
FOOD PROGRAM

What is the Food Program?

1. The Child and Adult Care Food Program (CACFP) reimburses childcare centers, day care home providers, and adult day care centers for part of the cost associated with serving approved meals and snacks to children and adults in Texas every day.
2. The goal of the CACFP is to improve and maintain the health and nutritional status of children and adults, promote development of good eating habits, and integrate nutritious food service with organized child and adult day care services.
3. We are a sponsor of the Food Program for your center. We assist in the administration of the Food Program.

Your Center Tasks

Tasks can be broken down by how often they need to be performed. Below are recommendations on what tasks may be performed on a daily, monthly, and weekly basis.

DAILY TASKS:

1. **Prepare and serve meals** as planned in menus.
2. **Enroll new children** as they are enrolled into the center. Pass out Enrollment Form packets to the parents. Additionally, continue to **Update Enrollment Forms** for those children whose forms become Expired.
3. **Record actual daily attendance for children during meals.** This needs to be done at **POINT OF SERVICE (POS)** i.e. mark attendance as children are served food. Either use paper attendance or tablet/laptop to do the attendance electronically (see OPTIONS).
4. **Record actual daily menu production records using the Estimating Attendance feature.** This keeps record of the food that was prepared as well as served to the children. This needs to be done as food is prepared and served, again at POINT OF SERVICE.

MONTHLY TASKS:

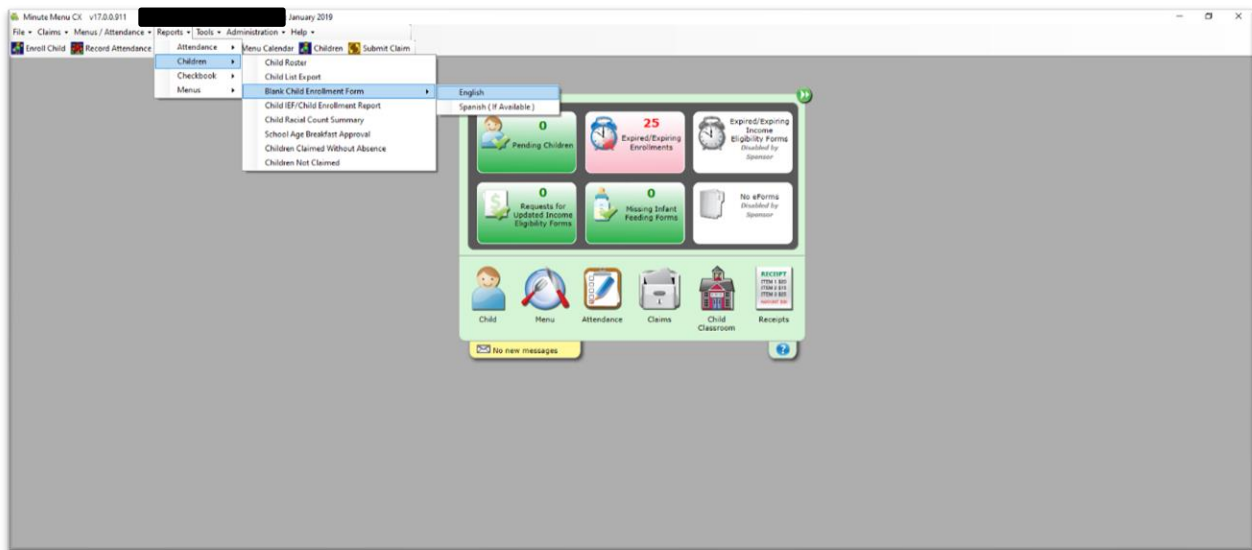
1. Insert menus for the month. Menus can be inserted manually each month, or if a cyclical menu is used then menus can be copied and pasted on for each month.
2. **Submit Claims to Sponsor at the end of the month.** Ensure all attendance, menus, and menu production records are complete before submitting claims. Timely submissions will result in timely claims.
3. Organize all paperwork as instructed by the **monthly claims check list** and send to sponsor.

DAILY TASKS:

1. ENROLLING NEW CHILDREN

As a new child is enrolled to the center, provide the parent with the Enrollment Form packet. Completion of this form will allow the child to enroll into the Food Program which will allow you to claim the meals being served to the child.

