

Get Started with KidKare

For Home Providers



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Introduction

KidKare is a web-based application that works in most web browsers. You do not need to download or install any software on your computer or mobile device to use it. Simply open a web browser and navigate to app.kidkare.com to log in. Your food program sponsor provides your login ID and password.

Getting Started Checklist

Complete the following items to get started with KidKare. This document contains all of the instructions you need along the way. Print this page and check off each item as you go.

- Enroll Children
- Record Attendance
- Record Meals
- Create & Schedule Menus
- Update Calendars
- Send Claims to Your Sponsor
- Review Reports

Navigate KidKare

You access all of KidKare's features from the left-hand menu. This menu is collapsed by default on mobile devices. Tap  expand it at any time.

View System Status

You can view KidKare's system status at anytime at <https://status.kidkare.com>. This page lists any known status changes and incidents, as well as any updated incidents and messaging.

Enroll Children

Depending on your sponsor's settings, you have two options for enrolling children:

- Send electronic invitations for enrollment with eForms.
- Manually enroll a child in KidKare.

This document covers both options. Remember to follow your sponsor's guidance when enrolling children in KidKare.

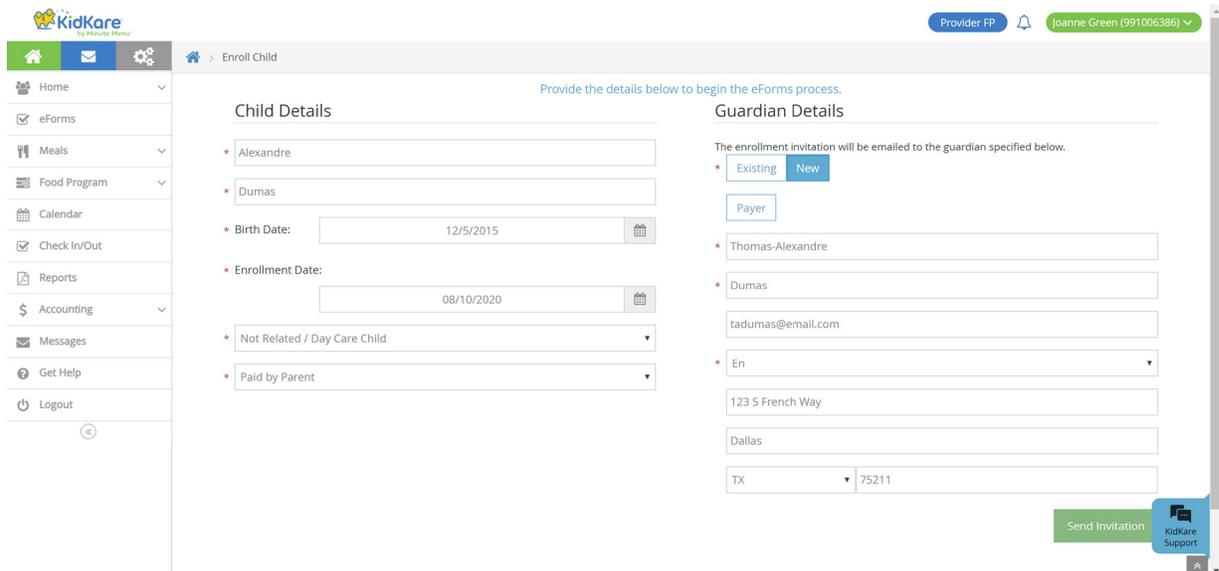
Enroll Children with eForms

You can use eForms to enter basic information about a child and then send an invitation to their parent/guardian to complete and sign the enrollment form.

Note: Your food program sponsor must enable this feature.

1. From the menu to the left, click **Home**.
2. Click **My Kids**. The My Kids page opens.
3. Click  and select **Send eForms**. The Enroll Child page opens.
4. In the **Child Details** section, click the **First Name** and **Last Name** boxes and enter the child's first and last name.
5. Click the **Birth Date** box and select the child's date of birth.
6. Click the **Enrollment Date** box and select the child's enrollment start date.
7. Click the **Relation to Provider** drop-down menu and select the child's relation to you. If the child is not related to you or your staff in some way, select **Not Related/Day Care Child**.
8. Click the **Payment Source** drop-down menu and select **Paid by County/State, Paid by Parent**, or **No Pay**.
9. In the **Guardian Details** section:
10. Click **Existing** to select an existing parent/guardian. Then, select the contact.
11. Click **New** to add a new parent/guardian and enter their information.
12. If you are subscribed to the Accounting feature, click **Payer** to designate this parent/guardian as a payer for the child.
13. Click **Send Invitation**.

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The screenshot shows the 'Enroll Child' page in the KidKare system. The page is divided into two main sections: 'Child Details' and 'Guardian Details'. The 'Child Details' section includes fields for Name (Alexandre Dumas), Birth Date (12/5/2015), Enrollment Date (08/10/2020), and a dropdown menu for 'Not Related / Day Care Child'. The 'Guardian Details' section includes a 'Payer' dropdown, a text field for the guardian's name (Thomas-Alexandre), an email address (tadumas@email.com), a dropdown for 'En', and address fields (123 S French Way, Dallas, TX 75211). A 'Send Invitation' button is visible at the bottom right of the form.

Note: [Click here](#) to print an instruction sheet to hand out to parents. This sheet provides basic instructions for completing the enrollment process.

Enroll Children Manually

You can enroll children in KidKare by entering all details manually.

1. From the menu to the left, click **Home**.
2. Click **My Kids**.
3. Click  and select **Add Manually**.
4. In the **Name** section, enter the child's first, middle, and last name. You must enter at least a first and last name.
5. In the **Birth Date** section, enter the child's birth date.
6. In the **Enrollment Date** section:
 - 6.1. Select the child's enrollment date.
 - 6.2. Check the **Participates in CACFP** box. This box is checked by default.
 - 6.3. Click the **Payment Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.
7. In the **Child Details** section:
 - 7.1. Select the child's race and ethnicity.

