



Getting Started with Minute Menu as a Center

Quick Overview

Minute Menu for Centers should help you finish your food program claim paperwork quickly and accurately. Here are some quick points to help you understand what to do (with detailed instructions on how to do each step listed later in this guide):

One Time Only:

1. **Install Minute Menu.** You've got to install Minute Menu, make sure you can log in, and make sure it looks right. You'll do this only once, and it shouldn't take too long.
2. **Check Child Roster & Enroll All Missing Children.** The first time you use Minute Menu, you may not have any children set up yet. So you'll need to check your roster of children, and then enroll any children that are missing.

Each Month:

1. **Enroll Any New Children.** As new children come to your center, you'll need to enroll them in order to claim them.
2. **Withdraw Dropped Children.** As children stop coming to your center, you should withdraw those children.
3. **Print Attendance Worksheets for Teachers.** Your teachers will use a blank worksheet to mark which children are served meals each day.
4. **Record Daily Attendance.** Using the worksheets filled out by your teachers, you must record the children served and otherwise in attendance. You should do this daily. But as long as your teachers fill out the attendance worksheets each day, you can do this once a week if more convenient.
5. **Plan Your Menus.** Review or put together weekly menu plans for the upcoming week, each week.
6. **Estimate Attendance & Review Serving Requirements.** With menus planned, you can estimate attendance for upcoming meals, and print Menu Production Records for those planned menus to get an idea of how much of each food you must be prepared to serve.
7. **Record Quantities Served.** After meals have been prepared, record the quantities served at those menus.
8. **Submit Your Claim.** At the end of each month, submit your claim.

Installing Minute Menu

To install Minute Menu, open Internet Explorer and visit this address:

www.minutemenu.com/centerwelcome

That page has specific instructions on how to download and install the software.

Once installed, you'll need to log in.

Logging In



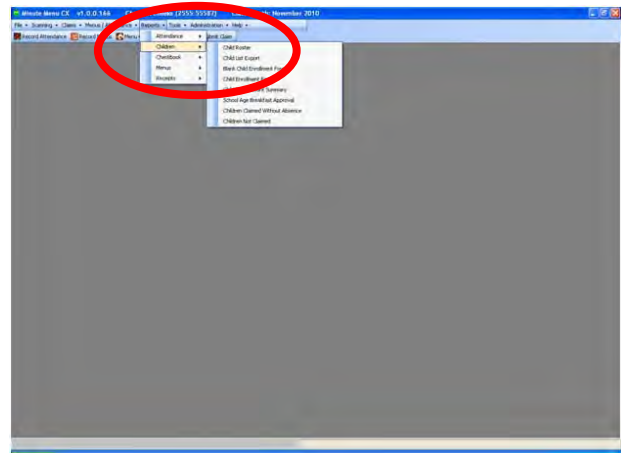
You should have received your Username and Password from your Food Program Sponsor main office. To log in, find the green apple icon on your desktop and double click it.

Check Your Child Roster

When you first log into Minute Menu, you should check your roster of children, and see if any new children should be enrolled.

To print your child roster, go to:

Reports >> Children >> Child Roster
as noted to the right.



The roster (and all reports) will first print to screen.

