

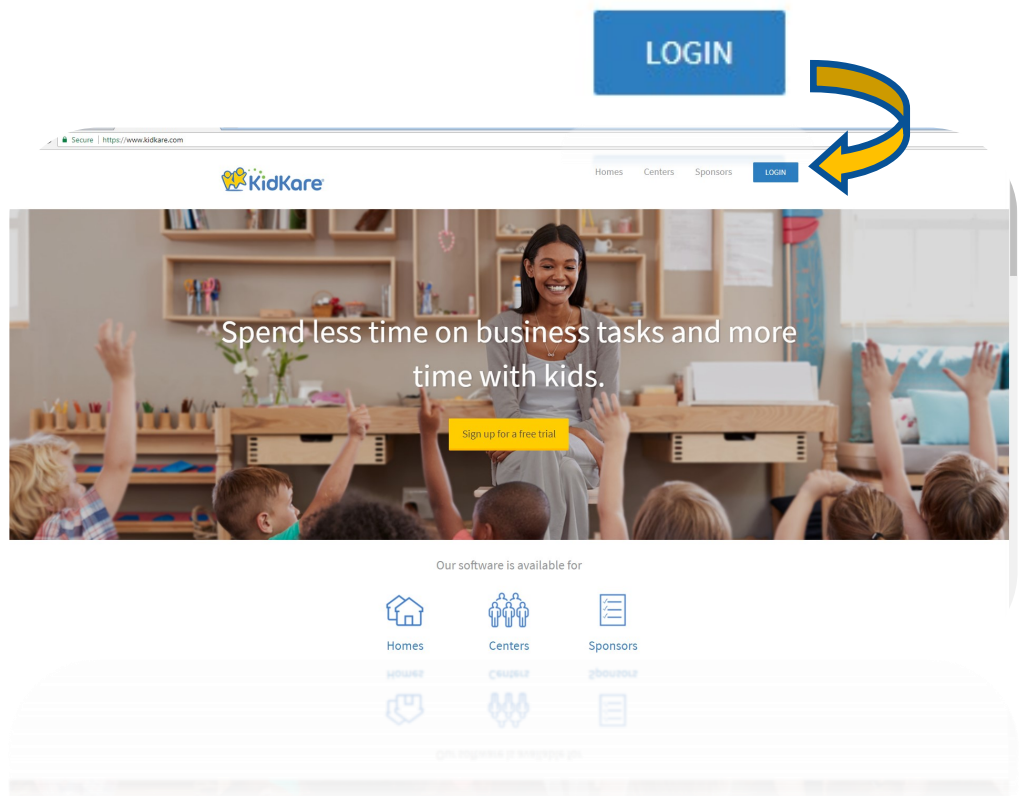
Accessing your meal claiming account

www.KidKare.com

Step 1- Go to www.kidkare.com

Reminder: Kare is spelled with a “K”

Step 2— Click on LOGIN, located on the top right corner



Step 3— Enter your user ID & password provided by our agency

Click on Remember Me to avoid having to enter your log in information every time.

A screenshot of the KidKare login form. At the top is the KidKare logo and the text "Please Log In". Below this are two input fields: "Username" and "Password", each with a user icon on the right. Under the "Username" field is a "Remember Me" checkbox. To the right of the checkbox is a link that says "I need a new password". At the bottom of the form is a blue "Log In" button and a "Language" dropdown menu.

Home:

My Kids— Here you can **enroll a new child**, see active & pending children's information, delete a child, and **print children's enrollment applications**.

My Site— View/edit provider's contact information.

Meals:

Enter Meal— Here you record your meal attendance during or right after each meal service. Don't forget to click **SAVE** at the bottom of the page after recording the meal attendance.

Add/Edit Menus— Create templates here.

Schedule Menus— Pre-plan your menus here for the day, week, month (s) here. You may access and **print your scheduled menus** from the **Reports** button (Reports>Menu Planning>Scheduled Menus>Select Week> Click RUN)

Reports: Access child reports, meal attendance, claim statements (such as: claim summary and **ERROR** report) , worksheets, and **scheduled menus** reports here.

Calendar: See and edit provider calendar, **child calendar** (used to report **school out days**), **meals calendar** (check meals you have claimed), and your schedule menus calendar.

