

## Access the SFSP Feature (Sponsor)

Last Modified on 11/10/2022 9:26 am

**Note:** In order to access the new SFSP feature from MinuteMenuCX, you must first **upgrade** your software to the most current version.

**Note:** You can now enter SFSP Meal Counts in **KidKare**. Use this feature for any SFSP sites where children are **not enrolled**. If you have a SFSP site with enrolled children, you will use KidKare **Attendance and Meal Counts** for centers.

## Access the SFSP Feature

1. Login to CX and choose the ARAS center in the **Select Center** drop down at the top of the screen.
2. Click the **Menus/Attendance** menu and select **Record Meal Counts (SFSP/ARAS)**. The Meals and Attendance screen in **KidKare** opens in a web browser.
3. From here, you can view or edit meal counts. See **Record Attendance and Meal Counts** for more details on how to do this.

You are in observer mode. Now observing PPR - Craddock Elementary (4425) Exit observer mode

Food Program > SFSP/ARAS Filters

Attendance & Meal Count

PM Snack Meal Time: 05:00 PM - 05:30 PM PPR - Craddock Elementary 11/08/2022 Save Close Export Sign in Sheets

Meals & Attendance			
Served	Seconds	Total Attendance	
0	0	2	
Non-Participating	Ordered	Delivered	
0	0	0	
Discarded	Leftover	Damaged / Incomplete	
0	0	0	
Total Claimed		0 Meals	

Custom Fields

Menu Notes

**Note:** You can also open a browser and go directly to **KidKare**. You will login with the same credentials you use for CX.

# How to Access Additional Sites in KidKare

1. From the screen above, Click on **Exit Observer Mode** in the top right corner
2. A full center list appears. Select the next center you would like to view by clicking on the name of the center.

Observer Mode Filters v

Welcome to Observer Mode. Select a Center you would like to observe and you will be logged into the center as that Center Admin.

Center	Center Admin	Monitor	Phone	Address	CX Last login Date	Kidkare Last login Date	Claim Date	Next Review date
1st Choice Child Care, LLC #2232 (78164)	Administrator, Center(103224)				11/18/20 01:03 PM			
1st Step Learning Center #2009 (64955)	Administrator, Center(84031)	Curtis, Justin(14698)	(216) 475-6666		06/01/20 08:38 AM	10/26/18 04:53 PM		06/28/2020
3 Hearts Learning Institute #2 (77687)	Administrator, Center(102613)							
A Child's Day Learning Center #4266 (78046)	Administrator, Center(103065)				07/31/22 10:51 AM			
A Child's Dream Daycare Center #4302 (80063)	Administrator, Center(106799)	Dilbert, Patrick(37158)			08/22/22 12:03 PM			06/16/2022
A Grace Place #4901 (60439)	Administrator, Center(78757)	Johnson, Angela(12093)	(804) 261-0205		03/04/18 10:34 AM			04/05/2018
A Little Bit of Loving Care #8028 (68132)	Administrator, Center(88018)	Saunders, Tom(32627)			04/27/17 01:11 PM	04/27/17 06:11 PM		03/21/2017
A Little Piece of Heaven Learning Ctr #2200 (77920)	Administrator, Center(102883)	Culp, Debra(52519)			05/09/22 06:45 AM			10/18/2021
A Special Place #7046 (81373)	Administrator, Center(109789)	Salazar, Rosie(44262)			03/20/22 01:10 PM			
A Step Above Care Academy #2277 (80137)	Administrator, Center(107044)	Culp, Debra(52519)			09/16/22 12:45 AM	09/16/22 05:45 AM		10/23/2022

Showing 1 to 10 of 1475 entries.

Previous 1 2 3 4 5 ... 148 Next

## SFSP Custom Field Settings

ARAS/SFSP Settings can only be accessed through **KidKare**.

1. Login to **KidKare** using your CX credentials.
2. Click on the gray gear icon on the to left of the main menu.
3. Scroll down to the **ARAS/SFSP Settings** section.
4. Add up to 3 custom fields on the **Attendance and Meal Count** screen but moving the toggle to **yes** and typing in the name of the custom field.
5. Click **SAVE**.

Observer Mode Settings

General Settings

eForms Settings

Center Access

ARAS/SFSP Settings

Enable custom field? ☒ Yes ☐ No

Name custom field

Current custom field

**Note:** When you change custom fields in the settings, the new fields will not show up in **KidKare** until the 1st of the following month. For example: Custom Field 1 is titled as "Hot Meals Served". On the 15th of the

month the setting is changed it to say "Cold Meals Served". The change to "Cold Meals Served" will not reflect in **KidKare** until the 1st of the following month.

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## Data Entry Options

SFSP Sites have the following data entry options:

- Record meal counts directly into the program during the meal service on a tablet, smartphone, or computer.
- Record point-of-service meal counts on paper and transfer them into **KidKare** later.
- Record point-of-service meal counts on paper and turn that information into their sponsor. The sponsor can then enter the information into the program.