

Activate Children

Last Modified on 10/31/2019 10:04 am CDT

When providers enroll children in KidKare, the children they enrolled have a Pending status (rather than Active). This is because you must have a signed enrollment form for each enrolled child. Providers can either mail physical enrollment forms to your offices, or, if you have enabled it, they can send eForms to parents to complete and sign. These forms then come to you electronically. For more information, see [eForms](#).

You must activate these children before the provider can claim them. If you do not activate children and the provider tries to claim them, the children in question are disallowed. Once children are activated, you do not need to enter any additional information, and you can put the signed enrollment forms in the appropriate files.

1. Click the **Providers** menu and select **Activate New Children**. The Activate Children window opens.

Note: You can also access this window from the Provider Information window. To do so, click **Activate Children** (to the right).

2. In the Filter By section, select **Selected Provider** or **All Providers**. If you select **All Providers**, go to **Step 4**.
3. Click the **Provider** drop-down menu and select the provider for whom to activate children.
4. Check the box next to each child for whom you've received a signed enrollment form. You can also click **Select All** to select all listed children.

Activate Children

Filter by:

Selected Provider

All Providers

Select Provider:

Active / / A # Provider: --Select--

Show Non-Participating Children Apply activation to historic months back to DOE

	Select	#	Provider name	#	Child Name	Enroll Date
View	<input type="checkbox"/>	654321	evizi, test	-	Jo, John	10/25/2015
View	<input type="checkbox"/>	654321	evizi, test	-	Jones, Kay	10/16/2015
View	<input checked="" type="checkbox"/>	654321	evizi, test	-	Kat, Big	10/24/2015
View	<input type="checkbox"/>	654321	evizi, test	-	Kat, Kitty	10/23/2015
View	<input type="checkbox"/>	654321	evizi, test	-	Monroe, Marilyn	10/25/2015
View	<input checked="" type="checkbox"/>	654321	evizi, test	1-3	Rolling, David	11/28/2018
View	<input type="checkbox"/>	654321	evizi, test	1-12	STB, Sanity Tet OE Ho	03/09/2019
View	<input checked="" type="checkbox"/>	654321	evizi, test	-	Wayne, John	10/25/2015
View	<input type="checkbox"/>	654321	evizi, test	1-1	Williams, Anita	05/01/2015
View	<input type="checkbox"/>	001236	Garcia, Ramon	1-6	Bailey, infantChildJGHF	01/02/2019
View	<input type="checkbox"/>	001236	Garcia, Ramon	1-9	Bailey, infantChildJGHF	01/02/2019
View	<input type="checkbox"/>	001236	Garcia, Ramon	1-11	Bailey, infantChildJGHF	01/02/2019
View	<input checked="" type="checkbox"/>	001236	Garcia, Ramon	1-7	Bailey, NonInfantJGHR	04/01/2018
View	<input type="checkbox"/>	001236	Garcia, Ramon	1-10	Bailey, NonInfantJGHR	04/01/2018
View	<input type="checkbox"/>	001236	Garcia, Ramon	1-12	Bailey, NonInfantJGHR	04/01/2018
View	<input checked="" type="checkbox"/>	001236	Garcia, Ramon	1-3	Child, AutoInvoice	02/01/2019

Select All Child Count: 105 Children Selected: 5

Deselect All

Withdraw **Activate** **Close**

5. Click **Activate**.

- If the child you activated is enrolled in a Mixed Tier home, the system prompts you for the child's Tier. You can enter this information now, or you can skip it and enter the Tiering information later.
- If the child you activated requires a special diet, the system asks whether you received a doctor's statement.