Get Help: Watch KidKare training videos here (Provided by Minute Menu Systems).

Settings: Click here to change the page language to English, Spanish or Russian.

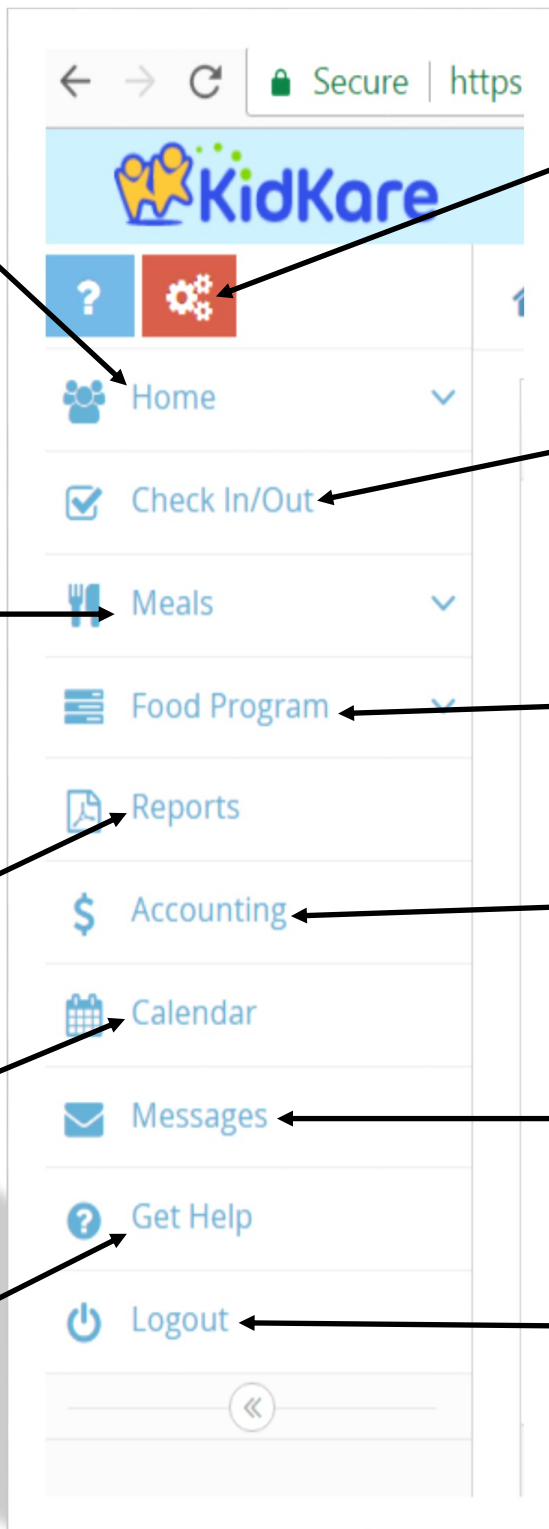
Check In/Out: If required, this is where you record the children's daily in & out times.

Food Program: Click here to **SUBMIT YOUR CLAIM at the end of the month**. Make sure to check "I agree to the **Terms and Conditions**" then click **SEND**.

Accounting: This is optional. Evergreen does not pay for the accounting service.

Messages: See messages from Evergreen and KidKare.

Logout: Click here to log out from the account.



INSTRUCTIONS:



Schedule Menus: On side tool bar select MEALS>SCHEDULE MENUS> SELECT NON INFANTS OR INFANTS>CLICK ONCE ON THE DATE IN WHICH YOU WANT TO SCHEDULE A MEAL (*Don't forget to click the **SAVE** button. Also, you may now type in the food component*).

Print Your Scheduled Menus: On the side tool bar select REPORTS> SELECT **MENU PLAN-
NING** FROM THE DROP DOWN MENU>SELECT THE MONDAY OF THE WEEK YOU WISH TO PRINT> CLICK THE **RUN** BUTTON>ONCE YOU SEE YOUR WEEKLY MENU, RIGHT CLICK ON YOUR MOUSE AND SELECT PRINT.