Name	Class	#	Age	DOB	Enroll	Expires	Notes	Withdraw
1. Ben Bobbly	1201	28	2y 8m	08/23/08	08/23/10	08/23/11		W
2. Sean Jim	AA	3	3y 8m	04/11/07	08/23/10	08/23/11		A
3. Marissa Marie	3	21	1y 8m	07/02/09	08/23/10	08/23/11		
4. Brady Parker	inf	126	3y 8m	08/19/07	08/19/10	08/19/11		W
5. Brian Mark	1	9	3y 8m	04/27/04	08/23/10	08/23/11		A
6. Brian Ryan	1	101	7y 10m	03/23/03	08/23/10	08/23/11		W
7. Sam Cole	1	1	4y 8m	03/08/04	08/23/10	08/23/11		W
8. Sam Cindy (NP)	1	2	3y 8m	08/18/07	08/23/10	08/23/11		W
9. Megan Kimberly	1	144	3y 8m	08/26/07	08/23/10	08/23/11		W
10. Quinn Jeffrey	inf	122	3y 8m	07/14/07	08/23/10	08/23/11		A
11. Jackson Kim	1	123	3y 8m	07/18/07	08/23/10	08/23/11		W
12. James Matthew	1	18	3y 8m	07/05/07	08/23/10	08/23/11		A
13. Ann Sam	1	191	3y 7m	06/23/08	11/08/10	11/08/11		W
14. Leah Jennifer	AA	8	3y 7m	08/12/04	08/23/10	08/23/11		W
15. Lydia Jane	2	12	2y 8m	08/24/08	08/23/10	08/23/11		W
16. Lora Amanda E	inf	20	2y 10m	03/14/07	08/23/10	08/23/11		W
17. Megan Burmanne	2	14	2y 8m	01/01/09	08/23/10	08/23/11		W
18. Morgan Sara	AA	8	3y 8m	04/05/07	08/23/10	08/23/11		A
19. Parkh Sherry	inf	18	3y 11m	02/05/07	08/23/10	08/23/11		A
20. Brian Matthew (NP)	2	5	1y 8m	04/08/09	08/23/10	08/23/11		W
21. Brian Matthew	3	8	3y 8m	08/05/06	08/23/10	08/23/11		W
22. Alexander Luke	inf	28	2y 10m	03/22/07	08/23/10	08/23/11		W
23. Alexander Luke	inf	28	2y 10m	03/22/07	07/21/10	07/21/11		W
24. Sam Sam	2	18	2y 8m	07/14/08	08/23/10	08/23/11		W
25. Brockham Sam	4	12	4y 11m	03/20/06	08/23/10	08/23/11		W
26. Sam MIA	PRB	17	2y 8m	08/01/07	08/23/10	08/23/11		W
27. Taylor Emily	13	17	4y 8m	12/05/06	08/23/10	08/23/11		A
28. Taylor Emily	13	18	4y 8m	12/05/06	08/23/10	08/23/11		A
29. Taylor Emily	13	29	4y 8m	12/05/06	08/23/10	08/23/11		A
30. Taylor Jim	inf	11	3y 8m	07/04/04	08/23/10	08/23/11		W

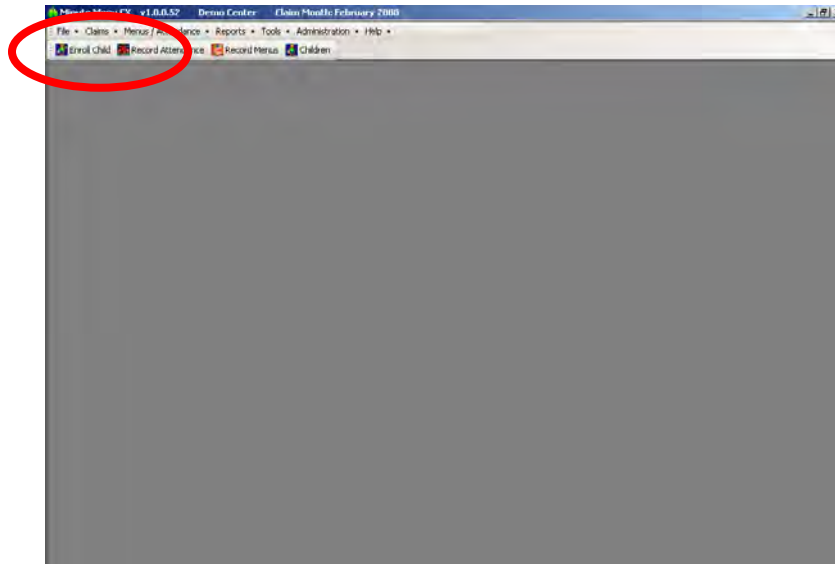
Click the printer icon on the top bar near the left side to send the report to your printer.

Click the [X] in the upper right hand corner to close the report window and return to Minute Menu.

And you can use the scroll bar if there is more than one page to see the other pages.

Enroll New Children

You must enroll each child missing from your roster. Click on [**Enroll Child**] to begin.



