

Remove/Deactivate Centers

Last Modified on 12/19/2023 11:12 am
CST

You can remove centers from your active list of centers. Centers that you have removed can no longer access KidKare.

To do so:

1. From the menu to the left, click **Center Management**.
2. Select **Manage Center Information**.
3. Click the **Select Center** drop-down menu at the top of the page and select the center to remove. The Manage Center Information page opens.
4. Click **Remove Center**. The Remove Center pop-up opens.
5. Click the **Withdrawal Date** and select the date on which to remove this center. This box defaults to today's date.
6. Click the **Removal Reason** drop-down menu and select the reason you are removing this center.

Remove Center

Please supply an effective withdrawal date for

Center Name Thanhdapchai GA center

Withdrawal Date 07/10/2023

Removal Reason Please select

- Please select
- Out of Business
- Switching Sponsors
- Dropping the Food Program**
- Closed by State / County
- Terminated for Cause
- Terminated for Convenience
- Other

7. Click **Continue**.
8. At the **Center Removed Successfully** message, click **Close**.

Note: To view information for centers you've removed, check the **Removed** box in the **Select Center** drop-down menu to include Removed Centers in the menu.