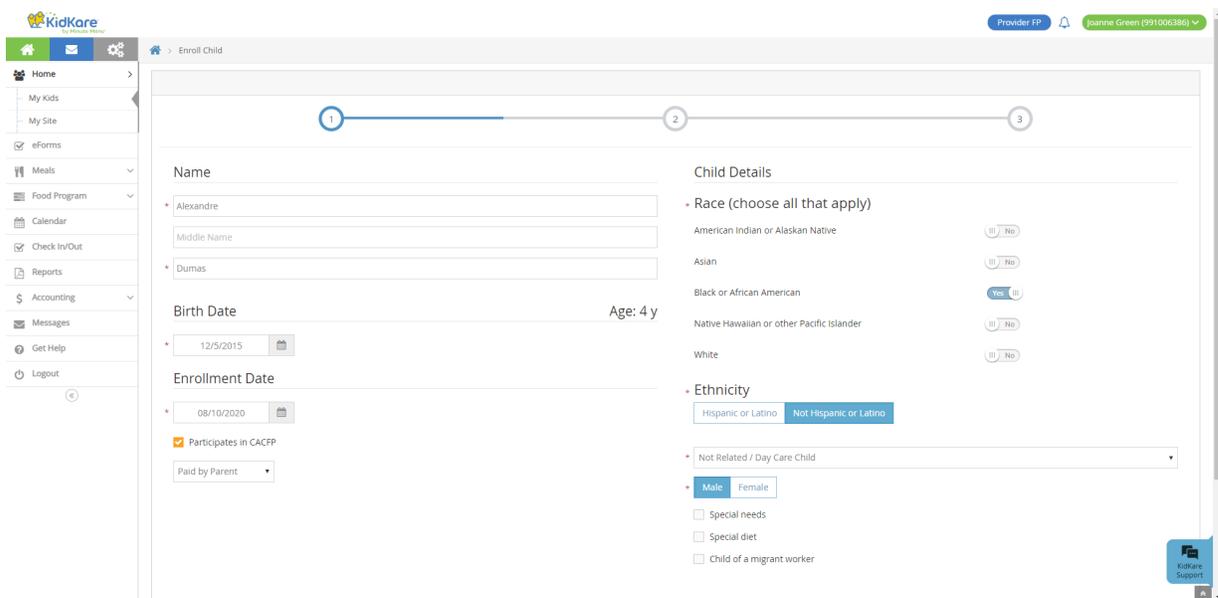
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7.2. Click the **Relation to Provider** drop-down menu and select **Not Related/Day Care Child, Own Child, Provider's Foster Child, Related Non-Resident, or Helper's Child**.

7.3. Select the child's gender.

7.4. Check the following boxes, if they apply to this child:

- Special Needs
- Special Diet
- Child of a Migrant Worker

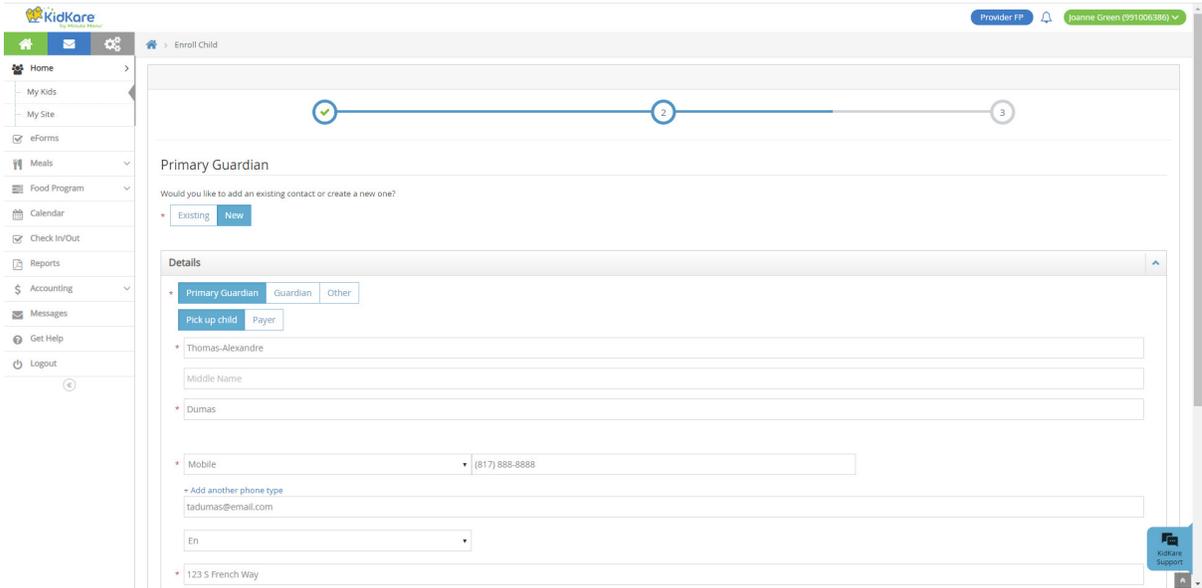


8. Click **Next**. The Primary Guardian page opens.

9. Add a primary guardian.

- Click **Existing** to select an existing parent/guardian. Then, select the contact.
- Click **New** to add a new parent/guardian and enter their information.

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10. Click **Next**. The final enrollment page opens.

11. In the **Days in Care** section, select the days and times the child is typically in care.

11.1. Select the days and in and out times. When entering times, you can click to select the time with arrows.

Note: Once you set the in and out times for the first day of the week, KidKare automatically sets those times for each following day you select.

11.2. Click **III** next to **Will Pick Up and Drop Off Times Vary** if the child's in/out times vary each day.

- o Click **III** next to **Will Days Vary From Week to Week** if the child's days in care may vary each week.

12. In the **Participating Meals** section, click each meal in which the child participates.

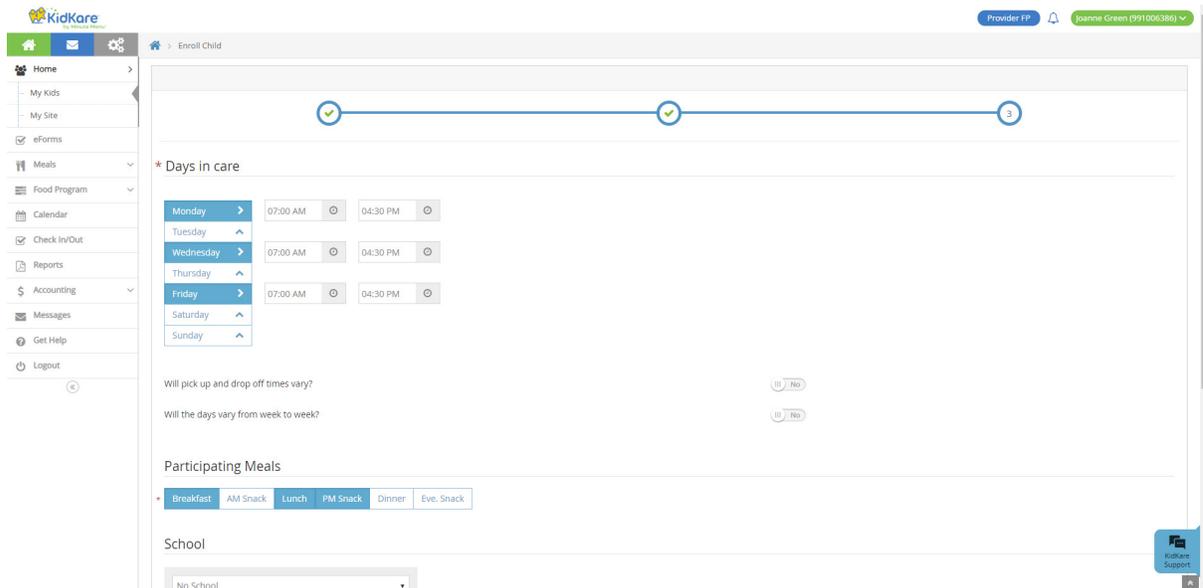
13. In the **School** section, enter the child's school information, if applicable.

