



CHILD CARE NETWORK OF NEW YORK



# CACFP and Minute Menu

**A Provider's Guide to Claiming Online**

# Contents

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- ▶ Getting Started
- ▶ Enrolling Children
- ▶ Entering Menus and Attendance
- ▶ Menu Planning
- ▶ Submitting Your Claim
- ▶ Review Status of Submitted Claims
- ▶ Managing Your Provider Calendar
- ▶ Child Enrollment Renewals (once a year)



# Getting Started

- ▶ A Child Care Network of New York representative has downloaded Minute Menu onto your desktop. Open the program by clicking this icon →



- ▶ To access your profile, enter the login number and password provided by CCNNY and click “Sign In.”

A screenshot of a Windows-style dialog box titled 'Minute Menu Kids Sign In'. It contains a 'User Name' dropdown menu, a 'Password' text box, and a checkbox labeled 'Remember my password for me.' Below these are three buttons: 'Sign In' (highlighted in blue), 'Cancel', and 'Options...'. A black arrow points from the bottom left towards the 'Sign In' button. At the bottom of the dialog, there are two lines of blue text: 'Click here if you have forgotten your user name or password.' and 'Click here for important information about your computer's Internet security and connecting to your Minute Menu Kids account.'

NOTE: If you are not at your computer, you can access your account from any other PC by entering: [www.minutemenu.com](http://www.minutemenu.com) and entering your login ID and Password

# Enrolling Children

- ▶ Here is the WebKids home screen. To begin setting up your account, click on “Child Information” to enter the information of the children attending your day care.



# Child Information

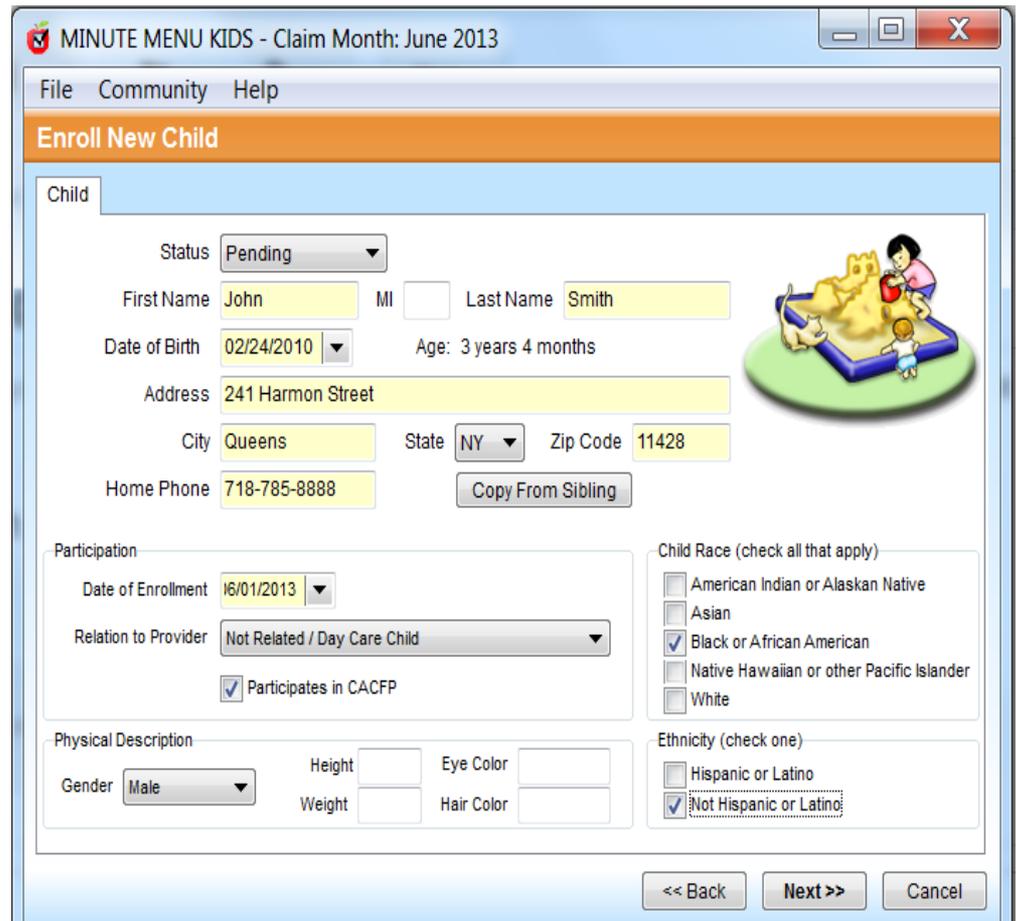
- ▶ To enroll new children, click this button →



- ▶ Enter each child's

- ▶ name
- ▶ Birth date
- ▶ address
- ▶ phone number
- ▶ date of enrollment
- ▶ relationship to you (own child or not related/day care child)
- ▶ gender
- ▶ race and ethnicity

Once all information has been entered, click Next.

A screenshot of a web application window titled "MINUTE MENU KIDS - Claim Month: June 2013". The window has a menu bar with "File", "Community", and "Help". Below the menu bar is a header "Enroll New Child". The main content area is titled "Child" and contains a form with the following fields:

- Status: Pending (dropdown)
- First Name: John (text), MI: (checkbox), Last Name: Smith (text)
- Date of Birth: 02/24/2010 (dropdown), Age: 3 years 4 months
- Address: 241 Harmon Street (text)
- City: Queens (text), State: NY (dropdown), Zip Code: 11428 (text)
- Home Phone: 718-785-8888 (text), Copy From Sibling (button)
- Participation: Date of Enrollment: 16/01/2013 (dropdown), Relation to Provider: Not Related / Day Care Child (dropdown), Participates in CACFP (checkbox, checked)
- Child Race (check all that apply):
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or other Pacific Islander
  - White
- Physical Description: Gender: Male (dropdown), Height: (text), Eye Color: (text), Weight: (text), Hair Color: (text)
- Ethnicity (check one):
  - Hispanic or Latino
  - Not Hispanic or Latino

At the bottom right of the form are three buttons: "<< Back", "Next >>", and "Cancel". An illustration of a child playing with a dog is visible on the right side of the form.

