IMPORTANT INFORMATION

- **All Child Enrollment Forms MUST be renewed within the month of MAY.**

- **E-Forms makes it easy for parents to renew child enrollments electronically saving you time, paper and postage!**

- **If you choose to use E-Forms, you must NOTIFY us no later than April 15th, 2024, so that we can give you access to E-Forms in KidKare.**

- **Starting on MAY 1st, 2024, you will see "eforms" appear in your KidKare menu bar.**

- **Parents with email addresses on file will also be automatically emailed enrollment renewal invitations on MAY 1st, 2024. Please notify us if you would like us to add or update a parent's email address in Kid Kare before this date so that they will be included.**

- **Child enrollment renewals must be completed between MAY 1st, 2024, and MAY 31st, 2024.**

- **Any children not renewed within this time frame will be automatically dropped.**

PLEASE NOTE: Any NEW children enrolled in the month of MAY are to be enrolled using the paper enrollment method and therefore do not need to be re-enrolled.

Any new children enrolled in APRIL must go through the renewal process.

Review of Paper Enrollment Method for Enrolling NEW Children in May (this has not changed).

- **Enter child information into KidKare and print enrollment form.**

- **Provider and parent both sign original enrollment form and sign date the first day child is in care.**

- **Enrollment forms must be received by the 5th of the month deadline in the Cameron Park office (address is on the form).**

- **Scanned copies are not accepted.**

Provider Using eForms in **KidKare**
Child Enrollment Renewal 2024

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Child Enrollment Renewals using eForms

In this training, you will learn how to use eForms in KidKare to renew child enrollment forms electronically using any device such as a:

- **Desktop Computer**
- **Laptop Computer**
- **Tablet/Ipad**
- **Smartphone**

To begin using eForms, go to **app.kidkare.com** and log in with your username and password.

KidKare

Please Log In

System Status: https://status.kidkare.com

Username

Password

Remember Me   I need a new password

Log In

Language ▾

KidKare

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Add Your Provider Signature to eForms

To use eForms, you must first Add Your Signature in KidKare so that it will appear on the Child Enrollment Renewal Forms. You only need to do this one time.

How to Add Your Signature:
- Click the Green button on top right that shows your name
- Select Add Signature
- Type Your Name
- Use your mouse, finger, or stylus to sign the E-signature box.
- Click on Accept and Sign

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Manage Child Enrollment Renewals using eForms

<mark>On MAY 1st, we will activate eForms in KidKare</mark> at which time you will see "eForms" appear in the left menu bar.

In eForms, you will be able to track and manage all Child Enrollment Renewals.

Under Invitation Sent Date, you will see the date your CACFP sponsor emailed the enrollment renewal invitations to parents that have an email address on file.
Under Invitation Status, you can keep track of where each child is in the renewal process.

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eForms Icon Definitions

Let's take a look at what the different icons mean in eForms:

| Icon	Action
✖	Email missing. Click the child's name to enter or edit the email address. Once an email has been entered, click the email icon to send the invitation.
📄	Click this icon to open the form on your device. Have the parent complete the forms while in the center.
✉	Click this icon to send or resend an invitation to a parent. This icon only displays if an email address exists. Click the child's name to add an email address.
✖	Click this icon to cancel the invitation. Only use this for children who no longer attend the center or who are withdrawn.
✏	Click this icon to indicate that the form was completed on paper.

Your CACFP sponsor will initiate the enrollment renewal process beginning MAY 1st by emailing parents who have an email address on file for the instructions to complete their child's renewal.

If the parent does not have an email address on file you will see this icon- ✖ by the child's name. You can enter the parent's email by clicking on the child's name. A field will appear where you can add their email, and then you can send the invitation to the parent yourself by clicking this icon- ✉

If the parent does not want to complete the renewal via email, they can complete it onsite with you. Clicking on this icon- 📄 will open the eForm on your device for the parent to complete with you onsite.

Click on the x icon ONLY when the child no longer attends, and/or you do not wish to renew their enrollment.

