

Main Menu Quick Links for Open Enrolled Sites

Last Modified on 03/26/2024 12:23 pm CDT

Several of the selections on the Main Menu operate the same way for Open Enrolled Sites as they do for Closed enrolled sites. Below you will find a list of these selections with a link to the proper article.

Menus/ Attendance > Daily Menu & Menu Templates

The Daily Menu is where sites can view the menu that has already been created by the sponsor, or create a new menu at the site level.

If you are required to create or edit your own menus, review [Record Daily Menus](#) and [Create Menu Templates](#).

The screenshot shows the 'Daily Menu' interface for a 'Lunch' meal time (12:00 PM - 01:00 PM) on 03/26/2024. The interface includes a 'Menus' section with dropdown menus for 'Meat/Alternate', 'Bread/Alternate', 'Vegetables', 'Fruit/Vegetable', and 'Milk'. Each item has an 'Actual Quantity Served' field with a plus sign. The 'Meat/Alternate' dropdown is set to 'Beef, ground, fresh or frozen'. The 'Bread/Alternate' dropdown is set to 'Buns (group B)'. There is a checkbox for 'Is this whole grain-rich?' and a 'Calculate Oz Eq for 1 Serving' button. The 'Vegetables' dropdown is set to 'Lettuce, fresh'. The 'Fruit/Vegetable' dropdown is set to 'Tomatoes, fresh'. The 'Milk' dropdown is set to 'Milk 1% over 2- whole under 2'. On the right, there is an 'Attendance Summary' table with columns for 'Age', 'Estimated', and 'Actual'.

Age	Estimated	Actual
1 yr	0	0
2 yr	0	0
3-5 yr	0	0
6-12 yr	0	0
13-18 yr	0	0
Adult	0	0
Total	0	0

Expenses > Receipts

If you are required to enter your food program receipts into KidKare, you can do that in the expenses section. If you are unsure, reach out to your sponsor.

For information on how to use this feature, go to [Enter Expenses](#).

The screenshot shows the 'Receipts' interface. At the top, there is a dropdown menu for 'Last 30 Days' and buttons for '+ Add Receipt', 'Export', and 'Print'. Below this is a table with the following columns: 'Date', 'Source', 'Vendor', 'Invoice #', 'Receipt Total', 'Total Expense', 'Milk', and 'Description'. The table is currently empty, and a message at the bottom states 'No record found'.

Administration > Site Details

This is where you can review your site details such as meals served, meal times, non-congregate setup, program type, etc.

If any changes need to be made to this screen, reach out to your sponsor to make adjustments.

Administration > Site Details Filters

Business Details

Site Name: DND At-Risk - No Children - GA

Profit Status: Non-Profit

Months Open: All Months

Days Open: M, T, W, Th, Fr, Sa, Su

School ID:

Site Address:

City:

State: GA

Zip Code:

License

License Type: Center Program Type: Summer Food Program

Max Capacity:	Infants	Toddlers	Pre-Schoolers	School Age	Total
					300

License Start & End Dates: 03/01/2024

License/CACFP Starting Age & License/CACFP Ending Age: 0 Years - 18 Years

State Site ID:

CACFP Meals

CACFP Start Date: 09/01/2021

Center License

Approved Meals:

At-Risk Meals: Lunch, PM Snack

Servings: 1

Serving 1

Breakfast:

AM Snack:

Lunch: 12:00 PM - 01:00 PM

Non-Congregate Meal Settings

Non-Congregate Meal Delivery: Yes

Non-Congregate Meal Days: Fr, Sa, Su

Administration > User Permissions

If your sponsor has given you permissions to add additional users to KidKare, this is where you will do it. Add, manage, and edit site staff and permissions here.

For information on how to use this feature, review [Add Users & Set User Permissions](#).

Administration > User Permissions Filters

Users Roles & Permissions Add User

Name	Email	Username	User Type	Active/Inactive	Delete
Administrator Center	<input type="text"/>	GALogin	Center_Admin	Account Administrator	
Sara Taylor	<input type="text"/>	STaylor437		Active <input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Volunteer Login	<input type="text"/>	VLogin112		Active <input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries. Previous 1 Next

Messages

If your sponsor is requesting that you send or receive messages to them via KidKare, you will do this through the messages feature.

For information on how to use this feature, go to [Manage Messages](#).

Messages

Start Date: 03/26/2023 End Date: 03/26/2024

<input type="checkbox"/>	Received From	Subject	Date