

## User Guide

#### Welcome to Ready Records!

This User Guide will help you get up and running with Ready Records. You will find step-by-step instructions for each part of the process. If you still have questions, please don't hesitate to contact us at <u>info@ready-records.com</u> or 651-433-7346.

Ready? Let's go!



### Step 1: Configure Reminders and Set Signature





### Step 1: Configure Reminders and Set Signature.

Ready Records can automatically send emails to remind parent/guardians that you need their Food Program paperwork. To set up the time intervals for reminders:

- Log in as a sponsor
- Click on Setup
- Scroll down to "Manage Enrollment and income Form Reminder Emails"
- Complete the fields by putting in the number of days prior to form expiration that you want to send a reminder. In the reminder example below, we have the system sending out weekly reminders starting 35 days from when the form expires.

| Manage Enrollment And Income Form Reminder Emails |    |  |  |  |
|---|----|--|--|--|
| Enable feature                                    | 2  |  |  |  |
| First Guardian Email Reminder                     | 35 |  |  |  |
| Second Guardian Email Reminder (days)             | 28 |  |  |  |
| Third Guardian Email Reminder (days)              | 21 |  |  |  |
| Fourth Guardian Email Reminder (days)             | 14 |  |  |  |
| Fifth Guardian Email Reminder (days)              | 7  |  |  |  |

A signature is applied to each income and enrollment form that is approved by a sponsor user. To create a signature:

- Login as a sponsor
- Click on "Users"
- Scroll to the signature box
- Use the mouse or touchscreen to add a signature
- Click Save



### Step 2: Update All Participant Information





#### Step 2: Update All Participant Information.

Ready Records pulls all of the participant and household information directly from the system. Before requesting paperwork from the parent/guardians, please verify the accuracy of the data in the system for the following information.

• Enter Address, City, State, and ZIP. Then scroll to the bottom of the page and click the green "Save" button before adding a parent/guardian.

| lousehold Info |                 |  |
|----------------|-----------------|--|
| Address T      | 123 Main Street |  |
| Address 2      |                 |  |
|                | Minneapolis     |  |
| Charles .      | Minnesota       |  |
| 29             | 11111           |  |

• Parent/Guardian Name, Phone Number and Email Address

| Guardian        |                                |      |
|-----------------|--------------------------------|------|
| First Name *    | Susan                          |      |
| Middle Name     |                                |      |
| Last Name *     | Johnson                        |      |
| Primary Phone   | (651) 433-7345                 |      |
| Secondary Phone |                                |      |
| Email Address   | info@ready-records.com         |      |
|                 | Primary Guardian for Household |      |
|                 |                                | Save |

Children's Names, Birthdates and Start Dates

| First Name *        | Bethany    |
|---------------------|------------|
| Middle Name         |            |
| Last Name *         | Johnson    |
| Birthdate Estimated |            |
| Birthdate *         | 03/03/2009 |
| Start Date *        | 06/01/2018 |

### Step 2: Update All Participant Information





• Race and Ethnicity



Schedules

| articipar | t Schedule |           |           |           |           | Di Ede Sek |
|-----------|------------|-----------|-----------|-----------|-----------|------------|
| Sunday    | Monday     | Tuesday   | Wednesday | Thursday  | Friday    | Saturday   |
|           | 07:00 am   | 07:00 am  | 07:00 am  | 07:00 am  | 07:00 am  |            |
|           | 04:00 pm   | 04:00 pm  | 04:00 pm  | 04:00 pm  | 04:00 pm  |            |
|           | Breakfast  | Breakfast | Breakfast | Breakfast | Breakfast |            |
|           | PM Snack   | PM Snack  | PM Snack  | PM Snack  | PM Snack  |            |
|           | Lunch      | Lunch     | Lunch     | Lunch     | Lunch     |            |

### Step 2: Update All Participant Information



| 1   | 2  | 3                                       | 4                    | 5              |
|---|--|---|----------------------|----------------|
| CONFIGURE<br>REMINDERS AND<br>SET SIGNATURE | UPDATE ALL<br>PARTICIPANT<br>INFORMATION | EMAIL REQUEST<br>TO PARENT/<br>GUARDIAN | APPROVE<br>PAPERWORK | RUN<br>REPORTS |

#### To add a new participant:

- Click on "Participants & Rosters" on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a child (see separate instructions).
- From the Household Info page, click the blue "Add Participant" button.
- Only the following fields are required: please note that ALL other fields are not relevant for Ready Records.
  - First name (required)
  - Last name (required)
  - <u>Birthdate</u> (required)
  - **Start Date** (required): this is the date that the child should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
  - Racial Identity (required): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  - **Ethnicity (required)**: you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  - **Participant Schedule (required)**: use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.





