Get Started with KidKare
For Home Providers

Contents

Introduction

KidKare is a web-based application that works in most web browsers. You do not need to download or install any software on your computer or mobile device to use it. Simply open a web browser and navigate to **app.kidkare.com** to log in. Your food program sponsor provides your login ID and password.

Note: According to your display settings, some pages and fields may be different from what is stated in this document. For example, My Participants may be called My Kids. For more information, see our article **Set Display Settings**.

Getting Started Checklist

Complete the following items to get started with KidKare. This document contains all of the instructions you need along the way. Print this page and check off each item as you go.

- ❑ Enroll Participants
- ❑ Record Attendance
- ❑ Record Meals
- ❑ Create & Schedule Menus
- ❑ Update Calendars
- ❑ Send Claims to Your Sponsor
- ❑ Review Reports

Navigate KidKare

You access all of KidKare's features from the left-hand menu. This menu is collapsed by default on mobile devices. Tap ▤ expand it at any time.

View System Status

You can view KidKare's system status at anytime at **https://status.kidkare.com**. This page lists any known status changes and incidents, as well as any updated incidents and messaging.

Enroll Participants

Depending on your sponsor's settings, you have two options for enrolling participants:

- Send electronic invitations for enrollment with eForms.
- Manually enroll a participant in KidKare.

This document covers both options. Remember to follow your sponsor's guidance when enrolling participants in KidKare.
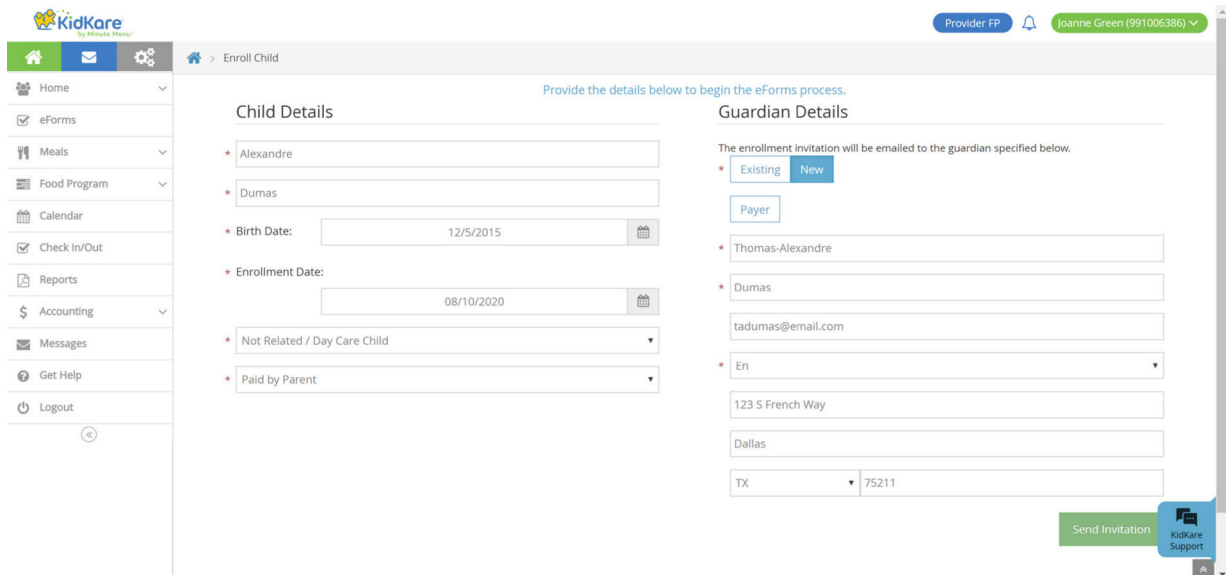
Enroll Participants with eForms

You can use eForms to enter basic information about a participant and then send an invitation to their guardian to complete and sign the enrollment form.

Note: Your food program sponsor must enable this feature.

1. From the menu to the left, click **Home**.

2. Click **My Kids**. The My Kids page opens.

3. Click ▾ and select **Send eForms**. The Enroll Participant page opens.

4. In the **Participant Details** section, click the **First Name** and **Last Name** boxes and enter the participant's first and last name.

5. Click the **Birth Date** box and select the participant's date of birth.

6. Click the **Enrollment Date** box and select the participant's enrollment start date.

7. 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 Participant**.

8. Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.

9. In the **Guardian Details** section:

10. Click **Existing** to select an existing guardian. Then, select the contact.

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

12. If your are subscribed to the Accounting feature, click **Payer** to designate this guardian as a payer for the participant.

13. Click **Send Invitation**.

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

Enroll Participants Manually

You can enroll participants in KidKare by entering all details manually.

1. From the menu to the left, click **Home**.

2. Click **My Kids**.

3. Click ▼ and select **Add Manually**.

4. In the **Name** section, enter the participant's first, middle, and last name. You must enter at least a first and last name.

5. In the **Birth Date** section, enter the participant's birth date.

6. In the **Enrollment Date** section:

   6.1. Select the participant's enrollment date.

   6.2. Check the **Participates in CACFP** box. This box is checked by default.

   6.3. Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.

