Control Center Access to KidKare Features

Last Modified on 07/12/2023 2:57 pm CDT

- 1. Click 🕰 . The Settings page opens. KidKare Center Sponsor 💡 🗘 (mmtest) 🗸 🖀 📲 📽 💣 > Settings Observer Mode General Settings ^ Foods What language would you like to use? . English S Billing Report Would you like to require center staff to certify the accuracy of attendance when saving Attendance & Meal Counts in KidKare? III No eForms Messages eForms Settings Get Help Would you like to require sites to approve enrollment forms? Yes (III) ල් Logout Would you like to require sites to approve income eligibility forms? Yes (III) Are sites allowed to send new enrollment requests to parents? (Yes (III) If a parent completes infant feeding details do you want to indicate that the infant form is on file for the child? III No If a parent indicates they participate in SNAP, would you like to require them to provide their SNAP number for validation? (III) No Would you like to require SNAP/TANF number validation for parents to submit their forms? (III) No Center Access 10 Kids 71 Food Program (Yes (III) Ê Calendar Yes 🕕 Claims Yes 🕕 eForms Yes (III) P Yes 💷 Setup Yes (III) \sim Messages Yes (III
- 2. In the General Settings section you can:
 - Click the Language drop-down menu and select Spanish to view KidKare in Spanish.
 - Click (III) next to Would you like to require center staff to certify the accuracy of attendance when saving Attendance & Meal Counts in KidKare? to require your centers to acknowledge that attendance and meal counts recorded are accurate.
- 3. In the **eForms Settings** section, click (III) next to each option to enable it. You can change settings for the following:
 - · Would you like to require sites to approve enrollment forms?
 - Would you like to require sites to approve income eligibility forms?
 - · Are sites allowed to send new enrollment requests to parents?
 - If a parent completes infant feeding details, do you want to indicate that the infant form is on file for the child?
 - If a parent indicates they participate in SNAP, would you like to require them to provide their SNAP number for validation?
 - Would you like to require SNAP/TANF number validation for parents to submit their forms?
 - Would you like to disallow or warn the parent of incorrect formatting?

- Would you like to hide the 'Open Online Forms' button?
- 4. In the **Center Access** section, click (III) next to each option to enable it. You can change settings for the following:
 - Kids
 - Food Program
 - Calendar
 - Claims
 - eForms
 - Reports
 - Setup
 - Messages

Note: Are your centers just getting started in KidKare? Send them our **KidKare Features for Sponsored Centers** cheat sheet! This document lists the features available to sponsored centers and provides to useful documentation from the KidKare help site.