#### Step 3: Email Request to Parent/Guardian.

To send an email to the parent/guardian requesting that they complete the Food Program paperwork:

- Click on Participants & Rosters
- Click on the name of the Parent/Guardian
- Click on "Email Request for Form".

| Guardians         |                  |            |               |                  |              |                  | + Add Overdier      |
|-------------------|------------------|------------|---------------|------------------|--------------|------------------|---------------------|
| Name              | Primary F        | Phone      | Email Address | Is Prima         | ry Guardian  | Action           |                     |
| John Cook         |                  |            | test@test.com | Yes              |              |                  |                     |
| Participants      |                  |            |               |                  |              |                  | + Add Participant   |
| Name              | External Site ID | Roster     | Status        | Delete           | Move         | Merge            |                     |
| Liam Cook         | 5                | School Age | Active        | Delete Participa | Change House | Pold O Mar       | p with Participant  |
| Ava Cook          | 4                | Preschool  | Active        | Delete Participa | Change House | e Mar            | e with Participant  |
| Household I       | ncome Stateme    | ent        |               |                  | + Inel       | Request for Form | +A lincome Form     |
| First effective m | nonth            | Last eff   | fective month |                  | Category     | View             | Delete              |
| 03/01/2020        |                  | 01/31/3    | 2021          |                  | A-Free       |                  | Delete              |
|                   |                  |            |               |                  |              |                  |                     |
|                   |                  |            |               |                  |              | Create Participe | nt Registration For |
|                   |                  |            |               |                  |              |                  |                     |

- Once you click "Email Request for Form" two things will happen:
  - You will get a confirmation message at the top of the page that says, "Email Request Sent".

| Email Request Sent<br>Home / Participants / Household Info |         |                  |  |
|--|---------|------------------|--|
| Household Info   |         |                  |  |
| Ad   | dress 1 | 4567 Park Street |  |
| Ad   | dress 2 |                  |  |

• You will see the request listed under Ready Records Request with the date the request was sent and the email address to which the request was sent.

| Ready Records Requests |                        |
|------------------------|------------------------|
| Date Sent              | Sent to                |
| 08/27/2020             | info@ready-records.com |
| 08/26/2020             | info@ready-records.com |
| 08/26/2020             | info@ready-records.com |
|                        |                        |





An email will be instantly sent to the parent/guardian email address. Instruct them to look for an email from "noreply@myfoodprogram.com" and click the link. The module will walk the parent/guardian through the process step-by-step.



#### **Primary Guardian Confirms Enrollment**

The parent clicks on a unique link within their email and they are taken to the Ready Records web app.







### Primary Guardian Completes Form

The primary guardian completes the Ready Records web form (our web form is based off of the prototype for school meal applications created by USDA with modifications for the CACFP). For household address and phone number and children's names, dates of birth and typical schedule, the web form is populated with the data from My Food Program and the parent is asked to confirm the information but is not able to edit those fields. This is to create consistency between the income and enrollment forms and the information within the system.

| Meal Benefit Income Eligibility Form for the USDA Child and Adult Care Food Program   | e Help English -   |
|---|--|
| Begin         2         Students         3         Programs         4         Other Kids         5         Adults   | 6 Summary  |
| Verify the names of enrolled children in your household that are enrolled in care. If you notice any errors, please contacts the center and have them correct this information.   Adrien   First name   required   Adrien   Middle name   Last name   required   Hagedorn   Suffix (e.g. Jr., Sr., 1, 11, 11) | What days is your child normally in<br>care?<br>Monday × Tuesday ×<br>Wednesday × Thursday ×<br>Friday ×<br>What hours is your children normally in<br>care?<br>To:<br>8:00 am<br>×<br>From:<br>4:00 pm<br>× |
| Birthday:<br>07/18/2013   | From:<br>What meals does your child normally<br>eat while in care?<br>Breakfast × Lunch ×<br>PM Snack × ×  |





#### Primary Guardian Provides Case Number or Income

The parent is then able to provide a case number for qualifying programs.