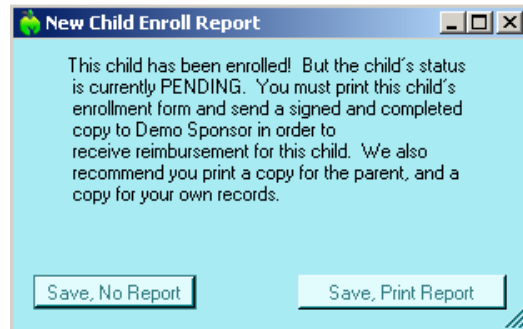
All the fields in red are required, but it's a good idea to fill in all the information.

A screenshot of the "Enroll New Child" form in the Minute Menu CX software. The form is divided into several sections: "Child" (with tabs for "Child" and "Parent"), "Enrollment Info" (with red text for "Original Enrollment Date / First Day in Care", "Current Enrollment Date", and "Enrollment Expiration"), "Infant Formula / Breast Milk", "Specials", "Child In/Out Times" (with a table for days of the week and meals), "Payment Info", "School Data", and "Doctor Info". The "Child" section includes fields for "Child #", "Classroom", "Child First Name", "Middle Name", "Child Last Name", "Birth Date", "SSN", "Gender", and "Child Status". The "Enrollment Info" section has red text indicating required fields. The "Child In/Out Times" section has a table with columns for "Days of Week", "IN", "OUT", "IN", "OUT", and "Meals". The "Meals" section includes checkboxes for "Breakfast", "AM Snack", "Lunch", "PM Snack", "Dinner", and "Eve Snack". The "Payment Info" section includes "Payment Source", "Start", and "End". The "School Data" section includes "Name", "School #", "School District", and "Type/Level". The "Doctor Info" section includes "Doctor's Name" and "Doctor's Phone #". There are "Next" and "Close" buttons at the bottom.

While enrolling children, you can assign the children to classrooms. If you assign them to specific classrooms, then when you print Attendance Worksheets, the children will come out sorted by classroom. You can always edit the classroom later if you need to make any tweaks. You can do this more than once within a month, too, if a child moves into a new classroom.

After you finish with this Child screen, click **[Next]** to go to the Parent screen. Supply parent information for this child and click **[Save]**.

After you finish enrolling a child, you will be asked to print out an enrollment & income eligibility form. You should print out a copy for you to keep at your center, and another copy for the parent to fill out and sign, which you must mail to the Food Program Sponsor main office within 5 days.



Children will remain Pending until the main office receives this signed enrollment & eligibility application, and Pending children are not reimburseable, so be sure to send this in.

Note About Screen Size

Minute Menu is designed to work best on computer monitors with 1024 x 768 screen resolution or higher. What this means is that if your monitor isn't configured properly, you may have to constantly scroll down or to the right to see the bottom or right side of certain functions. For example: if you can't see the **[Save]** or **[Close]** or **[Next]** buttons while enrolling children, then you need to adjust your screen resolution.

If you need to adjust your screen resolution, go to the last page of this guide for instructions.

Enrolling New Children With Minute Menu

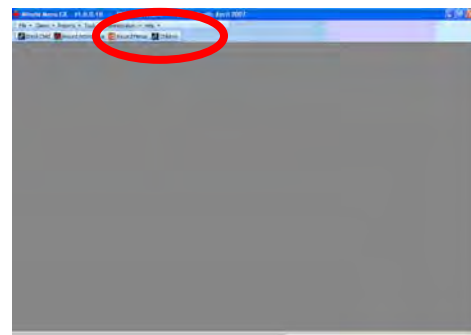
When you're just getting started with Minute Menu, you will enter information for all existing children in your center.

As you enroll new children in your center, after you've already started using Minute Menu, you will go through the same process to add each new child's information in Minute Menu. But in order to enter all the information into Minute Menu, you'll need to get that information from your parents. To make it easy, you can use Minute Menu to print a Blank Child Enrollment Form, so that you then know what information to type in while enrolling the child into your Minute Menu database.

