

Understand Child Information

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This article provides more detailed information about the Manage Child Information window. Each number on the images corresponds to a description below.

Child Tab

Manage Child Information - Center: Jess Center 123

View Children Who Are: ☒ Active ☐ Pending ☐ Withdrawn after:

Child | Parent | Oversight

1 Child # 2 Classroom 3 Child First Name Middle Name 4 Child Last Name Birth Date 5 Age Gender Child Status

2 Blue John Watson 1/28/2014 5y0m Male Active

[Race] (Choose all that apply) ☐ American Indian / Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian / Pacific Islander ☒ White ☐ N/A [Ethnicity] ☐ Hispanic / Latino ☒ Not Hispanic

[Enrollment info]

Original Enrollment Form Date / First Day in Care 6 10/15/2018

Current Enrollment Form Date 7 10/15/2018

Enrollment Expiration 8 10/14/2019

Enrolled on: 2/13/2019

9 Infant Food Serving Preference --- Select ---

Infant Formula Serving Option --- Select ---

Formula Offered by Center --- Select ---

Parent's Preferred Formula --- Select ---

☐ Infant Form on File

[Specials]

☐ Special Needs

☐ Special Needs Statement on file

☐ Migrant Workers Child

☐ At-Risk Child

☐ Special Diet ☐ Milk Allergy

Diet expiration date --- Select ---

☐ Diet Statement on file

Special Diet Notes

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[Child In/Out Times]

Copy In/Out Times

Days of Week	IN	OUT	IN	OUT
Monday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM		
Tuesday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM		
Wednesday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM		
Thursday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM		
Friday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM		
Saturday	<input type="checkbox"/>			
Sunday	<input type="checkbox"/>			

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Child Times Vary ☐ Overnight Approved ☐

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Meals

Breakfast ☐

AM Snack ☐

Lunch ☒

PM Snack ☐

Dinner ☐

Eve Snack ☐

[Doctor Info]

Name --- Select ---

Phone # --- Select ---

Name --- Select ---

--- Select --- School District --- Select ---

Type/Level --- Select ---

Pay Source Public - Paid by Coun

Start --- Select ---

End --- Select ---

Withdraw Print Enrollment Enroll New Child Save Close

1. The **Child #** box displays the child number. Each child must be assigned a number. You can enter up to four characters in this box.
2. The **Classroom** box displays the classroom to which the child is assigned. Click the drop-down menu and select a classroom, or enter a new classroom.
3. The **Child First Name**, **Middle Name**, and **Child Last Name** boxes display the child's name. The **Child First Name** and **Child Last Name** boxes are required.
4. The **Birth Date** box displays the child's birthday. You can either type the birthday in this box, or you can click the drop-down menu to select the date from a calendar.
5. Check the box next to the child's **race** and **ethnicity**. These designations are required by the CACFP.
6. The **Original Enrollment Form Date/First Day in Care** box displays the child's original enrollment date. This box is required. Children claimed before this date will be disallowed. You should only enter this date once, and it should never change.
7. The **Current Enrollment Form Date** box is updated annually as you receive enrollment forms for the new program year are received. Children claimed before this date may be disallowed (subject to **policy D.20**).
8. The **Enrollment Expiration Date** box is updated annually as you receive enrollment forms. Children claimed after this date may be disallowed (subject to **policy D.1**).

9. This section is for infants only.

- Select an infant food and formula preference: **Center Supplies Food** or **Parent Supplies Food and Refuses**. If the child's parent supplies food for this infant, the center's food will automatically be disallowed from the claim.
- Select the formula offered by the center and the parent's preferred formula. The formula selection is populated by formulas you set up in the **Manage Formula Types** dialog box. To access this dialog box, click the **Tools** menu and select **Manage Formula Types**.
- If your agency requires a separate infant feeding form, check the **Infant Form on File** box when the form is received. Centers do not have access to this options. Centers will be alerted to all infants who do not have a form on file on the center dashboard (subject to **policy D.24**).

