

[VIDEO] Approve & Renew eForms

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CDT

Once guardians complete the necessary enrollment and income eligibility forms, you must approve and renew participants on the Approve & Renew page. This gives you control over when your database is updated. However, keep in mind that participants with future enrollment dates may be disallowed from your current claim. In many cases, it is better to wait until the current claim is processed before you renew enrollments. For example, if your new enrollment start date is October 1st, you should wait until the September claim is processed before renewing your enrollments.

Watch the video below, or scroll down for step-by-step instructions.

Required Permissions: You must have the **eForms** permission enabled on your account to use the eForms feature. Sponsored centers cannot renew enrollment.


1. From the menu to the left, click **eForms**.
2. Click **Approve & Renew**. The Approve & Renew page opens.

Child ID	Child Name	Form	Signature	Enrollment or Signature Date	Expiration Date	FRP	FRP Basis
51433387	Smith, Jennifer	Enrollment		02/27/2020	02/26/2021	Reduced	Income
		Income Eligibility		02/27/2020	02/26/2021	Reduced	Income




3. Filter to the records to renew.
 - Click the **drop-down menu** in the Show Records For section and choose from the following:
 - 30 Days
 - 60 Days
 - 90 Days
 - Current Year
 - Previous Year
4. There are three ways to approve and renew enrollments:
 - Accept the dates generated by the system (parent signature dates).
 - Use the Bulk Edit feature to set enrollment dates.
 - Approve and renew enrollments individually.

Note: Before proceeding, verify that you have added your signature to KidKare. For more information, see [Add a Signature for eForms](#).

Accepting Dates Generated by the System

1. Check the box next to the records to update.
2. Choose one of the following:
 - Click **Approve All** to approve the enrollment form (EF) and the income eligibility form (IEF) for the selected records. Respond to the confirmation prompt.
 - Click **Approve & Renew All** to approve and renew enrollment and income eligibility for the selected records.
 - Click  next to **Approve All/Approve & Renew** and select a specific form type to approve/approve and renew (EF, IEF, or All).

Using Bulk Edit to Set Enrollment Dates

1. Check the box next to the records to update.
2. In the **Bulk Edit** section:
 - Click the **Bulk Set New Enrollment Date** box and enter a new enrollment date. You can also click  to select the date from a calendar.
 - Click the **Bulk Set Enrollment Expiration Date** box and enter a new enrollment date. You can also click  to select the date from a calendar.
 - Click the **Bulk Set New IEF Expiration Date** box and enter a new IEF expiration date. You can also click  to select the date from a calendar.
 - Click **Apply**.
3. Click **Approve** or **Approve & Renew All**.

Approving and Renewing Enrollments Individually

1. Click the participant's name to view participant details.
2. Make changes, as needed. For example, you can update the new enrollment date and the new enrollment expiration date.
3. Click **Approve** or **Approve & Renew**. You can also click **Send Back For Revision** if revisions are required.

Household Members

Jennifer Smith: Earnings from Work \$20,000.00 Annually
Welfare/Child Support/Alimony \$275.00 Monthly
Foster Child: N
Homeless: N
Migrant: N
Runaway: N

Michael Smith: No Income
Foster Child: N
Homeless: N
Migrant: N
Runaway: N
HH Size: 2

Activity

02/27/2020 10:13 AM IEF - Submitted (parent)
02/27/2020 10:10 AM EF - Submitted (parent)
02/27/2020 10:10 AM EF/IEF - Invitation open (site)
02/27/2020 10:09 AM EF/IEF - Invitation created
+Add comment

Signatures

Enrollment form signature

Parent name: js

IEF form signature

Parent name: js

Date: May, 1st 2020

Approve All

Approve & Enroll All

Send Back for Revision

Back

