



QUICK TIPS

Start Up:

- 1) Remember your **LOG IN** _____ and **PASSWORD** _____
- 2) LOG IN at www.minutemenu.com
- 3) Click Here to Download Minute Menu Kids for faster access and more features. Follow prompts to run installment.
- 4) This will put a red apple icon on the your desktop.
- 5) Click on red apple icon
- 6) For first time users a pop-up box may appear asking if you want to change the password.....CLICK "NO"
- 7) Make sure the current month has been selected...if not change month:
 - * Top grey tool bar, click "Claims"
 - * Drop down to "Change Claim Month"
 - * Follow prompts to change to desired month.

Record Keeping – Meal Counts:

- 1) Meal Counts must be recorded daily to point-of-service.
- 2) **If a computer is not readily accessible, you must use MMS Daily Meal Worksheets or MMS Weekly Attendance Worksheets.**
 - * Top grey tool bar, click "Reports"
 - * Drop down to "Claim Information"
 - * Select Daily Meal Worksheets for written pre-planned menus.
 - * Select Weekly Attendance Worksheets for menus pre-planned using the "Menu Planner" feature.

Record Keeping – Menus:

- 1) Menus must be pre-planned
- 2) **Review "Meal Planner" function.**
 - * Best practice is to pre-plan for a week.
 - * Review week for nutritional quality.
 - * Improve pre-planned menus, if applicable.
 - * Print menu and post.
 - * Write corrections as needed to ensure foods entered in Minute Menu Kids reflect actual foods served.

Benefits of using Menu Planner function:

- If a component is missing, the you will be prompted of this error
- The pre-planned menu automatically transfers into the "Record Meals" when meal counts are entered. (Changes can be made if different foods are served.)

Child Information:

- 1) When entering a new child:
 - * **Enrollment date** ---make sure it is the date the child is first eligible for reimbursement.
 - * Enter **both** child's race and ethnicity.
 - * Scroll down to include **Friday** schedule, if applicable.
 - * Print out 3 copies of the Child Enrollment Form (CEF) upon completion.
 - * Review the CEF for errors, clearly write corrections.
 - * Have the parent sign the CEFs.
 - * Give one copy to the parent, along with a "Building for the Future/CACFP Menu Components and Portions" found at www.yoursforchildren.com >> Providers >> Forms.
 - * Keep a signed copy of the CEF for your records.
 - * **Mail/FAX/email a signed CEF to YFCI BEFORE the claim is submitted.**
 - * Upon receipt, the child's status will change from "pending" to "active" and be eligible for reimbursement.

- 2) To update a child's enrollment data:
 - * Click "Child Information"
 - * Select Child
 - * Click "Print Child Enrollment" button on first page, found below "Relation to Provider".
 - * Review CEF for errors, clearly write updates.
 - * Have parent sign the CEF.
 - * Mail/FAX/email signed CEF **before** the claim is submitted.

- NOTE: Use a yellow Claim Information Form for temporary changes.***

- 3) To drop a child:
 - * Click "Child Information"
 - * Select Child
 - * Click Red X –Withdraw
 - * Make sure correct drop date is selected.

- 4) To re-activate a withdrawn child:
 - * Click "Child Information"
 - * Change Filter Child List to "All"
 - * Select Child
 - * Click "Print Child Enrollment" button on first page, found below "Relation to Provider".
 - * Cross out "Withdrawal Date".
 - * **Write in reactivation date.**
 - * Review CEF for errors, clearly write updates.
 - * Have parent sign the CEF.
 - * Mail/FAX/email signed CEF **immediately**. Child will be reactivated upon receipt.

Note: You will not be able to enter meal counts for the child until s/he is reactivated. Record the child's meal counts on Minute Menu Kids Worksheets and enter previous meal counts once reactivated.

School Codes

- 1) If a **school-age** child is in care because the child is sick and cannot attend school, check (√) the **“Sick”** column in “record meals”. You also need to check (√) “Serv 1” to record child’s participation in the meal.
- 2) Check (√) **“Sch Out”** (for School is Out) when the child’s school is closed for any reason and the child is in care. **Use “Sch Out” for School vacations, holidays, snow days, and other closures.** You also need to check (√) “Serv 1” to record child’s participation in the meal.

Note: School closures for specific children may be recorded in advance:

- Click “Children” in top grey tool bar.
- Click “Manage Child Calendar”.
- Select school-aged child.
- Click date child will be in care rather than in school
- Select “Child Sick” or “School Out”.
- Codes will automatically appear when entering meal counts.

Notification of Provider’s Vacation/Closures

Note: Scheduled meal services are listed on your monthly check. Please call YFCI (800-222-2731) to inform us of changes in meal service times.

Providers must inform the sponsor (YFCI) in advance if closed or away from the premises during a scheduled meal service.

- 1) Click **“Tools”** on the top grey tool bar, then **“Manage Calendar.”** A **calendar** will appear.
- 2) Click date to be closed
- 3) Click closed.
- 4) Make sure only meals not offered during closure are clicked.
- 5) This information will automatically be transferred to YFCI

Before you submit your claim:

- 1) Check **Reports>>Claim Information>> Claimed Attendance Detail** for accuracy before submission. This will show meals claimed by child. You can easily see:
 - * If a child was claimed for more than 3 meal services a day.
 - * If a child was not claimed for a meal or day when he should have been claimed.
 - * If a school-aged child was claimed for an AM Snack or Lunch, requiring “SchOut” or “Sick” codes

- * If a child was claimed for a meal or day not indicated on the Child Enrollment Form.

Make any necessary corrections BEFORE you submit your claim.

- 2) Check **Reports>>Claim Information>> Claimed Attendance Summary** for accuracy before submission. This will show the number of meals claimed daily by meal service. You can easily see:

- * If you claimed more than your license capacity allows.
- * If you forgot to claim children.

Make any necessary corrections BEFORE you submit your claim.

Claim Summary and Errors Report

You can read this report once the claim has been processed, typically 24 hours after submission. To view report:

- * Click “Review Claims”.
- * Select desired month.
- * Click Details
- * Choose “Claim Summary and Error Letter”.

Errors noted before claim has been “requested” to the State Agency may *sometimes* be corrected. For example, you may FAX in a CEF for a “pending” child.

Claims are not final until sponsor review and not final until “requested” from the State Agency.” (Manual deductions do not show on the Claim Summary and Error Letter immediately after processing.)

The **Claim Summary and Errors Report** is included with each reimbursement check. It shows how many meals were reimbursed, by tier, and the reimbursement amount.

The report also lists all disallowances and the reasons why the disallowance was made.

Please review this report to avoid repeated errors.

Last but not least:

Messages are sometimes posted on your Minute Menu Kids opening screen. Click the flashing envelope to read messages.

Please make sure we have your correct email address for important announcements.



for the fastest YFCI news.

10/01/11