



## KIDKARE QUICK TIPS

### Log in:

Access Kidkare at [www.kidkare.com](http://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.

### To Record Meals:

When recording meals in and attendance for the day, you can use the "Select All" feature to automatically record meal counts for all participants who are currently marked in attendance. Note that you must still mark participants as "In" before you can record meal counts.

- 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 > Check the Box  icon, to each participant's name to mark attendance > Click **"Select All"**. All participants who are currently marked in attendance are marked as having received a meal.

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

### 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.

### To Assign Classrooms:

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

### 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 offered by the center. Click **"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.**

#### 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.**