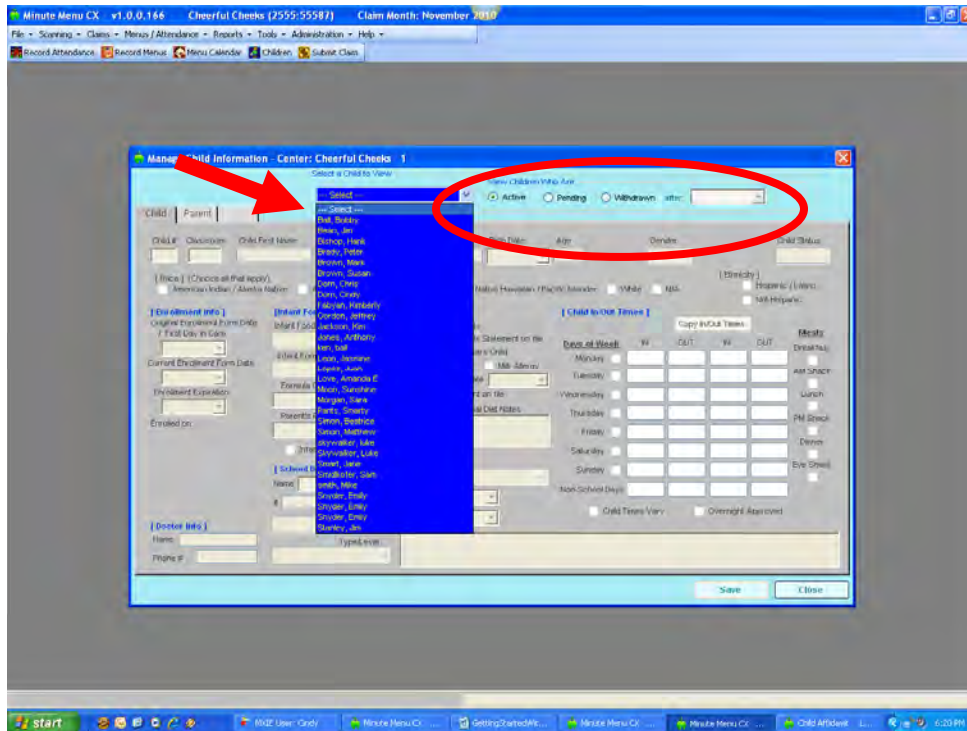
To print this form, go to **Reports >> Children >> Blank Child Enrollment Form**.

Withdrawing Dropped Children

You may see children on the child roster that are no longer in your care. If you need to withdraw any children, click on the **[Children]** button to bring up Manage Child Information.

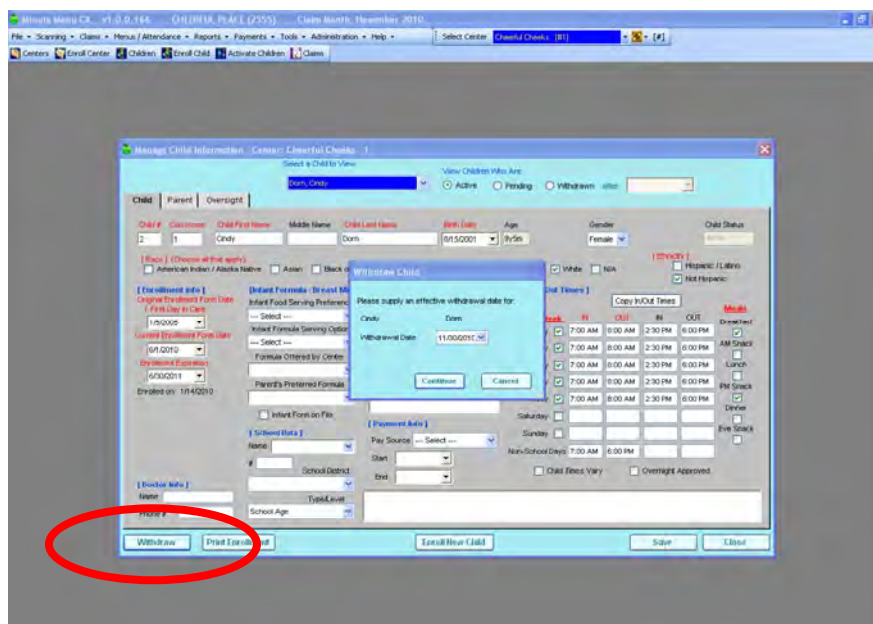


This screen allows you to Select a Child via a blue drop down box, and the children listed in that drop down box will be either Active, Pending, or Withdrawn.



Using this screen, you can make any changes to child information that are necessary (for example, if a child's attendance schedule changes).