To print the form, simply go to **Reports > Children > Blank Enrollment Form** in Minute Menu as shown below:

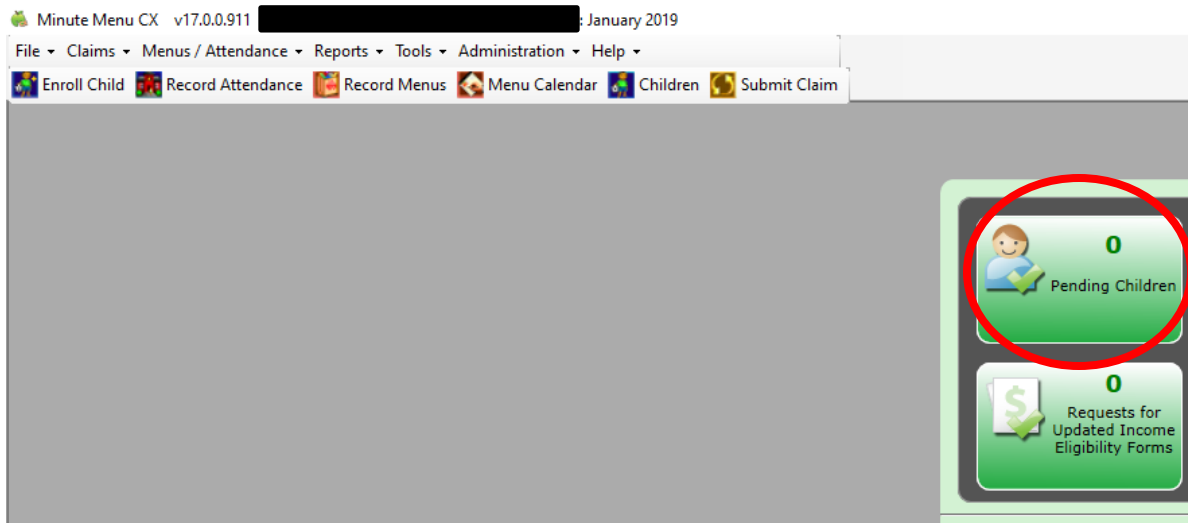


The blank form will open as a PDF file. Please note to print the form in 3 separate pages (not front and back). Please see the attached blank Enrollment Form with highlighted fields that are *required*. Once this form is complete, use the form to complete enrolling the child into Minute Menu.

In the interim, create the child's enrollment into Minute Menu by simply using the child's name, date of birth, and classroom. To enroll the child, go to **Enroll Child** on top left-hand corner. Fill out the required fields that are noted in red for both the **Child** and **Parent** tab.

Fill out information on both tabs: **CHILD** and **PARENT**. As shown, **red** fields are required and information for these fields can be obtained from the Child Enrollment Form.

The child will have a "pending" status when initially enrolled. Once your Sponsor/Back-Office has received the required documents, the children will be changed to "active" status. Make sure to submit all required paperwork to your food program Sponsor/Back-Office since "pending" children are typically not reimbursable.

