



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.

	×	প > Reports						
Children	~	Weekly Atten	dance + N	/leal Count Report - 08/01	1/2023			~
✓ eForms	~							
Menus/Attendance	~	Regular	*	Meals & Attendance*	Weekly Attendance + Meal Count*	08/01/2023	Single Week 🔹	
Calendar		Run			1			
Claims	~							
Accounting								
Reports	- 4							
Administration	~							
Messages								
Get Help								
•								

Weekly Attendance & Meal Count Report - Sample

4	CLASS	1-2 toom #: 1-2		(01/2 ONE				07/02/2019 TUESDAY					07/03/2019 WEDNESDAY					Τ	07/04/2019 THURSDAY				07/05/2019 FRIDAY										
AGE	NBR.	CHILD NAME	Att	в		L	P			A#	в		L	P			Aπ	в		L	P	Т	1	Att	в	1	. 7	,	Γ	Aπ	в		L	P	Т
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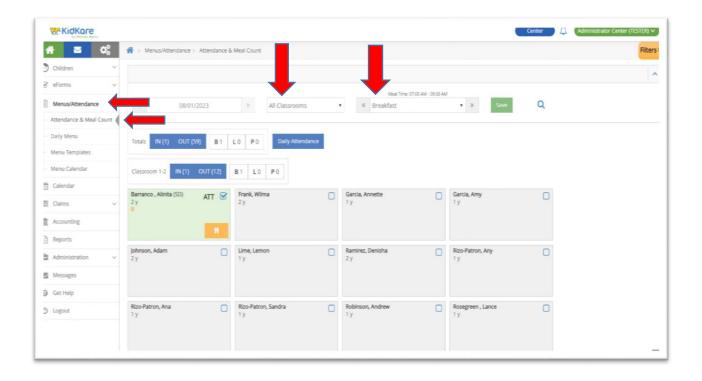




To Record Meals:

 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 > Click icon > Click

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





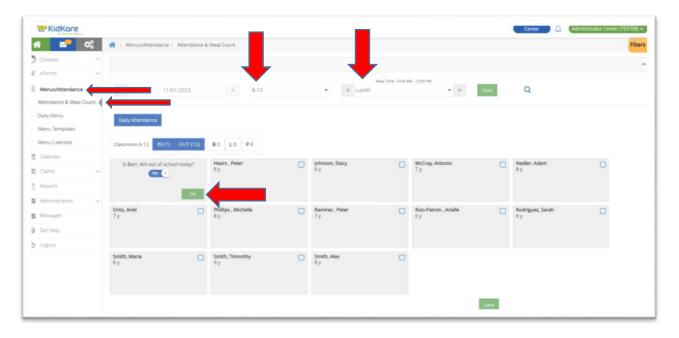


To Record Lunch for school age children:

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 <<pre>OK > 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.

			Center Administrator Center (TESTER) V
n 🖸 🕫	Administration > Manage C	lassrooms	
🔊 Children 🗸 🗸			+ Add Classroom
	Short Name 🗘	Full Name	
🗐 Menus/Attendance 🗸		T MIT PROTING	Durining Hunne
🛗 Calendar			
🖺 Claims 🗸 🗸	1-2	1-2	N/A
Accounting	3-5	3-5	N/A
Reports	6-12	After Schoolers	N/A
	A	Over 12YO	N/A
Administration	INF	Infants	N/A
- Site Details	Showing 1 to 5 of 5 entries.		Previous 1 Next
- User Permissions	showing 1 to 5 of 5 entries.		FICTIOUS I WEAL
- Import			
 Manage Formula Types 			
 Assign Classrooms 			
- Manage Classrooms			
Messages			
😡 Get Help			
也 Logout			
		Consolable @ 2022. Ellisida Elanci Contanas II.C. 2020-bis Record	

Add New Classroom		×
Short Name*		
Full Name*		
Building Name	N/A	
	Cancel Save	





To Assign Classrooms:

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

N 🔤 🗘	A > 1	Administration > Assign Classr	ooms		
Children 💙					Assign Classrooms
eForms ~				\$	• •
Menus/Attendance 💙		Children Name	Age	Classroom	Status
Calendar					
Claims ~		Allen, Deja	0y1m	INF	Pending
Accounting		Amya, Mason	3y7m	3-5	Pending
Reports		Barr, Ani	5y10m	3-5	Active
Administration		Barran, Ana	4y0m	3-5	Active
Site Details		Barranco , Alinita	2y0m	1-2	Pending
User Permissions		Barranco, Clara	0y4m	INF	Pending
Import		Brown, Barry	8y10m	6-12	Withdrawn
Manage Formula Types		Campbell, Herbert	3y6m	3-5	Withdrawn
Assign Classrooms		Collins, Cooper	4y6m	3-5	Pending
Manage Classrooms	0	Colson, Messiah	5y1m	3-5	Pending

Assign Classro	ooms X
Assign	INF •
То	Select classroom [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.

	Center 🖉 🔔 Administrator Center (TESTER) 🗸
A 🛛 🕫	
Children	Children » Record and view information about children.
List Children Delete Children	Classroom All Classrooms Add Manually
eForms ∨	Active Collapse
 Menus/Attendance ✓ ✓ ✓ 	Barr, Ani Barran, Ana Frank, Wilma Johnson, Adam Johnson, Bobby Johnson, Gaby 5 years 4 years 2 years 2 years 5 years 3 years 3-5 3-5 1-2 1-2 3-5 3-5
Claims C	A.B. A.B. W.F. A.J. B.J. G.J.
Messages	Johnson, KyleJohnson, StacyLopez, AdamMateo, MasonMcCray, AntonioNadler, Adam4 years6 years3 years3-53-56-126-12
Get Help Logout	K.J. S.J. A.L. M.M. A.M. A.N.

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".





> Enroll Child					
0		-2		3	
Name				Child Details	
				Race (choose all that apply)	
• First Name					
Middle Name				American Indian or Alaskan Native	(III) No
* Last Name				Asian	
				Black or African American	
Birth Date				Native Hawaiian or other Pacific Islander	(III) No)
•				White	(II) No
Enrollment Details				THE.	
Enronment Details				Ethnicity	
* Classroom	None	•	0	Hispanic or Latino Not Hispanic or Lat	ino
* Enrollment Date	08/01/2023				
* Enrollment Expiration Date	08/31/2024	m			
			Name First Name Middle Name Last Name Last Name Enrollment Details Classroom Enrollment Date 08/01/2023	Name First Name Middle Name Last Name East Name Enrollment Details Classroon Enrollment Date	Name Child Details * First Name Race (choose all that apply) Middle Name American Indian or Alaskan Native * Last Name Asian Birth Date Black or African American * Image: Straight of the

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

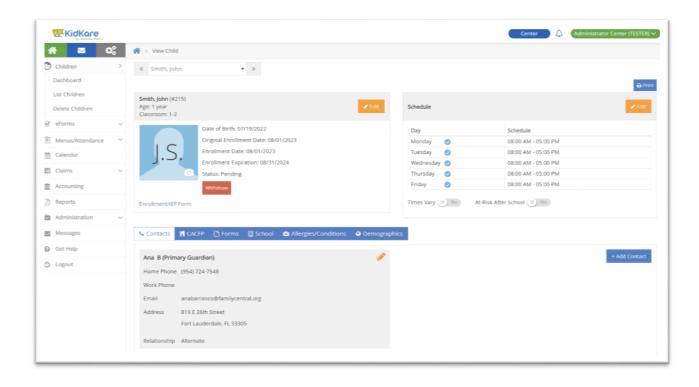
			Center 🗘	Administrator Center (TESTER) ~
A Z Children >	Primary Guardian			
Dashboard	Would you like to add an existing contact or create	a new one?		
List Children	Existing New			
Delete Children	Mother Father Alternate			
≩ eForms ~	Would Paule Alternate			
🗒 Menus/Attendance 🗸	Details			^
🗎 Calendar	First Name			
🗄 Claims 🗸 🗸	Middle Name			
Accounting				
A Reports	* Last Name			
Administration ~				
Messages	* Home	Phone]	
🕞 Get Help	Work	Phone		
9 Logout	Email			
	* Address			
	* City			
	* FL			
				← Back 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".