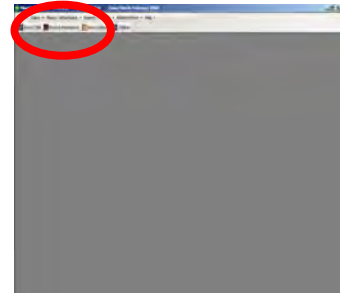
For any child you wish to withdraw, select the child in the blue drop down box. Then click **[Withdraw]** and supply a withdrawal date (the last date the child was in care).



Record Daily Attendance

Once an Attendance Worksheet has been filled out for a day or a week, click on [**Record Attendance**] to put that info into Minute Menu.

The Record Attendance screen is designed to allow you to quickly record meal counts and attendance for any day.



#1. Choose Date. It will open by default on today's date, but you can choose any date within the current month that has already passed. You cannot record meals for any date in the future, or for any meals today whose meal time has not yet been reached.

#2. Filter Classroom. You can filter the list of children by classroom, so the list matches the printed Attendance Worksheet. This should make data entry easier.

#3. Mark Children Served. Put a check in "B" for breakfast, "A" for AM Snack, etc., for each child served those meals. A child who is served a meal is automatically marked in attendance, but you may need to mark children in attendance who weren't served. You can use the checkboxes below the column to mark all children served a meal. You can use the pink buttons above to auto-select children already in attendance for the day.

#4. School Aged Out of School. For any school aged child who is being served AM Snack or Lunch because school is out (or because they are out of school sick, but still coming to the center) mark "Sch Out" or "Sick".

A screenshot of the 'Record Attendance / Meal Counts' screen. The screen shows a date selector (Monday, January 21, 2011), a filter by classroom dropdown (All), and a table of children with columns for attendance (All, B, A, L, P, E) and meal counts (In, Out). Callout #1 points to the date selector, #2 points to the filter dropdown, #3 points to the meal count columns, and #4 points to the 'Sch Out' column. A 'Meal Times' table is also visible at the bottom.

Child	Age	Pend	Sick	Sch Out	All	B	A	L	P	E	In	Out	In	Out
Ball, Evelyn	2y 4m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Balk, Kinsey	1y 7m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Bean, Jim	5y 9m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Bishop, Mark	1y 8m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Brady, Peter	3y 8m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Brown, Mark	6y 9m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Brown, Susan	7y 10m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Dean, Chee	6y 10m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Don, Cindy	2y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

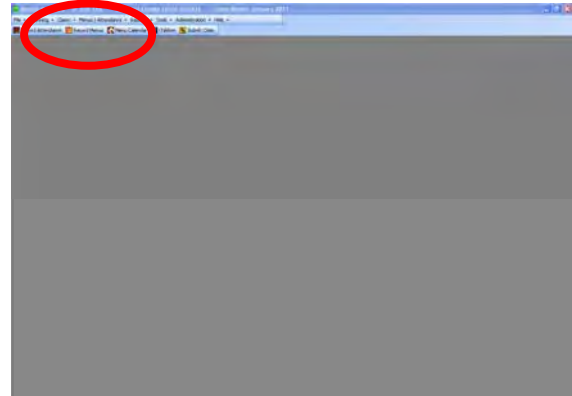
Meal Counts	B	A	L	P	E	In	Out
Infants	0	0	0	0	0	0	0
1-2 yr	0	0	0	0	0	0	0
3-5 yr	0	0	0	0	0	0	0
6-12 yr	0	0	0	0	0	0	0
Adults	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

When finished, be sure to [**Save**]. And click [**Print Attendance Detail**] for a report that will confirm that all your information was saved properly.

Plan Your Menus

You should also record what menus are served. From the main menu, click [**Record Menu**].

You will use this Record Menu screen to plan menus out ahead of time, and also to record any substitutions made and quantities served after the meal has been served.



#1. Choose Date. It will open by default on today's date, but you can choose any date you like. For dates in the future, you can't record quantities served (since the meal hasn't been prepared yet), but Minute Menu will help you plan what quantities are required. See the next section in this guide for details.

#2. Choose Meal. It will open on Breakfast, but you can choose to record any meal.