# Parent Information

- ▶ Next enter the parent's information. You can save time by clicking "Use Child's Address." Aside from the parent's name, no additional information is needed.

The screenshot shows a web form for entering parent information. At the top, there are tabs for "Child", "Parent / Guardian", "Schedule", and "Special". Under "Parent / Guardian", there are sub-tabs for "Mother", "Father", and "Guardian". The form is filled out for a mother named Jane Smith. The "Home Address" section includes the address "142 Main Street", city "Brooklyn", state "NY", and ZIP "11226". The "Phone Numbers & Email" section includes a home phone number "718-555-5555". The "Employment" section has fields for Occupation, Employer, Work Address, and City, State, ZIP. A red circle highlights the "Use Child's Address" button, and an arrow points to it from the right. Below the button is a checkbox for "Authorized for pickup" and a "Notes:" section.

Child	Parent / Guardian	Schedule	Special
	Mother	Father	Guardian
First Name	Jane	Middle	
Last Name	Smith		
Home Address			
Address	142 Main Street		
City, State, ZIP	Brooklyn	NY	11226
Employment			
Occupation			
Employer			
Work Address			
City, State, ZIP			
Phone Numbers & Email			
Home	718-555-5555		
Work			
Cell			
Email			
<input type="button" value="Use Child's Address"/>			
<input type="checkbox"/> Authorized for pickup			
Notes:			

# Child's Schedule

- ▶ Next enter the child's schedule: what time the parents drop them off and pick them up, which days of the week they attend, and which meals they eat at the day care.
- ▶ If the child is school age and only attends in the afternoon, go to "Grade Level/School Type" and click "School Age."

The screenshot shows a web form for entering a child's schedule. It has tabs for 'Child', 'Parent / Guardian', 'Schedule', and 'Special'. The 'Schedule' tab is active, showing a grid for Monday through Thursday. Each day has fields for 'Arrive', 'Depart', '2nd Arrive', and '2nd Depart', with a '10:30 hrs' label. Below these are time slot grids with 'Mid', '2', '4', '6', '8', '10', 'Noon', '2', '4', '6', '8', '10', 'Mid' labels. A red highlight is under the 8-10 AM slot for each day. To the right, there are sections for 'Days & Times' (with 'Days Vary' and 'Times Vary' checkboxes), 'Participating Meals' (with checkboxes for Breakfast, AM Snack, Lunch, PM Snack, Supper, and Eve Snack), and a 'Copy Monday's Hours' button. At the bottom, a section asks for school information: 'If this child is in school or will be starting kindergarten, please supply the following:'. It includes fields for 'School District', 'School Name', 'Grade Level / School Type', and 'School Number'. An arrow points from the 'Grade Level / School Type' field back to the text in the second bullet point.

# Infant Information

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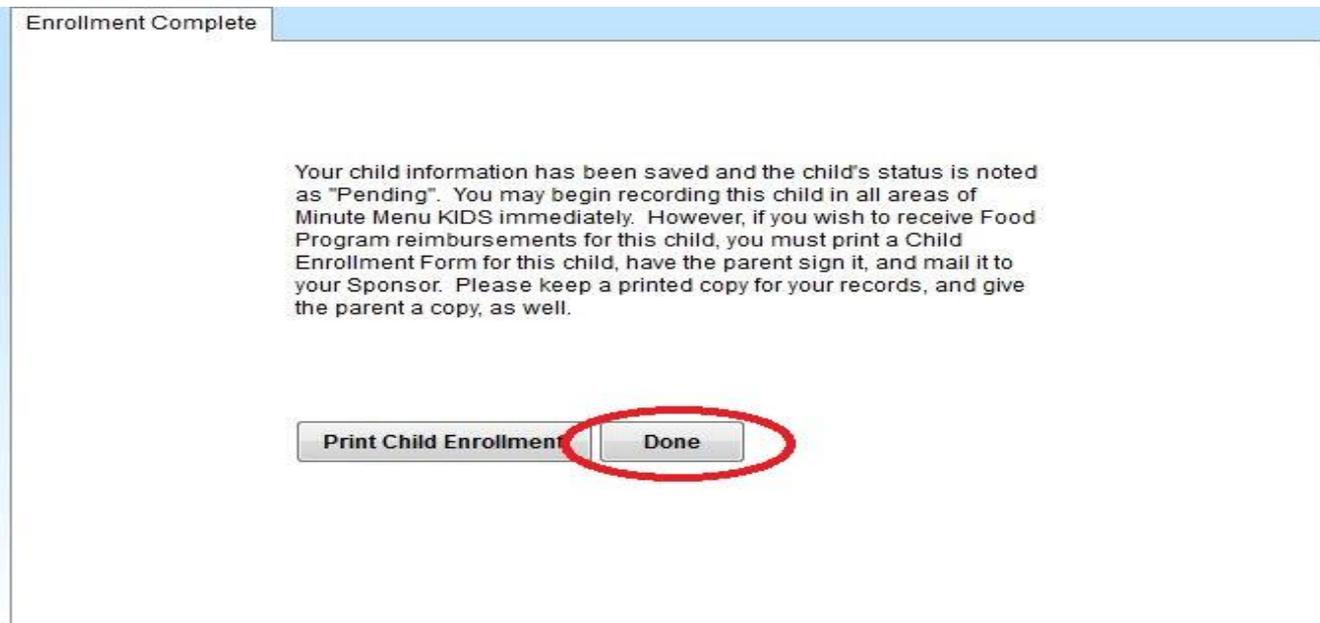
- ▶ If the child is an infant (6 weeks to 1 year old), enter the feeding information on the next page. This includes who (parent or provider) is supplying the formula or breast milk, what brand of formula and who is providing the solid food for the infant.
- ▶ If the child is not an infant, you should skip the last section.