13.1. Click the **Type/Level** drop-down menu and select the child's school level.

13.2. Click the **Depart and Return** boxes and enter the child's school hours.

13.3. Click the **Name** box and enter the name of the school.

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14. Click **Enroll Child** or **Enroll and Print**. The Child Information page opens and displays the child's enrollment information. Your food program sponsor must now activate the child's enrollment.

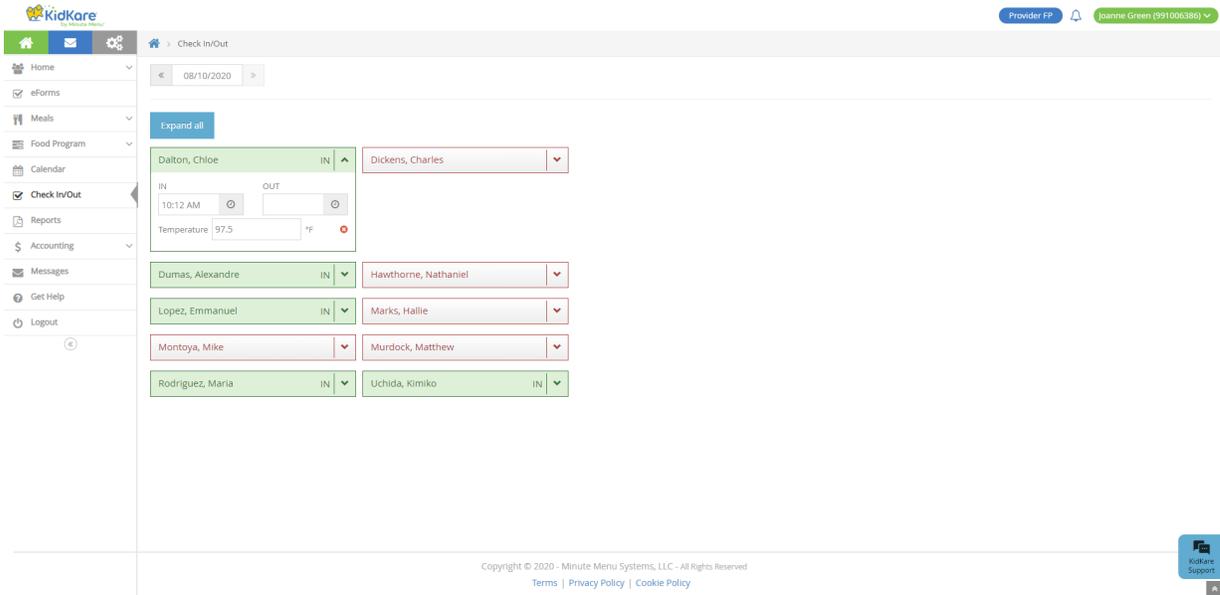
Record Attendance

Record attendance on the Check In/Out page. Children must be marked in attendance before you can record meal counts for them. If you have enabled it, you can also record child temperatures at check-in.

1. From the menu to the left, click **Check In/Out**. The Check In/Out page opens.
2. Select the date. You can only record attendance for the current date or for past dates.
3. Click the children who were present for the specified day. Their names turn green.
4. Click the child's name again to mark them out. If the child comes back later, simply click their name again to record a new In time.
5. Click the **arrows** next to each child to view their In and Out times. You can also click **Expand All**.
6. When you expand children, you can manually record their in and out times and their temperatures.
 - 6.1. Click the **In** box and enter the child's in time. You can also click to use arrows to adjust the time.
 - 6.2. Click the **Out** box and enter the child's out time. You can also click to use arrows to adjust the time.

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- 6.3. Click the **Temperature** box and record the temperature taken. These temperatures are included on the Child In/Out Times report.
- 6.4. If the child leaves and comes back, click  to add new In and Out times.
- 6.5. Click  to remove In/Out times.



Record Meals

Record menus for infants and non-infants on the Enter Meal page. This page allows you to record menus for non-infants and infants separately, so you can meet the meal pattern requirements for each. To access the Enter Meal page:

1. From the menu to the left, click **Meals**.
2. Click **Enter Meal**. The Enter Meal page opens.

Record Meals for Non-Infants

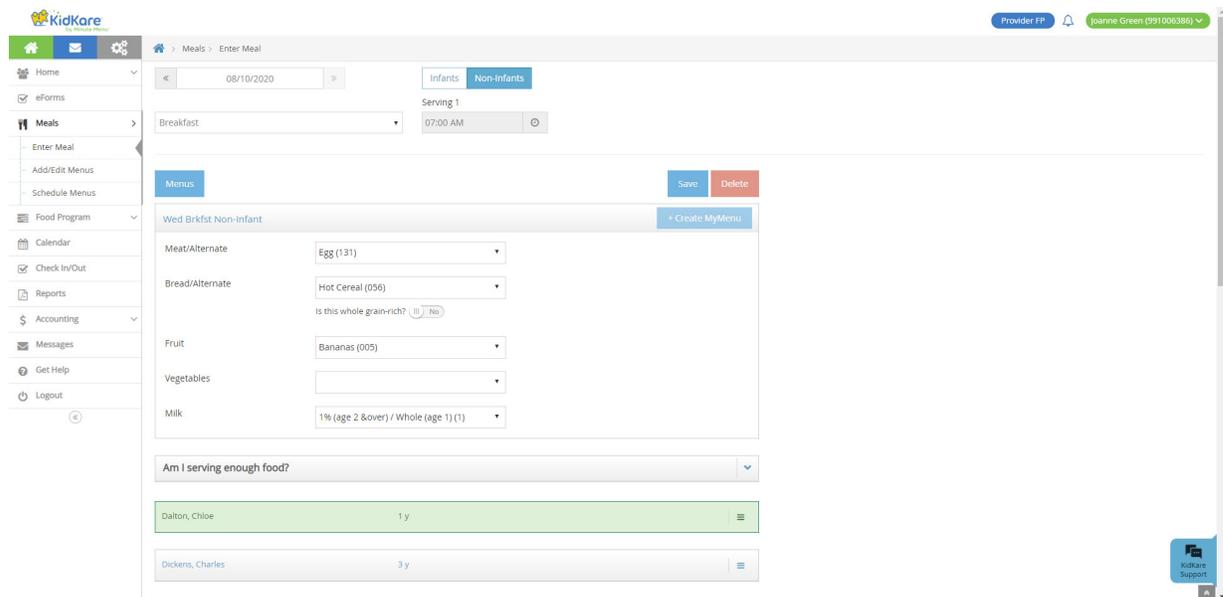
1. On the Enter Meal page, select **Non-Infants**.
2. Ensure the correct date is selected at the top of the page.
3. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
4. Click the **Serving 1** box and enter the meal time, if needed. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.
5. Click each meal component drop-down menu and select the food items served at this meal. You can start typing a food name to filter to a specific food.