| l Benefit Income Eligibility Form for the USDA Child and Adult Care Food Program   | 🕄 Help Englis |
|--|---------------|
| Begin Students 3 Programs  | 4 Summa       |
| If anyone in your household participates in SNAP (2), TANF (2), or FDPIR (2)   |               |
| then Adrien is automatically eligible for benefits.  |               |
| A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. |               |
| This includes grandparents or other extended family members that are   |               |
| living with you. It also includes people that are not currently living with  |               |
| college. It includes people regardless of age or whether they earn or  |               |
| receive income.  |               |
| If you need more detailed information, see the 'WHO SHOULD I INCLUDE IN  |               |
| MY HOUSEHOLD?' question in Help.   |               |
| If anyone in your household (including you) currently participates in  |               |
| any of the following programs, please select one or more of the  |               |
|  |               |
| Supplemental Nutrition Assistance Program (SNAP)   |               |
| Case number  |               |
| Temporary Assistance for Needy Families (TANF)   |               |
| Food Distribution Program on Indian Reservations (FDPIR)   |               |
|  |               |
|  |               |

If they do not participate in programs that automatically place them in the A-Free income eligibility category, the primary guardian is offered the opportunity to provide their household size and income. They are also offered the opportunity to provide the race and ethnicity of their children.

| Salary / Wages | 5         |   |
|----------------|-----------|---|
| O Yes          |           |   |
| ◯ No           |           |   |
| \$40000        | yearly    | ~ |
| + Add Incon    | ne Source |   |





### Form is Certified and Signed by Primary Guardian

At the end of the Ready Records web form, the information provided is presented in a summary screen. The primary guardian certifies the accuracy of the information provided and signs their name using a touch screen or mouse.

| Meal Benefit Income Eligibility Form for the USDA Child and Adult Care Food Program 😧 Help English 🗸  |
|---|
| Students       Students       Students       Summary  |
| I certify* that <b>2 PEOPLE</b> are in my household and that our household income is about <b>\$3,333 PER MONTH</b>                               |
| "I certify that all information on this form is true and all income is reported.  |
| *I understand that the center will get Federal funds based on the information I give.   |
| *I understand that CACFP officials may verify the information.  |
| *I understand that if I purposely give false information, the participant receiving meals may lose<br>the meal benefits, and I may be prosecuted. |
| Sign Here:  |
| CTMM  |
| Back  |

#### **Video Tutorials**

Visit our <u>YouTube channel</u> or click the image to watch our training video on *How to Send a Ready Records Request to a Parent.* 

|  | yfoodprogram.com/gu | ss/site/saveparticipent |                |                    |                    |                | Ŕ                                | 0      |
|--|---------------------|-------------------------|----------------|--------------------|--------------------|----------------|----------------------------------|--------|
|  | MARCORDS R          | EADY RECORD             | s Test 1       |                    |                    |                | Welcome RRSp<br>Exit she setails | Logout |
| Household Info  Address 2  Of the second data  Address 2  Of t   | Home / Participar   | ts / Household / Hou    | sehold Info    |                    |                    |                |                                  |        |
| Adden 1 Adden 2 Adden 1 Adden 2 Adden 4 Adden 2 Adden 4 Adden 2 Adden 4 Adden  | Household In        | fo                      |                |                    |                    |                |                                  |        |
| Addenzi 2<br>Struct<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Statis<br>Sta |                     |                         | Address 1      | 9041 Alderwood     | LAve               |                |                                  |        |
| Cive Brind Brind Control Contr   |                     |                         | Address 2      |                    |                    |                |                                  |        |
| Unit         Mineration         ************************************   |                     |                         | City           | St Paul            |                    |                |                                  |        |
| 20         1111         # Address           Suarclians         Primary Plone         Email Address         Is Primary Suardian         Action           Kothyn Stokes         (12),459-7800         Infogressly records.com         Yes           Participants         # Antibus         # Antibus           Name         Extend Sile ID         Baster         Bulka         More   |                     |                         | State          | Minnesota          |                    | ~              |                                  |        |
| Standings         Final Address         Is Primary Guardian         Action           Kottryn Diakes         (12) 416-7850         indogressly records com         Yes           Participants   |                     |                         | Zip            | 11111              |                    |                |                                  |        |
| Name         Primary Prone         Enall Address         Is Primary Quardian         Action           Kathryn Diakes         (122) 456-7890         Hodymanyrecods.com         Yes         Interference           Participants         Reselv         Statuta         Delefe         More         More           Name         External Star ID         Bealar         Status         Delefe         More         More           Retart Andersm         1         Defatil Ratter         Action         Descretered         Organization         Organization   | Guardians           |                         |                |                    |                    |                | + Add Oak                        | rdian  |
| Katryn Soles (122) 45-7830 infogresdyncods.com Yes Participants Extend Sie D Raster Status Delete More Marge Marge Marge Raster Status Delete More Marge Marge (122) 45-7830 (122) 45-78   | Name                | Primary Ph              | one Emai       | Address            | Is Prima           | ry Guardian    | Action                           |        |
| Participants         # Autress           Name         Estanal Site ID         Rosker         Satura         Deleter         Monre         Marryo           Rosker Address         1         Deleter         Active         Deleter         Operational         Descent active         Descent active   | Kathryn Stokes      | (123) 456-7             | 1890 Infog     | iready-records.com | Yes                |                |                                  |        |
| Name         External Sile ID         Roster         Status         Delete         Move         Merge           Richard Anderson         1         Default Roster         Active         Code Parloget         Delegate Moviement         0 Marge membraneers  | Participants        |                         |                |                    |                    |                | + Add Parts                      | ipert  |
| Richard Anderson 1 Default Roster Active Dolet Participant Charge Household @ Mega with Participant  | Name                | External Site ID        | Roster         | Status             | Delete             | Move           | Merge                            |        |
|  | Richard Anderson    | 1                       | Default Roster | Active             | Delete Participant | Change Househo | Morge with Participe             |        |
| Tiffany Anderson 13 Default Roster Active Deter Participant Design Household @ Merge with Participant  | Tiffany Anderson    | 13                      | Default Roster | Active             | Delete Participant | Change Househo | Merge with Participe             |        |
| P  |                     | R                       |                |                    |                    |                |                                  |        |
|  |                     |                         |                |                    |                    |                |                                  |        |