The screenshot shows a software interface with a light blue header bar containing four tabs: "Child", "Parent / Guardian", "Schedule", and "Special". The "Special" tab is currently selected. Below the tabs is a section titled "Formula" with a white background and a thin border. Inside this section, there are three input fields: "Parent's Infant Formula Choice" is a dropdown menu with the text "Parent supplies formula/breast milk, provider supplies food." and a downward arrow; "Formula Offered by Provider" is a text input field with a grey background; and "Parent's Formula Name" is a text input field containing the text "Enfamil". Below the "Formula" section is a "Payment Source:" label followed by a text input field with a grey background. At the bottom of the form are four checkboxes: "Overnight Stay", "Migrant", "Special Needs", and "Special Diet", all of which are currently unchecked.

# Finalize the Enrollment

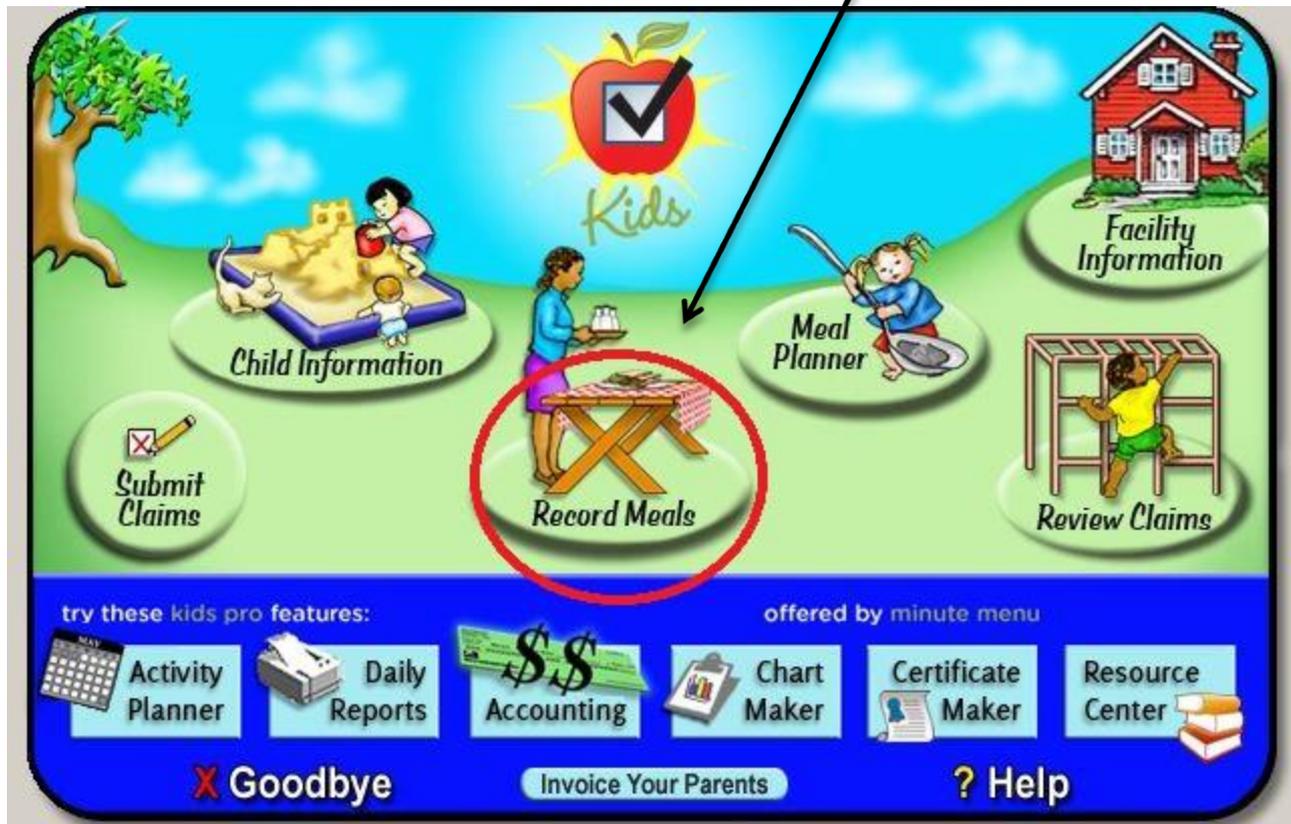
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- ▶ Click “Done” to complete the enrollment process. Remember that the child enrolled is pending, until you fax the completed enrollment form signed by the parent/guardian to your sponsor agency. After the form is received and processed, the Agency will Activate the child.



# Entering Menus and Attendance

- ▶ At the home screen, click “Record Meals” to enter your menus and attendance.



# Entering Meals

- ▶ Begin by selecting the date and meal you want to enter in the drop down menus at the top of the screen.
- ▶ Attendance will be entered on the left side of the screen. Meals will be entered on the right.

MINUTE MENU KIDS - Record Meals - Claim Month: June 2013

File Community Help

Return Reports Print Delete Help

Record Meals Child In & Out Times

Non-Infants Infants Meal Date 06/17/2013 Meal AM Snack

Number of Servings 1 Serving Time 09:00 AM

Child Name ▲	Stat	Age	Sch	Sick	Sch Out	Serv 1
Davis, James	A	1y 3m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duran, Ziara K	A	2y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jones, Emily	P	2y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Namath, Joe	P	2y 0m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Jessica	P	8y 6m	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, John	P	1y 6m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meat/Alternate

Bread/Alternate

Fruit/Vegetable 1

Milk

Meal Notes

Use as directed Save Cancel

Total Meals Served 0

# Entering Daily Attendance

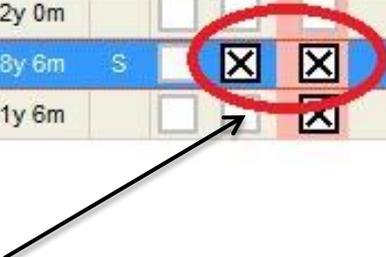
- ▶ To count a child present for a meal, check the third box next to their name. If the child was not present for the meal, leave the boxes blank.

