eForms Startup Guide

For daycare homes & centers

KidKare®
by Minute Menu™

Process Overview

eForms is an all-in-one enrollment process for the food program that eliminates paper forms for you and your sponsor. If your sponsor has enabled this feature, you can view and manage enrollment in KidKare, as well as enroll new children with eForms (your sponsor must enable this capability for you).

1. The food program administrator (your sponsor) emails re-enrollment invitaitons to parents with valid email addresses.

2. You add or update parents email addresses, as needed. You can then re-send invitations.

3. Parents who cannot complete eforms online complete the forms ona device at your location, or they complete a paper form.

4. If your sponsor requires site approval, review and approve submitted forms to submit them to your sponsor. You can also send forms back for revision, if needed.

5. Your sponsor reviews, approves, and renews submitted forms.

Work with eForms

1. Log in to **app.kidkare.com**.

2. From the menu to the left, click **eForms**. A list of children displays. If you do not see a list of children, click Clear Filter to remove any existing filters.

Icon	Action
✉✗	The parent email address is missing. Click the child's name to add or update the parent email address.
📄	Open the form on your device so the parent can complete it onsite.
✉	Resend an enrollment invitation to the parent. Note that this icon only displays if there is a parent email address on-file.
✗	Cancel the enrollment invitation. Use this only for children who no longer attend daycare or who are withdrawn.
✏	Indicate that the parent completed a paper form. This moves the form status to Manually Completed.
👍	Review and approve the form or send it back for revision. This option is only available if your sponsor has enabled Site Approval.

Additional Training & Help

You can find additional help and training at **https://help.kidkare.com**. Below are some useful links to training specifically for eForms

Home Daycare Providers

Below are resources for home daycare providers. If you run a daycare center, see the **Childcare Centers** heading, below.

- **eForms Getting Started Checklist (PDF)**
- **Enroll New Children with eForms**
- **Work with eForms (video!)**
- **Completing eForms Onsite (video!)**

Childcare Centers

Below are resources for childcare centers. If you run a home daycare center, see the **Home Daycare Providers** heading, above.

- **eForms Getting Started Checklist (PDF)**
- **Add Kids Online Using eForms (video!)**
- **Work with eForms for Sponsored Centers (video!)**