Recording Meal Attendance (during or after each meal service): On the side tool bar select MEALS>ENTER MEAL>SELECT NON INFANT OR INFANT>SELECT THE MEAL YOU WISH TO DO ATTENDANCE FOR>CLICK ON THE CHILDREN THAT YOU WANT TO CLAIM>ONCE DONE, CLICK THE **SAVE** BUTTON. (If you need to record a brand on the comment section, the comment section box will appear after you click on the first child).

Checking that the Children's Attendance Saved: After recording the attendance, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT **MEAL**. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance:

B= Breakfast

A=AM Snack

L= Lunch

P= PM Snack

D= Dinner

Enrolling a Child: On side tool bar select HOME>MY KIDS> +ADD CHILD**Print Enrollments:**

After enrolling a child, in case you were unable to print the new child's enrollment after finalizing it, on side tool bar select HOME>MY KIDS> UNDER THE PENDING SECTION, CLICK ON THE NEW CHILD'S NAME > UNDER THE CHILD'S PICTURE, CLICK ON **ENROLLMENT FORM**.

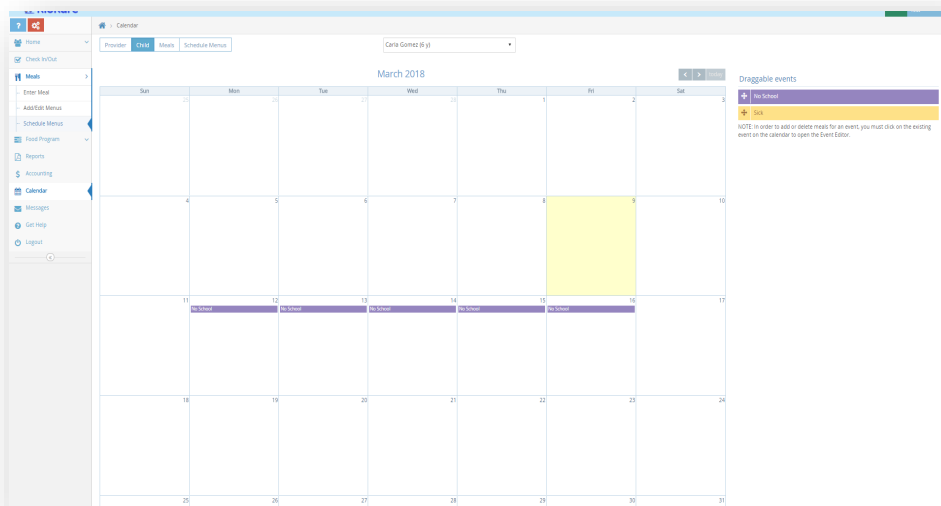
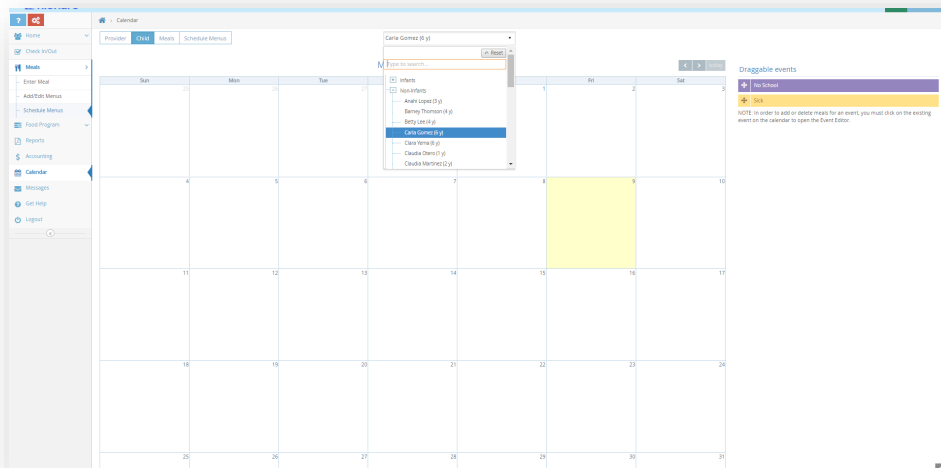
View Your Error Report after Submitting Your Meal Claim (available 2 business days after submitting your claim): On side tool bar select RE-
PORTS>FROM THE DROP DOWN MENU, SELECT **CLAIM STATEMENTS>CLAIMED SUMMARY AND ER-
ROR**>SELECT THE MONTH YOU WISH TO REVIEW>CLICK THE **RUN** BUTTON.

