

[VIDEO] Use the ARAS Feature (Centers)

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CST

Sponsors: Train Sites to Access the ARAS Feature

1. Provide sites with their login ID and password. You can find this information in the Manage Center Information Oversight tab.
2. Advise sites to go to [KidKare](#). Sites can access this website on smart phones, tablets, and computers. They can log in with the information you provide to them.

You can use this video to help train your sites.

You can also use the following articles as training materials

Record Attendance and Meal Counts

1. From the **Attendance and Meal Count** Screen, select the **Meal Type** being entered and the correct **Date**.

The screenshot shows the ARAS Attendance and Meal Count screen. At the top, there is a header bar with a 'Meal Time' dropdown menu set to 'PM Snack', a center field for 'PPR - Cradock Elementary', and a date field set to '11/08/2022'. To the right of these fields are buttons for 'Save', 'Clear', 'Export', and 'Sign in Sheets'. Below the header is a section titled 'Meals & Attendance' which contains a grid of input fields for various meal-related counts. Each field has a red minus button on the left and a green plus button on the right. The counts are: Served (17), Seconds (0), Total Attendance (2), Non-Participating (0), Ordered (0), Delivered (0), Discarded (0), Leftover (0), and Damaged / Incomplete (0). At the bottom of this section, it says 'Total Claimed' and '17 Meals'. To the right of the 'Meals & Attendance' section are two more sections: 'Custom Fields' and 'Menu Notes', both with expandable arrows.

2. There are 2 ways to enter the Meals Served:
 - a. **Meal Counter:**
 - i. Use the red " - " to remove meal or attendance counts.

- ii. Click the green "+" next to each field each time you add a meal or attendance count.

b. **Manual Entry:**

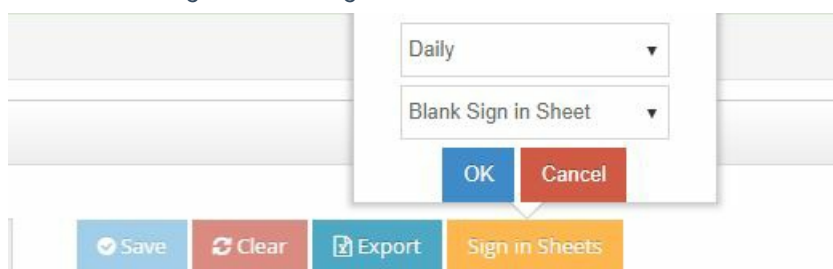
- i. Click in the blank number field and manually type in the totals.
3. Complete all fields required to be completed by your sponsor.
4. Click **SAVE**.

For more details on this function, see [Record Attendance and Meal Counts](#).

Note: Centers can click **Meal Counter** to take attendance and children come through the line to get their foods.

Print Sign In Sheets

1. From the **Attendance and Meal Count** screen, click the orange button that says **Sign in Sheets**
2. Select **Daily** or **Weekly** in the top field.
3. Select **Blank Sign** in Sheet in the bottom field.
4. Click **OK**. The sign-in sheet is generated.



For more details on Sign-in Sheets and other reports, see [ARAS Reports and Sign-In Sheets](#).

Submitting Claims

Centers submit their ARAS Claims through [KidKare](#) each month.

1. Login to [KidKare](#).
2. Click on **Claims** in the main menu.
3. Click on the month of the claim you want to edit.
4. Click **Submit** as shown in the image below.
5. Once submitted successfully, it will say **Submitted to Sponsor on mm/dd/yyyy** below the claims numbers.

For more details on Sign-in Sheets and other reports, see [Send Claims to Sponsor](#).