#3. Record Foods. Click the [...] buttons next to each food category to record the specific foods being served. If you serve infants, record your infant foods as well.

#4. Record Special Notes. If you have any special meal notes that you want to record, feel free.

The screenshot shows the Record Menu interface with four red boxes and arrows highlighting specific features:

- #1:** A red box around the 'Select Date' dropdown menu, which is set to 'Monday, January 31, 2011'.
- #2:** A red box around the 'Meal' dropdown menu, which is set to 'Breakfast'.
- #3:** A red box around the 'Non-Infant Foods' section, specifically highlighting the 'Bread / Alt' category with 'Bagel (001)' and the 'Milk' category with 'Fluid Milk (7)'. The '...' buttons next to these items are circled in red.
- #4:** A red box around the 'Special Notes' text area, which contains the text 'Cream Cheese, Milk is 2%'.

The interface also includes a 'Meal Time' field set to '7:00a - 7:30a', a 'Meal Counts' table, and buttons for 'Use Master Menu', 'Use Menu Template', 'Estimate Attendance', 'Menu Production Record', 'Weekly Menu Report', 'Delete', 'Save', and 'Close'.

Meal Counts	Actuals	Estimates
Infants 0-3 mo.	0	0
Infants 4-7 mo.	0	0
Infants 8-11 mo.	0	0
1-2 yr.	0	0
3-5 yr.	0	0
6-12 yr.	0	0
Adults	0	0

When done with each meal, be sure to click [**Save**].

After you're done recording an upcoming week's worth of menu plans, click the [**Weekly Menu Report**] to print out a full week view of all menus planned. Feel free to post this for your parents to see.

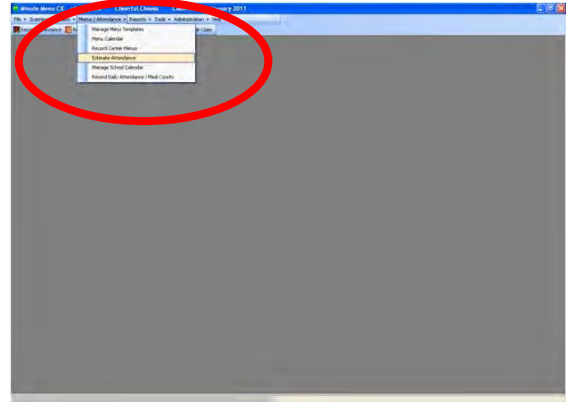
Planning Menus for the Whole Month

You can go to **Menus / Attendance >> Menu Calendar** to plan menus for the entire month. Once you plan menus for one day or one week, you can copy that day (or week) to another day. So you can easily set up a cycle of reusable menus any time you.

Estimate Attendance

If you like, you can use Minute Menu to project quantities that will be required for any meal that you've planned. To do this, you must first plan your menu (as described in the prior section). After you plan your menu, estimate the number of children you think will be served at that meal. To do that, go to:

Menus / Attendance >> Estimate Attendance.



Estimate Attendance

Select Date: Wednesday, February 13, 2008

Attendance	0 - 3 Mo	4 - 7 Mo	8 - 11 Mo	1 - 2 Yr	3 - 5 Yr	6 - 12 Yr	Adults	Total
Breakfast	0	5	7	15	25	50	3	105
AM Snack	0	5	7	15	24	0	3	54
Lunch	0	5	7	15	24	0	3	54
PM Snack	0	0	0	0	0	0	0	0
Dinner	0	0	0	0	0	0	0	0
EV Snack	0	0	0	0	0	0	0	0

Auto Calculate

Estimate Attendance From Last Wednesday

Estimate Attendance From Yesterday

Auto Calculate

Print Menu Production Record **Save** **Close**

You can record counts of children broken down by age group that you anticipate will be served at the meals on these days.

It can sometimes be difficult to figure out what counts to estimate. If you've already recorded actual attendance for the day or week before, use the **[Auto Calculate]** button to automatically fill in estimate counts. That way, Minute Menu will plug in most of the numbers automatically. But if you anticipate more (or less) children at the meal being planned, just change these Auto Calculated numbers.

Note: for accurate projections of food required, be sure to include any staff members who are also being fed in the Adults category.

Click **[Save]** when you're done to save your estimate.