7. In the **Participant Details** section:
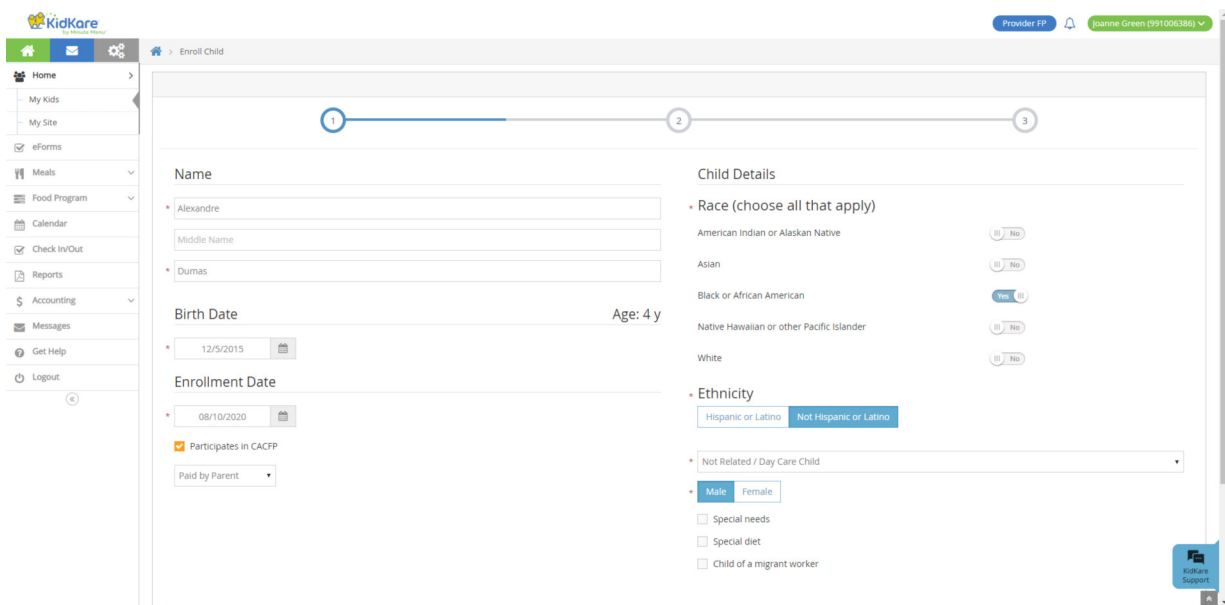
   7.1. Select the participant's race and ethnicity.

7.2. Click the **Relation to Provider** drop-down menu and select **Not Related/Day Care Participant**, **Own Participant**, **Provider's Foster Participant**, **Related Non-Resident**, or **Helper's Participant**.

7.3. Select the participant's gender.

7.4. Check the following boxes, if they apply to this participant:

- o   Special Needs
- o   Special Diet
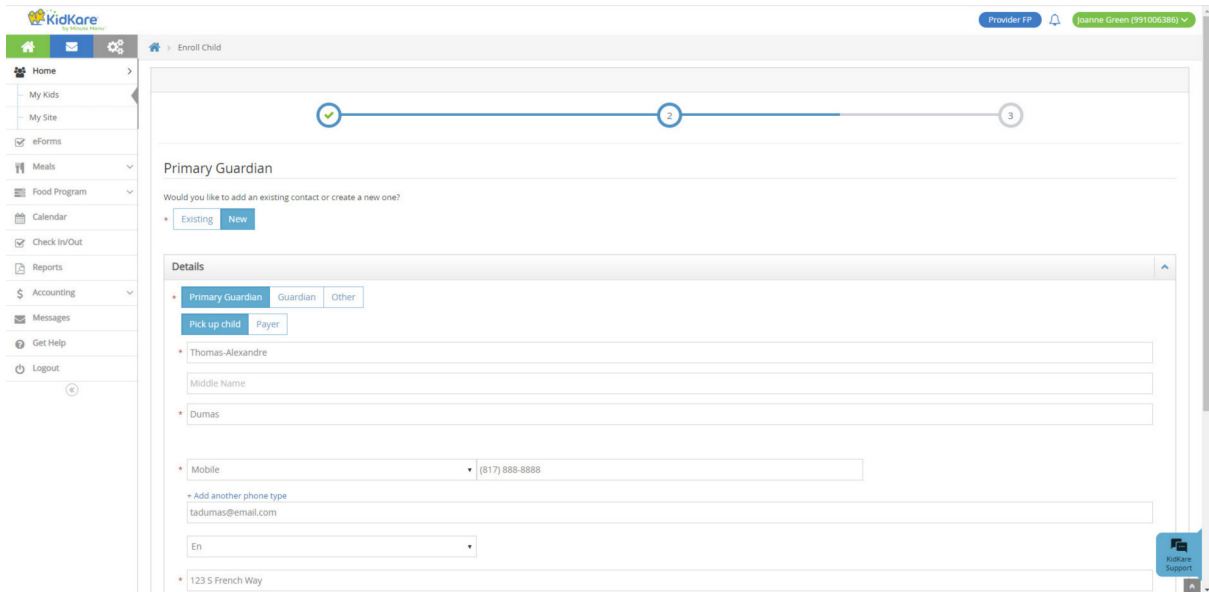- o   Participant of a Migrant Worker

8. Click **Next**. The Primary Guardian page opens.

9. Add a primary guardian.

- • Click **Existing** to select an existing guardian. Then, select the contact.
- • Click **New** to add a new guardian and enter their information.

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

11. In the **Days in Care** section, select the days and times the participant is typically in care.

    11.1. Select the day's and in and out times. When entering times, you can click to select the time with arrows.

    ....

    Note: 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.

    ....

    11.2. Click ⓘ next to **Will Pick Up and Drop Off Times Vary** if the participant's in/out times vary each day.

        o   Click ⓘ next to **Will Days Vary From Week to Week** if the participant's days in care may vary each week.

