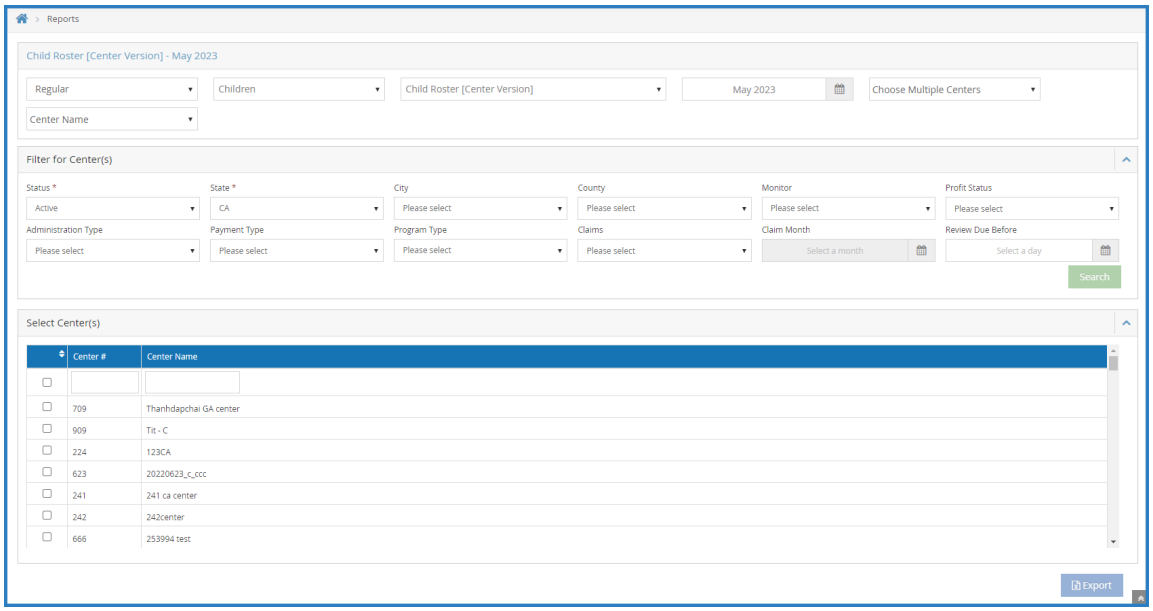
Child Roster for Sponsors

Last Modified on 03/26/2024 3:05 pm CDT

There are two versions of the child roster in KidKare: a sponsor version and a center version. The center version displays all enrolled and pending children. The sponsor version displays all children who were included on the claim for the selected month.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Children**.
3. Click the **Select a Report** drop-down menu and choose from the following:
    a. Child Roster
    b. Child Roster [Center Version]
4. Click the Month box and select the claim month for which to run the report.
5. Click the **Select Center** drop-down menu and select the center for which to print the roster:
    a. Select **All Active Centers** to print rosters for all centers currently set to Active status.
    b. Select C**hoose Multiple Centers** to set filters for the centers to include. When you select this option, the **Filter for Center(s)** and **Select Center(s)** sections display. You can filter by **Status** (required), **State** (required - if you operate in multiple states), **City**, and more. Use the drop-down menus to set filters, and then click Search. Then, check the box next to each center to include in the **Select Center(s)** section.



    c. Select a single center for which to print the report.
6. If you are printing rosters for multiple centers, specify a sort. You can select **Center Name** or **Center Number**.
7. Next, generate the report:
    a. If you are printing a single roster, click **Run**. The report downloads as a PDF.
    b. If you are printing rosters for multiple centers, click **Export**. The report downloads as a PDF.

Note: To display FRP rates on the center version of this report, set **policy F.2** to **Y**.