[VIDEO] Enroll New Centers

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

Enroll new centers in your program to provide them with access to the KidKare platform and allow them to begin submitting claims.

- 1. From the menu to the left, click **Center Management**.
- 2. Click Enroll Center. The Enroll Center page opens. This page is divided into three tabs:
 - a. General
 - b. License/Schedule
 - c. Oversight
- 3. In the General tab:
 - a. In the Center Info section, click the Center Number box and enter an identifying number for this center. You can enter up to four (4) digits in this box. Then, click the Center Name box and enter the center's name. Lastly, click the Profit Status drop-down menu and select Non-Profit or For-Profit.
 - b. In the **Center Basics** section, click the **Original Start Date** box and select the center's CACFP start date.
 - c. In the **Center Site Info** section, click the **State** drop-down menu and select the state in which this center operates.

R > Center Management > Enroll Nev	/ Center					
General License/Schedule Ove	rsight					Save
Center Info		Center Basics				
Center Number: 1	889	State Agreement #:				
Center Name: *	At the End of the Rainbow	Alternate #:				
Corporation Name:		Federal Tax ID #:				
External ID:		Center Title XIX #:				
Status:	Active	Center Title XX #:				
Business Type:	Private Non Profit	Current Start Date:			Select a day	(11)
Profit Status: 1	Non-Profit •	Current End Date:			Select a day	m
		Allowed Start Date:			Select a day	6
Primary Contact Info		Original Start Date:	*		01/02/2023	(11)
Director's Name:	Elliot Thompson					
Email Address:	ethompson@attheendoftherainbow.org	Additional Information				
Primary Phone:	(940) 123-4567	Inspection Expirations 😵				
Alternate Phone:	L	Fire Inspection:	Required III	No	Select a day	
Fax:		Health Inspection:	Required III	No	Select a day	6
		Sanitation Inspection:	Required III	No	Select a day	<u> </u>
Center Site Info		School Into				

- d. Complete the remaining information in this tab, as needed. Note that while only the required fields are called out in this article, we strongly recommend you complete all other applicable fields, including the director's name and email address so you can send a welcome email through the program.
- 4. Click the License/Schedule tab and complete the following:
 - a. In the **License Info** section, Click the **License Type** drop-down menu and select the type of license under which the center operates.
 - b. Click the **Program Type** drop-down menu and select a program type. You can choose from the following:

- Adult Day Care
- Child Care Center
- At Risk ARAS

Note: Only select At Risk -ARAS if the center is At-Risk **ONLY**. If the center has both regular and At-Risk claims, select Child Care Center.

- OSCH Outside School Hours Care
- Head Start
- Emergency/Homeless Shelter
- Summer Food Program (SFSP)
- c. Click the Total box in the **Max Capacity** section and enter the total number of children allowed at the center.
- d. Select the Approved Meals for this center.
- e. If this is an At-Risk/SFSP center:
 - i. Click 📖 next to At-Risk/SFSP Participant.
 - ii. Click the At-Risk/SFSP # box and enter the At-Risk or SFSP program number.
 - iii. Select each meal that is approved for At-Risk or SFSP.

Notes: If a site does both ARAS and SFSP, enroll them as two separate sites. For sites that do ARAS and have a regular claim, selecting meals here allows them to claim At-Risk meals.

f. In the **Meal Schedule** section, enter a starting and ending time for each meal. You can type a single digit and press Tab. KidKare automatically formats the time for you.

Center Management > Enroll Net	w Center		
General License/Schedule Ow	ersight		
General Info and Hours			License Info
State Site #:	55545		License Type: * Center 🗸
Master Menu:	Select Menu		Program Type: * Child Care Center
Opening Time:	06:00 AM	Ø	Max Capacity: * Toddlers PreSchoolers School Age Total
Closing Time:	07:00 PM	Ø	0 0 0 200
Open 24 Hours:			Walver: (III) No
Night Opening:		Ø	License #:
Night Closing:		0	Site ID:
Davs Open:	Sun Mon Tue Wed Thr Eri Sat		Funding Source:Select
			Starting Age: 1 Years
Months Open:	12 selected	•	Ending Age: 13 Years
Meal Schedule			Start Date:
Servings:	1 2		End Date:
	Serving 1		Approved Meals: * Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack
Breakfast:	07:00 AM ② 09:00 AM ③		At-Risk/SFSP Participant: Yes III
AM Snack:	Start O End O		At-Risk/SFSP #:
Lunch:	12:00 PM 🕐 02:00 PM 📀		At-Risk/SFSP Meals: * Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack

- g. Complete the remaining applicable information in this tab.
- 5. Click the **Oversight** tab and complete the following:
 - a. In the **Center Info** section, click the **Driving Instructions** box and enter any directions ad notes on getting to the center. These directions are available when leaving for site visits. You can also enter

the mileage to the center and the map location.

- b. Click the Administration Type drop-down menu and choose from the following:
 - Legally Separated from Sponsor: Select this option if you are a sponsoring organization.
 - Legally Affiliated with Sponsor: Select this option if you are self-sponsored organization, such as a child care chain that does not disperse payment.
- c. In the Center Login Info section, you can update the center's log in ID and password to something easier, or you can accept the system-generated one. Click Send Welcome Letter to send a welcome email containing this login information to the center.
- d. In the **Site Monitoring Info** section, click the **Monitor** drop-down menu and assign a monitor to this system. If this menu is empty, create Monitor accounts.
- e. In the **Center Payment Info** section, click (III) next to **Pay via Direct Deposit** to issue direct deposits to the center (KidKare creates the aCH file, which you then upload to your bank's website). If you select this option, you must select a bank account type, enter the bank account number, and the bank routing number.

🖀 > Center Management > Erroll New Center										
General License/Schedule Oversight										
Center Info	Center Referral Info									
Driving Instructions: Head north on 377 until you reach University. Left on University. At the corner of Univer	Referred By:									
Mileage to Center: 15	Previous Sponsor's Name:									
Map Location:	Other Info									
Override Admin Rate: III No %	Record Attendance Date/Time									
Administration Type: Legally Separated from Sponsor	Limitation:	•								
Override Enrollment Expiration Month:	Prevent Center from using Select-All III No									
When Processing, Check Daily	Center Can Enroll, Withdraw, and Reactivate Children:									
When Processing, Skip Meru Edit Checks:	Center Payment Info									
Center Login	Pay via Direct Deposit: 🛛 🕎									
Username: *	Bank Account Type: Checking	•								
Password: *	Bank Routing Number: 111111111									
	Bank Account Number: 22222222									
Send Welcome Letter Username and Password	Sponsor Notes									
Site Monitoring Info		*								

6. Click Save.