


# Approve eForms

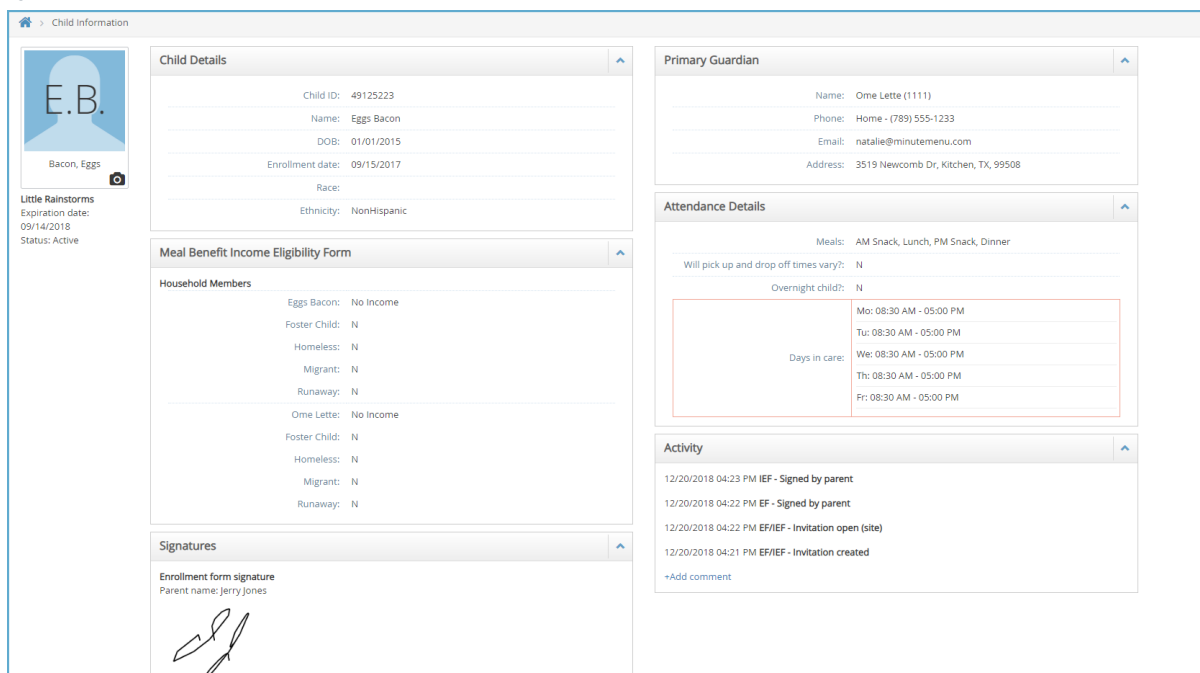
Last Modified on 08/26/2020 9:22 am CDT

Your food program sponsor may require you to review and approve enrollment/income eligibility forms before submitting them.

**Note:** Your sponsor must enable Site Approval for your site before you can review/approve enrollment/income eligibility form.


Forms that you approve receive a status of Submitted (Site). For more information about invitation statuses, see the **Invitation Statuses** heading below.

1. From the menu to the left, click **eForms**. The **eForms** page opens.
2. Filter to the forms to review and approve. For instructions, see [Work with eForms](#).
3. Click  on the appropriate row. The Child Information page opens.
4. Review the information and signatures provided. updated information is outlined in red, as shown in the figure below.



The screenshot shows the 'Child Information' page for a child named 'E.B. Bacon, Eggs'. The page is divided into several sections:

- Child Details:** Child ID: 49125223, Name: Eggs Bacon, DOB: 01/01/2015, Enrollment date: 09/15/2017, Race: (blank), Ethnicity: NonHispanic.
- Primary Guardian:** Name: Ome Lette (1111), Phone: Home - (789) 555-1233, Email: natalie@minutemenu.com, Address: 3519 Newcomb Dr, Kitchen, TX, 99508.
- Meal Benefit Income Eligibility Form:** Household Members section with fields for Eggs Bacon, Foster Child, Homeless, Migrant, Runaway, and Ome Lette, all with 'No Income' or 'N' values.
- Attendance Details:** Meals: AM Snack, Lunch, PM Snack, Dinner. Will pick up and drop off times vary?: N. Overnight child?: N. Days in care: (table with times for Mo-Fr, outlined in red).
- Activity:** Log of activities including 'Signed by parent', 'Invitation open (site)', and 'Invitation created'.
- Signatures:** Enrollment form signature by Parent name: Jerry Jones, with a handwritten signature.

5. Click  and choose from the following:
  - o Approve All
  - o Approve EF
  - o Approve IEF
6. If the enrollment form or income eligibility form needs revision:
  - a. Click **Send Back for Revision**.

- b. Select **Enrollment**, **IEF**, or both.
- c. Click the text box and enter any notes for the parent regarding the revisions that are needed.
- d. Click **Send**.

## Invitation Statuses

Status	Definition
Not Started	The parents have not started filling out the form yet.
In Progress	The parents have started filling out the form, but have not yet finished.
Submitted (Parent)	The parents have completed and submitted the form directly to your sponsor. No action is necessary. This status displays if your sponsor does not require you to approve forms before they are submitted.
Submitted (Site)	You, the provider, have approved the form, and it is available for review by your sponsor. The forms have been submitted, and no action is necessary.
Manually Completed	The parent completed a <b>paper</b> form, and you flagged the record accordingly (pencil icon).
Needs Approval	Your sponsor requires that you review and approve forms before submitting them.
Sponsor Approved	The sponsor has reviewed and approved the form.
Renewed	The sponsor has updated the system with the new date.
Canceled	The invitation was canceled.