10. This section contains options for special needs situations.

- Check the **Special Needs** box to mark this child as having special needs. Special needs refers to children who are approved to be claimed from age 13-18. Check the **Special Needs Statement on File** box to indicate that you have received a statement (subject to **policy D.7**).
- Check the **Migrant Workers Child** to indicate this child is the child of a migrant worker. Migrant workers' children can be claimed at age 15 and younger.
- Check the **At-Risk Child** box for each child who participates in the At-Risk program.
- Check the **Special Diet** box if the child requires special food or has food allergy.
- Check the **Milk Allergy** box if the child does not drink the milk provided by their age group (whole milk for age 1 and 1% or skim for ages 2 and up). This box automatically includes children in the Substitute Milk section of the Milk Audit. This box is not available if you do not check the **Special Diet** box.
- Click the **Diet Expiration Date** box and enter the date on which the child's special diet statement expires. This box is subject to **policy D.6**.
- Check the **Diet Statement on File** box when you receive the diet statement. Special diet children who are served and do not have a statement on file may receive an error during claims processing (subject to **policy D.5**).

11. Check the box next to each day of the week the child is present at the center. Then, enter the child's typical in and out times. You can click **Copy In/Out Times** to copy times from the first boxes to all other selected days of the week.

12. Check the box under each meal for which the child is typically present.

Parent Tab

Manage Child Information - Center: Jess Center 123

Child: Watson, John View Children Who Are: ☒ Active ☐ Pending ☐ Withdrawn after:

Child | **Parent** | Oversight

[Child Info]
 Child: Watson, John Classroom: Blue Birth Date: 1/28/2014

1 Select Parent: Watson, Bob (Father) 4 Language: -- Select --

[Primary Guardian Info]
 Note: changing this child's parent information will automatically update parent information for all the child's siblings.

2 Primary Contact: Father Home Phone: (817) 456-1234 Address: 456 Sunny St
 E-mail: City: Dallas TX 75001

3 [Mother Info]
 Name: SSN: Comments:
 Work Name: Work Phone: x

[Father Info]
 Name: Bob Watson SSN: Comments:
 Work Name: Work Phone: x

[Alternate Contact Info]
 Name: Relationship:

Withdraw Print Enrollment Enroll New Child Save Close

1. Click the **Select Parent** drop-down menu and select an existing parent/guardian record, or select **Add New Parent** to add a new parent/guardian record. Children with the same parent will be siblings in the program.
2. Select the **primary contact** and enter their **home phone**, **address**, and **email address**.
3. Enter the contact's name in the appropriate section, based on their relationship to the child. We recommend you complete all applicable fields.
4. Click the **Language** drop-down menu and select the language in which communication should be sent. You can select **English** or **Spanish**.

Oversight Tab

Manage Child Information - Center: Jess Center 123

View Children Who Are: ☒ Active ☐ Pending ☐ Withdrawn after:

Child | Parent | **Oversight**

[Child Info]
 Child: Watson, John Classroom: Blue Birth Date: 1/28/2014 Help

1 ☐ Make Pending? ☒ Child Participates

2 Reimbursement Level: Paid IEF Expiration:
 3 FRP Eligibility Basis: --- Select --- Enrollment Expiration: 10/14/2019
 4 Title XX / XIX Expiration: ☐ Request New IEF
 Qualifying Program #:

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Last Name	First Name	DOB	Age	FRP Type	FRP Reason	IEF Expires	Status
Watson	Jane	7/16/2015	3Y 7M	Paid	Income		Active
Watson	John	1/28/2014	5Y 1M	Paid			Active

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Sponsor Notes

IEF Application: --- Select --- ☒ Include Siblings ☐ This Child Only Add New

Signature Date: HH Size: Income:

Program: Case #:
 Program: Case #:

☐ Foster Income: Signer: SSN: ☐ No SSN ☐ Incomplete ☐ Refused Delete

Comments: Evaluate + Save

Entered: FRP:
 Reason:
 Expires:

Withdraw Print Enrollment Enroll New Child Save Close

Note: Center accounts typically do not have access to the Oversight tab when enrolling children, as this is where the reimbursement level (free, reduced, or paid) is stored. However, some self-sponsored sites do allow centers access to this page. This is determined by **policy F.2.b**.

1. Check the **Make Pending/Make Active** box to set an active child to pending or to set a pending child to active.
2. Click the **Reimbursement Level** drop-down menu and select **Free, Reduced, or Paid**.
3. Click the **FRP Eligibility Basis** drop-down menu and select how the child qualifies for the reimbursement level you selected.
4. If the child was categorically eligible through Title XX/XIX, click the **Title XX/XIX Expiration** box and enter the expiration date for that program. Enter the qualifying program number in the box below the expiration date.
5. Siblings are listed here.
6. Use the lower half of the window to enter income eligibility information. Minute Menu CX then uses this information to help you calculate the child's reimbursement rate. For more information, see [Income Eligibility Calculator](#).