

Activate Children

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When centers enroll children, the children are automatically set to Pending status. Sponsors must then review and activate these children. There are two ways to enter categorical eligibility (FRP rates) and activate children: One at a time or multiple at a time.

Activating Multiple Children at a Time

1. Click **File** and select **Activate Children**. The Activate Children window opens.

#	Center Name	Child #	Child Name	Enrollment Printed	Current Enrollment	FRP	FRP Basis	IEF Expiration
909	Tit - C	1	Test, Test	6/27/2018	6/4/2018	-- Selec...	Income	
909	Tit - C	3	test, NhanAgain	1/5/2019	1/1/2019	-- Selec...	Income	
234	Absol	1	Test, HongNhan	7/31/2018	6/4/2018	-- Selec...	Income	
152	Centertest	4	Starling, Claire	1/10/2019	1/10/2019	Free	Income	
458	Dawn's Fury Friends	2	Child, Test	7/25/2018	7/16/2018	-- Selec...	Income	
2112	DecReg	1	Pending, Reg	12/21/2018	12/1/2018	-- Selec...	Income	
123	deploy hai update	1	hai, deploy hai	8/22/2018	8/20/2018	-- Selec...	Income	
1	Eevee	1	one, pending c	11/30/2018	11/1/2018	Free	Income	
6813	FL 300725	2	child update, muoihailam		11/13/2018	-- Selec...	Income	
6813	FL 300725	2	hai, muoihaisau			-- Selec...	Income	
6813	FL 300725	2	hai, haimuoisau b			-- Selec...	Income	
6813	FL 300725	2	hai, muoiotmot			-- Selec...	Income	
200	House of Love	7	French, Buffy	8/7/2012	8/1/2012	Paid	Refused	
777	Little Rainstoms	37	ádf, sadf	2/2/2018	5/2/2018	-- Selec...	Income	
777	Little Rainstoms	57	cxas, zxc	6/8/2018	6/13/2017	Free	Food Sta...	6/30/2019
777	Little Rainstoms	33	dsfsdf, dfsdfs	8/9/2016	8/9/2016	Free	Income	
777	Little Rainstoms	65	Higgins, Donald	9/17/2018	9/17/2018	-- Selec...	Income	
777	Little Rainstoms	2	Humperdink, Buttercup			-- Selec...	Income	
777	Little Rainstoms	52	manually tes, test manuall	5/4/2018	4/27/2016	-- Selec...	Income	

2. In the **Filter By** section, select **All Centers** or **Selected Centers**.
3. In the **Exclude Children if Enrollment finalized** section, select the **Before** option or the **After** option. Then, select a date.
4. Check the **Include Withdrawn Children Who Were Never Activated** box to include withdrawn pending children in the list.
5. Check the box next to each child to activate. You can also click **Select All** to select all listed children and **Deselect All** to clear your selections.

Note: Check your selections before proceeding. You cannot undo this function.

6. Click **Activate**.

Activating Children One at a Time

1. Click the **Select Center** drop-down menu at the top of the window and select the center for which to activate children.
2. Click **Children** from the toolbar. The **Manage Child Information** window opens.
3. In the **View Children Who Are** section, select the **Pending** option.
4. Click the drop-down menu and select a child.
5. Click the **Oversight** tab.

6. Click the **Reimbursement Level** drop-down menu and select the child's reimbursement level.
7. Click the **FRP Eligibility Basis** drop-down menu and select the child's income eligibility basis.

Note: You can also use the income eligibility calculator at the bottom of the window to calculate FRP rates/basis. For more information, see [Income Eligibility Calculator](#).

8. Check the **Activate Child** box.
9. Click **Save**.