[VIDEO] Enroll New Centers

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.

   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.

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
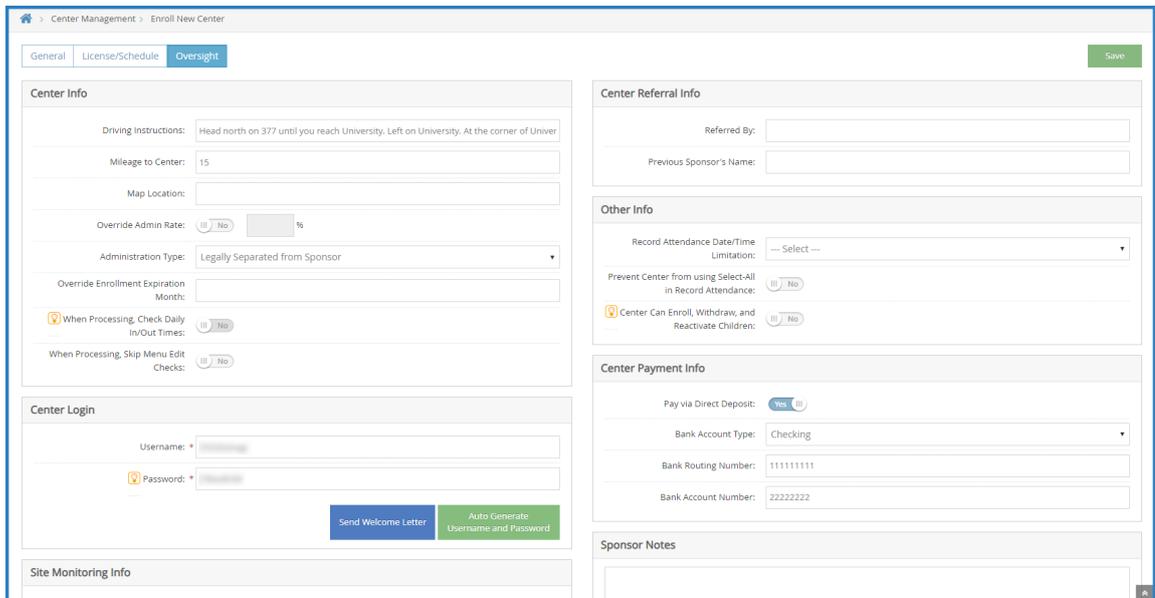
the mileage to the center and the map location.

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 ⬚ 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.

6. Click **Save**.