The pencil icon- ✏ means the has parent completed the enrollment form manually rather than electronically. NOTE: You must mail all manually completed enrollment renewals to the CACFP office by the deadline.

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Adding/Updating Parent Email Address in eForms

To ADD or UPDATE a parent's email address in eForms so that you can send them an enrollment renewal invitation:

If a child does not have a parent's email address on file, you will see this icon by their name: ✖

- Click on Child's Name
- Parent box will open
- Enter Parent Email
- Select Update
- Click on envelope icon to send invitation

Marcufis Douglas ✕

Name:	Marcufis Douglas
Phone:	Home - (972) 671-5211
Email:	

Update

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Parents complete Child Enrollment Renewal by EMAIL or ONSITE using eForms

☑ eForms

There are 2 ways for parents to renew their child's enrollment using eForms:

Icon for parent to complete by **EMAIL** ✉

1. Parents are sent an email invitation to renew their child's enrollment through their EMAIL by the Sponsor (if email is on file) or by you (if you add it). You will be able to track where parents are in the renewal process under the "Invitation Status" column in eForms.

AND/OR

Icon for parent to complete **ONSITE** 🗋

2. Parents can renew their child's enrollment ONSITE with you using an electronic device such as a smartphone, ipad, laptop or computer.

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1.Parents Completing Child Enrollment Renewal by EMAIL ✉

Here is an example of the email parents will receive to renew their child's enrollment:

"As a childcare provider I participate in the USDA's Child and Adult Care Food Program (CACFP), which helps ensure your child is receiving healthy and nutritious meals every day. Please help me comply with CACFP requirements by using the link below to complete additional enrollment information for your child.

Using this link, you will be directed to a secure partner portal called KidKare. This portal allows you to update your child's CACFP enrollment information easily and you will be the only one with access. Once submitted, this information will be automatically sent to me, saving you time and paperwork.

To complete the required CACFP enrollment information, please click here or type this link into your browser:
https://app.kidkare.com/redirect.html?Iy9sb2dpbi9yZXNldHBhc3N3b3JkL2M5YTRjOWVhMjI0YjRlODQ4NzQxYTZkNDJkYzhkYzIwL2N0aG9tYXNAY2hvaWNl2ZvcmNoaWxkcmVuLm9yZw==
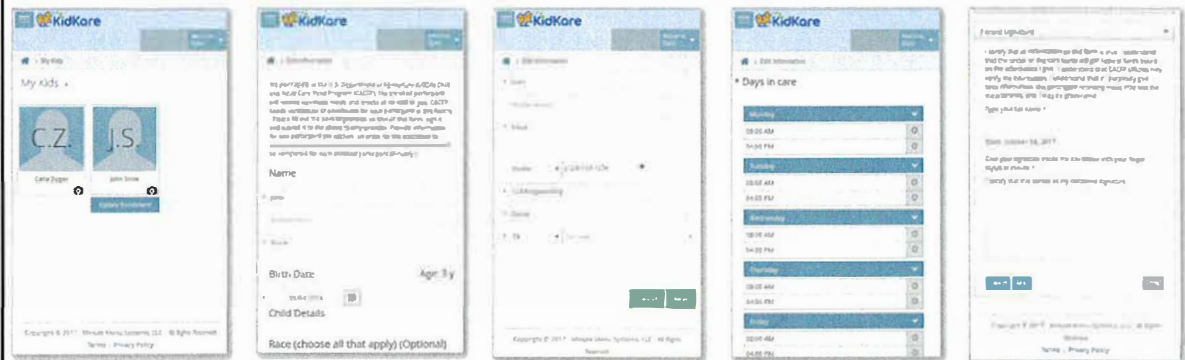
Thank you."

NOTE: If a parent says they have not received their invitation:
Have them check their Spam/Junk Folder. You can always resend the invitation in eForm page by selecting the envelope icon to resend the invitation by email.