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- For the **Bread/Alternate** component, click  next to **Is This Whole Grain-Rich** to mark the bread/alternate as whole grain rich. The CACFP meal pattern requires that you serve at least one whole grain rich food each day.

Note: Your food program sponsor may also have created foods and already marked them as whole grain-rich. When you select such foods, the whole grain-rich slider is automatically set to Yes.

- Click each child name to mark them as present for the meal. If you provide two servings of a meal, click the child's name again to mark them present at both servings. Both 1 and 2 should be highlighted. You can also click the number to indicate the serving at which the child was present.



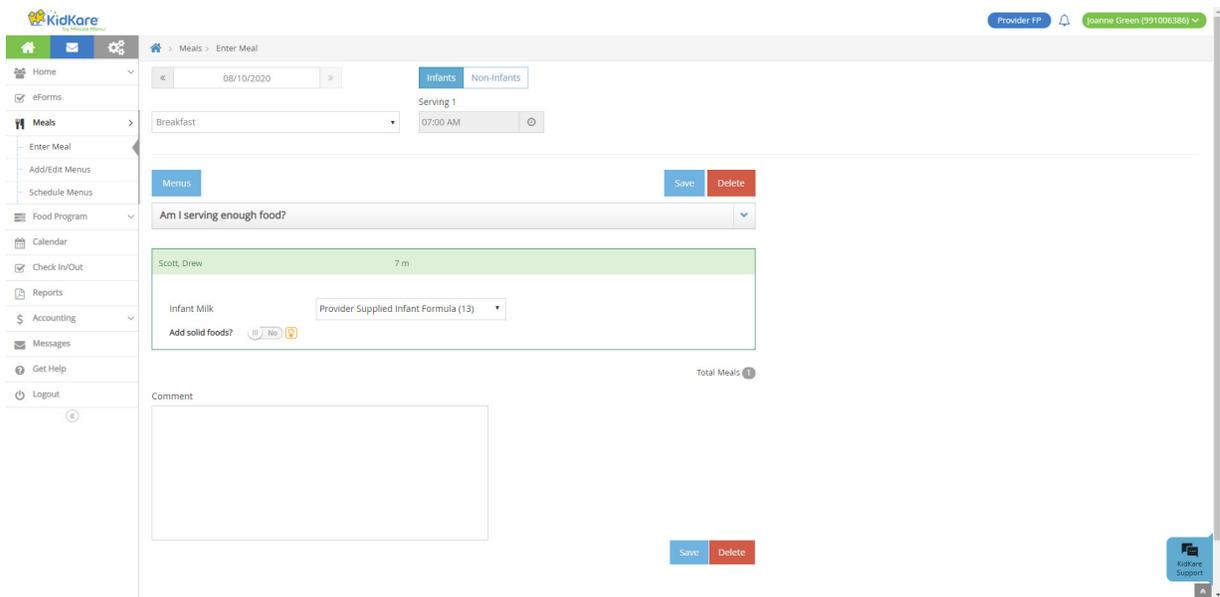
- Click  to the right of a child's name to indicate that a school-aged child was present when they should have been in school. Then, choose from the following (you can select multiple items, if needed):
 - Sick
 - No School
 - Present on Holiday
- Click  in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.
- Click **Create My Menu** to save this menu for future use. Then, enter a name for the menu in the What is the Name of This Menu box.
- Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.

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12. When finished, click **Save**.

Record Meals for Infants

1. On the Enter Meal page, select **Infants**.
2. Ensure the correct date is selected at the top of the page.
3. Click the **Select a Meal** drop-down menu and select the meal you are recording (Breakfast, AM Snack, Lunch, PM Snack, Dinner, or Eve. Snack).
4. Click the **Serving 1** box and enter the meal time, if needed. Your food program sponsor may specify this time. If that is the case, you cannot make changes to this box.
5. Select the infant for whom to record a meal.



The screenshot shows the 'Enter Meal' interface in KidKare. At the top, there's a navigation bar with 'Meals > Enter Meal', a date selector set to '08/10/2020', and tabs for 'Infants' and 'Non-Infants'. Below this, there's a 'Breakfast' meal type selected and a 'Serving 1' box with '07:00 AM' entered. A 'Menus' button is visible. A section titled 'Am I serving enough food?' has a dropdown menu. Below that, a table shows 'Scott, Drew' with a serving size of '7 m'. Underneath, there's a section for 'Infant Milk' with a dropdown menu set to 'Provider Supplied Infant Formula (13)'. An 'Add solid foods?' option is present with 'No' selected. A 'Comment' box is at the bottom, and 'Save' and 'Delete' buttons are at the bottom right. A 'KidKare Support' chat icon is in the bottom right corner.

6. If the infant is ready for solid foods, click  next to **Add Solid Foods**. When you set this option to Yes and record foods, the infant is marked as developmentally ready as of the current date. This date is written to the child's record. The Add Solid Foods option is automatically set to Yes when you record meals for this infant in the future.
7. Click each meal component drop-down menu and select the food items served at this meal. You can start typing a food name to filter to a specific food.
8. Click  in the **Am I Serving Enough Food** section to view useful tables for the meal. These tables list food components and serving sizes by age group.
9. Click the **Comments** box and enter any comments about this meal. You can enter up to 500 characters in this box. Note that your sponsor must enable this feature for you.
10. Click **Save**.

