



KidKare Basics

Your first date of KidKare claiming is _____

Log into KidKare

1. Go to kidkare.com and click **LOG IN**. If you're on a smartphone or tablet, tap the menu icon to display the LOG IN option.
2. Enter the username and password that will be provided to you by your Sponsor on the KidKare welcome letter sent. If you have been using the Minute Menu Kids Pro software, you can also use the same username and password to log into KidKare.

Enroll a child

You can enroll a new child by going to **My Home >> My Kids**.

1. Click on the + Add Child button on the right of the screen.
 2. Complete the three pages of information as follows. As a reminder, only items with an asterisk are required fields.
 3. Third page of the enrollment form: For school aged children, select the school type/level (ie kindergarten, school, home school etc) and select the school departure and return times if applicable.
 4. Once you have finished filling out all the necessary items, select the "Enroll/Print" option. Save the pdf version of the form to your computer and print 3 copies for the parent to sign. Keep 1 copy, give 1 copy to the parents and send 1 copy to our PCI office.
- **Note:** Children are listed as "Pending" until the PCI Office Staff approves them on their system once the child enrollment form is received at their office.
 - You can claim and submit meals for children that are pending.



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Recording Menus/Attendance for Non-Infants

You can record meals by going to **Meals >> Enter Meal**.

1. Pick the date the meal was served.
2. Select "Non-Infants."
3. Choose the type of meal that was served from the dropdown box: breakfast, AM snack, lunch, PM snack, etc.
4. Under the "Serving 1" field, provide the meal time. Note: if meal serving times are entered by the Office Staff off the provider application, these times will auto-populate.
5. Using the drop down menus, select the food items you are serving at this meal. You can also search for the food by typing the food name within the "Type to Search" field. See the Menu Planning section below for other Menu planning options.
6. If you would like this menu to be reusable in the future, select the **+ Create MyMenu** button and type in a name for this menu.
7. Select the children's names to mark those who were in attendance for this meal.
8. If serving in split shifts, you can enter a shift 2 meal serving time and select shift 2 next to the child's name. Select both shifts if present for both shifts.
9. To the right of the shift numbers are 3 dashes. You can select this to notify your sponsor of the child being either Sick, No School or Present on Holiday to explain why this child is being claimed for this meal when normally not claimed.
10. Save the meal before leaving the screen.

Recording Menus/Attendance for Infants

You can record meals by going to **Meals >> Enter Meal**.

1. Pick the date the meal was served.



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2. Select "Infants."
3. Choose the type of meal that was served from the dropdown box: breakfast, AM snack, lunch, PM snack, etc.
4. Under the "Serving 1" field, provide the meal time.
5. Select the infant's name to mark this child in attendance for this meal.
6. Using the drop down menus, select the food items you are serving this child at this meal. You can also search for the food by typing the food name within the "Type to Search" field.
7. Repeat the process for additional infants by selecting the child's name and selecting the foods served.
8. Save the meal before leaving the screen.

Send Claim to Sponsor

You can send a claim to your sponsor by going to **Food Program >> Send to Sponsor**.

1. At the top of the report you will see a notice that reads, **Not Sent to Sponsor** indicating this claim has not been sent.
2. Review your report and check for any issues.
3. Once you are ready to send your claim, check the box indicating you agree to the terms and conditions.
4. Send your claim.

Menu Planning in KidKare

There are several options for planning menus in the KidKare program.

- You may select individual foods from each component group that were served from the foods list in the database to record meals on a daily basis.



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- You may also create your own reusable MyMenu menus.
- In addition, you can also use the calendar's copy and paste option to record and duplicate a week's/month's worth of cycle menus.
- If your sponsor creates master or cycle menus for providers, these menus will be available within the Master or Cycle Menu tabs when recording menus.

Note: Only the sponsor can add foods and add master or cycle menus to the program. Providers will not be able to create their own foods as they could previously with Minute Menu Kids Pro.

Create Reusable 'MyMenu' Menu

You can create a reusable menu under **Meals >> Add/Edit Menu**.

1. Click the + **Add Meal** button on the right of the screen.
2. At the top of the screen, indicate the meal type for the new menu.
3. Give your menu a name.
4. Select the different food items and save it once you've finished.
5. Scroll down to view your menu or go to the top of your page to change the filter settings.

Record Reusable 'MyMenu' Menu

You can select a reusable menu by going to **Meals >> Enter Meal**.

1. Be sure the items at the top of the screen are complete: date, infants or non-infants, meal type, and time.
2. Click the **Menu** button.
3. A list of your reusable menus will appear within the MyMenu tab.
4. Select the menu you want and save.



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Create Cycle Menus to Duplicate

You can create and duplicate your own cycle menus by going to **Meals >> Schedule Menus**.

1. Select the Schedule Meals tab on the top of the screen.
2. Select the applicable Infants or Non-Infants button.
3. Select the date of the month for which you would like to begin recording menus.
4. Using the drop down menus, select the food items you will be serving for the meals you wish to record for that day. Or click the Menus button to select MyMenus.
5. Save the menus recorded for the day.
6. Repeat this process for recording menus for as many days you wish to have in your own cycle menu.
7. To duplicate this set of recorded menus to use as a cycle menu for another week, select the **Copy Days** button and choose **Multi-Day** and fill in the dates for the days you wish to copy and date you wish to begin pasting this set of menus.
8. Click OK.

Add or Edit Check In/Out Times

You can view all in and out times under **Check In/Out Times**.

In/Out times are not required but will be needed if you record split shifts. If you use the program's accounting/parent billing features, these in/out times are also useful.

1. Select the date you want to record
2. Click the children who were present for the specified day (names will turn green when marked "in").
3. Click the children again to record their out time
4. By using the drop down arrows next to each child's name, you can individually record the in and out times or click the Expand All button.



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5. You can also click the apply enrollment times button at the top of the page to auto-fill the in and out times indicated on their enrollment forms.

Do the same process for children who come and go more than once per day and both sets of in/out times will be recorded.

View Pending and Withdrawn Children

You can view a complete list of your children under ***My Home >> My Kids***.

1. Click on the gear icon on the right side of the screen to change your view settings.
2. Choose the list(s) you wish to view, such as "active," "pending," and "withdrawn."
3. You may also decide to sort the children by first or last name. This also sorts the children on the enter meals screen.
4. Once you've made your selection(s), click the gear icon to close the tab and view the list of children.

Withdraw Children

You can withdraw a child under ***My Home >> My Kids***.

1. Check your filter settings by clicking on the gear icon on the right side of the screen. You should be viewing your "active" children.
2. Find the child you need to withdraw and click their name to view the account.
3. Click the red, "Withdraw" button under their photo.
4. Select the date of the withdrawal.
5. Click okay to complete the process.