eForms
Getting Started Checklist

eForms is an all-in-one enrollment process for the food program that eliminates paper forms for your back-office. This guide is meant to walk you through the enrollment process with eForms. We recommend you print it and check off each item as you complete it.

❑ **Send Invitations**

Click **Home** from the menu to the left and select **My Kids**. Then, click the **down arrow** next to **Add Child** and select **Send eForms**. The Enroll Child page opens. Enter basic information about the child and click Send Invitation to send an enrollment invitation to the child's parent/guardian.

For more information, see **Send eForms**.

❑ **Track Invitation Status**

Click **eForms** from the menu to the left. The eForms page opens and displays your pending invitations. It includes the child's enrollment status, the invitation status, and any pertinent dates. You can filter to the invitations you wish to view.

For more information, see **Work with eForms**.

❑ **Working with Parents/Guardians**

The following are common situations you may encounter while using eForms:

o Parents/guardians do not receive the initial email. In this case, advise parents/guardians to check their spam/junk folders. You can also update their email addresses and re-send invitations. For more information, see the **Resending Invitations** heading in **Work with eForms**.

o Parents/guardians do not have an email address at all. If this is the case, you can open the forms and have the parent complete the forms onsite. For more information, see the **Completing eForms Onsite** heading in **Work with eForms**.

o Parents/guardians complete enrollment forms on paper. Simply mark the form as manually completed in KidKare and send the form to your sponsor. For more information, see the **Marking Forms as Manually Completed** heading in **Work with eForms**.

❑ **Approve eForms (If Required)**

If your sponsor requires you to approve forms before submitting them, you must review and approve forms before submitting them. Forms that you approve receive a status of Submitted (Site).

For more information, see **Approve eForms**.