12. In the **Participating Meals** section, click each meal in which the participant participates.
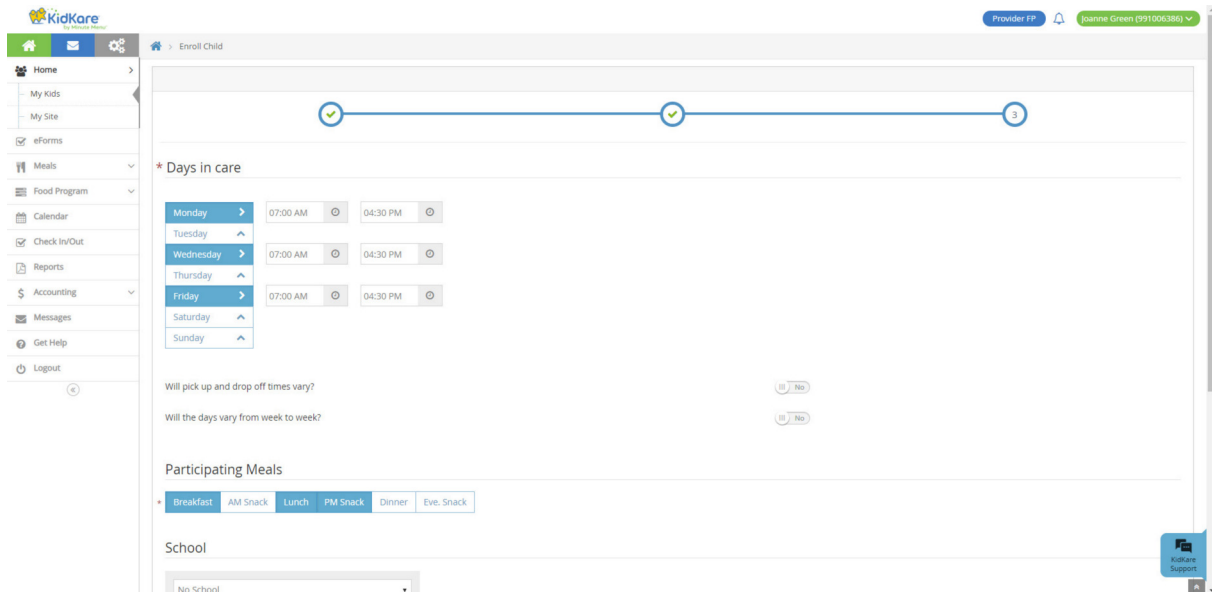
13. In the **School** section, enter the participant's school information, if applicable.

    13.1. Click the **Type/Level** drop-down menu and select the participant's school level.

    13.2. Click the **Depart and Return** boxes and enter the participant's school hours.

    13.3. Click the **Name** box and enter the name of the school.

14. Click **Enroll Participant** 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.
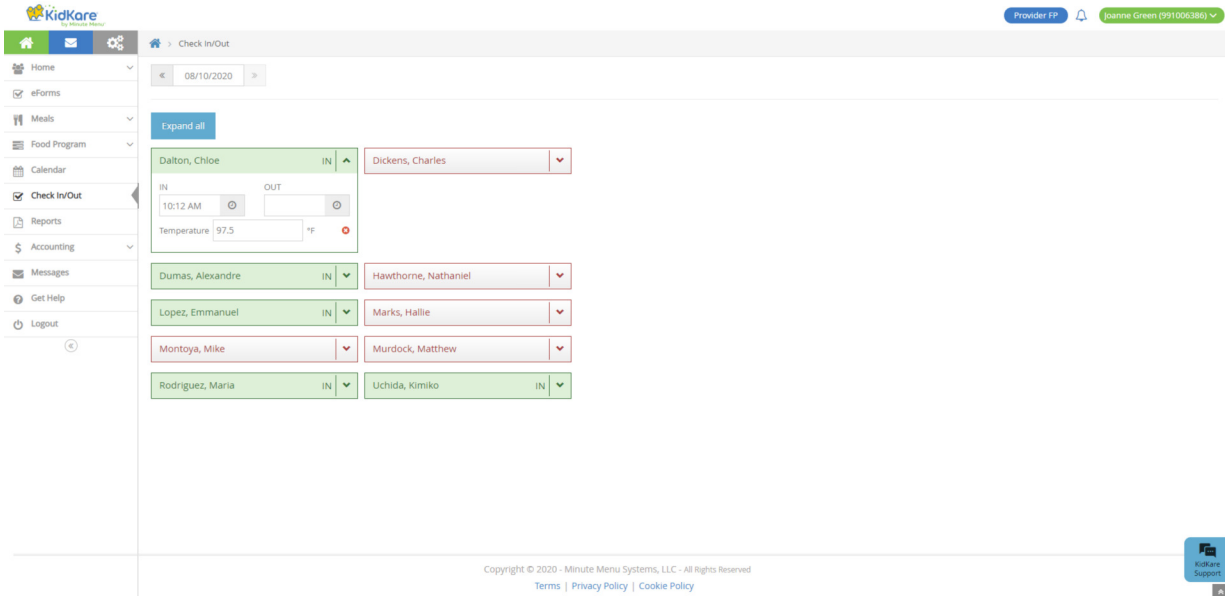
Record Attendance

Record attendance on the Check In/Out page. Participants must be marked in attendance before you can record meal counts for them. If you have enabled it, you can also record participant temperatures at check-in.

1. From the menu to the left, click **Check In/Out**. The Check In/Out page opens.

2. Select the date. You can only record attendance for the current date or for past dates.

3. Click the participants who were present for the specified day. Their names turn green.

4. 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.

5. Click the **arrows** next to each participant to view their In and Out times. You can also click **Expand All**.

6. When you expand participants, you can manually record their in and out times and their temperatures.

   6.1. Click the **In** box and enter the participant's in time.

   6.2. Click the **Out** box and enter the participant's out time.

   6.3. Click the **Temperature** box and record the temperature taken. These temperatures are included on the Participant In/Out Times report.

