

Approve eForms

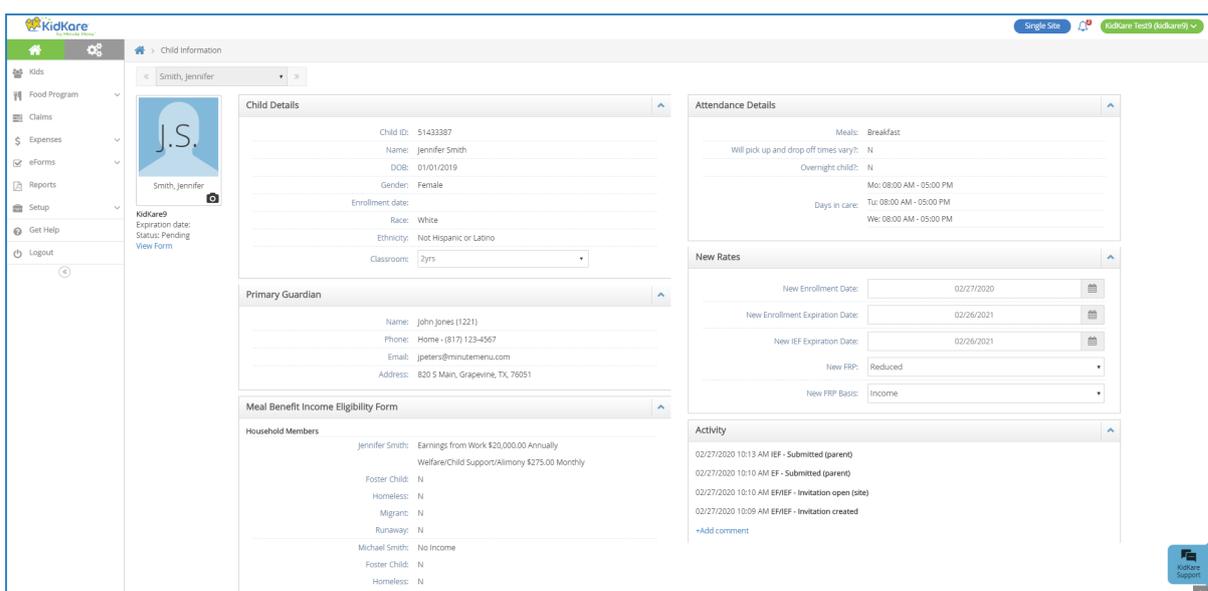
Last Modified on 11/24/2020 12:14 pm
CST

Your food program sponsor may require you to review and approve enrollment/income eligibility forms before submitting them. If you are *not* a sponsored center, you may choose to approve forms without renewing them.

Permissions: You must have the eForms permission enabled on your account to use the eForms feature. If you work with a food program sponsor, your sponsor must enable Site Approval for your site before you can review/approve enrollment/income eligibility forms. Also, if you reside in a state that requires you to sign eForms, you must add your signature to KidKare. Click [here](#) for more information.

Forms that you approve receive a status of Submitted (Site). For more information about invitation statuses, see the **Invitation Statuses** heading below.

1. From the menu to the left, click **eForms**. The eForms page opens.
2. Filter to the forms to review and approve.
3. Click  on the appropriate row. The Child Information page opens.



Child Details	
Child ID:	51433387
Name:	Jennifer Smith
DOB:	01/01/2019
Gender:	Female
Enrollment date:	
Race:	White
Ethnicity:	Not Hispanic or Latino
Classroom:	2yrs

Primary Guardian	
Name:	John Jones (1221)
Phone:	Home -(817) 123-4567
Email:	jpeters@minutemenmu.com
Address:	820 S Main, Grapevine, TX, 76051

Meal Benefit Income Eligibility Form	
Household Members	
Jennifer Smith:	Earnings from Work \$20,000.00 Annually Welfare/Child Support/Alimony \$275.00 Monthly
Foster Child:	N
Homeless:	N
Migrant:	N
Runaway:	N
Michael Smith:	No Income
Foster Child:	N
Homeless:	N

Attendance Details	
Meals:	Breakfast
Will pick up and drop off times vary:	N
Overnight child:	N
Days in care:	Mo: 08:00 AM - 05:00 PM Tu: 08:00 AM - 05:00 PM We: 08:00 AM - 05:00 PM

New Rates	
New Enrollment Date:	02/27/2020
New Enrollment Expiration Date:	02/26/2021
New IEF Expiration Date:	02/26/2021
New FRP:	Reduced
New FRP Basis:	Income

Activity	
02/27/2020 10:13 AM IEF - Submitted (parent)	
02/27/2020 10:10 AM EF - Submitted (parent)	
02/27/2020 10:10 AM EFR/EF - Invitation open (site)	
02/27/2020 10:09 AM EFR/EF - Invitation created	

4. Review the information and signatures provided. Updated information is outlined in red.
5. Click  and choose from the following:
 - o Approve All
 - o Approve EF
 - o Approve IEF
6. If the enrollment form or income eligibility form needs revision:
 - a. Click **Send Back For Revision**.

Date: May, 1st 2020

Approve All Approve & Enroll All

Send Back for Revision Back

Send Back for Revision*

Enrollment IEF

In this space provide notes to the parent detailing what needs to be revised or corrected. This information will be included in an email to the parent.

Back Send

- b. Select **Enrollment**, **IEF**, or both.
 - c. Click the text box and enter any notes for the parent regarding the revisions that are needed.
 - d. Click **Send**.
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