

eForms

Getting Started Checklist



eForms is an all-in-one enrollment process for the food program that eliminates paper forms for providers 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 with the same credentials you use to log in to Minute Menu HX. Then, from the menu to the left, click eForms.

Give Your Providers Access to eForms

First, click **Enable Providers** from the eForms menu. The Enable Providers page opens. Give your providers access to the eForms feature on this page.

For more information, see [Enable Providers](#).

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 providers. 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 providers 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.

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 HX until you renew enrollments.

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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 HX. You can approve enrollments and later return to renew them.

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