6.4. If the participant leaves and comes back, click ➕ to add new In and Out times.

6.5. Click ✖ to remove In/Out times.

Record Meals

Record menus for infants and non-infants on the Enter Meal page. This page allows you to record menus for non-infants and infants separately, so you can meet the meal pattern requirements for each. To access the Enter Meal page:

1. From the menu to the left, click **Meals**.

2. Click **Enter Meal**. The Enter Meal page opens.

Record Meals for Non-Infants
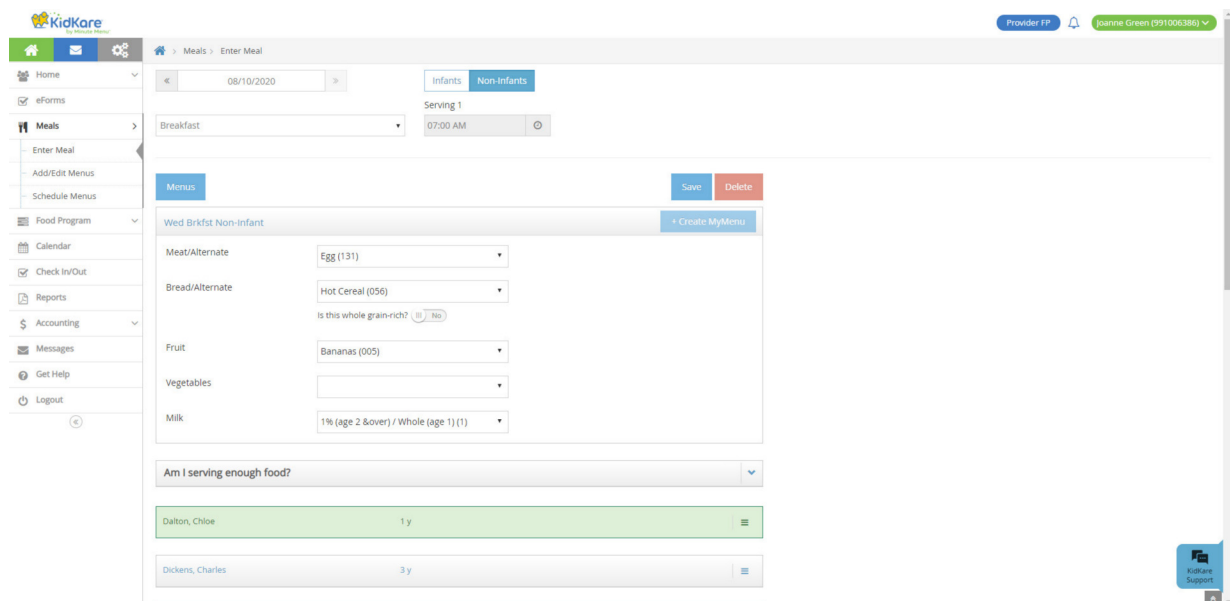
1. On the Enter Meal page, select **Non-Infants**.

2. Ensure the correct date is selected at the top of the page.

3. 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).

4. Click the **Serving 1** box and enter the meal time, if needed. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.

5. 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.

6. 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.

7. 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.
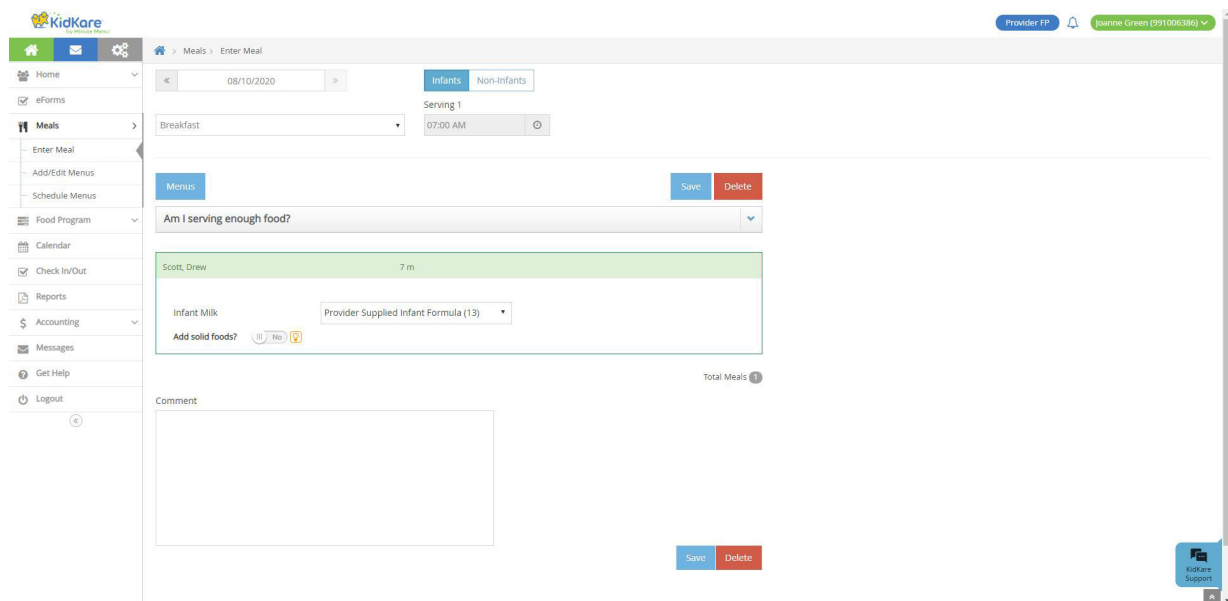
8. Click ☰ to the right of a participant's name to indicate that a school-aged participant was present when they should have been in school. Then, choose from the following (you can select multiple items, if needed):

   • Sick

   • No School

   • Present on Holiday

9. 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.

10. 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.

11. 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.

12. When finished, click **Save**.

Record Meals for Infants

1. On the Enter Meal page, select **Infants**.

2. Ensure the correct date is selected at the top of the page.

3. 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).

4. Click the **Serving 1** box and enter the meal time, if needed. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.

5. Select the infant for whom to record a meal.

6. 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 participant's record. The Add Solid Foods option is automatically set to Yes when you record meals for this infant in the future.

