

[VIDEO] Activate Pending Children

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When centers enroll children, the children are automatically set to Pending status.

Sponsors must then review and activate these children. There are two ways to enter categorical eligibility (FRP rates) and activate children: One at a time or multiple at a time.

Activating Multiple Children at a Time

1. From the menu to the left, click **Activate Children**.
2. Use the **Find Records** section to filter the records that display.
 - a. Choose whether to activate children for **All Active Centers** or the **Selected Center**. If you choose the **Selected Center** option, click the **Select Center** drop-down menu at the top of this page and select the center.
 - b. Click the **Exclude Children if Enrollment Finalized** drop-down menu, select **Before** or **After**, and then select a date in the corresponding date field.
 - c. Check the **Include Withdrawn Children Who Were Never Activated** box to include withdrawn children who were never activated.
 - d. Click **Go** to apply your filters.
3. Check the box next to each child to activate. You can also check the box in the table header to select all displayed children. Double-check your selections before proceeding, as this action cannot be undone.

The screenshot shows the 'Activate Children' interface. At the top, there is a 'Find Records' section with the following options: 'Selected Center' (selected), 'Exclude Children if Enrollment Finalized' (set to '07/12/2023'), and 'Include Withdrawn children who were never Activated' (unchecked). A 'GO' button is present. Below this is a table with columns: '#', 'Center Name', 'Child #', 'Child Name', 'Enrollment Printed', 'Current Enrollment', 'FRP', and 'FRP Basis'. The table contains four rows of data. The first row is unselected. The second and third rows are selected (checkbox checked). The fourth row is unselected. At the bottom of the table, it says 'Showing 1 to 4 of 4 entries. 2 rows selected'. There are 'Previous', '1', and 'Next' navigation buttons. At the bottom of the page, there is a copyright notice: 'Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms', 'Privacy Policy', and 'Cookie Policy'.

<input type="checkbox"/>	#	Center Name	Child #	Child Name	Enrollment Printed	Current Enrollment	FRP	FRP Basis
<input type="checkbox"/>	123	Jess Center	23	Doe, Jane				Income
<input checked="" type="checkbox"/>	123	Jess Center	17	Jones, Bob		12/15/2020		Income
<input checked="" type="checkbox"/>	123	Jess Center	12	Schwab, Victoria		10/09/2020		Income
<input type="checkbox"/>	123	Jess Center	18	sdfsdfsdf, asdfasdf		12/10/2020		Income

4. Click **Activate**.

Activating Children One at a Time

1. From the menu to the left, click **Activate Children**.
2. Use the **Find Records** section to filter the records that display.
 - a. Choose whether to activate children for **All Active Centers** or the **Selected Center**. If you choose the

Selected Center option, click the **Select Center** drop-down menu at the top of this page and select the center.

- b. Click the **Exclude Children if Enrollment Finalized** drop-down menu, select **Before** or **After**, and then select a date in the corresponding date field.
 - c. Check the **Include Withdrawn Children Who Were Never Activated** box to include withdrawn children who were never activated.
 - d. Click **Go** to apply your filters.
3. Click a child's name to access the **Manage Child Information** page.
 4. Review the child's information and select Active at the top of this page. Your changes are saved automatically.