Child Name ▲	Stat	Age	Sch	Sick	Sch Out	Serv 1
Davis, James	A	1y 3m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Duran, Ziara K	A	2y 10m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jones, Emily	P	2y 10m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Namath, Joe	P	2y 0m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smith, Jessica	P	8y 6m	S	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, John	P	1y 6m	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

# “School Out”

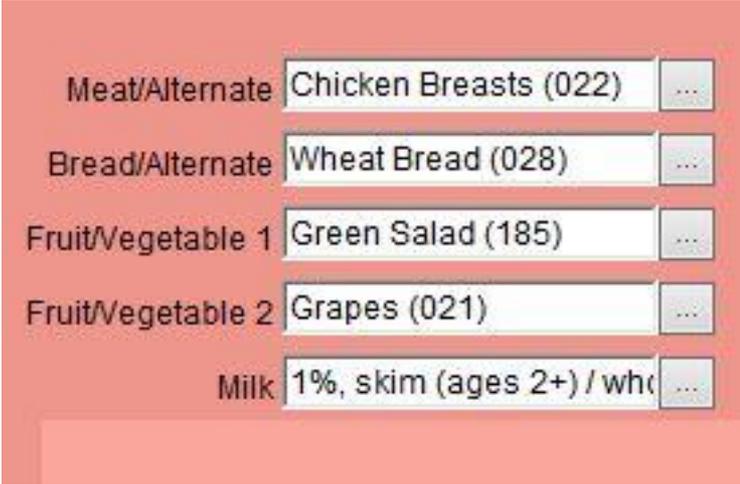
- ▶ The second box in the attendance schedule is labeled “Sch Out.” This box is used when school age children (who are usually only at the day care in the afternoon) are with you all day because their school is closed. To mark the child present, click both the “Sch Out” box AND the “Serv 1” box. It should look like this:

Child Name ▲	Stat	Age	Sch	Sick	Sch Out	Serv 1
Davis, James	A	1y 3m		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Duran, Ziara K	A	2y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jones, Emily	P	2y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Namath, Joe	P	2y 0m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Jessica	P	8y 6m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, John	P	1y 6m		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# Entering Menus

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- ▶ Enter the components of your meals by clicking the buttons on the far right of the screen that look like this →  This button will open the list of foods for each meal component. Click on the foods you served to fill in each component. A completed meal might look something like this →  Remember to click “**Save**” at the bottom right of the screen when you have entered all your meal and attendance information.
- 

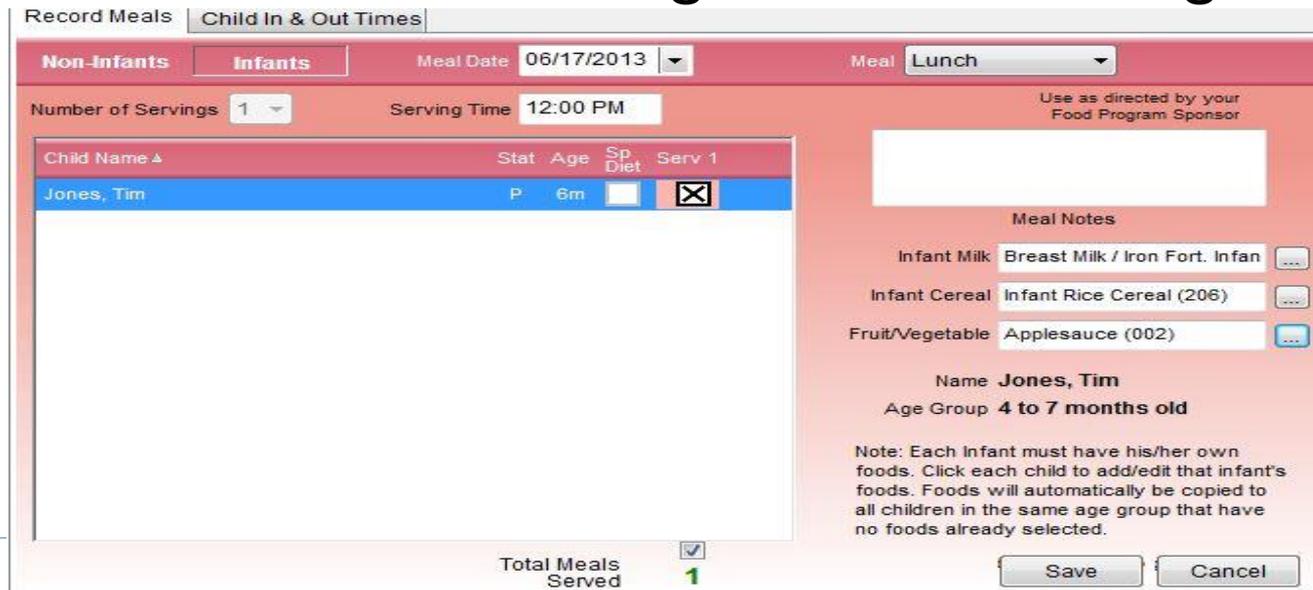


# Recording Infant Menus

- ▶ Minute Menu separates infants from older children. To enter your infant menus, click “Infants” in the top left corner of the screen →



- ▶ Enter the infant attendance and menu the same as you did for the older children. It might look something like this →

