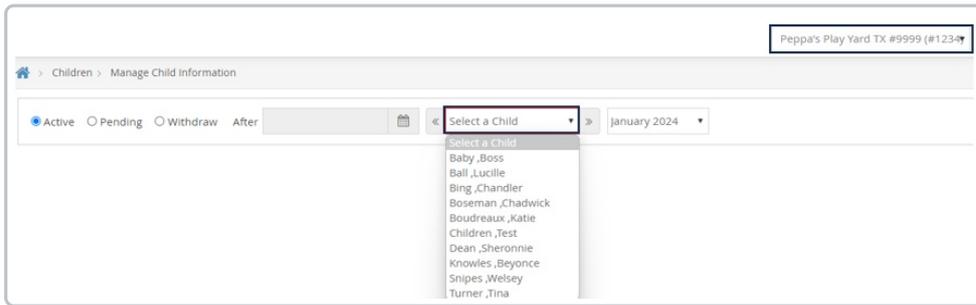


[VIDEO] Use the Income Eligibility Calculator

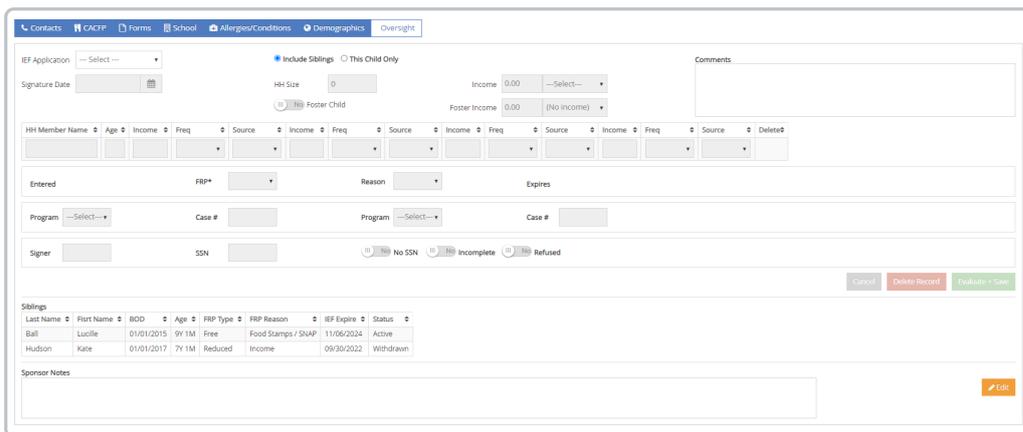
Last Modified on 02/22/2024 3:39 pm CST

You can enter household income information directly into KidKare. KidKare will then calculate the child's reimbursement level and FRP basis.

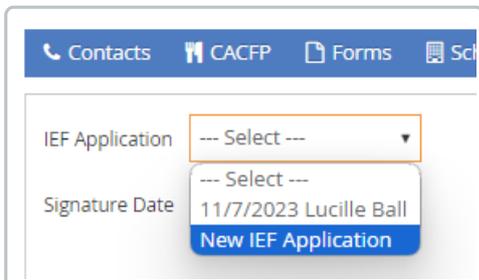
1. From the menu to the left, click **Children**.
2. Select **Manage Child Information**.
3. Select the **Center** and **Child** that needs to be updated from the drop down.



4. The **Manage Child Information** window opens.
5. Click the **Oversight** tab. The income eligibility calculator is in the bottom half of the tab.



6. Click **Edit** in the bottom right corner.
7. In the **IEF Application** drop down, select **New IEF Application**.



8. Click the **Signature Date** box and select the date the parent signed the form.
9. To enter household income fill in the required fields below:
 - a. Select if you are **Including Siblings** or entering for **This Child Only**.
 - b. Click the **HH Member Name** box in the table and enter each household member's name. You must enter all household members, including children. As you add names, the value in the **HH Size** box

increases.

- c. Click the **Age** box for each house hold member and enter their ages.
- d. Click the **Income** box for each household member with an income and enter their income amount.

The **Income** box will automatically

Income	4000.00	Monthly	▼
Foster Income	0.00	(No income)	▼

- e. Click the **Freq** drop-down menu and select the income frequency. For example, if you entered yearly income, you would select Yearly.
- f. Click the **Source** drop-down menu and select the income source. For example, if these are wages, you would select Wages/Salaries.
- g. If there are multiple income sources for one person, scroll to the right and repeat **Steps 7c -7e** to add additional income.
- h. For each child listed, click the **Freq** drop-down menu and select **No Income**.

Note: If the parent refused to provide income or program information, check the **Refused** box.

10. To enter qualifying program information (if applicable):

- a. Click the **Program** drop-down menu and select the program.
- b. Click the **Case #** box and enter the provided case number.
- c. Repeat **Steps 1 & 2** to add an additional program.

11. If this is a foster child, check the **Foster** box.

12. Click the **Signer** box and enter the name of the person who signed the form.

13. Click the **SSN** box and enter the signer's social security number. You must enter all nine digits. If no SSN was provided, check the **No SSN** box.

The screenshot shows the IEF form interface with the following details:

- Navigation: Contacts, CACFP, Forms, School, Allergies/Conditions, Demographics, Oversight
- IEF Application: New IEF Application
- Signature Date: 01/31/2024
- HH Size: 4
- Income: 4000.00 Monthly
- Foster Child: Foster Child
- Foster Income: 0.00 (No income)
- Comments: [Empty text box]
- Table of Household Members:

HH Member Name	Age	Income	Freq	Source	Income	Freq	Source	Income	Freq	Source	Income	Freq	Source	Delete
Mom Hudson	36	3500.00	Monthly	Wages / Sr										Delete
Dad Hudson	42	500.00	Monthly	Child Supp										Delete
Lucille Ball	9		(No income)											Delete
Kate Hudson	7		(No income)											Delete

Program: --Select-- Case #: [] Program: --Select-- Case #: []

Signer: Mom Hudson SSN: ***-**-1234 No SSN Incomplete Refused

Buttons: Cancel, Delete Record, Evaluate + Save

14. Once all IEF form information has been entered, Click **Evaluate + Save**.

15. Click **Yes** in the pop-up to update the information if the IEF computed is different than the last time it was entered.

Update



IEF Entry Saved. The IEF as computed is different than the child's current file setting. Do you want to update the child's file with the information as computed?

No

Yes