KidKare	Center 👫 Administrator Center (115115
A Image: Second secon	
Dashboard	
List Children	<u> </u>
Delete Children	Days in care
≩ eForms ~	Days in care
Menus/Attendance Y	Monstey > 08:00 AM © 05:00 PM ©
🗎 Calendar	Tuesday > 08:00 AM © 05:00 PM ©
🗄 Claims 🗸 🗸	Wednesday > 08:00 AM © 05:00 PM ©
Accounting	Thursday > 06:00 AM © 05:00 PM ©
A Reports	Friday > 08:00 AM © 05:00 PM ©
Administration ~	Saturday A
Messages	Sunday A
Get Help	Will pick up and drop off times vary?
9 Logout	Will child stay overnight?
	Participating Meals
	Breakfest AM Snack Lunch PM Snack Dinner Eve. Snack
	CACFP Eligibility
	Is this child the dependent of a migrant worker?
	♦ Back Enroll Child ♦



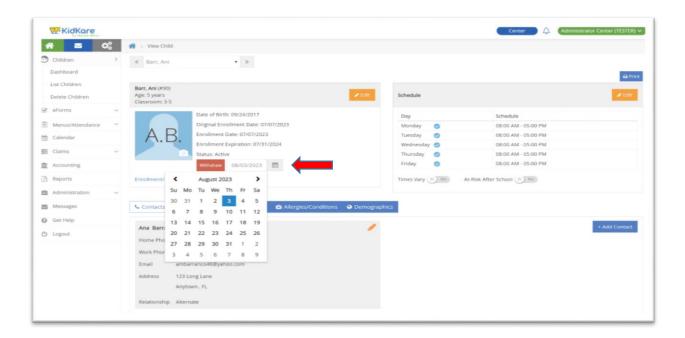




To Withdraw Children:

 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.

KidKare	_				Cer	iter 🔔 🛆 Administ	rator Center (TESTER) \
🕷 🔤 Q3	📸 > Children						Filte
Children	Children >R	ecord and view information	about children.				
Dashboard							
List Children	Classroom						
Delete Children	All Classrooms	•					Add Manually
🗹 eForms 🗸 🗸	Active	-					Collapse
🗐 Menus/Attendance 🗠	Barr, Ani	Barran, Ana	Frank, Wilma	Johnson, Adam	Johnson, Bobby	Johnson, Gaby	
Calendar	5 years 3-5	4 years 3-5	2 years 1-2	2 years 1-2	5 years 3-5	3 years 3-5	
🖺 Claims 🗸 🗸							
Accounting	A.B.	A.B.	W.F.	AI	B.J.	G.J.	
👌 Reports					D.J.	Q.j.	
Administration ~	0		0	0	0	0	
Messages	Johnson, Kyle 4 years 3-5	Johnson, Stacy 6 years 6-12	Lopez, Adam ! 3 years 3-5	Mateo, Mason ! 3 years 3-5	McCray, Antonio ! 7 years 6-12	Nadler, Adam ! 8 years 6-12	
🚱 Get Help	3-5	0-12	3-3	35	012	0-12	
🖰 Logout	K.J.	S.J.	A.L.	M.M.	A.M.	A.N.	







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".

KidKare							Cent	er 📃 🔔 (Administrato	r Center (TESTER) 🗸
* 🖻	¢°	😭 > Children							Filters
Children	-	Children » Reco	rd and view information	about children.					
List Children		Classroom							
Delete Children		3-5							Add Manually 🝷
₿ eForms	~	Active							Expand
Menus/Attendance	~	01070-mm							
Calendar		Withdrawn							Collapse
Claims	~	Davis, Sarah ! 4 years 3-5	Diaz, Alex ! 4 years 3-5	Garcia, Ana ! 4 years 3-5	Garcia, Any 3 years 3-5	Garcia, Felipe ! 3 years 3-5	Hamilton, Melan ! 4 years 3-5	Haynes, Chris 5 years 3-5	
Accounting							12-1		
Reports				AC	AC	FC		CII	
Administration	~		A.D.	A.G.	A.G.	F.G.	- T	С.п.	
Messages			O	(O)	0	O	• •••	0	
🕖 Get Help		Johnson, Adam !	Knowles, Beyonc.	Smith, Ashley	Uribe, Alex !	Uribe, Sassy	Williams, Alex	York, Tommu	
5 Logout		4 years 3-5	5 years 3-5	3 years 3-5	3 years 3-5	4 years 3-5	3 years 3-5	3 years 3-5	