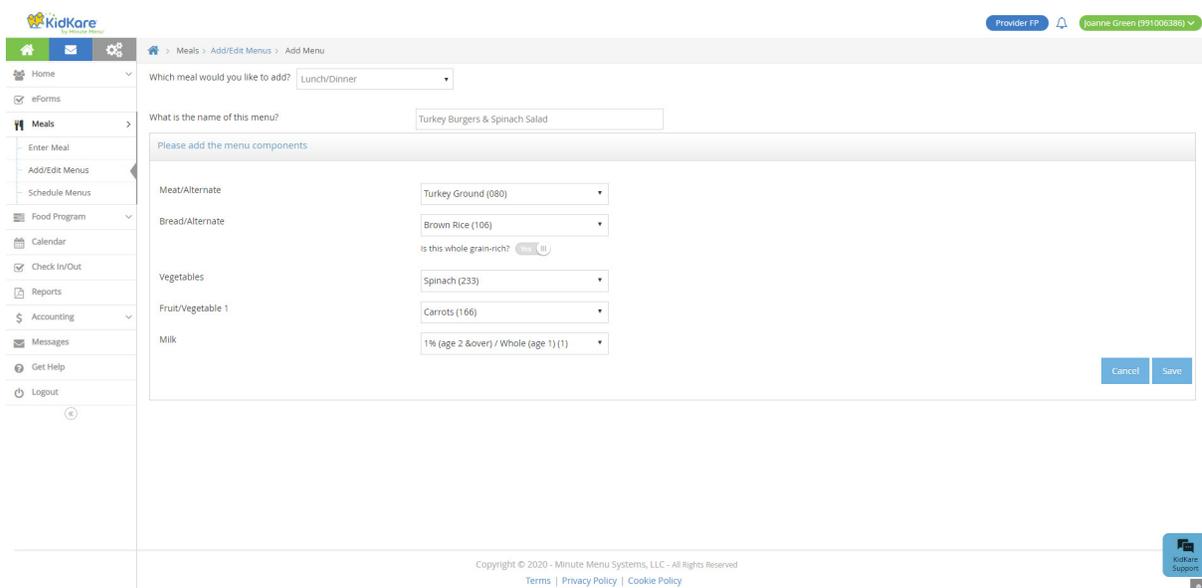
Create & Schedule Menus

You can create menus for meals you serve often, saving you time during future meal services. Menus you create can be selected when recording meals, and schedule menus automatically populate the food program components on the Enter Meals page for the date/meal for which they are scheduled.

Create Menus

While you can save menus when entering meals, you can also create menus on the Add/Edit Menus page outside of meal time.

1. From the menu to the left, click **Meals**.
2. Click **Add/Edit Menus**. The Add/Edit Menus page opens.
3. Click **Add Menu**.
4. Click the **Which Meal Would You like to Add** drop-down menu and select the meal type: **Breakfast**, **Snacks**, or **Lunch/Dinner**.
5. Click the **What is the Name of This Menu** box and enter a name for this menu.



The screenshot shows the 'Add Menu' page in the KidKare system. The left sidebar contains navigation options: Home, eForms, Meals (selected), Enter Meal, Add/Edit Menus, Schedule Menus, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area has a breadcrumb trail: Meals > Add/Edit Menus > Add Menu. At the top right, there are buttons for 'Provider FP' and a user profile for 'Janine Green (931006386)'. A dropdown menu is set to 'Lunch/Dinner'. Below this, a text box contains the name 'Turkey Burgers & Spinach Salad'. A large form titled 'Please add the menu components' contains several dropdown menus: 'Meat/Alternate' (Turkey Ground (080)), 'Bread/Alternate' (Brown Rice (106)), 'Vegetables' (Spinach (233)), 'Fruit/Vegetable 1' (Carrots (166)), and 'Milk' (1% (age 2 & over) / Whole (age 1) (1)). A checkbox labeled 'Is this whole grain-rich?' is checked. 'Cancel' and 'Save' buttons are at the bottom right. The footer includes copyright information for Minute Menu Systems, LLC, and a KidKare Support icon.

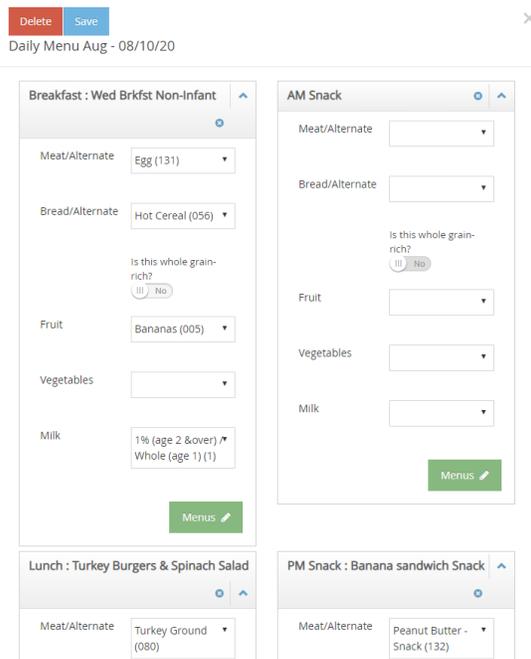
6. Click each drop-down menu and select the meal components. You can also type in the box at the top of each menu to search.
7. For the **Bread/Alternate** component, click next to **Is This Whole Grain Rich** to mark the bread/alternate as a whole grain rich. The CACFP meal pattern requires that you serve at least one whole grain rich food each day.
8. Click **Save**. You can now view your menu on the Add/Edit Menus page.

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Schedule Menus

You can schedule menus for infants and non-infants in advance on the Meals Calendar.

1. From the menu to the left, click **Food Program**.
2. Click **Calendar**. Note that any meals you have already scheduled display on the calendar.
3. Click **Schedule Menu**.
4. Select **Infants** or **Non-Infants**.
5. Click the date for which to schedule menus. The Daily Menu pop-up opens.
6. Use the drop-down menus to select the components for each listed meal. you can also click **Menus** to select a saved menu.

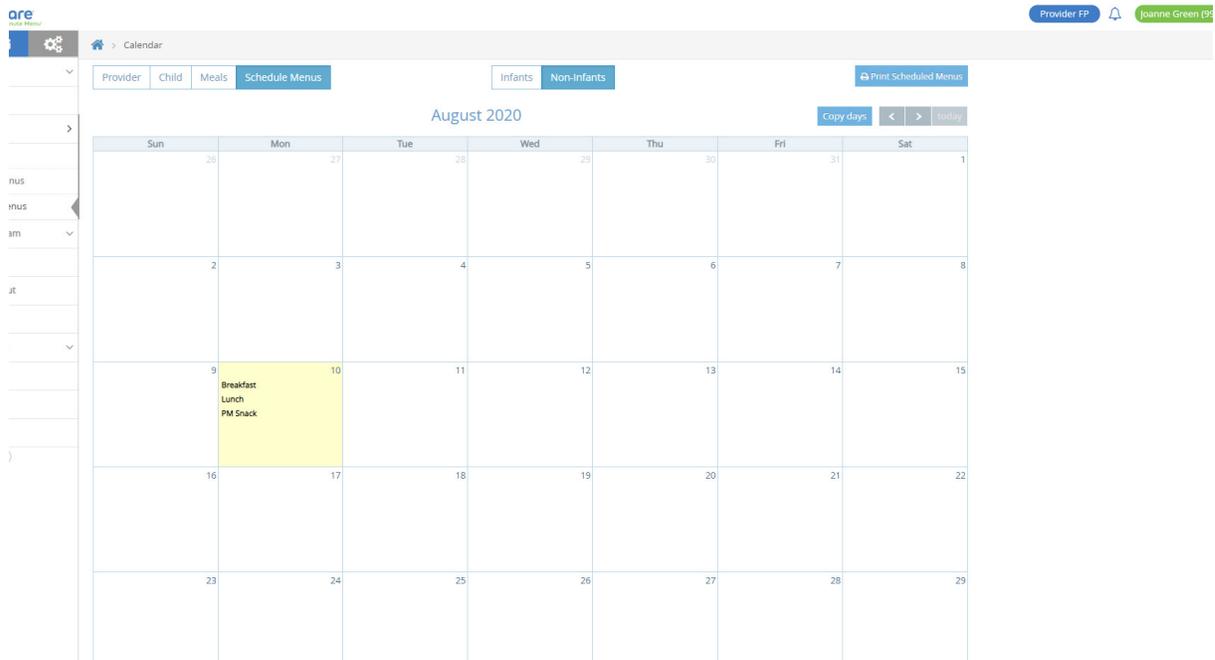


The screenshot shows a 'Daily Menu Aug - 08/10/20' window with a 'Delete' button and a 'Save' button. It contains four meal selection panels:

- Breakfast : Wed Brkfst Non-Infant**: Includes dropdowns for Meat/Alternate (Egg (131)), Bread/Alternate (Hot Cereal (056)), Fruit (Bananas (005)), and Milk (1% (age 2 & over) / Whole (age 1) (1)). A 'Menus' button is at the bottom.
- AM Snack**: Includes dropdowns for Meat/Alternate, Bread/Alternate, Fruit, and Milk. A radio button for 'Is this whole grain-rich?' is set to 'No'. A 'Menus' button is at the bottom.
- Lunch : Turkey Burgers & Spinach Salad**: Includes a dropdown for Meat/Alternate (Turkey Ground (080)).
- PM Snack : Banana sandwich Snack**: Includes a dropdown for Meat/Alternate (Peanut Butter - Snack (132)).

7. When finished, click **Save**. The meal automatically displays on the Enter Meal page for that day when you select a meal time.

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Note: Meals shown in bold on the Menu Calendar were created using one of your menu templates. This could be a template you created, or a Master Menu your food program sponsor created. Any meals that are not show in bold were created by selecting individual food components.

Update Calendars

KidKare comes with several calendars you can use to manage your childcare business. These include the Provider Calendar, Child Calendar, and Scheduled Menus calendar, which we covered under the **Create & Schedule Menus** heading. This section focuses on the Provider and Child calendars.

Provider Calendar

Use the Provider Calendar to document days that you are closed for business, open on holidays, or doing off-site meals. It is important to document this information so your food program sponsor knows when you are closed, serving special meals (holidays), or are serving meals off-site.

1. From the menu to the left, click **Calendar**. The Provider calendar displays by default.
2. Drag events from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar. Note that days on which menus are scheduled are highlighted yellow.
3. Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.

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4. Select the meal(s) this event affects.
5. Click the **Details** box and enter any notes about the event.

Event editor Date: 08/14/2020

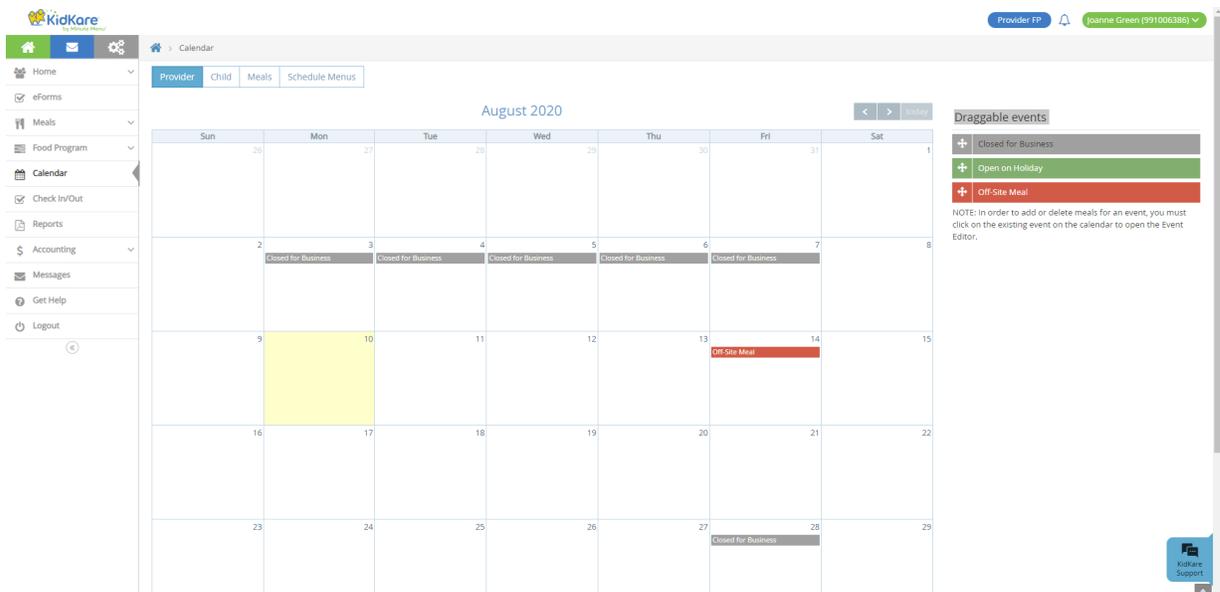
Title: Off-Site Meal

Breakfast AM Snack **Lunch** PM Snack Dinner Eve. Snack

Details:
Lunch at the zoo

Delete **OK**

6. When finished, click **OK**.



The screenshot shows the KidKare web application interface. On the left is a navigation menu with options like Home, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main area displays a calendar for August 2020. A red event titled 'Off-Site Meal' is scheduled for August 14th. Other events include 'Closed for Business' on several days and 'Open on Holiday' on August 10th. On the right side, there is a 'Draggable events' panel with a '+' icon and a list of event types: 'Closed for Business', 'Open on Holiday', and 'Off-Site Meal'. A note below the list states: 'NOTE: In order to add or delete meals for an event, you must click on the existing event on the calendar to open the Event Editor.'