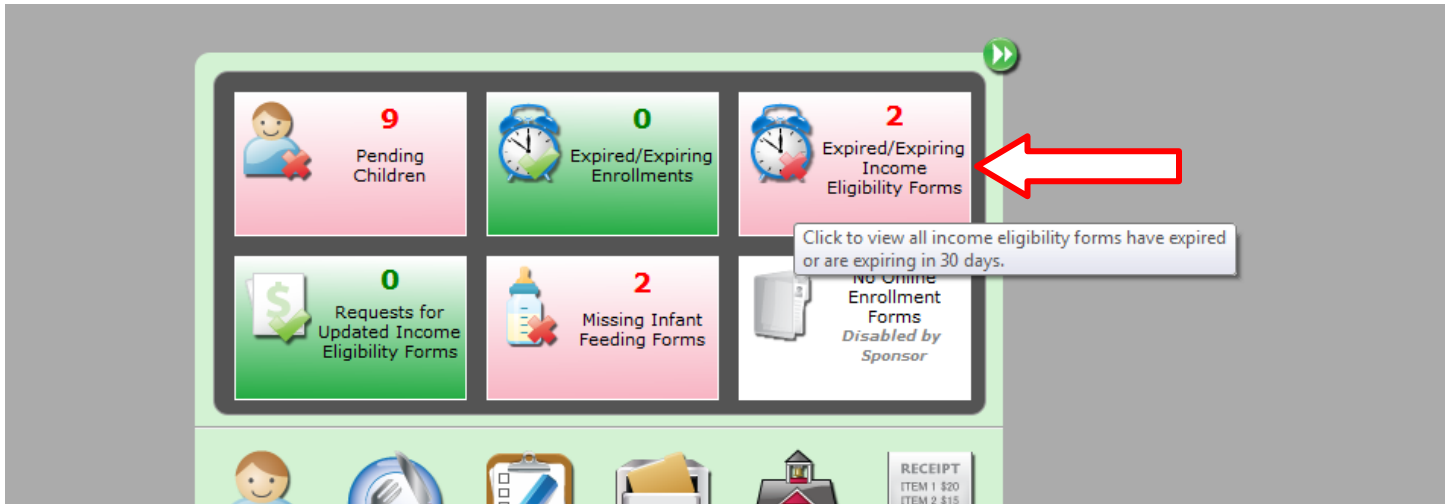


Please be sure to **SAVE** all information after entering.

UPDATING EXPIRED FORMS:

Minute Menu will provide an alert when any child’s forms are coming near expiration. Forms are required to be updated *once a year*.

On Main Dashboard of Minute Menu, there will be an alert on expiring forms. Click on it to see the list of expiring forms.



Print the list of children whose forms are expiring to approach the parents accordingly:

Expired/Expiring Income Eligibility Forms

2 records

Expiration	Last Name	First Name
7/31/2015	Huey	██████
10/31/2015	McAlister	██████

To Print a new Enrollment Form for renewal of the expiring child, select the name of the child. Then click on **PRINT ENROLLMENT** on bottom left corner (see image below).

<p>[Enrollment Info] Original Enrollment Form Date / First Day in Care 9/12/2012 Current Enrollment Form Date 8/19/2014 Enrollment Expiration 7/31/2015 Enrolled on: 2/27/2013</p>	<p>[Infant Formula / Breast Milk] Infant Food Serving Preference --- Select --- Infant Formula Serving Option --- Select --- Formula Offered by Center --- Select --- Parent's Preferred Formula --- Select ---</p>	<p>[Specials] <input type="checkbox"/> Special Needs <input type="checkbox"/> Migrant Workers Child <input type="checkbox"/> At-Risk Child <input type="checkbox"/> Special Diet <input type="checkbox"/> Milk Allergy Diet expiration date: --- Select --- Special Diet Notes _____</p>	<p>[Child In/Out Times] Copy In/Out Times</p> <table border="1"> <thead> <tr> <th>Days of Week</th> <th>IN</th> <th>OUT</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>Monday <input checked="" type="checkbox"/></td> <td>7:00 AM</td> <td>5:30 PM</td> <td></td> <td></td> </tr> <tr> <td>Tuesday <input checked="" type="checkbox"/></td> <td>7:00 AM</td> <td>5:30 PM</td> <td></td> <td></td> </tr> <tr> <td>Wednesday <input checked="" type="checkbox"/></td> <td>7:00 AM</td> <td>5:30 PM</td> <td></td> <td></td> </tr> <tr> <td>Thursday <input checked="" type="checkbox"/></td> <td>7:00 AM</td> <td>5:30 PM</td> <td></td> <td></td> </tr> <tr> <td>Friday <input checked="" type="checkbox"/></td> <td>7:00 AM</td> <td>5:30 PM</td> <td></td> <td></td> </tr> <tr> <td>Saturday <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sunday <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Non-School Days</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Child Times Vary <input type="checkbox"/> Overnight Approv</p>	Days of Week	IN	OUT	IN	OUT	Monday <input checked="" type="checkbox"/>	7:00 AM	5:30 PM			Tuesday <input checked="" type="checkbox"/>	7:00 AM	5:30 PM			Wednesday <input checked="" type="checkbox"/>	7:00 AM	5:30 PM			Thursday <input checked="" type="checkbox"/>	7:00 AM	5:30 PM			Friday <input checked="" type="checkbox"/>	7:00 AM	5:30 PM			Saturday <input type="checkbox"/>					Sunday <input type="checkbox"/>					Non-School Days				
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<p>[Doctor Info] Name _____ Phone # _____</p>	<p>[School Data] Name _____ # _____ School District --- Select --- Type/Level --- Select ---</p>	<p>[Payment Info] Pay Source --- Select --- Start _____ End _____</p>																																														
<p>Withdraw Print Enrollment ← Enroll New Child Save</p>																																																

The pre-filled enrollment form for the child will open up in PDF. Print it and present it to the parent to UPDATE and FILL OUT all the missing information including their income information. Make sure that the parents SIGN IT again.

