

# eForms

## Getting Started Checklist



eForms is an all-in-one enrollment process for the food program that eliminates paper forms for centers and your back-office. This guide is meant to walk you through the enrollment process with eForms. We recommend you print it and check off each item as you complete it.

### **Login to KidKare**

Log in to [app.kidkare.com](http://app.kidkare.com) with the same credentials you use to log in to Minute Menu CX. Then, from the menu to the left, click **eForms**.

### **Give Your Centers Access to eForms**

First, click **Enable Centers** from the **eForms** menu. The Enable Centers page opens. Give your centers access to the eForms feature on this page. Depending on your preferences, this will allow your centers to send enrollment invitations, track enrollments, have parents complete eForms on site, and so on.

For more information, see [Enable Centers](#) and [Control Center Access to KidKare Features](#).

### **Send Invitations**

Click **Send Invitations** from the **eForms** menu. The Send Invitations page opens. Use this page to send enrollment invitations to parents. Parents with an email address on file automatically receive an email inviting them to update child enrollment or income eligibility information online.

For more information, see [Send Invitations](#).

### **Track Invitation Status**

Click **View Status** from the **eForms** menu. The View Status page opens. On this page, you can track enrollment progress for each of your centers. The number of invitations display, as do the total sent, not started, in progress, submitted, and so on. Use the filters on this page to view specific centers and/or form types. You can also export this information, if needed.

For more information, see [View Status](#).

### **Review Forms**

Click **Approve & Renew** from the **eForms** menu. The Approve & Renew page opens. As forms are completed, they are added to this page. Click a child's name to view their updated enrollment details. Compare the old forms to the new forms, check parent signatures, and ensure that everything is in order. If forms need changes, you can send them back to parents for revision. If they do not, you are ready to approve and renew.

For more information, see the [Sending Forms Back for Revision](#) heading in the [Approve and Renew](#) article.

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### Approve & Renew

Use the **Approve & Renew** page to approve enrollments, renew enrollments, or approve and renew enrollments in one step. Enrollment information is not updated in Minute Menu CX until you renew enrollments.

For more information, see [Approve and Renew](#).

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**Note:** In most cases, it is best to wait until your current claims are processed before you renew enrollments. For example, if your new enrollment start date is 10/1, you should wait until the September claim is processed before renewing enrollments in CX. You can approve enrollments and later return to renew them.

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