MEMO

TO: ALL PROVIDERS

FROM: Shedron Davis, Executive Director

RE: POLICY FOR FAMILY DAYCARE HOMES ENROLLMENT APPLICATIONS (Enrolling Children)

RV/DATE: 3/2024

Enrolling children are no longer automatic, Enrollment applications must be submitted each day a child is enrolled for family childcare/group homes or by the **18th** of each month for **daycare centers** to increase in number of enrolled children. The process for enrolling children in the child and adult care food program using the kidkare software system offered by Alpha & Omega for record keeping and tracking is simple. Please, follow the steps below:

1. Go to **app.kidkare.com**, login with your username and password.
2. Complete an online application for each child attending your center (entered information will generate an application)
3. Print each child's application, parent and provider must sign.
4. Manually write each child's last 4 digits of social security number anywhere on the application form.
5. Email all completed applications to Alpha & Omega Nutrition Program for processing.
6. Start claiming meals on the 1st day of month for which you are approved to start program.
7. Meals can be claimed for pending children (no payment until properly enrolled & activated)
8. **Children are activated/reactivated for the DATE sponsor receives the completed and/or updated application, NOT by the date of the parent/provider signature on app.**
9. Capacity is based on license and license letter, submitted for state approval.
10. Providers can withdraw children only if they have been activated, (email sponsor a withdrawal request when children have not been activated and do not start)
11. Do NOT enter children into kidkare more than once (set your filter to see all children)
12. **The last 4 digits of each child's Social Security numbers are required to be manually written on each application.**
13. Unregulated Providers- Capacity
14. Provider meal service time and children attendance days and times must correlate (mark meals appropriately on application and daily)
15. Income eligibility application required (If claiming own biological/household/foster children include income or SNAP case number, if applicable)

Thank you for your participation!