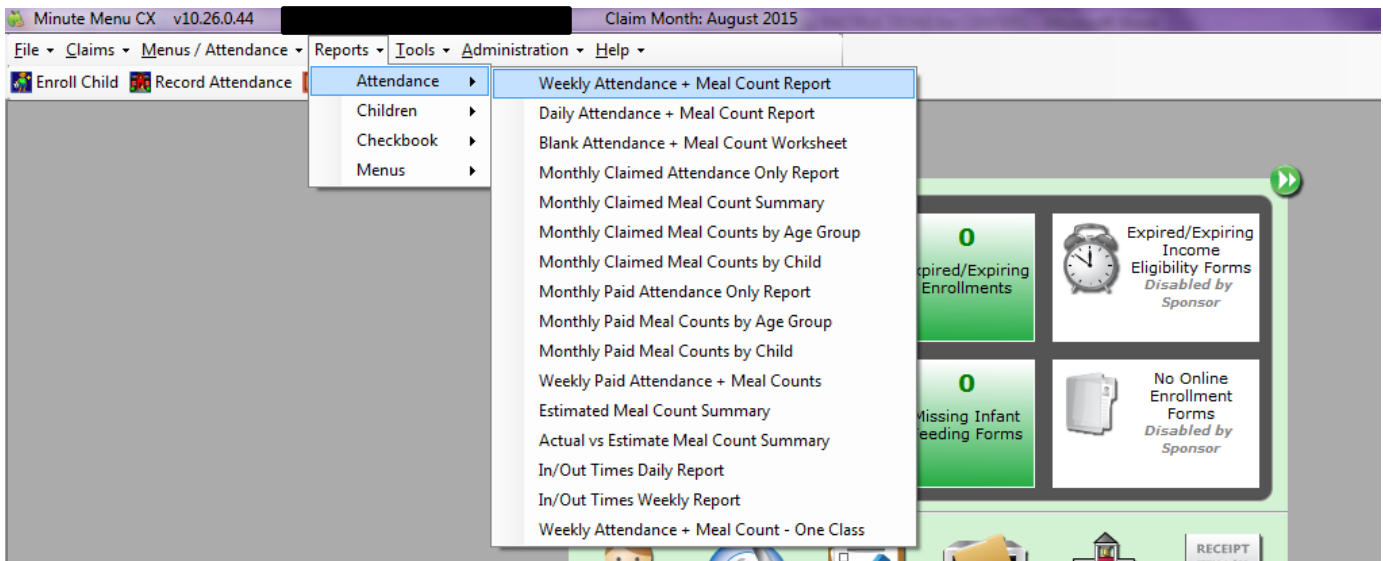
SUBMIT RENEWAL FORMS WITH MONTHLY FORMS SUBMISSION.

