[VIDEO] Use the Income Eligibility Calculator

Last Modified on 02/22/2024 3:39 pm CST

You can enter household income information directly into KidKare. KidKare will then calculate the child's reimbursement level and FRP basis.

- 1. From the menu to the left, click Children.
- 2. Select Manage Child Information.
- 3. Select the Center and Child that needs to be updated from the drop down.

> Children > Manage Child Information		
Active O Pending O Withdraw After	🛗 « Select a Child 🔹 » January 2024	
	Select a Child	
	Baby ,Boss	
	Ball ,Lucille	
	Bing ,Chandler	
	Boseman ,Chadwick	
	Boudreaux ,Katie	
	Children ,Test	
	Dean ,Sheronnie	
	Knowles ,Beyonce	
	Snipes ,Welsey	
	Turner Tina	

- 4. The Manage Child Information window opens.
- 5. Click the **Oversight** tab. The income eligibility calculator is in the bottom half of the tab.

Contacts	N CACEP) Forms 🚦	School	Allergie	s/Condition	s 📀 De	mographics	Oversi	ght																			
IEF Application	Application - Select -																											
Signature Date 🗎 HH Size 0								Income 0.00Select •																				
No Foster Child Foster Income 0.00 (No income) •																												
HH Member N	ame 🌣 Age 🕯	Income 🕈	Freq	¢ Sou	rce ¢	Income	Freq	Sour	ce 🗘	Incom	e 0	Freq	0	Source	0 li	ncome 🏼	Freq	0	Source		Delet	e¢.						
				•	•			•	•				٠	,				٠		•								
Entered			F	RP*	•		R	ason		•			Expir	res														
Program	Select •		c	Case #			PI	ogram	Select •	•			Case															
Signer			s	ISN				No No	SSN 🖲	No Inc	comple	te 🕕 N	Re	fused														
																							G	ancel	Delete F	Record	Evalua	ite + Save
Siblings																												
Last Name 🗢	Fisrt Name 🌣	BOD \$	Age ¢	FRP Type 🗢	FRP Reason	•	IEF Expire 🗢	Status	\$																			
Ball	Lucile	01/01/2015	9Y 1M	Free	Food Stamp	557 SNAP	11/06/2024	Active																				
rissast	rana	01101/2017	1111	mourabed	moonlie		03/30/2022																					
Sponsor Notes																												🖋 Edit

- 6. Click Edit in the bottom right corner.
- 7. In the IEF Application drop down, select New IEF Application.

C ontacts	CACFP	🗅 Forms	🛛 Sch
IEF Application	Select ·	•]
Signature Date	Select 11/7/202	 3 Lucille Ball	
	New IEF /	Application	

- 8. Click the Signature Date box and select the date the parent signed the form.
- 9. To enter household income fill in the required fields below:
 - a. Select if you are Including Siblings or entering for This Child Only.
 - b. Click the **HH Member Name** box in the table and enter each household member's name. You must enter all household members, including children. As you add names, the value in the **HH Size** box

increases.

- c. Click the Age box for each house hold member and enter their ages.
- d. Click the **Income** box for each household member with an income and enter their income amount. The **Income** box will automatically



- e. Click the **Freq** drop-down menu and select the income frequency. For example, if you entered yearly income, you would select Yearly.
- f. Click the **Source** drop-down menu and select the income source. For example, if these are wages, you would select Wages/Salaries.
- g. If there are multiple income sources for one person, scroll to the right and repeat **Steps 7c** -**7e** to add additional income.
- h. For each child listed, click the Freq drop-down menu and select No Income.

Note: If the parent refused to provide income or program information, check the Refused box.

- 10. To enter qualifying program information (if applicable):
 - a. Click the **Program** drop-down menu and select the program.
 - b. Click the **Case** # box and enter the provided case number.
 - c. Repeat Steps 1 & 2 to add an additional program.
- 11. If this is a foster child, check the **Foster** box.
- 12. Click the **Signer** box and enter the name of the person who signed the form.
- Click the SSN box and enter the signer's social security number. You must enter all nine digits. If no SSN was provided, check the No SSN box.

💪 Contacts 🛛 👖 CAC	IFP C	Forms 🛛 📗	School 🔹 Al	llergies/Conditio	ons 🙁 Dei	mographics	Oversight													
IEF Application New	IEF App	ication 🔹		۲	Include Siblir	igs O This Child	l Only						Comment	s						
Signature Date 01	/31/202	4		н	H Size	4		In	come 4000.00	Monthly	•									
				Q	No Foste	r Child		Foster In	come 0.00	(No income	•									
HH Member Name	Age 🕈	Income 💠	Freq 🗢	Source 4	Income 🕈	Freq ¢	Source 🗘	Income 4	Freq 4	Source	Incom	e 🗢 Freq	Source	¢	Delete 🗘					
Mom Hudson	36	3500.00	Monthly •	Wages / Siv		•	•		•		· .		•	•	Delete					
Dad Hudson	42	500.00	Monthly •	Child Supp •		•	•		•		·		•	•	Delete					
Lucille Ball	9		(No incomv	•		•	•		•		·		•	٠	Delete					
Kate Hudson	7		(No incom•	•		•	•		•		·		•	٠	Delete					
			•	•		•	•		•		·		•	•						
ProgramSelect-	¥		Case #			Progra	amSelect •		Ca	se #										
Signer Mom Hu	dso		SSN	***-**-1234			No SSN	No Incom	plete 🔲 No	Refused										
																Ca	ancel De	elete Record	Evalua	ste + Save

- 14. Once all IEF form information has been entered, Click Evaluate + Save.
- 15. Click **Yes** in the pop-up to update the information if the IEF computed is different than the last time it was entered.

Update	×
IEF Entry Saved. The IEF as computed is different than the child's current file setting. Do you want to upd child's file with the information as computed?	late the
No	Yes