### Step 4: Approve Paperwork





#### Step 4: Approve Paperwork.

After a parent/guardian has provided the income and enrollment information, a form will appear under Household Income Statements that is placed in PENDING status. The sponsor must approve and sign the form before it will be used in a claim.

To approve a form:

- Login as a sponsor admin user. (Ensure that you have a signature on file)
- Click on "Ready Records" tab from the main dashboard.
- Click on "Review Form" to go to the Household Income Form page.

|               | st <b>S</b> ponsor |               |         |          |               | Logout     |
|---------------|--------------------|---------------|---------|----------|---------------|------------|
| 🕸 Setup       | Licensing          | 🐣 Users       | 😫 Sites | Æ Claim: | Ready Records | Le Reports |
| Ready Records | ;                  |               |         |          |               |            |
| Site Name     |                    | Guardian Name |         |          |               |            |
| Test Center 2 |                    | Susan Hill    |         | Re       | view Form     |            |
| Test Center 2 |                    | Tammy Bailey  |         | Re       | view Form     |            |

• Change the status of the form to "Approved" and enter the effective and expiration dates along with the reason for the household income category. A recap of the information provided by the parent/ guardian appears on this screen to assist you with classification.

| PENDING                    |  | PENDING  |  |
|----------------------------|--|--|--|
| 02/01/2020                 |  |  |  |
| 01/31/2021                 |  |  |  |
| A-Free                     | •  |  |  |
| Select                     |  |  |  |
|                            |  |  |  |
| Choose File No file chosen |  |  |  |
|                            |  |  | Ser  |
|                            | PENDING 02/01/2020 01/31/2021 A-Free Select Choose File No file chosen | PENDING         •           02/01/2020         01/31/2021           A-Free         •           Select         •           Choose File         No file chosen | PENDING         •           02/01/2020         01/31/2021           A-Free         •           Select         •           Choose File         No file chosen |

To view or print the form, go back to the household information page and click "View Document".