A screenshot of the 'Record Meals' interface. The top bar shows 'Record Meals' and 'Child In & Out Times' tabs. Below the tabs are two buttons: 'Non-Infants' and 'Infants'. The 'Infants' button is selected. The 'Meal Date' is set to '06/17/2013' and the 'Meal' is set to 'Lunch'. The 'Number of Servings' is '1' and the 'Serving Time' is '12:00 PM'. A table lists the child 'Jones, Tim' with status 'P', age '6m', and a checked box for 'Serv 1'. The 'Meal Notes' section includes fields for 'Infant Milk' (Breast Milk / Iron Fort. Infan), 'Infant Cereal' (Infant Rice Cereal (206)), and 'Fruit/Vegetable' (Applesauce (002)). The 'Name' is 'Jones, Tim' and the 'Age Group' is '4 to 7 months old'. A note states: 'Note: Each Infant must have his/her own foods. Click each child to add/edit that infant's foods. Foods will automatically be copied to all children in the same age group that have no foods already selected.' The 'Total Meals Served' is '1' and there are 'Save' and 'Cancel' buttons at the bottom right.

# Recording Infant Menus

**IMPORTANT:**

You must enter menus individually for each infant.

Record Meals | Child In & Out Times

**Non-Infants** | **Infants** | Meal Date: 06/17/2013 | Meal: Lunch

Number of Servings: 1 | Serving Time: 12:00 PM | Use as directed by your Food Program Sponsor

Child Name ▲	Stat	Age	Sp Diet	Serv 1
Jones, Tim	P	6m		☒

Meal Notes

Infant Milk: Breast Milk / Iron Fort. Infan ...

Infant Cereal: Infant Rice Cereal (206) ...

Fruit/Vegetable: Applesauce (002) ...

Name: **Jones, Tim**  
Age Group: **4 to 7 months old**

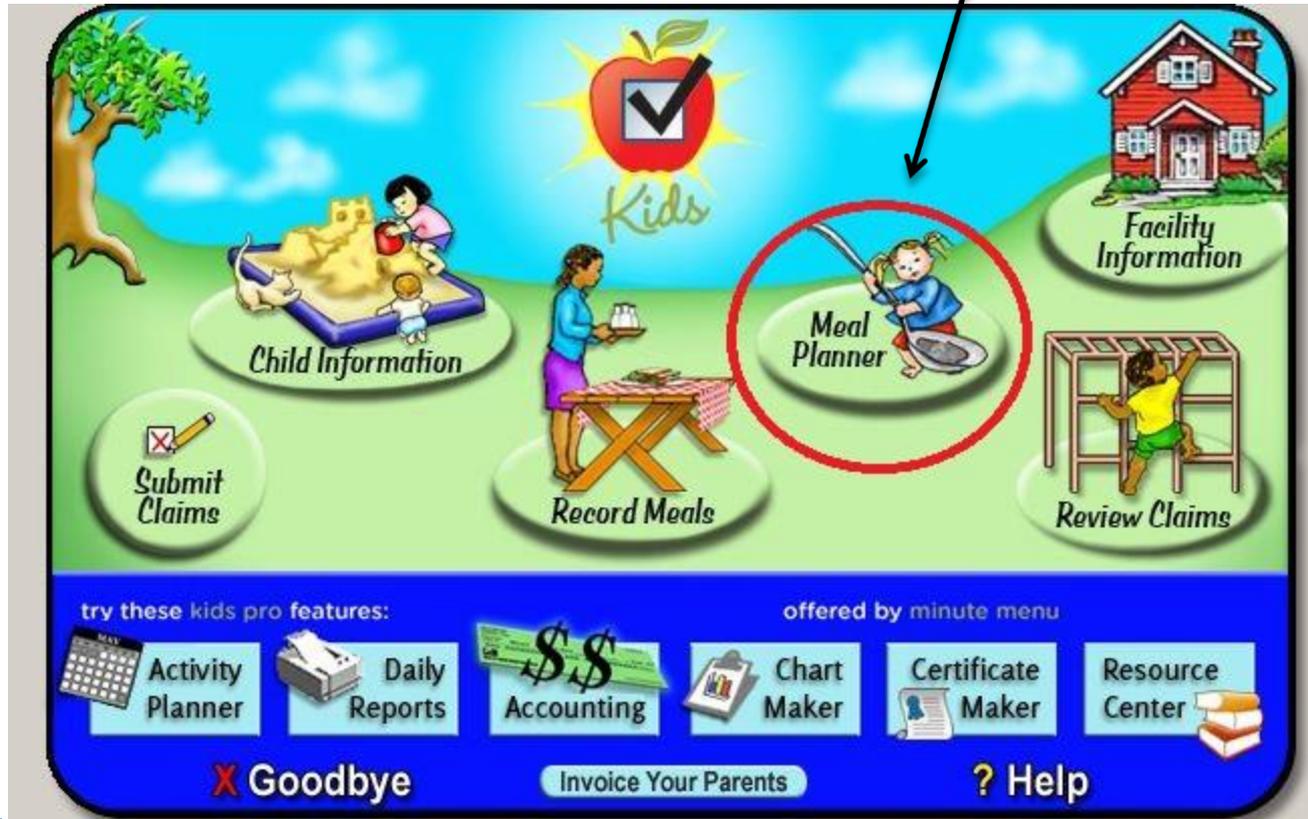
Note: Each Infant must have his/her own foods. Click each child to add/edit that infant's foods. Foods will automatically be copied to all children in the same age group that have no foods already selected.

Total Meals Served: 1

Save | Cancel

# Meal Planning

- ▶ You can save some time by scheduling your menus in advance and saving meals that you serve often. To do this, click “Meal Planner.”



# Scheduling Menus

- ▶ Open the calendar and double click on the day you want to enter. Enter only the meals you serve and save. If you claim AM snack, lunch and dinner, your menu might look something like this →

Use this screen to plan (but not claim) upcoming meals. To claim a meal (and get paid) you must use the Record Meals function.