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...Parents Completing Child Enrollment Renewal via EMAIL ✉

This is what it will look like when a parent completes the enrollment renewal using their smartphone after having received the email invitation. They will review their child's information, make any necessary changes then sign. It's quick and easy!

| Select a child | Name, b-day, race & ethnicity | Parent info | Child schedule | Review and sign |

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2.Parents Completing Child Enrollment Renewal ONSITE 📄

If parents do **not** have an email address on file or they choose to complete their child's enrollment via email, they have the option of complete their child's enrollment renewal ONSITE with you using your electronic device (phone, ipad, laptop).

To have parent complete enrollment renewal ONSITE, select this icon 📄 next to child's name and have the parent enter child's DOB mm/dd/yyyy to open their child's electronic enrollment form.

By entering child's date of birth below and clicking on continue, I certify that I am the parent/guardian of this child:

Janice's Date of Birth:

mm/dd/yyyy

Continue

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Screen 1:

Parent Reviews Child Information

Once the form is open, parents will review their child's information on each screen and makes any changes if necessary.

Screen 2:

Parent Reviews Contact Information

Parents update contact information if necessary.

...ONSITE Child Enrollment Renewal

Screen 3:

Parent Review Child's Schedule

Parents review the days/times their child is in care and the child's meals.

Note: Based off the child's age KidKare will prompt specific questions for parents to answer. For example – parent with infant will answer questions about formula, parents of school aged children will answer questions concerning days attending school.

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...ONSITE Child Enrollment Renewal

Screen 4:

Parent Reviews, Signs & Submits Enrollment

Lastly, parents review the information they've entered, then type their full name and sign the enrollment using their finger (if they are on a phone or tablet) or with their mouse (if they're on a laptop or desktop).

Once completed the parent will Submit.

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eForms - Using Filters & Settings

Use the Filter to view each child's specific invitation status or, to view all invitation status types. Click Clear Filter to reset.

The orange gear will allow you to customize the columns you wish to see.

What columns do you like to see on in the eForms list?

Child ID	Child Status
Invitation Status	Invitation Sent Date
Last Updated	Revision Notes

Sort by:

Enrollment Form

First Name | Last Name

Child ID	Child Name	Child Status	Forms	Invitation Status	Invitation Sent Date	Last Updated	Revision Notes
1-3	Douglas, Margie	Withdrawn	Re Enrollment	Not Started	25 Jul, 2019	25 Jul, 2019	
1-18	Kooper, Mia	Active	Re Enrollment	Not Started	02 Aug, 2018	02 Aug, 2018	

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eForms - Invitation Status Definition

You can keep track of where each child is in the enrollment process by looking under "Invitation Status."

Definitions of each Invitation Status

Status	Definition
Not Started	The parent has not started filling out the form yet.
In Progress	The parent has started filling out the form, but has not yet finished.
Submitted (Parent)	The parent has completed and submitted the form. It is now ready for approval.
Manually Completed	The parent completed a paper form, and you flagged the record accordingly (pencil icon)
Sponsor Approved	You have approved the form.
Renewed	You have updated the system with the new enrollment date.
Canceled	The invitation was canceled.

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eForms - Provider Approves eForms

When a parent completes an eForm, the Invitation Status will show "Needs Approval." The next step is for the provider to approve it.

By clicking the thumbs up icon, you will be able to Review and Approve the enrollment renewal.

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eForms - Reviewing & Approving Enrollment Forms

After clicking the thumbs up icon, review the information and select "Approve EF" (approve enrollment form) if all information is correct.