KidKare				Center 🗋 🔔 (Administrator Center (TESTER) Y
🐔 🔽 🗘 👫 🕁 View Ch	ld				
Children 🗸 🤘 Garcia, J	iny · >				
r eForms >					- Print
View Status Garcia, Any (4 Reports Classroom: 3		✓ Edit Schedule			✓ Edit
Menus/Attendance Y	Date of Birth: 05/02/2020	Day		Schedule	
Calendar	Original Enrollment Date: 10/27/2022	Monday	0	06:00 AM - 06:00 PM	
Claims ~ A.(Enrollment Date: 10/27/2022	Tuesday	0	06:00 AM - 06:00 PM	
	Enrollment Expiration: 10/31/2023	Wednesday	0	06:00 AM - 06:00 PM	
Accounting	Status: Withdrawn (10/26/2022)	Thursday	0	06:00 AM - 06:00 PM	
Reports	Activate	Friday	0	06:00 AM - 06:00 PM	
Administration ~ Enrollment/IE	FForm	Times Vary (No At	Risk After School	
Messages					
Get Help	🖬 CACFP 🗋 Forms 📓 School 📫 Allergies/Conditions	Demographics			
) Logout	(Briman Guardian)			+ Add C	

Reactivate	\times
Are you sure you want to reactivate this withdrawn child?	
	Yes No





To Submit Claims:

After reviewing information entered in Kidkare:

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

KidKare							Cen	ter 💭 🗘 🗛 Admi	nistrator Center (TESTER) 🗸
👬 🔤 Ó%	🗌 > Claims > List Cla	ims							Filter
🕽 Children 🗸 🗸									
g eForms v	All Months	• Go	Clear Filter						
🗍 Menus/Attendance 🛛 🗡									
Calendar	Month	License	Free %	Reduced %	Paid %	\$ ADA \$	Claimed 💠 Paid	Submitted	Adjusted
E Claims	August 2023	Center	-					Submit	
List Claims								Submin	
Milk Audit	July 2023	Center						Submit	
Accounting									
Reports	June 2023	Center	1					Submit	
Administration ~	May 2023	Center						Submit	
§ Messages								Sublim	
) Get Help	April 2023	Center	-		-			4/27/23	
h Lorout									

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.

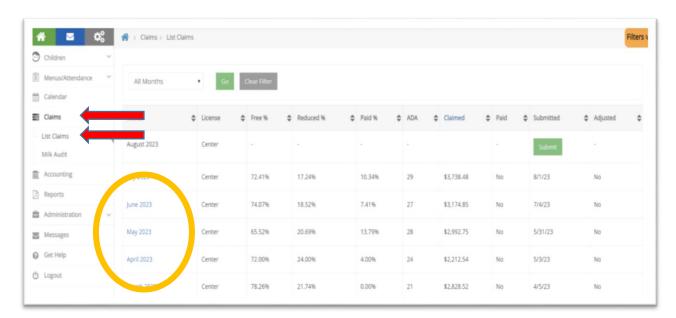




To View the "Claim Summary and Error Report":

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.



🖸 Children 🗸								
🗐 Menus/Attendance 🗠	June 2023 Center	r				Resubmit Claim		
🛗 Calendar								
Claims >	Meals	Rate	Total	Part	icipated	Claim Status		
List Claims	Breakfast	2.20062500	446	Free	31	Date Calculated: 07	/18/2023	
Milk Audit	AM Snack	1.16312500	0	Reduced	1	Date Paid: Not Yet Pa	id	
Accounting	Lunch	4.01750000	507	Paid	0	Payment Amount: 1	3,372.62	_
Reports	PM Snack	1.16312500	502	Total	32	Claim Actions		
	Dinner	4.01750000	0			Print Claim Report		
	Eve. Snack	1.16312500	0					
Messages								
🛛 Get Help	Claim Totals							^
C Logout	Attendance	Days		ADA	Free %	Reduce %	Paid %	
	538	20		27	96.88	3.13	0.00	
	Claim Error List							^
								_