Meal Plan Date 06/03/2013

Breakfast	AM Snack	Lunch
Bread/Alt <input type="text"/>	Meat/Alt <input type="text"/>	Meat/Alt Chicken Breasts (022)
Fruit/Veg <input type="text"/>	Bread/Alt French Toast (013)	Bread/Alt Rolls (024)
Milk <input type="text"/>	Fruit/Veg Apple Juice (051)	Fruit/Veg 1 Watermelon (042)
<input type="button" value="Delete"/> <input type="button" value="Use Menu Template"/>	Milk <input type="text"/>	Fruit/Veg 2 Green Salad (185)
	<input type="button" value="Delete"/>	Milk 1%, skim (ages 2+) / w <input type="text"/>
		<input type="button" value="Delete"/> <input type="button" value="Use Menu Template"/>

PM Snack	Dinner	Evening Snack
Meat/Alt <input type="text"/>	Meat/Alt Turkey Ground (060)	Meat/Alt <input type="text"/>
Bread/Alt <input type="text"/>	Bread/Alt Spaghetti Noodles (077)	Bread/Alt <input type="text"/>
Fruit/Veg <input type="text"/>	Fruit/Veg 1 Broccoli (161)	Fruit/Veg <input type="text"/>
Milk <input type="text"/>	Fruit/Veg 2 Tomato Sauce (243)	Milk <input type="text"/>
<input type="button" value="Delete"/>	Milk 1%, skim (ages 2+) / w <input type="text"/>	<input type="button" value="Delete"/>
	<input type="button" value="Delete"/> <input type="button" value="Use Menu Template"/>	

# Scheduling Menus

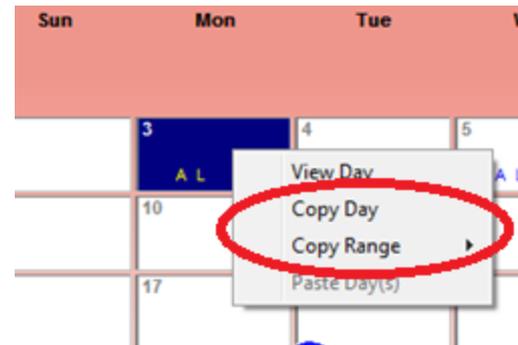
- You can print out an entire week of menus from the meal planner by clicking on the first day of the week and clicking  at the top of the screen. Your menu sheet will look something like this:

Scheduled Menus Planned for Week of 06/02/2013 thru 06/08/2013						
PROVIDER, TEST 12345						
June 02, 2013	June 03, 2013	June 04, 2013	June 05, 2013	June 06, 2013	June 07, 2013	June 08, 2013
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Breakfast</b>						
<b>AM Snack</b>						
French Toast (013) 100% Fruit Juice (051)	Egg (115) Wheat Bread (026) 100% Fruit Juice (051)	Cold Cereal (unsw) (034) Blueberries (006) 1%, skim (ages 2+ (5)	Hot Cereal (farin) (120) Applesauce (002) 1%, skim (ages 2+ (5)	Cold Cereal (sweet) (035) Mangos (026) Water (4)		
<b>Lunch</b>						
Chicken Lean (022) Rolls (024) Watermelon (042) Lettuce and Tomat (205) 1%, skim (ages 2+ (5)	Chicken Lean (022) White Rice (089) Fruit Cocktail (016) Carrots (165) 1%, skim (ages 2+ (5)	Cheddar Cheese (103) Macaroni Noodles (073) Grapes (021) Peas and Carrots (217) 1%, skim (ages 2+ (5)	Turkey Lean (060) Spaghetti Noodles (077) Tomato Paste/Sauc (242) Grapefruit (020) 1%, skim (ages 2+ (5)	Mozzarella Cheese (110) Pizza Crust (061) Tomato Paste/Sauc (242) Cherries (010) 1%, skim (ages 2+ (		
<b>PM Snack</b>						
<b>Dinner</b>						
Turkey Lean (060) Spaghetti Noodles (077) Broccoli (161) Tomato Paste/Sauc (242) 1%, skim (ages 2+ (	Black Beans (071) Brown Rice (081) Oranges (026) Sweet Potato/Yams (237) 1%, skim (ages 2+ (5)	Fish Sticks (brea) (038) Rolls (024) Watermelon (042) Broccoli (161) 1%, skim (ages 2+ (5)	Tuna (043) Wheat Bread (028) Celery (168) Carrots (165) 1%, skim (ages 2+ (5)	Beef Lean (002) Taco Shell (101) Lettuce and Tomat (205) Fruit Cocktail (016) 1%, skim (ages 2+ (5)		
<b>Evening Snack</b>						

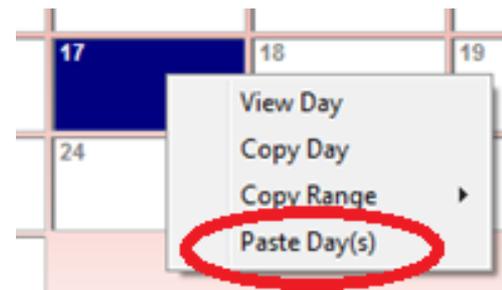
# Copy and Paste

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- ▶ You can also copy and paste menus in meal planner. To do this, right click on the day or days you'd like to copy. Click “Copy Day” to copy one day of menus, or “Copy Range” to copy more than one.



- ▶ Next right click on the day where you'd like the menu pasted and click “Paste Day(s).”