7. 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.

8. 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.

9. 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.
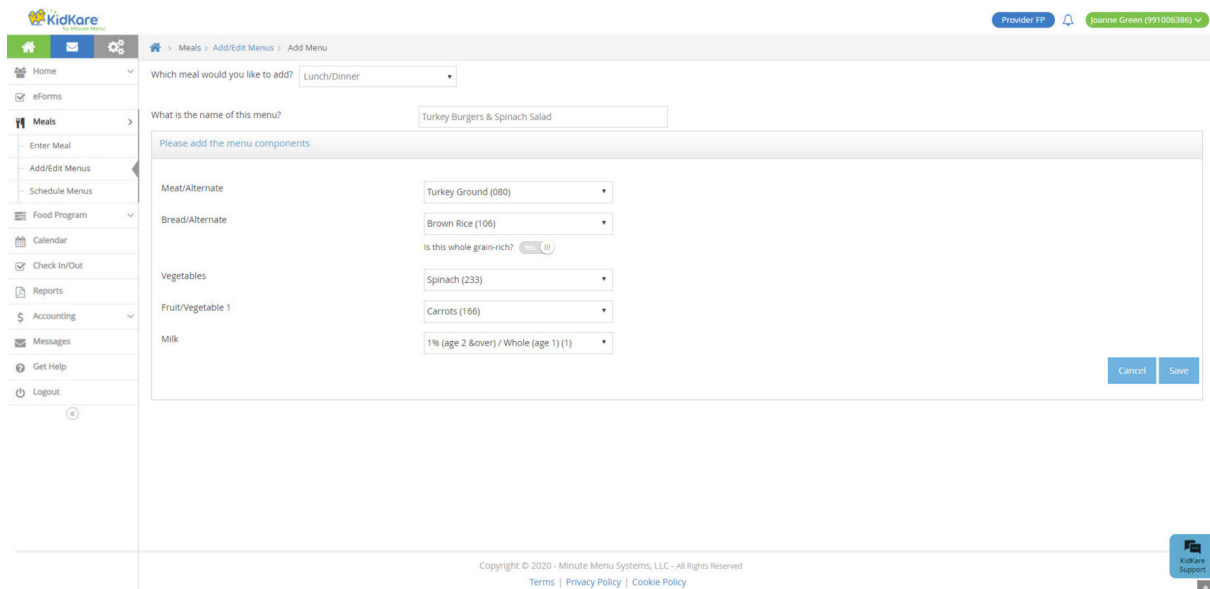
10. Click **Save**.

Create & Schedule Menus

You can create menus for meals you serve often, saving you time during future meal services. Menus you create can be selected when recording meals, and schedule menus automatically populate the food program components on the Enter Meals page for the date/meal for which they are scheduled.

Create Menus

While you can save menus when entering meals, you can also create menus on the Add/ Edit Menus page outside of meal time.

1. From the menu to the left, click **Meals**.

2. Click **Add/Edit Menus**. The Add/Edit Menus page opens.

3. Click **Add Menu**.

4. Click the **Which Meal Would You like to Add** drop-down menu and select the meal type: **Breakfast**, **Snacks**, or **Lunch/Dinner**.

5. Click the **What is the Name of This Menu** box and enter a name for this menu.

6. 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.

7. 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.
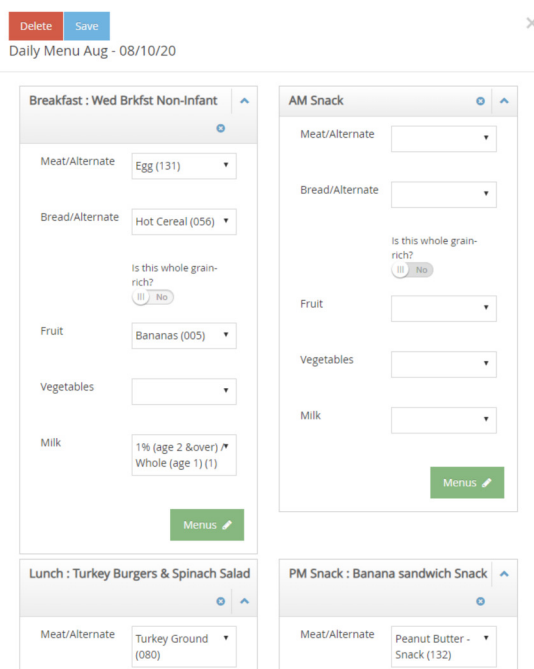
8. Click **Save**. You can now view your menu on the Add/Edit Menus page.

Schedule Menus

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

1. From the menu to the left, click **Food Program**.

2. Click **Calendar**. Note that any meals you have already scheduled display on the calendar.

3. Click **Schedule Menus**.

4. Select **Infants** or **Non-Infants**.

5. Click the date for which to schedule menus. The Daily Menu pop-up opens.

6. Use the drop-down menus to select the components for each listed meal. you can also click **Menus** to select a saved menu.