2. RECORD DAILY ATTENDANCE

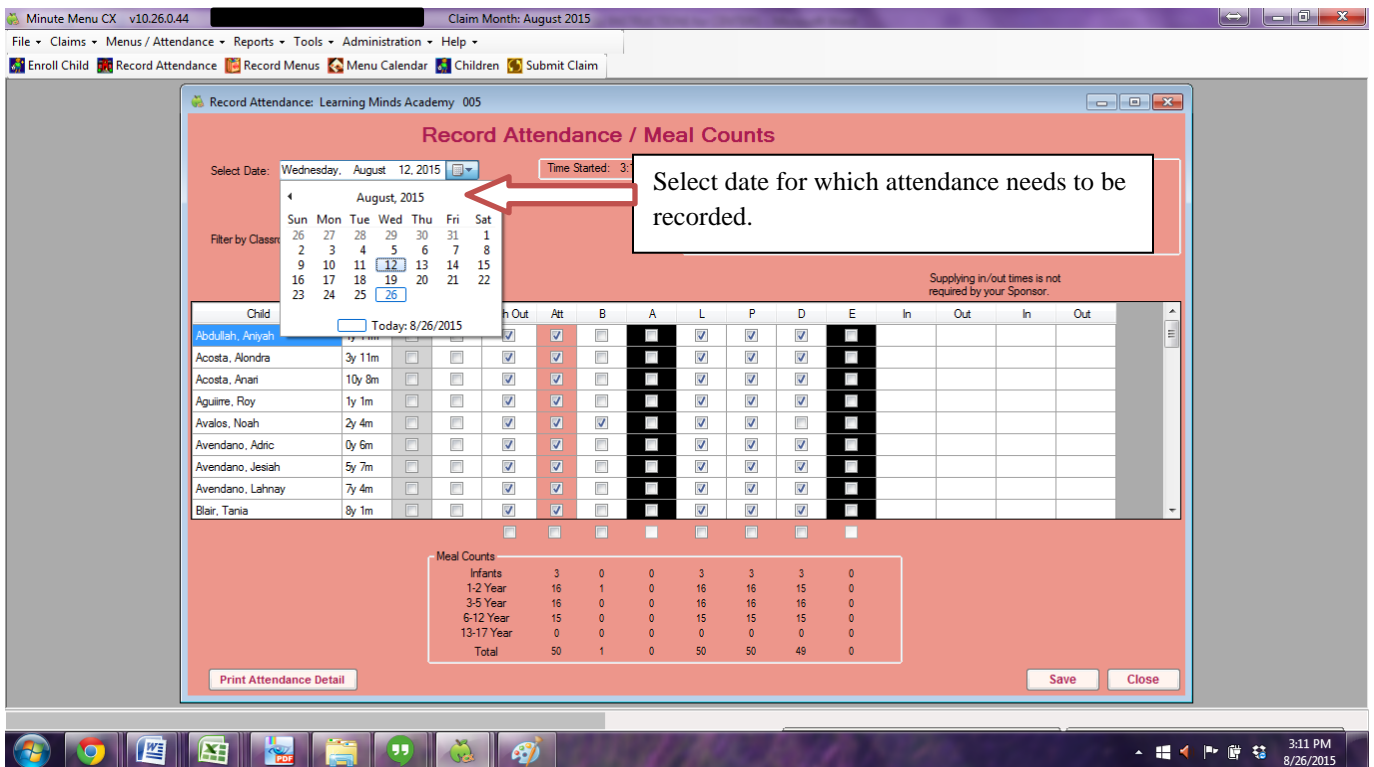
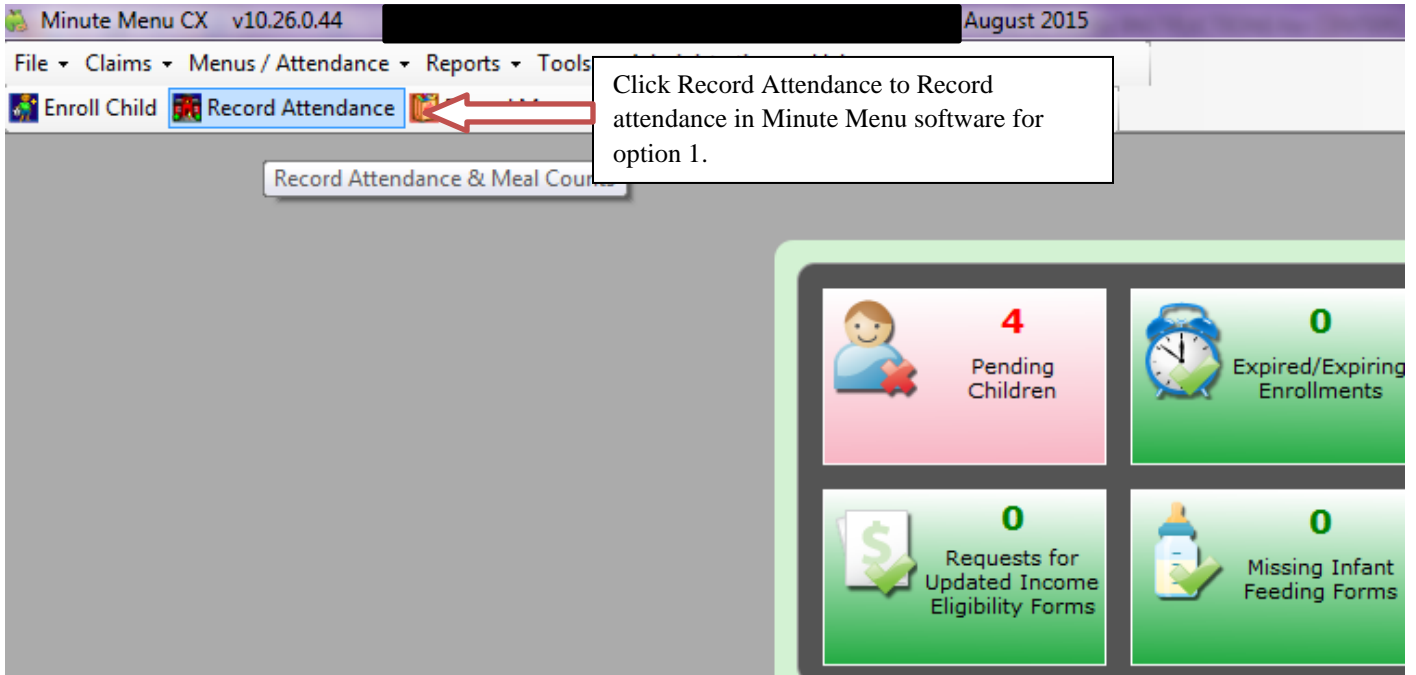
Attendance must be recorded at POINT OF SERVICE. This means that as children are served food, attendance for those meals must be marked at the same time. Texas Department of Agriculture (TDA) requires that each CACFP Contractor declare and abide by which meal count option their staff will perform. There are two options to record daily attendance:

OPTION 1: Manual Attendance/Meal Count Records

- Center Staff to record meal counts at point of service when staff observes that a child receives a credible meal
- A staff member **MUST manually record meal counts on the DAILY MEAL COUNT and ATTENDANCE RECORD** (form 1535 or alternate). This form **MUST** be completed in ink at POINT OF SERVICE. An alternate form for this is available in Minute Menu under **Reports >> Attendance >> Weekly Attendance and Meal Count Report**.



- After meal counts have been recorded, a staff member can enter the meal counts into Minute Menu Food Program Software. **NOTE: The original hand-written attendance and documentation MUST be submitted to the sponsor with the monthly claim packet.**



Minute Menu CX v10.26.0.44 Claim Month: August 2015

File Claims Menus / Attendance Reports Tools Administration Help

Enroll Child Record Attendance Record Menus Menu Calendar Children Submit Claim

Record Attendance / Meal Counts

Select Date: Wednesday, August 12, 2015 Time Started: 3:11 PM

Meal Times: Breakfast 7:00 AM 8:00 AM, AM Snack, Lunch 10:45 AM 11:45 AM, PM Snack

Filter by Classroom: 4s (dropdown menu with options: All, 2s, 3s, 7s)

Select classroom if applicable

Child	AS	Sch	Out	Att	B	A	L	P	D	E	In	Out
Jackson, Camare	Infan	tod 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lopez, Alex M.	5y 3m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lopez, Lella	4y 7m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
St. Clair, Ramiah	4y 3m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamez, Miranda	4y 11m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wager, Erin	4y 3m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record meals attendance here.

Meal Counts:


Infants	0	0	0	0	0	0	0
1-2 Year	0	0	0	0	0	0	0
3-5 Year	5	0	0	5	5	5	0
6-12 Year	0	0	0	0	0	0	0
13-17 Year	0	0	0	0	0	0	0
Total	5	0	0	5	5	5	0

Print Attendance Detail Save Close


OPTION 2 – Electronic Attendance/Meal Count Reports (Tablet w/ KidKare)

- A center can choose to record attendance electronically (the *preferred* method). In order to do so, the KidKare web app can be accessed using a smart phone or tablet. Go to app.kidkare.com on your smart phone or tablet and login to record the daily attendance. You may choose to do this on your laptop as well. NOTE: Attendance must be done electronically at **POINT OF SERVICE**.


Step 1: Click the menu icon at the top left of the screen.

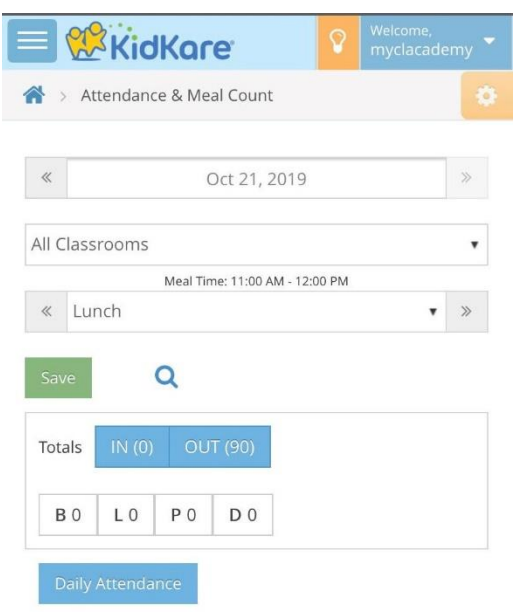


Step 2: From the drop-down menu, click **Food Program**.