If the information on the form is not correct, you can select "Send Back for Revision" so the parent can make the correction. For example, if the parent indicated that the child attends on Saturdays and you are closed on Saturdays. You will be able to add a note to the parent specifying what needs correction.
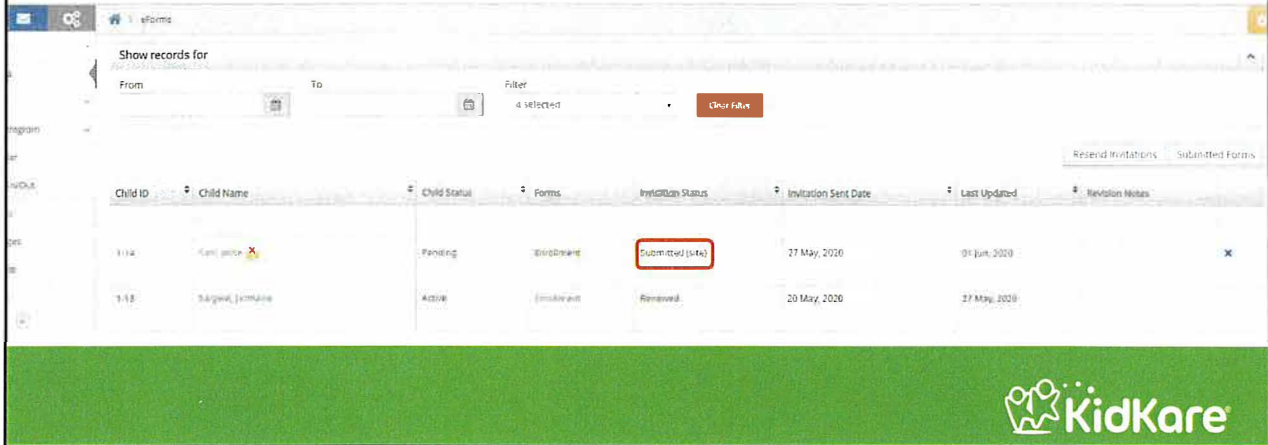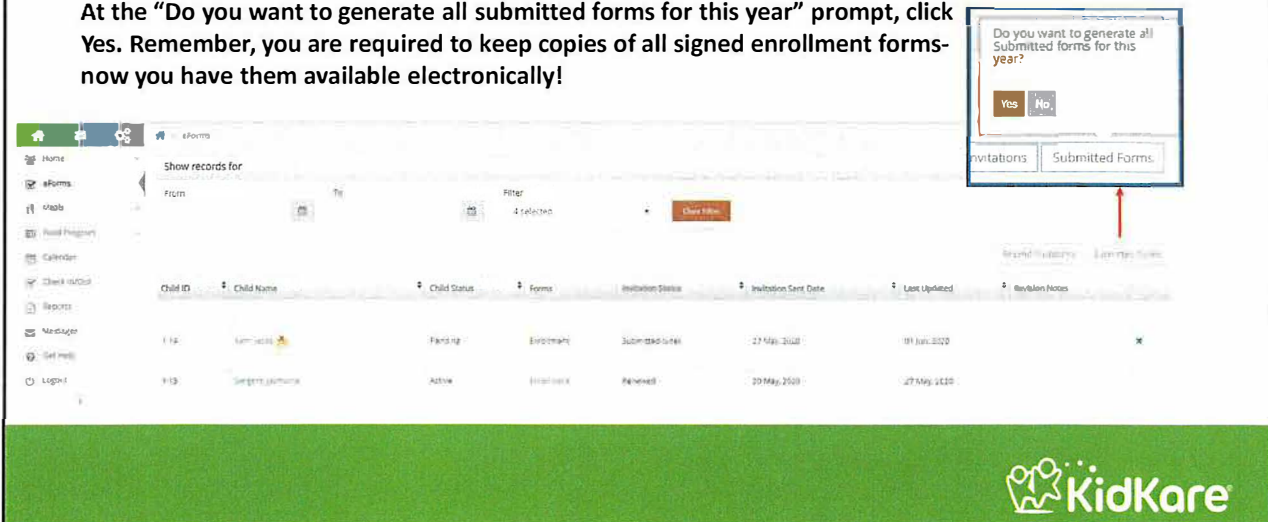

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eForms – Completed Enrollment Form=Submitted

Once you approve the enrollment form, the Invitation Status will show "Submitted (site)"
The last step will be when you see that the Sponsor has "Renewed" the enrollment forms (sometime after the enrollment renewal deadline).

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eForms – Retrieving your Submitted Enrollment Forms

To print your completed (signed) enrollment forms select "Submitted Forms."
At the "Do you want to generate all submitted forms for this year" prompt, click Yes. Remember, you are required to keep copies of all signed enrollment forms- now you have them available electronically!

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