7. When finished, click **Save**. The meal automatically displays on the Enter Meal page for that day when you select a meal time.
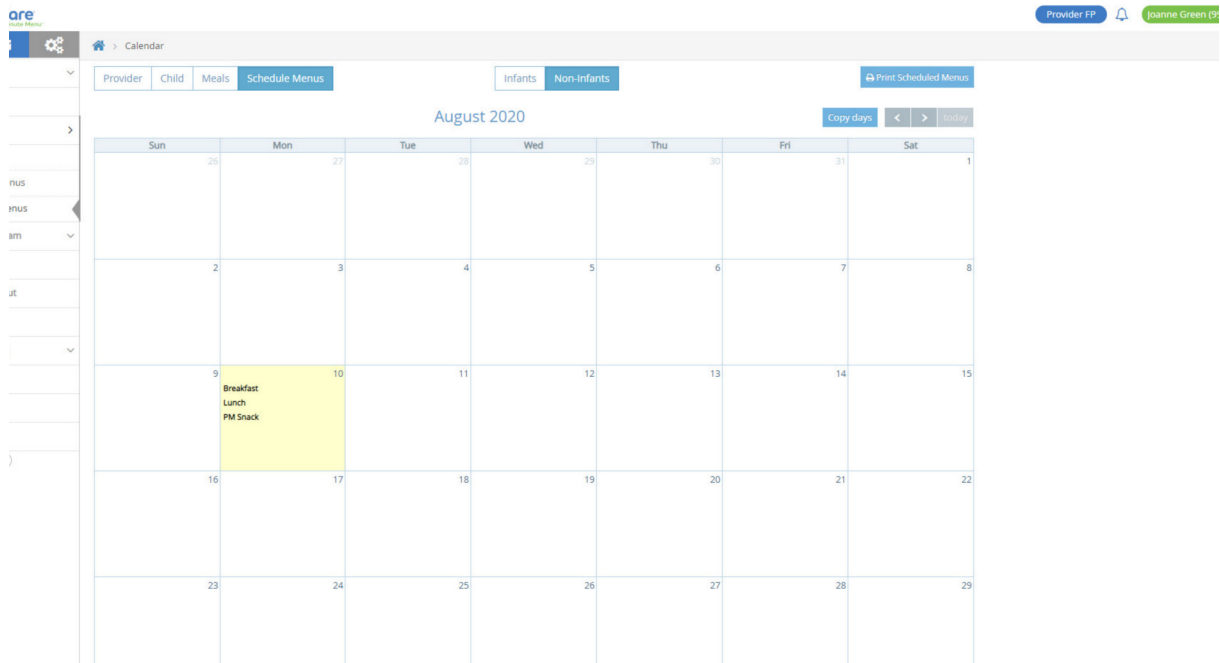
Note: Meals shown in bold on the Menu Calendar were created using one of your menu templates. This could be a template you created, or a Master Menu your food program sponsor created. Any meals that are not show in bold were created by selecting individual food components.

Update Calendars

KidKare comes with several calendars you can use to manage your participantcare business. These include the Provider Calendar, Participant Calendar, and Scheduled Menus calendar, which we covered under the **Create & Schedule Menus** heading. This section focuses on the Provider and Participant calendars.

Provider Calendar

Use the Provider Calendar to document days that you are closed for business, open on holidays, or doing off-site meals. It is important to document this information so your food program sponsor knows when you are closed, serving special meals (holidays), or are serving meals off-site.

1. From the menu to the left, click **Calendar**. The Provider calendar displays by default.

2. 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.

3. Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.
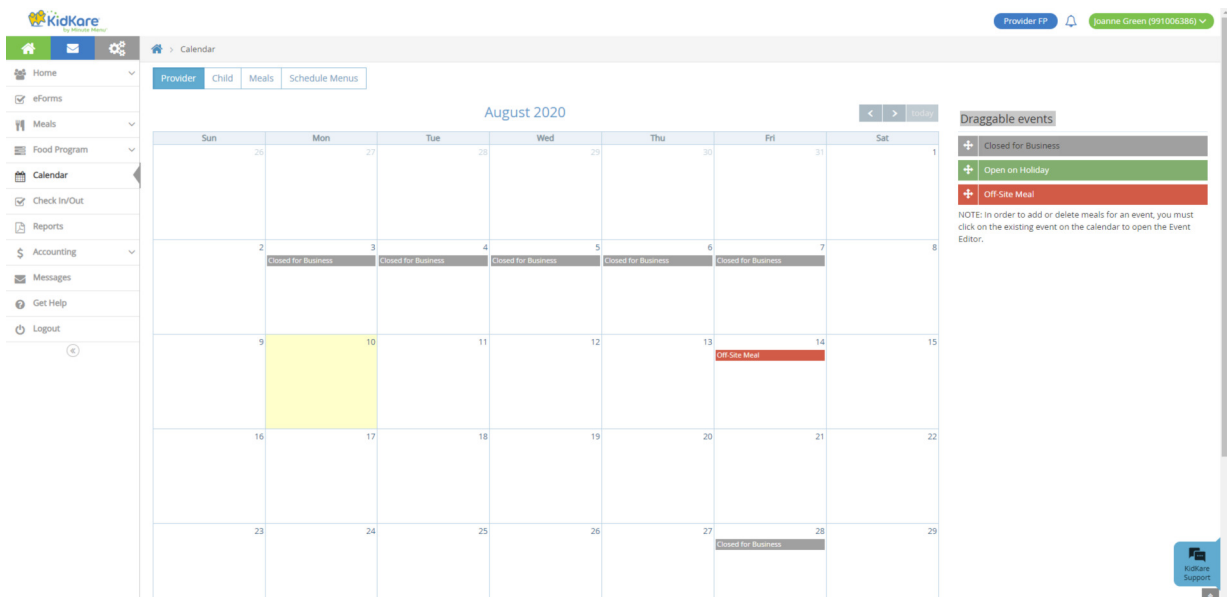
4. Select the meal(s) this event affects.

