Control Center Access to KidKare Features

1. Click ⚙ . The Settings page opens.
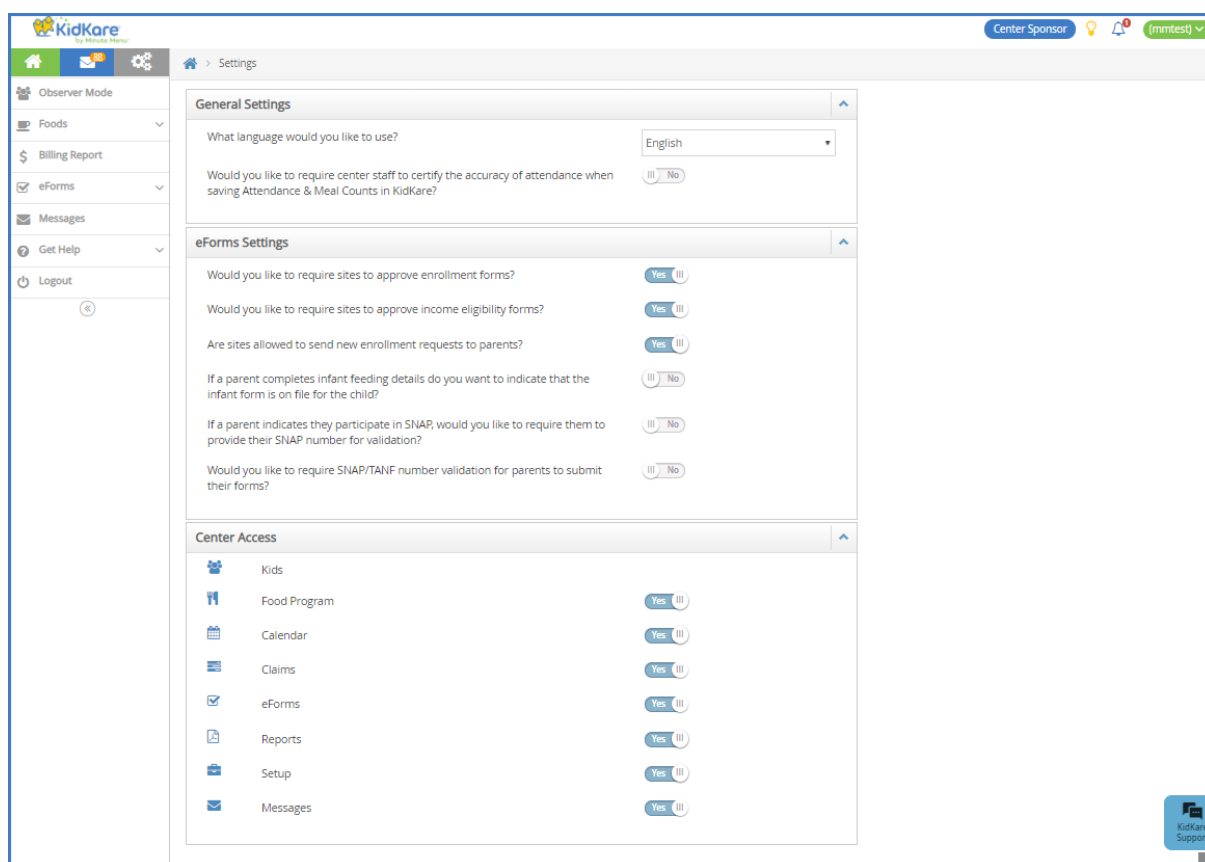
2. In the **General Settings** section you can:

   - Click the **Language** drop-down menu and select **Spanish** to view KidKare in Spanish.

   - Click ⬚ next to **Would you like to require center staff to certify the accuracy of attendance when saving Attendance & Meal Counts in KidKare?** to require your centers to acknowledge that attendance and meal counts recorded are accurate.

3. In the **eForms Settings** section, click ⬚ next to each option to enable it. You can change settings for the following:

   - Would you like to require sites to approve enrollment forms?

   - Would you like to require sites to approve income eligibility forms?

   - Are sites allowed to send new enrollment requests to parents?

   - If a parent completes infant feeding details, do you want to indicate that the infant form is on file for the child?

   - If a parent indicates they participate in SNAP, would you like to require them to provide their SNAP number for validation?

   - Would you like to require SNAP/TANF number validation for parents to submit their forms?
     - Would you like to disallow or warn the parent of incorrect formatting?

- Would you like to hide the 'Open Online Forms' button?

4. In the **Center Access** section, click next to each option to enable it. You can change settings for the following:
    - Kids
    - Food Program
    - Calendar
    - Claims
    - eForms
    - Reports
    - Setup
    - Messages

> **Note:** Are your centers just getting started in KidKare? Send them our **KidKare Features for Sponsored Centers** cheat sheet! This document lists the features available to sponsored centers and provides to useful documentation from the KidKare help site.