

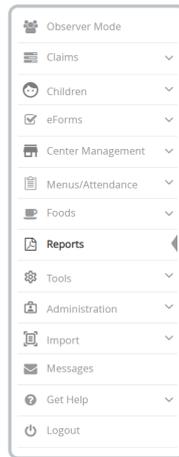
Main Menu Quick Links for Sponsors of ARAS/SFSP

Last Modified on 03/28/2024 10:04 pm CDT

If you are operating ARAS/SFSP sites that are closed enrolled, they will operate the same way regular centers do. To review how to use KidKare for these sites, please go to the [Center Sponsors](#) knowledge base.

When operating open enrolled sites, several of the tasks will be the same as they are for any closed enrolled sites and programs. Any and all features specific to open enrolled sites can be found [HERE](#).

Below is a quick review of your main menu in KidKare. These are the features that apply to both open and closed enrolled sites with quick links to where you can learn more about how to use them.



Observer Mode

Observer Mode gives sponsors the ability to login to KidKare and observe each site in a "view only" mode.

To learn more, go to [Observer Mode for Sponsors](#).

Welcome to Observer Mode. Select a Center you would like to observe and you will be logged into the center as that Center Admin.

Center	Center Admin	Monitor	Phone	Address	CX Last login Date	Kidkare Last login Date	Claim Date	Next Review date
Comet Test Center #1487 (87331)	Administrator, Center(127563)			TX				
DND At Risk Site - Children Enrolled - Test #011 (79324)	cynthia, underhill (110753)	Sargent, Jazmaine (38062)		TX	04/19/23 11:05 AM	04/19/23 04:04 PM	12/20/2021	02/26/2024
DND At-Risk - No Children - GA #4562 (81129)	Administrator, Center(109162)	Sargent, Jazmaine (38062)		GA	03/26/24 12:28 PM	03/26/24 05:27 PM	03/26/2024	03/16/2023
DND LA Center - Test #5555 (84017)	Administrator, Center(116539)	Sargent, Jazmaine (38062)		LA	03/25/24 01:04 PM	03/25/24 06:04 PM	07/19/2023	05/11/2023

Children

Open enrolled sites will not need to use anything in this section. The Children section is strictly to manage enrolled children at a closed enrolled site.

eForms

Open enrolled sites will not need to use anything in this section. The eForms section is manage digital enrollment forms for children at a closed enrolled site.

Center Management

Enrolling and Managing the centers or sites you have in KidKare will all be done through the Center Management section. Any items specific to open enrolled sites or ARAS/SFSP setup will be covered in [Enrolling ARAS/SFSP Sites](#).

To learn more, go to [Center Management](#).

The screenshot shows the 'Manage Center Information' page with three tabs: 'General', 'License/Schedule', and 'Oversight'. The 'General' tab is active. It contains two main sections: 'Center Info' and 'Center Basics'. 'Center Info' includes fields for Center Number (15), Center Name (SFSP - Open Enrolled - No Kids), Corporation Name, External ID, Status (Active), Business Type (--- Select ---), and Profit Status (Non-Profit). 'Center Basics' includes fields for State Agreement #, Alternate #, Federal Tax ID #, Center Title XIX #, Center Title XX #, Current Start Date, Current End Date, Allowed Start Date, and Original Start Date (12/01/2023). There are 'Save' and 'Remove Center' buttons at the top right.

Menus/Attendance

The Menus/Attendance section is how you can view, edit, create, and manage menus for each site. If you are using menus in KidKare, you have the ability to create menus at the sponsor level and assign them to each site, or your sites can create their own menus. If your sites are creating their own menus, you will be able to review and manage them from this section as well.

To learn how to get started with the menu features, go to [Menus/Attendance](#).

The screenshot shows a calendar view for March 2024. The menu name is 'Standard Menu'. The calendar displays days from Monday to Friday, with dates 26, 27, 28, 29, 30, 31, 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15. Each day has a box containing 'B L P', representing a menu or attendance record.

The screenshot shows a 'Breakfast' menu configuration for 'Non-Infants'. It includes a 'Menus' button and several dropdown menus for food categories: Meat/Alternate (Eggs, fresh), Bread/Alternate (Tortilla (group B)), Fruit (Apples, fresh), Vegetables (Beans, Red, canned), and Milk (Milk 1% over 2- whole under 2). There is also a toggle for 'Is this whole grain-rich?' set to 'No'.

Foods

The Foods section is where a sponsor would edit, manage, add foods to the food list. If you are not using the menus feature in KidKare, this section will not be needed.

To learn how to manage your food list, go to [Foods](#).

The screenshot displays the 'Foods' management interface. It is divided into several sections:

- Display:** Fields for Category (Milk), Name (1% MILK (2yrs-12yrs)/Whole Milk (1 - 23mths)), Spanish Name, and Food Type (Milk).
- Nutritional Information:** A grid of toggle switches for Vitamin A (Yes), Vitamin C (No), Whole Grain-Rich (No), High Fat (No), High Salt (No), and Iron (No).
- Approvals:** A section with 'Yes' toggles for Breakfast, Snack, and Lunch/Dinner, and dropdown menus for Non-Infant (Allow), Infant 6-11 (Allow), and Infant 0-5 (Disallow).
- Effective Dates:** Start and End date fields with calendar icons, showing dates 10/01/2017 and 10/31/2023.

Tools

The tools section is used to manage users or vendors for your sites.

If food program receipts will be entered into KidKare, please review [Add & Manage Receipts](#).

If you need to add additional users to KidKare at the site level or the sponsor level, see [Manage Center Staff & Permissions](#) or [Sponsor Staff Management](#).

Administration

The Administration section is where you can update your sponsor information, manage policies, and more. To review all of the tasks available here, go to [Administrative Tasks](#).

Messages

KidKare has an internal messaging system where your sites can send you messages, or vice versa. To learn more about the messaging feature and what it has to offer your organization, see [Messages](#).