5. Click the **Details** box and enter any notes about the event.

Event editor

Date:
08/14/2020

Title:
Off-Site Meal

| Breakfast | AM Snack | Lunch | PM Snack | Dinner | Eve. Snack |

Details:
Lunch at the zoo

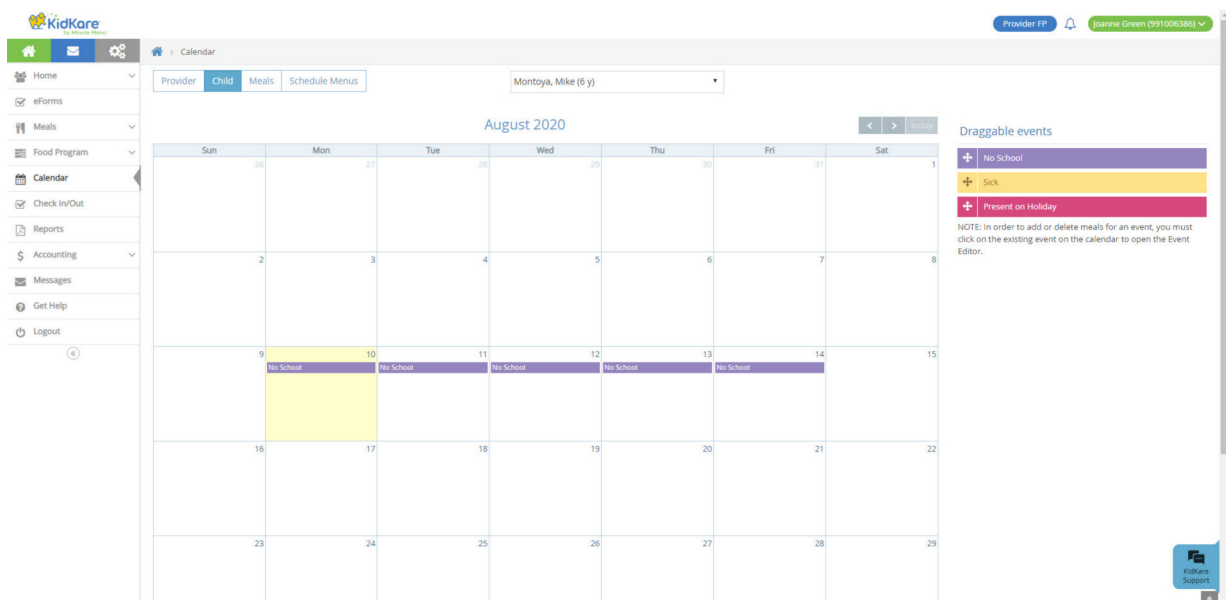Delete   OK

6. When finished, click **OK**.

Note: 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**.

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Participant 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.

1. From the menu to the left, click **Calendar**. The Calendar page opens.

2. 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.

3. Click the **Select Participant** drop-down menu and select the participant. There are two ways to do so:

    3.1. Expand each category, locate the participant, and click their name.

    3.2. 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.

4. Drag events from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar.

5. Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.

6. Select the meal(s) this event affects.

7. Click the **Details** box and enter any notes about the event.

8. When finished, click **OK**.

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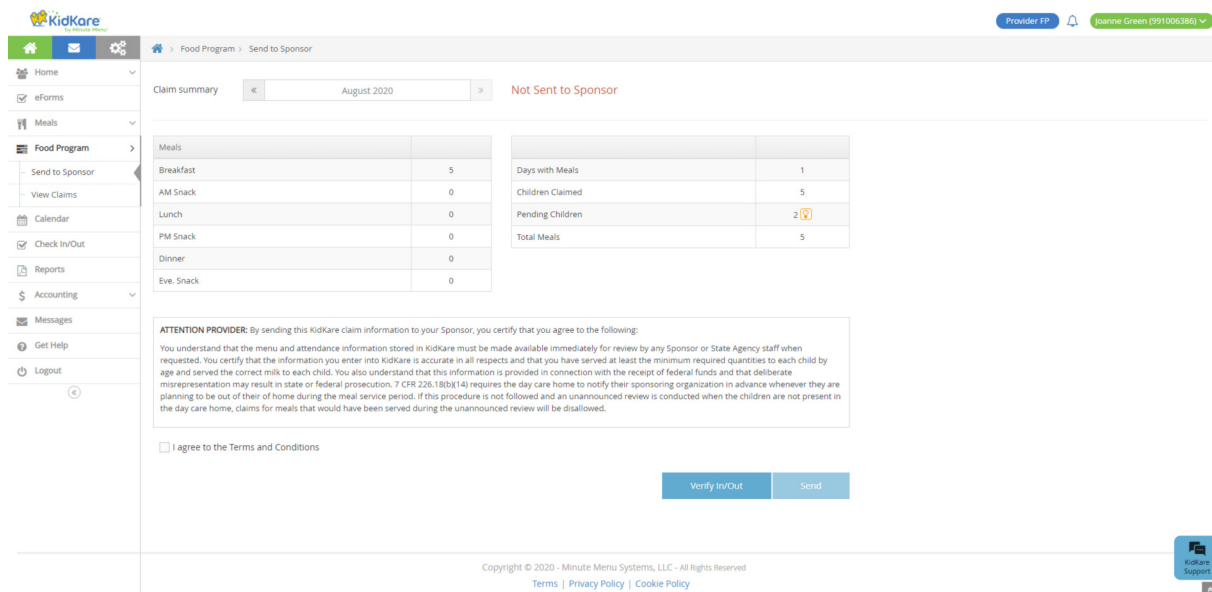
click **Delete**. At the **Are You Sure** prompt, click **Delete**.

Send Claims to Your Sponsor

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.

1. From the menu to the left, click **Food Program**.

2. 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.