Reviewing Quantities Required

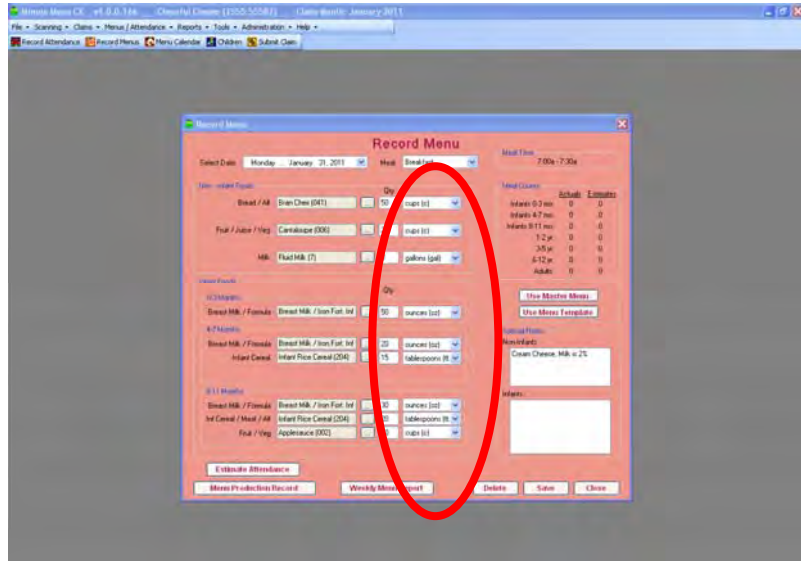
Assuming you have recorded menus, click **[Print Menu Production Record]** on this Estimate Attendance screen to get a report that shows you exactly what foods you've planned, the counts of children you estimate will be present, and how much of each food should be served at that meal.

Record Quantities Served

When actually you serve your menus, you should go back to **[Record Menus]** and note the quantities of food served, and note any special notes about the meal (like children who received some special foods).

When the Record Menu screen is opened for the current date or a day that has been passed, you should see places to record quantities served. Record those quantities, and record any last menu food substitutions you may have made.

Click **[Save]** when done.



Record Receipts

You must enter into the computer each receipt/expense you have for the month. Go to **Tools >> Manage Receipts**.

Date	Vendor	Description	Total
2/12/2008	FAMILY DOLLAR		\$100.00

Receipt Details

Date: 2/12/2008 Vendor: FAMILY DOLLAR

Total: 100.00

Description: FAMILY DOLLAR

Unapproved	Supplies	Food	Labor	Utilities	Mileage	Other
9.00	0.50	90.50				

Running Total: \$100.00 Balance: \$0.00

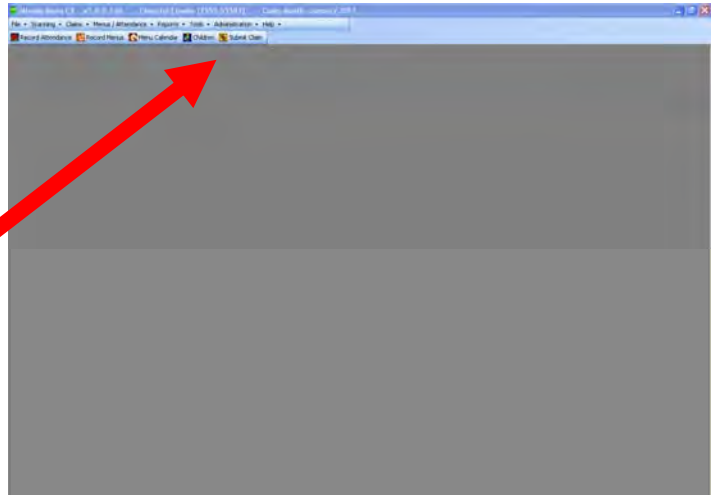
Add New Cancel Save Close

- This will show any receipts you've already entered for the current month.
- Click **[Add New]** at the bottom to being adding information for any receipt.
- If you'd like to create a new Vendor, click the **[...]** button next to the Vendor list to set up that Vendor.
- Be sure to adequately categorize any expense item on any receipt you track into one of the approved expense categories, or unapproved.
- If the receipt includes a milk purchase, enter the number of gallons purchased.
- **[Save]** the receipt when done, and keep the original paper receipt in a file so it's easily by month.