### Step 4: Approve Paperwork





#### Approved Forms are Available

The approved income and enrollment forms with signatures can be printed at any time. The form onto which the data is populated depends on the state. For most states, it will be the USDA income form and our MFP generic enrollment form. For states that require the use their own form, then the data will be populated onto that form. We know this is the case for Alabama, Wisconsin, Louisiana, Florida and Georgia.

|  | e meonie eng   | ibility Form (IEF)   | for 2018-2019  |  |   |  |
|--|--|--|--|--|---|--|
| STEP 1 List ALL child  | ren in day care  |  |  |  |   |  |
|  | Child's First Name   |  | Age Child's La   | et Name  | Teller Chi  | il Niscari, Rusanav Handess, Head S  |
| Children in Foster<br>care or Head Start and<br>children who meet the<br>definition of Homeleus,<br>Higrant or Runaway are<br>eligible for free meals<br>and require additional  | Adri   |  | 6 H a  | gedorn   |   |  |
| documentation to verify<br>their eligibility status.<br>Review the Dear<br>Parent Letter for more<br>details.  |  |  |  |  |   |  |
| STEP 2 Do any house  | 5> Write case number   | cling you) currently particip<br>r here and proceed to STEP 4  | to not complete STEP 3)  | ng analatance programa: SNAP, TANF<br>IC NUMBER:   | or FDPIR?   |  |
| STEP 3 Report Incor  | ne for ALL Household   | i Members (Skip this step if ;   | you answered 'Yes' to STEP 2)  | Household Member: Anyone who   | is living with you and shares income  | Title of you reconstruction in Dis upo<br>and expenses, even if not related.   |
| Are you unsure what  | A. Child Income<br>Sometimes child<br>the TOTAL incom  | iren in the household earn or ri<br>e received by all Household Mi   | ceive income. Please include<br>mbers listed in STEP 1 here.   | S S  | Has dist  |  |
| Flip the page and review<br>the charts titled "Sources<br>of Income" for more<br>information.  | <ol> <li>All Adult Household<br/>List all household<br/>(before taxes) for<br/>there is no incom</li> </ol>  | dd Members (including yourself<br>members not listed in STEP 1 (<br>reach source in whole dollars ()<br>e to report.   | including yourself) even if they do n<br>to cents). If they do not receive inco  | at receive income. For each household n<br>ame from any source, write '0'. If you en   | sember listed, if they do receive income<br>ter '0' or leave any fields blank, you an<br>How ster? Presime Th   | e, report total gross income<br>e certifying (promising) that<br>wiresen!  |
| The "Sources of Income<br>for Children" chart will<br>help you with the Child<br>income section.   | Christine Twa  | d Members (First and Last)   | ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■  |  |   |  |
| The "Sources of Income<br>for Adults" chart will<br>help you with All Adult<br>Hoursehold Members  |  |  |  |  |   | 0000   |
| uction.  |  |  | Last. Four Digits of Social Security N   |  |   | 0000<br>•sav []  |
| STEP 4 Contact Info  | rmation and adult sig  | nature.  | <ul> <li>prmary wage earner or other adult</li> </ul>  | rouenoomenber. A A I   |   |  |
| certify (promise) that all<br>ay verify (check) the info   | information on this a<br>rmation. I am aware t   | pplication is true and that all<br>hat if I purposely give false i   | income is reported. I understan<br>nformation, the participant/cent  | d that this information is given in con<br>ar may lose meal benefits, and I may  | nection with the receipt of Federal f<br>be prosecuted under applicable Stat  | unds and that CACFP officials<br>te and Federal laws."   |
| Shristine Twait  |  |  |  | ~~~  | 08/27/2019  |  |
| rint Name of Adult Signing th  | e Farm   |  | Signature of Adult   |  | Today's Date  |  |
| 042 Wooddale Driv  | e Suite 250  |  | Woodbury   | MN 55125   | (651) 433-7345  |  |
| Sources  | of Income  |  |  |  |   |  |
|  | Source of Inc  | ome for Children   |  |  | Source of Income for Adults   |  |
| runces of Child Income   |  | Examples   |  | Earnings from Work   | Public Assistance/Alimony/<br>(NM Support   |  |
|  |  |  | Anna ha anna anna anna   |  |   | All other sources of income  |
| enings from work   |  | Achild has a regular full or part<br>a salary or wages     Achild is blind or disabled and r   | time jub where they earn   | Satary wages, cash bonuses     Net income from cath employment     (farm or business)  | Commployment benefits     Workers compensation     Supplementation     Supplemental Security Income (SSI)     Cash assistance from Stitle or local  | All other services of locame     Social Security (including rational<br>reforement and black lung benefits     Provate Prevaises or disability been<br>locame from trusts or disability and  |
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| All Children in Househole                                      | · .  |  |  |                                     |                                      |                                    |  |   |                               |