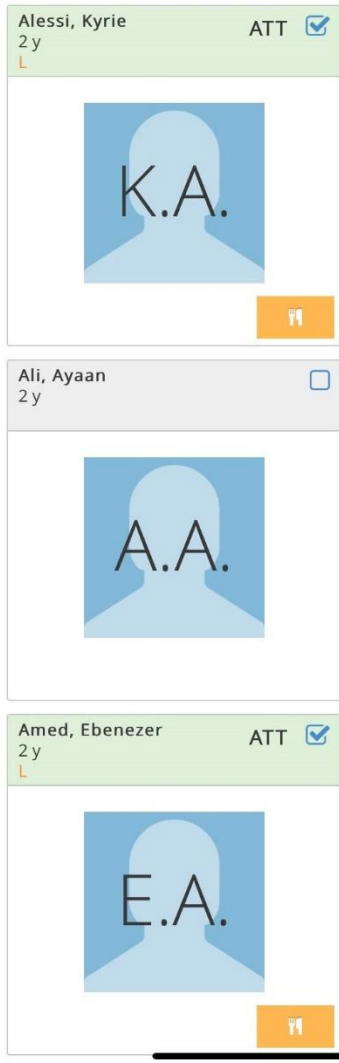
Step 3: Click **attendance & meal count**. The meal count page opens.






The screenshot shows the 'Attendance & Meal Count' page with the following fields: Date (Oct 21, 2019), Classroom (All Classrooms), Meal Time (11:00 AM - 12:00 PM), and Meal (Lunch). Below these are 'Save' and 'Search' buttons. At the bottom, there is a 'Totals' section with 'IN (0)' and 'OUT (90)' buttons, and a table with columns 'B 0', 'L 0', 'P 0', and 'D 0'. A 'Daily Attendance' button is at the very bottom.

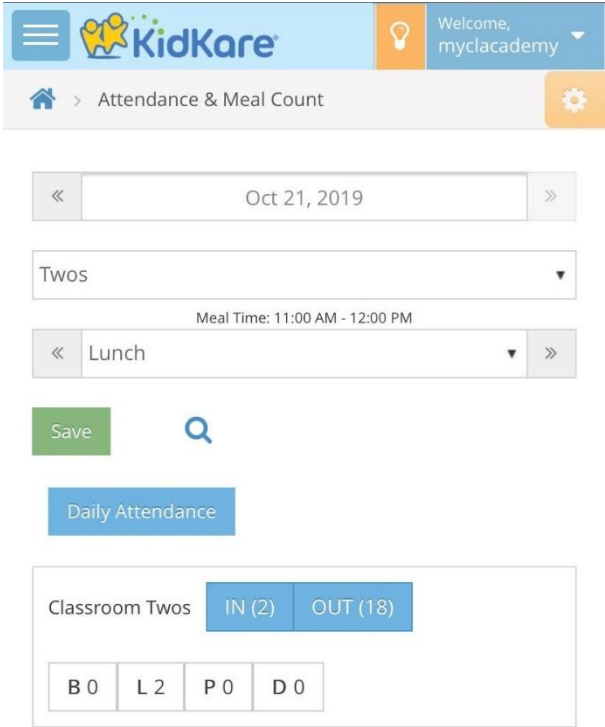
Step 4: Make sure the correct **date**, **classroom**, & **meal** are selected. You may also choose to select an individual classroom or all classrooms.



Step 5: Check the box next to each child's name to mark attendance. **Note:** You may be prompted to confirm if a child you mark present is out of school. If the child is out of school, click **OK**.

Step 6: Click  to record a meal count. A child must be marked in attendance before you can access this option. This option is also only available if you have reached your approved meal times.

Step 7: Be sure to **save** your changes.



- Additional Notes:**
- The full version of the program is still needed for tasks such as: enrolling children, managing classes, recording menus, printing reports, etc.
 - Please be sure to occasionally check that all data is being recorded and transferred accurately to Minute Menu from the KidKare web app.
 - For tech support please call: 1 (972) 671 - 5211