

# Reactivate Withdrawn Participants

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The ability to reactivate withdrawn participants depends on whether you participate in the CACFP (Food Program).

## Providers Who Participate in the CACFP

You cannot reactivate withdrawn participant in KidKare. Contact your food program sponsor to reactivate (re-enroll) withdrawn participants. Note that some sponsors may request that you do the following:

1. Print the withdrawn participant's enrollment form.
2. Update the form using a pen, preferably with colored ink.
3. Mail the enrollment form to the Sponsor for reactivation.

Contact your sponsor for the procedure they want you to follow.

## Providers Who Use KidKare Independently and Do Not Participate in the CACFP

You can reactivate withdrawn participant in KidKare.

To do so:

1. From the menu to the left, click **Home**.
2. Click **My Participants**.

**Note:** According to your display settings, this option and page may be called something else, such as My Kids. For more information, see [Set Display Settings](#).

3. Click **Filters** in the top-right corner, and select **Withdrawn**.
4. Click the participant to re-enroll.
5. Click **Reactivate**.
6. Click the **Date** box and enter the new enrollment date. This defaults to today's date.
7. Click **OK**.