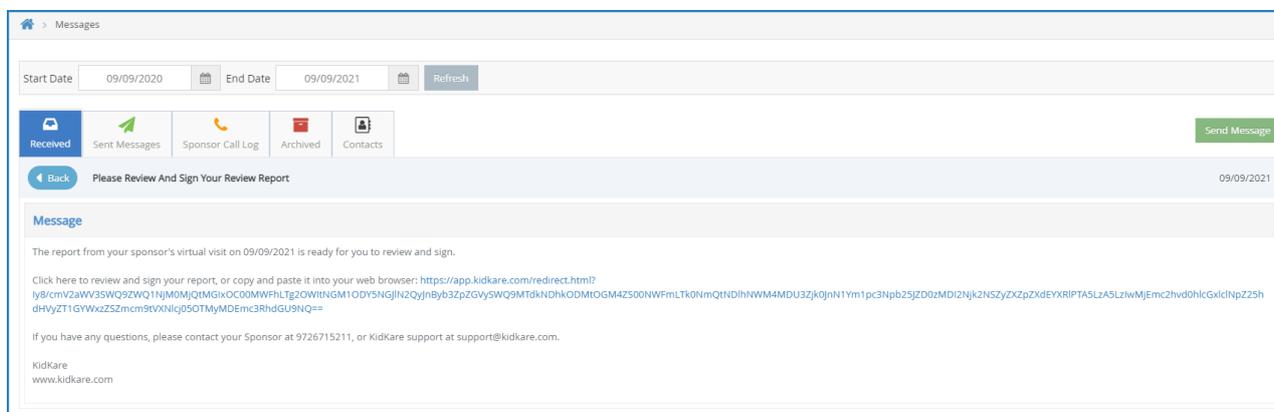


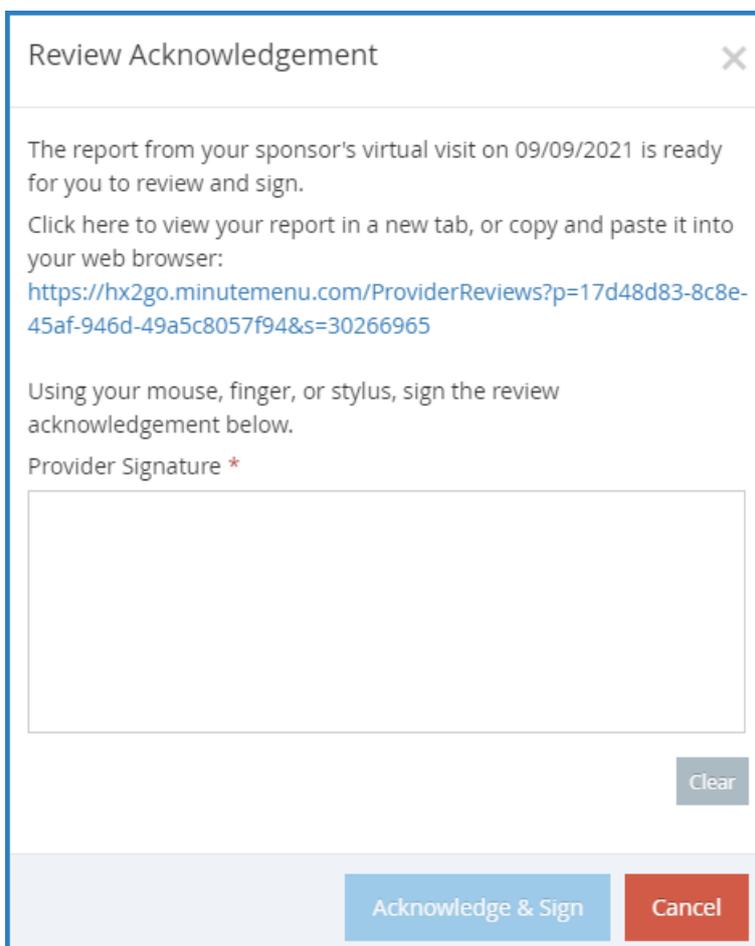
Sign Desk Reviews Electronically

Last Modified on 01/13/2022 9:10 am CST

When your food program sponsor completes a desk review, they may require you to sign for the review electronically. When this requirement is enabled, you will receive an email and a message in KidKare prompting you to view and acknowledge your review.



1. Click the link or copy and paste it into your Internet browser. The Review Acknowledgement pop-up opens.



Notes: If you access your report from your email, you are automatically logged into KidKare and the Review Acknowledgement pop-up displays. If the Monitor deletes this review after sending it to you for a signature, but before you can sign it, the **This review was deleted** message displays and you are

unable to sign for the review. Click **Cancel** to close the Review Acknowledgement pop-up.

2. Click the report link in this pop-up to view the Review report. It will open in a new tab.
3. Once you have viewed your report, use your mouse, finger, or a stylus to sign the **Provider Signature** box. If your sponsor indicated that a Helper was present for the review, your Helper must sign the **Helper Signature** box. This box only displays if a Helper was present for the review.
4. Click **Acknowledge & Sign**. Once you acknowledge and sign for your review, you will receive a new message and email with a link to the updated, signed report.

Review Acknowledgement ✕

The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.

Click here to view your report in a new tab, or copy and paste it into your web browser:
<https://hx2go.minutemenu.com/ProviderReviews?p=17d48d83-8c8e-45af-946d-49a5c8057f94&s=30266965>

Using your mouse, finger, or stylus, sign the review acknowledgement below.

Provider Signature *

Clear

Acknowledge & Sign Cancel