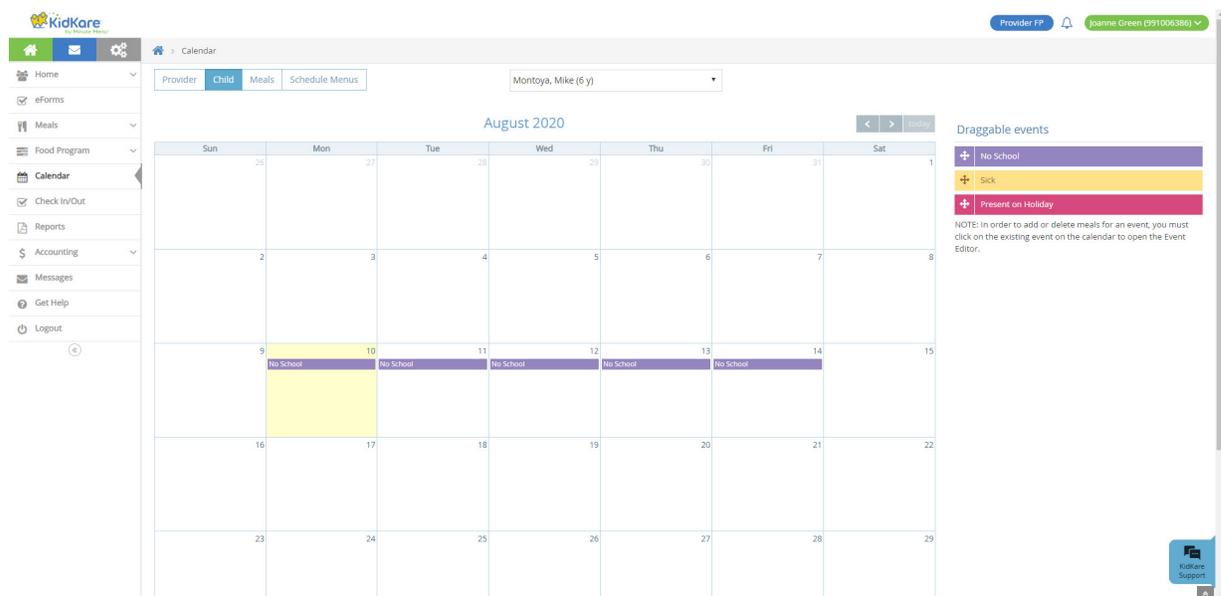
Note: To delete an event you added in error, click the event to open the Event Editor. Then, click **Delete**. At the **Are You Sure** prompt, click **Delete**.

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Child Calendar

Use the Child Calendar to document children who are present on a holiday, in your care when school was out, or in your care because they were too sick to go to school.

1. From the menu to the left, click **Calendar**. The Calendar page opens.
2. Click **Child**. The Child Calendar opens. Note that you can have multiple calendars selected at the same time. If you do, events from the selected calendars display.
3. Click the **Select Child** drop-down menu and select the child. There are two ways to do so:
 - 3.1. Expand each category, locate the child, and click their name.
 - 3.2. Click the **Type to Search** box and enter all or part of the child's name to filter the list. Click the child's name.
4. Drag events from the **Draggable Events** section to the right and drop them onto the appropriate day on the calendar.
5. Once you have added an event to the calendar, click it to add details. The Event Editor pop-up opens.
6. Select the meal(s) this event affects.
7. Click the **Details** box and enter any notes about the event.
8. When finished, click **OK**.

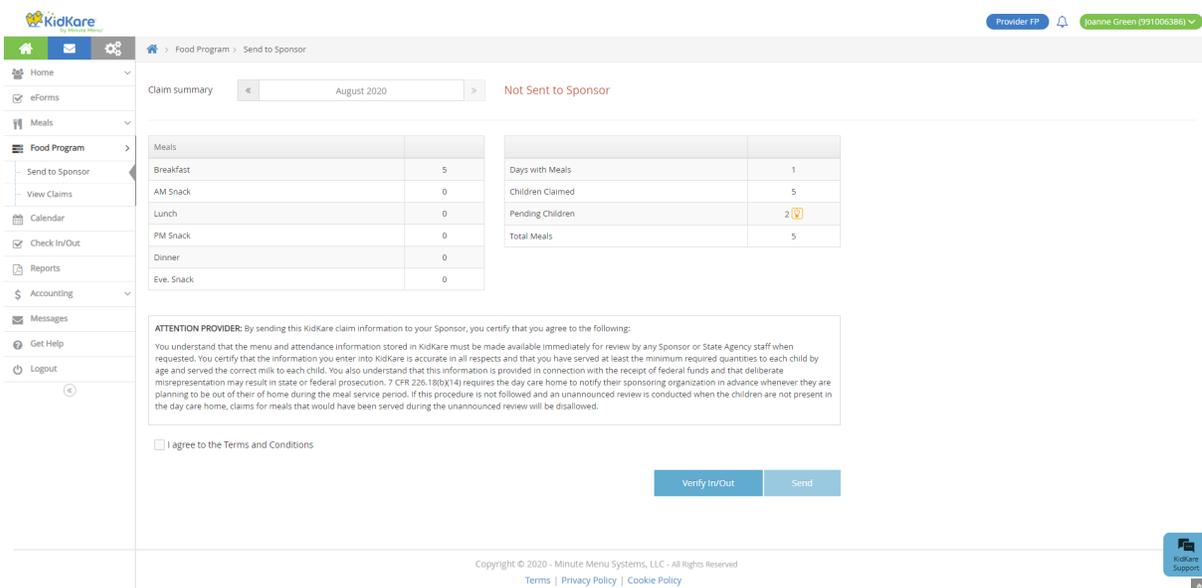


Note: To delete an event you added in error, click the event to open the Event Editor. Then, click **Delete**. At the **Are You Sure** prompt, click **Delete**.

Send Claims to Your Sponsor

At the end of the month, send claims to your sponsor on the Send to Sponsor page. Note that once you send your claim to your sponsor, your food program information (menus, attendance, and meal counts) will no longer be editable. If you send a claim and then realize a change is needed, contact your food program sponsor.

1. From the menu to the left, click **Food Program**.
2. Click **Send to Sponsor**. The Send to Sponsor page opens and displays the claim summary for the current month. Note that the Not Sent to Sponsor text displays.
3. Review the claim summary and check for any possible issues.



Meals	
Breakfast	5
AM Snack	0
Lunch	0
PM Snack	0
Dinner	0
Eve. Snack	0

Days with Meals	
Days with Meals	1
Children Claimed	5
Pending Children	2
Total Meals	5

ATTENTION PROVIDER: By sending this KidKare claim information to your Sponsor, you certify that you agree to the following:
You understand that the menu and attendance information stored in KidKare must be made available immediately for review by any Sponsor or State Agency staff when requested. You certify that the information you enter into KidKare is accurate in all respects and that you have served at least the minimum required quantities to each child by age and served the correct milk to each child. You also understand that this information is provided in connection with the receipt of federal funds and that deliberate misrepresentation may result in state or federal prosecution. 7 CFR 226.18(b)(14) requires the day care home to notify their sponsoring organization in advance whenever they are planning to be out of their home during the meal service period. If this procedure is not followed and an unannounced review is conducted when the children are not present in the day care home, claims for meals that would have been served during the unannounced review will be disallowed.