|--|--|--|--|-------------------------------------|--------------------------------------|------------------------------------|--|---|-------------------------------|
| Name   | Date of Birth  | Normal Hours                               | Check the Normal Days of Care / Meals* that the Child Normally Receives while in Care each Day:<br>*B = Breakfast   A = AM Snack   L = Lunch   P = PM Snack   S = Supper   E = Evening Snack |                                     |                                      |                                    |  |   | ch Day:                       |
| Adrien Hagedorn  | 07/18/2013   | 8:00 am <sup>10</sup> 4:00 pm              | Mon<br>BBABL<br>PBSE   | Tues<br>BBABL<br>PBSE               | Weds                                 | Thurs                              | Fri<br>BBABL<br>PBSE                   | Sat<br>DBDADL<br>DPDSDE                 | Sun<br>DBDAB<br>DPDSD         |
|  |  | 10   | Mon<br>BBABL<br>PBSBE  | Tues<br>DBDADL<br>DPDSDE            | Weds<br>BBABL<br>PBSBE               | Thurs<br>DBDADL<br>DPDSDE          | Fri<br>DBDADL<br>DPDSDE                | Sat<br>DBDADL<br>DPDSDE                 | Sun<br>DBDAD<br>DPDSD         |
|  |  | 10   | Mon<br>BBABL<br>DPBSBE   | Tues<br>DBDADL<br>DPDSDE            | Weds<br>BBABL<br>BPBSBE              | Thurs<br>BBBABL<br>BPBSBE          | Fri<br>BBABL<br>BPBSBE                 | Sat<br>DBDADL<br>DPDSDE                 | Sun<br>DBDAD<br>DPDSD         |
|  |  | to   | Mon<br>DBDADL<br>DPDSDE  | Tues<br>DBDADL<br>DPDSDE            | Weds<br>BBABL<br>PBSBE               | Thurs<br>DBDADL<br>DPDSDE          | Fri<br>DBDADL<br>DPDSDE                | Sat<br>DBDADL<br>DPDSDE                 | Sun<br>DBDAD<br>DPDSD         |
|  |  | to   | Mon<br>BBABL<br>DPBSBE   | Tues<br>DBDADL<br>DPDSDE            | Weds<br>BBABL<br>BPBSBE              | Thurs<br>DBDADL<br>DPDSDE          | Fri<br>DBDADL<br>DPDSDE                | Sat<br>DBDADL<br>DPDSDE                 | Sun<br>DBDAD<br>DPDSD         |
| arent/Guardian Signaure: _                                     | CAN  | s~   |  |                                     |                                      | Date: 08                           | /27/2019                               |   |                               |
| nint Name: Christine   | Twait  |  |  |                                     |                                      | Phone Nun                          | uber: (651)                            | 433-734                                 | 5                             |
| ddress: 2042 Woo   | ddale Drive  | Suite 250                                  | City: V  | loodbury                            |                                      | 9                                  | tate: MN Zip                           | <sub>Code:</sub> 5512                   | 25                            |
| ffective: 8/27 /2  | 019 <sub>to</sub> 8/27                                   | ,2020                                      | Spons  | oring Organizat                     | ion Signature                        | 200                                | nou                                    | -                                       |                               |
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| flices, and employees, and<br>sprisal or retallation for prior | institutions participatin<br>civil rights activity in ar | g in or administerir<br>y program or activ | ig USDA progra<br>ity conducted o  | ms are prohibite<br>r funded by USI | d from discrimin<br>DA. Persons with | ating based on<br>disabilities who | race, color, natio<br>require alternat | onal origin, sex, o<br>tive means of co | isability, age<br>mnunication |



Visit our <u>YouTube channel</u> or click the image to watch our training video on *How to Approve a Ready Records Form.* 



### Step 5: Run Reports

# Ready



### Step 5: Run Reports.

The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites.

Sponsor-Level Reports

- Expired/Missing HIEF
- Pending HIEF Report
- Income Certification Address Logging

Site-Level Reports

- Ethnicity/Racial Report
- Household Report
- Duplicate Case Number Report
- Missing Forms Report
- Site Summary Report

To run a report:

- Login as a sponsor admin user.
- Click on "Reports".
- Select the report that you would like to run and follow the prompts.



If you're still in need of help, we're here! Please reach out to us by phone 651-433-7346, email <u>info@ready-records.com</u> or a web chat at <u>ready-records.com</u>.

The entire on-boarding process can happen as quickly or as slowly as you need. We have gotten through all these steps in the same day with customers and had them up-and-running in hours. Other customers take more time and that's fine by us. What we want is a successful experience for YOU!

### JOIN THE CONVERSATION!