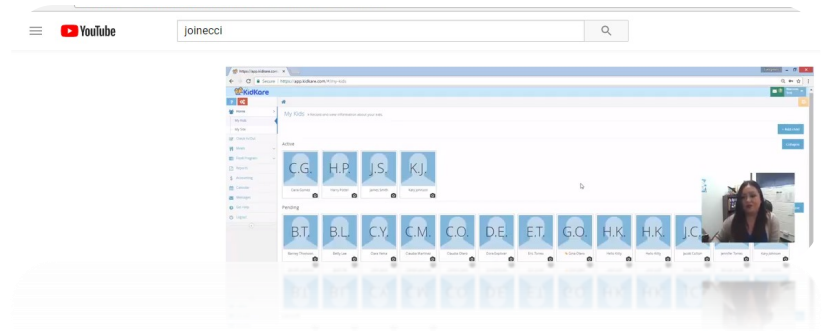
FURTHER INSTRUCTIONS:

Reporting when school age children do not attend school: In order to receive credit for school age children's AM Snack and Lunch meals, you need to log in the school out dates on the child's calendar before the current month ends. To do so click on

Calendar on the side tool bar> On the top section, select the **child** calendar> Then click on the drop down menu to select the name of the child you wish to access >Drag the **NO SCHOOL OR SICK** box to the applicable dates in which the child did not attend school.

If you make a mistake, simply click on the date and select delete



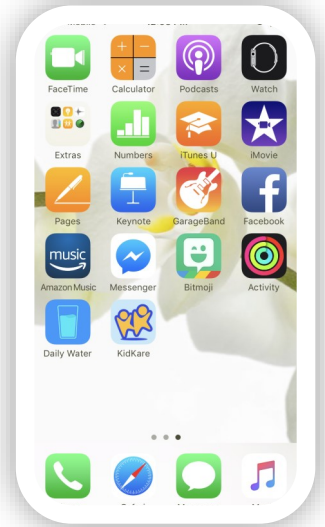


**EVERGREEN HAS A KIDKARE TUTORIAL VIDEO
AVAILABLE AT YOUTUBE. TO VIEW VIDEO COPY
THE LINK BELOW -**

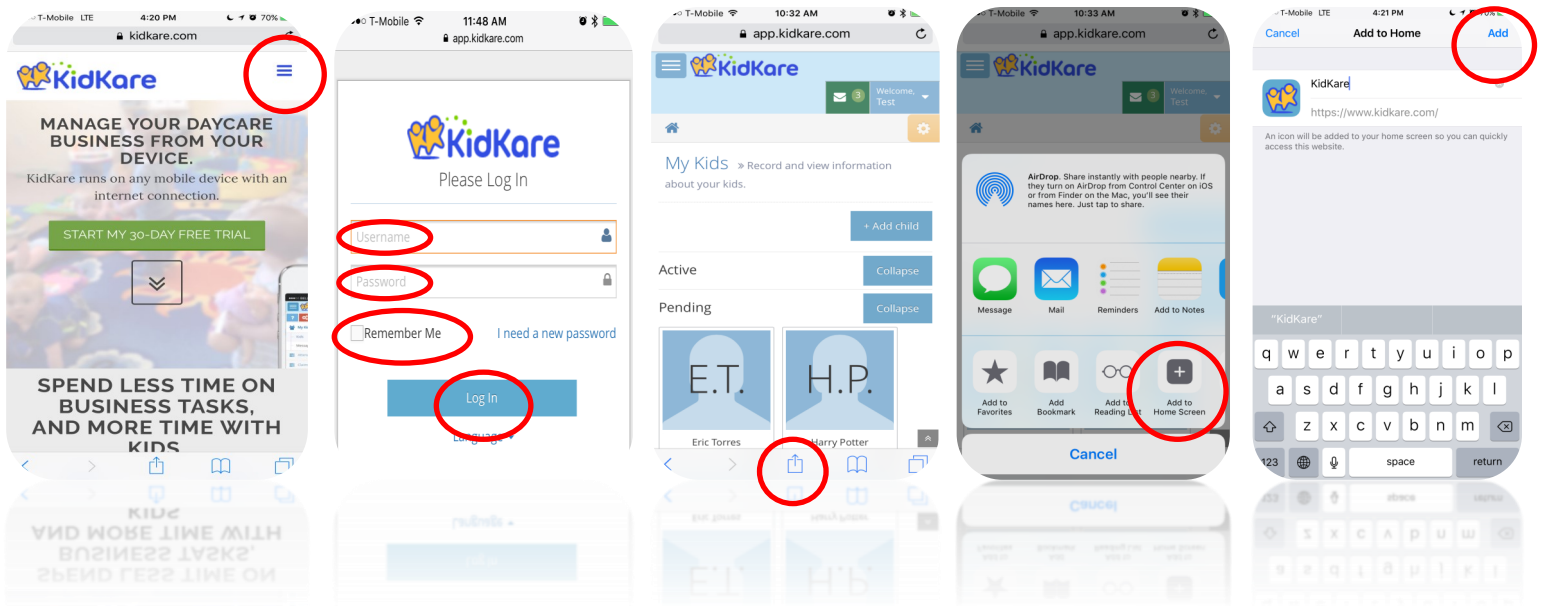
<https://www.youtube.com/watch?v=rcukaM-ktak&t=1s>