I agree to the Terms and Conditions

Verify In/Out Send

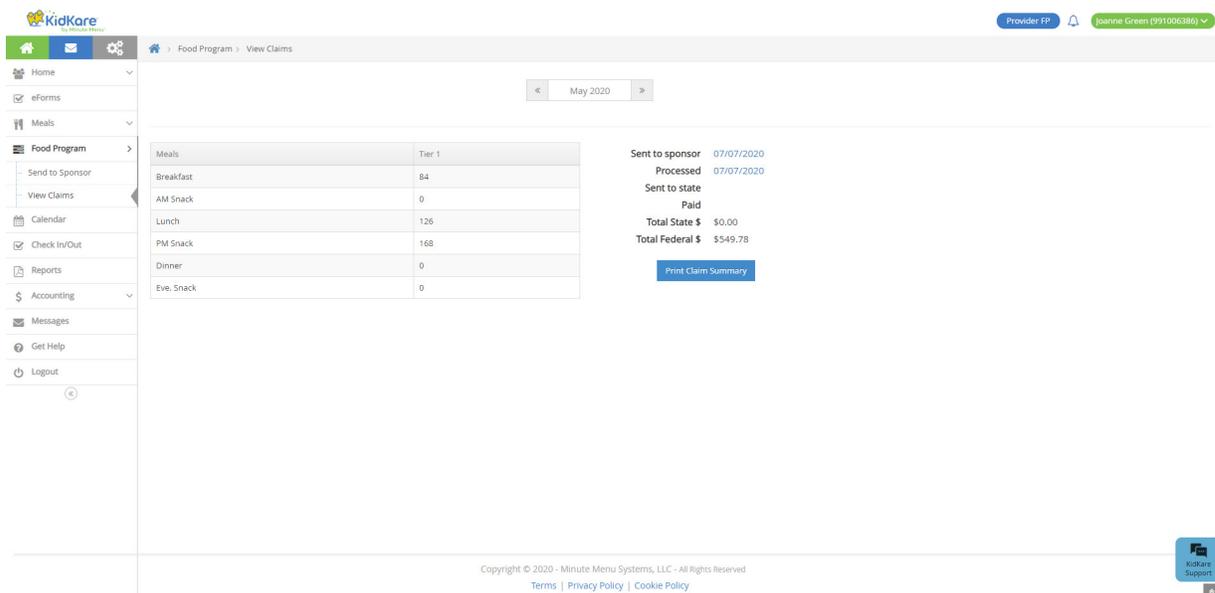
4. Click **Verify In/Out** to run the Verify In/Out Times report, if needed. The report opens and automatically filters to the current month. When finished, return to the Send to Sponsor page.
5. Check the **I Agree to Terms and Conditions** box.
6. Click **Send**. The text at the top of the page changes to Sent to Sponsor. The date and time you submitted the claim also display.

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View Claims

You can view submitted claims on the View Claims page.

1. From the menu to the left, click **Food Program**.
2. Click **View Claims**. The View Claims page opens to the current month, by default. If you haven't submitted a claim for the current month, the Claim Not Yet Processed message displays.



The screenshot shows the 'View Claims' page for May 2020. The page includes a navigation menu on the left, a date selector for May 2020, a table of meals, and a summary of claim status and amounts.

Meals	Tier 1
Breakfast	84
AM Snack	0
Lunch	126
PM Snack	168
Dinner	0
Eve. Snack	0

Summary:

- Sent to sponsor: 07/07/2020
- Processed: 07/07/2020
- Sent to state: Paid
- Total State \$: \$0.00
- Total Federal \$: \$549.78

Buttons: Print Claim Summary

3. Click **◀** to navigate to previous months, and click **▶** to navigate forward again. You can also click the Date box to select the month to view from a calendar.
4. Click the **Processed** date to download and view your claim error report.
5. Click **Print Claim Summary** to download the Claimed Summary and Error report for the selected claim month.

Generate Reports

KidKare comes with numerous reports to help you manage your childcare business and food program data.

To print reports in KidKare:

1. From the menu to the left, click **Reports**.
2. Select the **Select a Category** drop-down menu and select the report category.
3. Click the **Select a Report** drop-down menu and select the report.
4. Set additional filters, as needed. Available filters vary by report.

5. Click **Run**. The report is generated.

Report Descriptions

This section describes the reports available to you in KidKare. It is organized into report category. Select the associated category when generating the report from the Reports page, unless otherwise stated.

Child Reports

- **Child Enrollment Report:** This report prints out child enrollment forms.
- **Child In/Out Times:** This reports lists child in/out times for a selected date range. It also includes total hours and daily totals. If you are recording temperatures, the temperatures recorded also appear on this report.
- **Child Immunization:** This report lists any child immunization records you have on-file.

Claim Statement Reports

- **Payment Details Report:** This report lists all payments received from your sponsor for your CACFP claims. It includes the check, check number, payment method, and more.
- **Claimed Summary and Error Report:** This report is a summary of your monthly claim. It also includes any disallowances made.
- **Claimed Attendance Detail Report:** This report lists attendance and meal counts you claimed for a selected claim month.
- **Paid Meal Totals:** This lists paid meal counts for a selected claim month. It also includes totals for each meal type.
- **Tax Report:** This report summarizes your food program income and estimated expenses for the calendar year. Use the report as an aid for income tax preparation.

Meals & Attendance Reports

- **Attendance Summary:** This report provides a quick summary of monthly attendance, broken down by meal.
- **Food Served Report:** This report lists all foods you've served for a specified month.
- **5 Day Attendance Report:** This report provides a chart of each child claimed over any five-day period.
- **Verify In/Out Times Report:** This report lists child in/out times recorded for the month and indicates whether there are any missing times. This is the same report you access from the Send to Sponsor page.

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- **Claimed Foods and Attendance Report:** This report lists all claimed foods and attendance for a certain month. Some sponsors may require that you print this report and provide them with a physical copy each month.
- **Claimed Attendance Detail Report:** This report lists meals for which each child on a specific claim were claimed. It is organized by child.
- **Attendance Detail Report:** This report lists meal and attendance information by child for a specific month.
- **Infant Feeding Details Report:** This report lists foods served specifically to infants. You can filter this report to include developmentally ready infants only, or you can run it for all infants.

Menu Planning Reports

- **Scheduled Menus:** This report lists all menus you've scheduled for the week or month. You can also print this report from the Calendar page.
- **My Menus:** These reports are printed versions of menus you've created in KidKare. You can print an infant version, a non-infant version, or a version that includes both infants and non-infants.
- **EZ Menus:** These reports are printed versions of any EZ Menus your sponsor has created and assigned to you. You can print an infant version, a non-infant version, or a version that includes both infants and non-infants.
- **USDA Meal Pattern Reports:** These reports generate the USDA meal pattern requirements. You can print an infant version and a non-infant version. You can also print this same information in Spanish.

Worksheets

Worksheets are blank forms you can print and complete physically. The following worksheets are available:

- Daily Meal Worksheet
- Weekly Attendance Worksheet
- Enrollment Renewal Worksheet
- Sign In/Out Worksheet
- Blank Enrollment Form

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Review Report

Once your sponsor completes a home visit review, you receive an email and a message in KidKare stating that your review report is ready to be downloaded. These messages contain a link that leads to a PDF copy of the review completed by your sponsor. Save a copy of this PDF for your records. You cannot print this report from the Reports page.