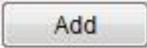
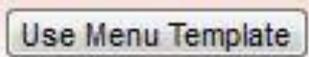


# Menu Templates

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- ▶ To save meals that you serve often for easy access in Minute Menu, use the template buttons at the top of the screen in the Meal Planner section. These buttons look like this:

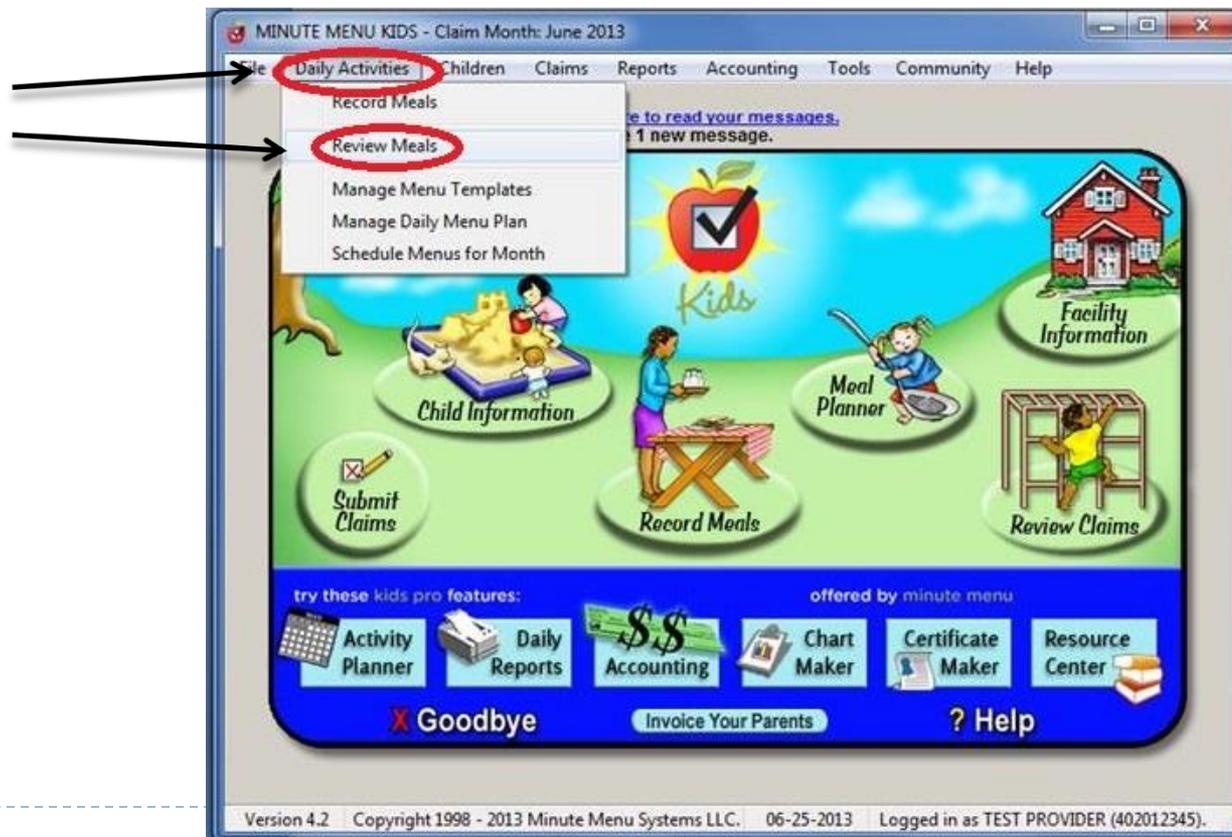


- ▶ To enter a template, click the appropriate category, then click  at the bottom of the screen. Enter the meal just as you would when scheduling menus, then save the meal.
- ▶ To use your saved meals, simply click  when recording your meals.



# Submitting Your Claim

- ▶ Before submitting your claim, review the month for any changes you may need to make. To do this click “Daily Activities” and “Review Meals” at the top of the screen.



# Submitting Your Claim

- ▶ Once you have reviewed your menus, submit your claim by clicking “Submit Claim” at the bottom of the screen.



# Submitting Your Claim

▶ To submit, you must click through three times.

▶ First:



Submit Claim to Sponsor

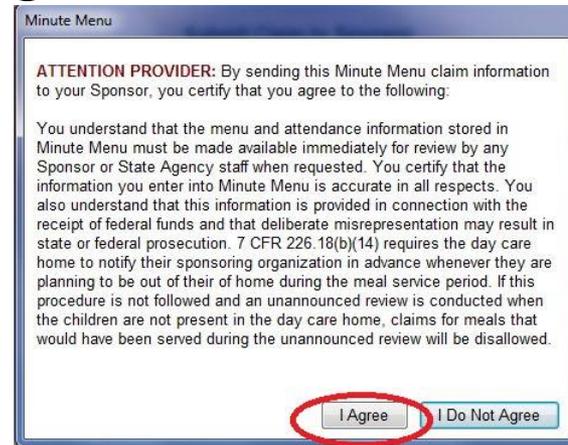
Current Claim Month: June 2013  
Number of Days with Meals: 1  
Submitted to Sponsor: Not Yet Submitted

[Print Attendance](#)

[Print Claim Report](#)

[Submit Claim](#)

Then:



Minute Menu

**ATTENTION PROVIDER:** By sending this Minute Menu claim information to your Sponsor, you certify that you agree to the following:

You understand that the menu and attendance information stored in Minute Menu must be made available immediately for review by any Sponsor or State Agency staff when requested. You certify that the information you enter into Minute Menu is accurate in all respects. 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.

Finally:



Minute Menu

You are about to submit your monthly claim information to your Sponsor.

Before you continue, please verify all of the following:

- You have finalized all new child enrollments
- You have sent all new enrollment forms to your Sponsor
- You have entered all child sick days or school holidays
- You have specified any days in the month that you were closed (other than weekends)
- You have entered all meal and attendance information accurately

Click [Submit] to continue submitting your claim to your sponsor. Or click [Cancel] if you would like to stop and review your information first.