3. Review the claim summary and check for any possible issues.
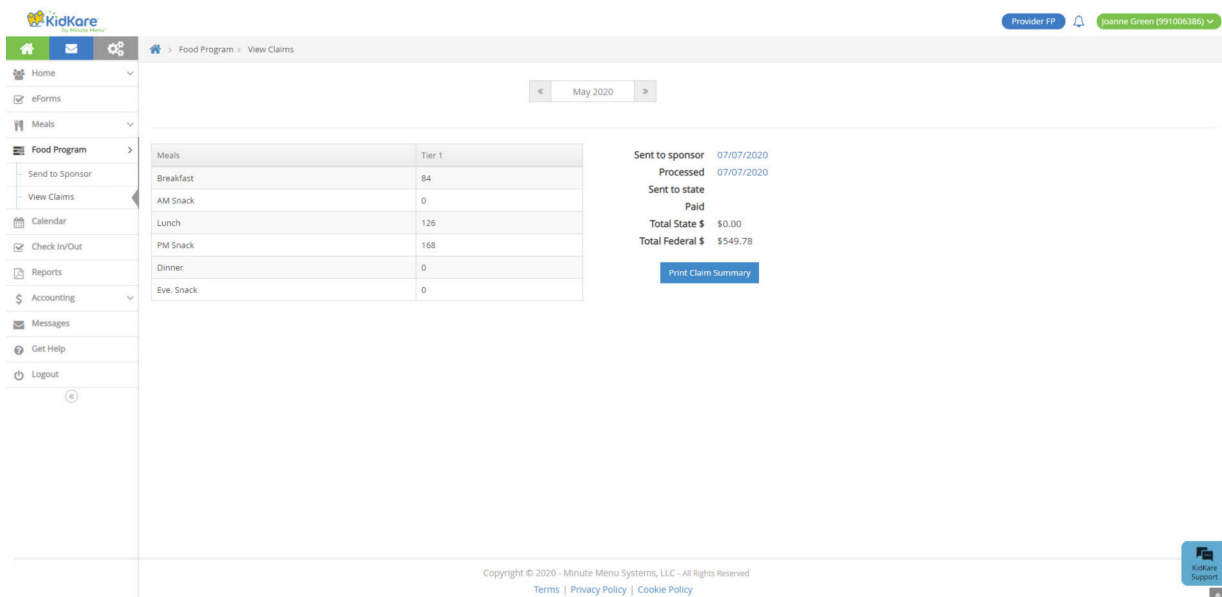

4. Click **Verify In/Out** to run the Verify In/Out Times report, if needed. The report opens and automatically filters to the current month. When finished, return to the Send to Sponsor page.

5. Check the **I Agree to Terms and Conditions** box.

6. 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.

1. From the menu to the left, click **Food Program**.

2. 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.

3. 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.

4. Click the **Processed** date to download and view your claim error report.

5. Click **Print Claim Summary** to download the Claimed Summary and Error report for the selected claim month.

Generate Reports

KidKare comes with numerous reports to help you manage your participantcare business and food program data.

To print reports in KidKare:

1. From the menu to the left, click **Reports**.

2. Select the **Select a Category** drop-down menu and select the report category.

3. Click the **Select a Report** drop-down menu and select the report.

4. Set additional filters, as needed. Available filters vary by report.

5. Click **Run**. The report is generated.

Report Descriptions

This section describes the reports available to you in KidKare. It is organized into report category. Select the associated category when generating the report from the Reports page, unless otherwise stated.

Participant Reports

*   **Participant Enrollment Report:** This report prints out participant enrollment forms.

*   **Participant In/Out Times:** This reports lists participant in/out times for a selected date range. It also includes total hours and daily totals. If you are recording temperatures, the temperatures recorded also appear on this report.

*   **Participant Immunization:** This report lists any participant immunization records you have on-file.

Claim Statement Reports

*   **Payment Details Report:** This report lists all payments received from your sponsor for your CACFP claims. It includes the check, check number, payment method, and more.

*   **Claimed Summary and Error Report:** This report is a summary of your monthly claim. It also includes any disallowances made.

*   **Claimed Attendance Detail Report:** This report lists attendance and meal counts you claimed for a selected claim month.

*   **Paid Meal Totals:** This lists paid meal counts for a selected claim month. It also includes totals for each meal type.

*   **Tax Report:** This report summarizes your food program income and estimated expenses for the calendar year. Use the report as an aid for income tax preparation.

Meals & Attendance Reports

*   **Attendance Summary:** This report provides a quick summary of monthly attendance, broken down by meal.

*   **Food Served Report:** This report lists all foods you've served for a specified month.

*   **5 Day Attendance Report:** This report provides a chart of each participant claimed over any five-day period.

*   **Verify In/Out Times Report:** This report lists participant in/out times recorded for the month and indicates whether there are any missing times. This is the same report you access from the Send to Sponsor page.

- **Claimed Foods and Attendance Report:** This 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.

- **Claimed Attendance Detail Report:** This report lists meals for which each participant on a specific claim were claimed. It is organized by participant.

- **Attendance Detail Report:** This report lists meal and attendance information by participant for a specific month.

- **Infant Feeding Details Report:** This report lists foods served specifically to infants. You can filter this report to include developmentally ready infants only, or you can run it for all infants.

Menu Planning Reports

- **Scheduled Menus:** This report lists all menus you've scheduled for the week or month. You can also print this report from the Calendar page.

- **My Menus:** These reports are printed versions of menus you've created in KidKare. You can print an infant version, a non-infant version, or a version that includes both infants and non-infants.

- **EZ Menus:** These reports are printed versions of any EZ Menus your sponsor has created and assigned to you. You can print an infant version, a non-infant version, or a version that includes both infants and non-infants.

- **USDA Meal Pattern Reports:** These reports generate the USDA meal pattern requirements. You can print an infant version and a non-infant version. You can also print this same information in Spanish.

Worksheets

Worksheets are blank forms you can print and complete physically. The following worksheets are available:

- Daily Meal Worksheet

- Weekly Attendance Worksheet

- Enrollment Renewal Worksheet

- Sign In/Out Worksheet

- Blank Enrollment Form

Review Report

Once your sponsor completes a home visit review, you receive an email and a message in KidKare stating that your review report is ready to be downloaded. These messages contain a link that leads to a PDF copy of the review completed by your sponsor. Save a copy of this PDF for your records. You cannot print this report from the Reports page.