Access the SFSP Feature (Sponsor)

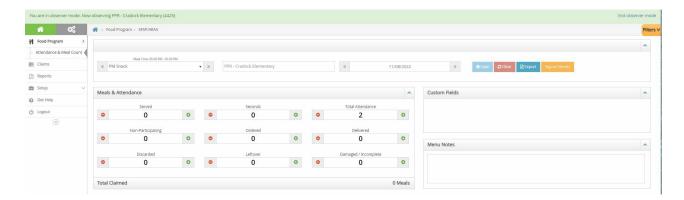> **Note:** In order to access the new SFSP feature from MinuteMenuCX, you must first **upgrade** your software to the most current version.
>
> **Note:** You can now enter SFSP Meal Counts in **KidKare**. Use this feature for any SFSP sites where children are **not enrolled**. If you have a SFSP site with enrolled children, you will use KidKare **Attendance and Meal Counts** for centers.
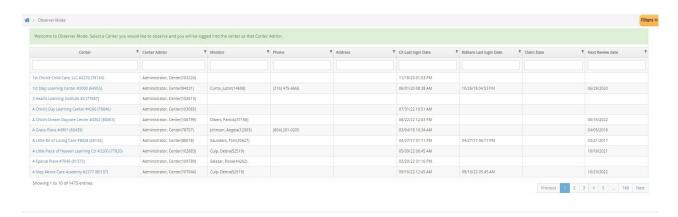
Access the SFSP Feature

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.

> **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

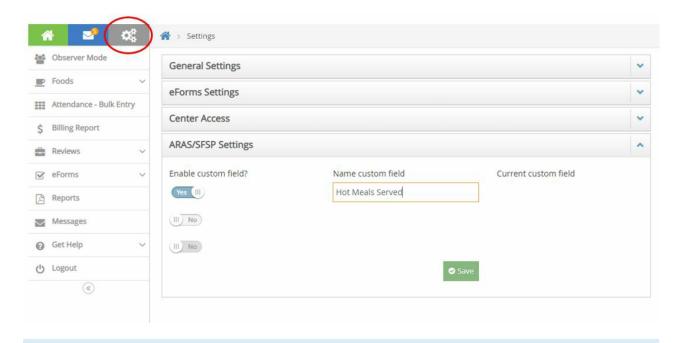1. From the screen above, Click on **Exit Observer Mode** in the top right corner
2. A full center list appears. Select the next center you would like to view by clicking on the name of the center.

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**.

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.

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.