Using Master Menus

Master menus are pre-planned, approved menus that you can use to make recording food program paperwork faster! Master Menus can be only be used for children who are 1 year old or older, therefore, you will only record Master Menus on the *Child* menu form.

To record a Master Menu:
- Mark the Master Menu or "M" bubble for that meal (located on the Milk row).
- Use the provided Master Menu chart to locate the menu reference number.
- Record the number of the Master Menu in the lowest fruit or vegetable row for that meal.

Mark attendance and meal counts as normal.

Here's an example:

These meals were served on the 22nd of the month.

Children #1, 2, 6, 11, 12 were in attendance (and present at each meal service).

A whole grain-rich bread/alternate was served at lunch.

For Breakfast, Master Menu #23 was served.

For AM Snack, Master Menu #106 was served.

For Lunch, Master Menu #43 was served.

Using 2nd Servings

Providers who care for different children throughout the course of the day may find it necessary to serve a meal or snack more than once.

For example, let's assume 4 children come to your home at 7:00 am and you serve them breakfast at 7:30. They leave at 8:00 am to go to school, but 4 more children come around 8:15am. You serve them breakfast at 8:30am. So you've served breakfast twice, once at 7:30 and once at 8:30. This scenario is what we call a 2nd Serving (sometimes referred to as Split Shift). To record a 2nd serving:

- Record the first serving as normal.
- Go to the next available column to record the 2nd serving (even if it's on a new form).
- Record the meal **date** (same date as the first serving).
- Bubble in the **2nd Serving** bubble.
- Bubble in the child numbers (in the *Served To* area) for each child present during the 2nd serving of the meal (even if they already ate at the first shift).

> **Hint!** It is **not** necessary to bubble in the *daily attendance*, *whole grain*, or *foods served* for the 2nd serving, assuming the same foods were served.

Here is an example of a day when Breakfast was served twice:

Record the meal date (again).

Mark the 2nd Serving bubble.

Recording *daily attendance, whole grain,* and *food served* is not necessary for 2nd serving (if the same foods were served at both servings).

Mark all children who were present during the 2nd serving in the *Served To* area.

<div style="display: flex;">

First Serving
Children #1, 2, 3, were served the first serving.

2nd Serving
Children #3, 14, 15, 16 were served the 2nd serving.

</div>

Using Multiple Child Groups

Because of the physical size limitations of scannable forms, there are only 28 child numbers available with the Minute Menu system. However, you may have more than 28 actively enrolled children who come into your home during the month. As a result, you will need more than 28 child numbers in order to record your menus.

Child Enrollment forms

Because of this, Minute Menu forms split the children into Groups of 28. There are a total of 3 possible child Groups. So, once you reach the 28 child limit in the 1st child Group, you will enroll the next child in the 2nd Group. Using the child Enrollment Form, you would enroll a child in the 2nd child Group by marking the form as follows:

Child in Group: 2
Child Number: 12
Referred to as Child: 2-12

Claim Information Form

When you receive your printed Claim Information Form (CIF) each month, you will receive one page of the CIF for each Group where at least one child is enrolled. So if you have a total of 70 enrolled children, for example, you would receive three different CIFs, one for the 1st Group, one for the 2nd Group, and one for the 3rd Group.

Regular or Infant Menu forms

When you record a meal on the Infant or Child menu forms and you have served a child in the 2nd or 3rd child Groups, you must use a separate column for children in each group. So if you serve children from two groups, you will use two columns to record that single meal. If you serve children from three groups, you will use three columns.

When marking a meal where children from child Groups 2 or 3 are served, follow these steps:
- Record the *date*, *daily attendance*, *whole grain*, *food served,* and *meal counts* in the first column, for group 1, as normal.
- To record children in group 2 or 3, go to the next available column and bubble the *Group 2* bubble and/or *Group 3*.
- In the group 2 column, record the *date, daily attendance*, and meal counts in the *served to* area. You do **not** need to record the whole grain or foods again.

Marking child group 2 or 3 in a column means that all children marked in that column must be group 2 or 3 children. Do not use a 2nd or 3rd group column to record meal information where no Group 2 or 3 children are served.

To better explain by example, let's assume that you serve a PM snack and dinner to children in your care on the 17th of the month. You serve children as follows:

Group 1

Child #

1-1	1-2	1-4	1-5
1-13	1-16	1-21	1-23

Group 2

Child #

2-2	2-3	2-5	2-7
2-15	2-16	2-22	2-27

Group 3

Child #

3-1	3-2	3-4	3-6
3-13	3-18	3-21	3-25

Record *whole grain* and *foods* in the first column.

Be sure to record the meal *day*, *group number*, *daily attendance*, and meal counts in the *served to* area for all remaining groups.

You will have a separate CIF for each child group.