Submit Your Claim

Once a month, when you're done recording menus and attendance for the entire month, you must Submit Claim to the Food Program Sponsor main office.

To do this, click [**Submit Claim**].



The Submit Claim screen will give a quick summary of the menu and attendance information you've recorded for the month.

A screenshot of a window titled 'Submit Claim To Sponsor'. The window has a purple header and a light purple background. It displays the following information:
Submit Claim to Sponsor
Current Claim Month: February 2008
Submission Date: Not Yet Submitted
Number of Days with Children: 22
Number of Days with Menus: 22
Number of Children Claimed: 47
At the bottom, there are five buttons: 'Print Attendance Detail', 'Print Attendance Summary', 'Print Menus', 'Submit', and 'Close'.

If the **Number of Days with Children** does not equal the **Number of Days with Menus**, then you have forgotten to enter either daily attendance information or you've forgotten to enter some menus.

Feel free to print any of these reports to quickly review your claim before you submit it.

Once you are sure your information is ready to be sent, click [**Submit**].

This will send the claim into the Food Program Sponsor main office, where the claim can then be processed. Once a claim has been submitted, no further changes can be made to that menus or attendance in that month, and Minute Menu will automatically advance into the next month for you to start the monthly process again.

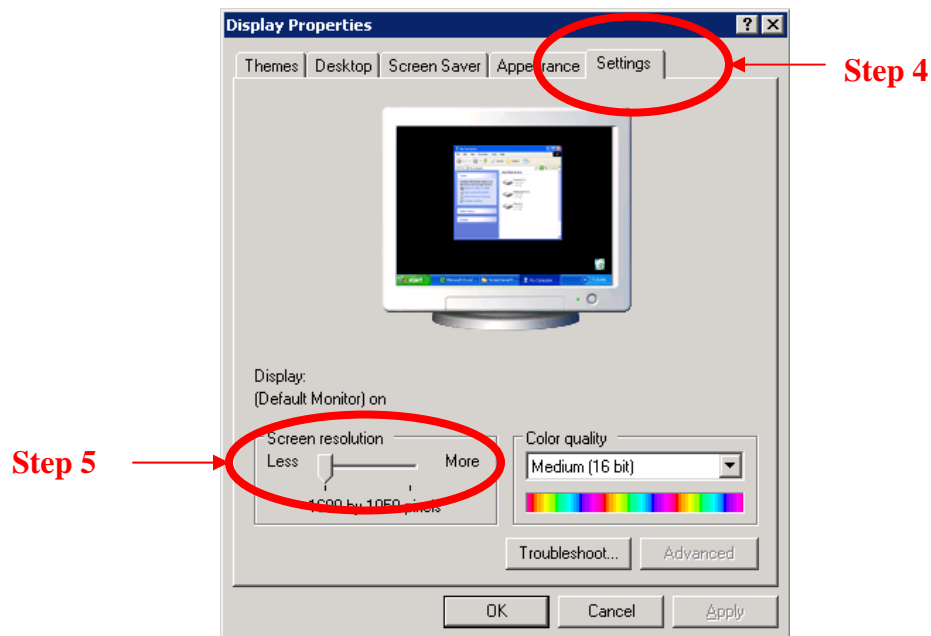
If you have any questions during this process, please contact our Food Program Sponsor main office.

How to Change Your Screen Resolution

Minute Menu is designed to work best on monitors that have a screen resolution of 1024 x 768 or higher. In laymen's terms: if your monitor isn't configured properly, you may have to constantly scroll down or to the right to see the bottom or right side of certain functions. For example: if you can't see the [Save] or [Close] button on every screen without scrolling down, then you need to adjust your screen resolution.

To check or set your screen resolution do the following:

1. Click on [Start] in the bottom left hand corner
2. Go to Control Panel
3. In the Control Panel, click Display (sometimes listed within "Appearance and Themes")
4. On the Display window, click the "Settings" tab



5. Slide the screen resolution bar to the right until it reads 1024 x 768. (If you already start higher than 1024 x 768 (so you'd have to slide to the left), then you don't have to make any changes. Just hit [Cancel].)
6. Click [OK]