If you are not sure if your claim has been submitted, check the claim month at the top of the screen. It should have changed to the following month. For example, if you have successfully submitted June, your screen should now say July.

# Reviewing Your Claim

- ▶ To view the status of your claim, click “Review Claims.”



# Reviewing Your Claim

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- ▶ To view your monthly error report, select the month from the list and click “Details” → 
- ▶ On the right side of your screen you will see the Report Box. Select Claim Summary and Errors Report.
- ▶ This report will show the amount of your reimbursement as well as any errors you may have made that resulted in meal disallowance.
- ▶ **If you have questions or concerns about your error report, please call Child Care Network of New York as soon as possible. If a mistake has been made, we may be able to adjust it if you contact us immediately.**



# Managing Your Calendar

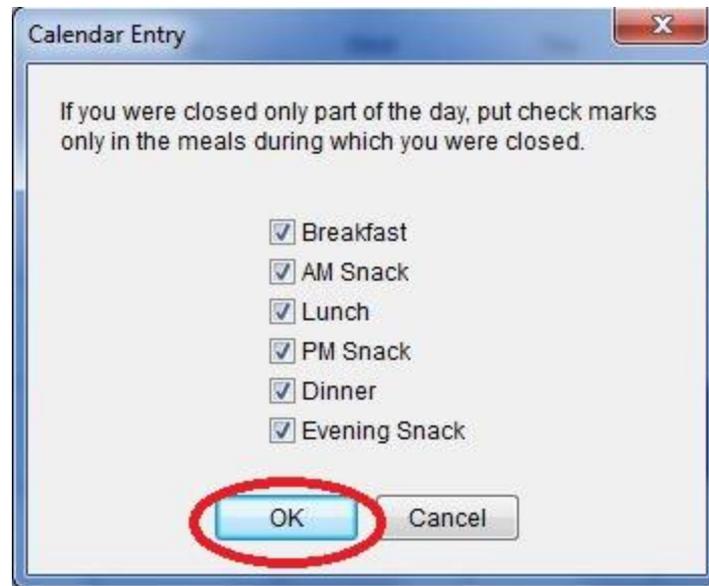
- ▶ Use your calendar to let us know when your day care will be closed or when you will be out on a trip. This will ensure that we don't come to visit when you're not home and you won't be disallowed. Click "Tools" and "Manage Calendar" at the top of the screen.



# Managing Your Calendar

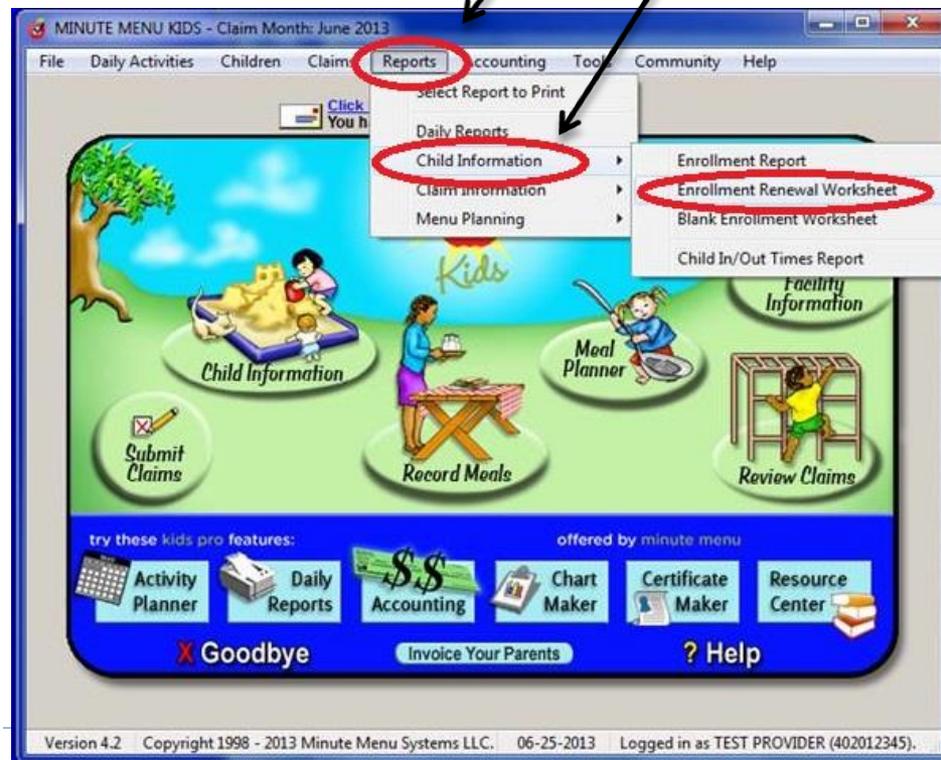
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- ▶ To enter your closures, click on the day then click  at the bottom of the screen.
- ▶ Check off the meals for which you'll be closed, then click "OK."



# Child Enrollment Renewal

- ▶ Once a year, you will need to renew your children's enrollment. To access the form, click "Reports," go to "Child Information," then click "Enrollment Renewal Worksheet."



# Child Enrollment Renewal

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- ▶ You must renew your children's enrollment each year during the month you originally signed with Child Care Network of New York. Example: If you started in the program in June 2012, you must complete a renewal package every June.
- ▶ For the example above, you have until July 1 of every year to submit the complete renewal package. Make sure all the parents sign and that you signed the top of every renewal page before faxing !
- ▶ Have each child's parent sign next to their child's name and make any necessary changes to their information.
- ▶ Fax the renewal worksheet before you submit the claim for the renewal month. Children who do not have signatures will be withdrawn from the system.



Please call us at 347-468-7488  
if you need technical assistance  
We are here to help you!

Thank you for participating  
in the CACFP Program  
and don't forget to check  
your Claims Errors Report  
every month!

