.41%	27	\$3,174.85	No	7/4/23	No
April 2023	Center	65.52%	20.69%	13.79%	28	\$2,992.75	No	5/31/23	No
March 2023	Center	72.00%	24.00%	4.00%	24	\$2,212.54	No	5/3/23	No
February 2023	Center	78.26%	21.74%	0.00%	21	\$2,828.52	No	4/5/23	No

Meals	Rate	Total
Breakfast	2.20062500	446
AM Snack	1.16312500	0
Lunch	4.01750000	507
PM Snack	1.16312500	502
Dinner	4.01750000	0
Eve. Snack	1.16312500	0

Participated	
Free	31
Reduced	1
Paid	0
Total	32

Attendance	Days	ADA	Free %	Reduce %	Paid %
538	20	27	96.88	3.13	0.00