ADDING KIDKARE SHORTCUT ON IPHONES

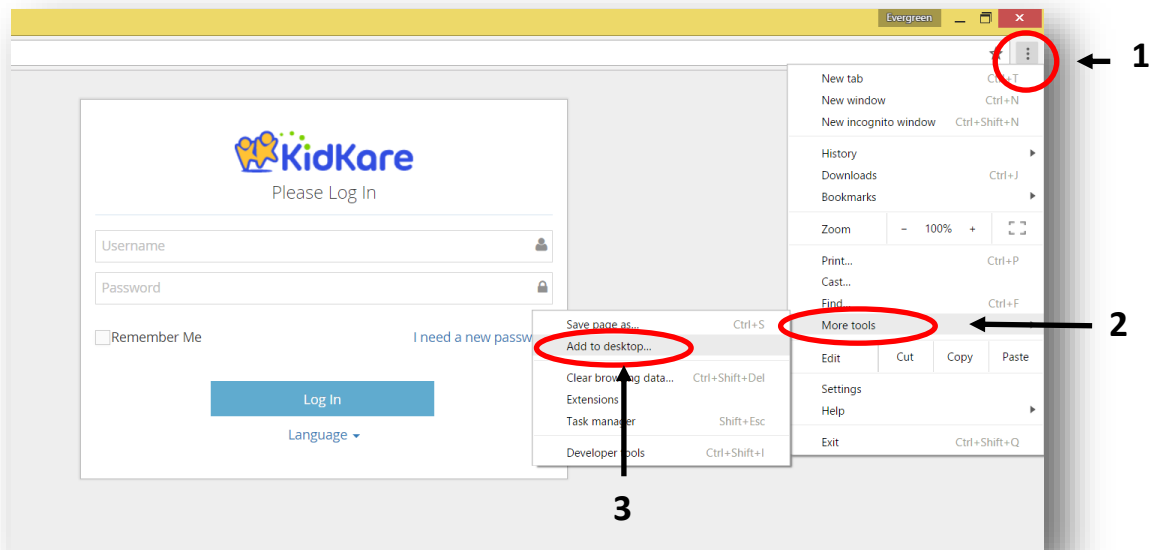
Note: There is not an app for KidKare. However, you can add a shortcut to the page to your home screen (As seen on the picture to the right).



Start by going to [KidKare.com](https://www.kidkare.com) on your mobile's internet browser and follow the instructions below (Using Google Chrome is highly recommended).



How to Create Shortcuts to Websites on a Desktop for Windows



How to Create Shortcuts to Websites on a Desktop for a Mac

1. Launch the Safari Web browser on your Mac OS X system.
2. Navigate to the first page to which you want to create a shortcut.
3. Select the entire address in the address bar at the top of the browser.
4. Click and drag the address onto the Mac OS X desktop and release the mouse button. A shortcut pointing to the Web page is created on the desktop.
5. Repeat the process to create as many shortcuts as you need.