



Getting Started with Minute Menu as a Sponsor of Centers

Quick Overview

Minute Menu for Centers is designed to help you automate the processing of claims from centers and prepare your agency's claim for your state. Before you get started, here are a few key tips:

- The software exists in **two modes**:
 - a. You log in as a Sponsor in your office.
 - b. You will install Minute Menu in your centers and they will log in as well, but with their own login information (different from yours).
- Centers will enroll children, record attendance, plan menus, and submit that information to you electronically, all within Minute Menu (with signed, paper copies of enrollments coming in the mail to match the electronic child enrollment records). Sometimes, they also record receipts (if you want them to do it for you).
- You, as the Sponsor, will process those claims using Minute Menu, which will automatically apply appropriate food program rules. But Minute Menu is only as accurate as the information you give it – so it's important to follow good procedures to get appropriate free/reduced/paid info on children (and for the centers as a whole).
- Minute Menu is highly configurable. Depending on your agency policies, you can configure Minute Menu to pay attention to certain things and ignore other things. So just because Minute Menu works one way for you right now (based on the default settings we've applied for your agency) doesn't mean it has to stay that way.
- After you've processed your center claims, you'll use Minute Menu to prepare your claim paperwork for your state agency.
- If you sponsor unaffiliated centers, you can use Minute Menu to cut checks or issue direct deposits to the centers based on their claims (minus any admin percentage you keep).
- To help train your centers, we have a **different startup guide for your centers**. It's available in Word format, so you can customize it.
- The software works best if your monitor screen resolution is 1024 x 768. (See the last page of this document for instructions on changing your screen resolution).

Installing

To install Minute Menu, go to: www.minutemenu.com/centerwelcome

Logging In

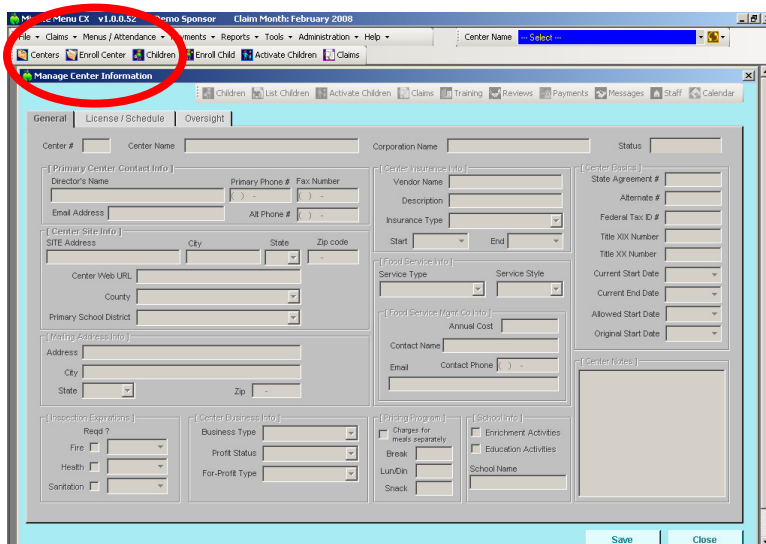
You should have received your agency's user name and password via email. To log in, find the green apple icon on your desktop and double click it.



When you log in, you'll be logging in as your agency, as a Sponsor. (It's important to understand that you can also log in as a Center, using different usernames and passwords... but we'll worry about that a bit later).

Set Up A Center

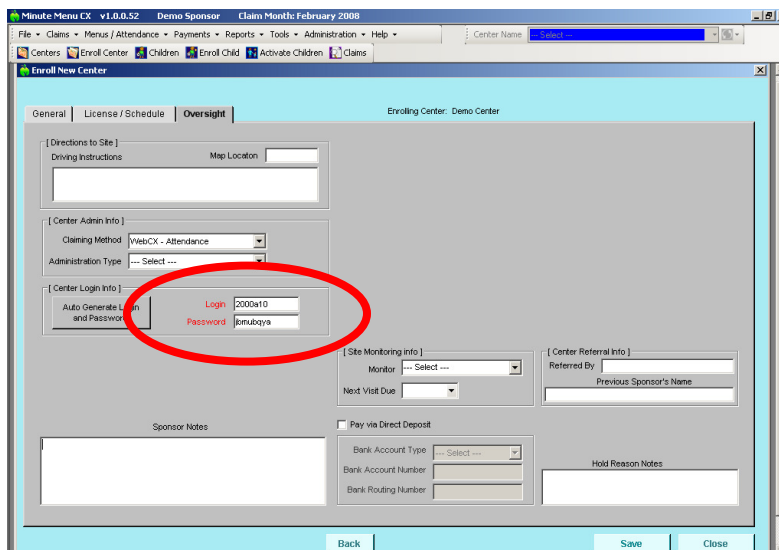
When you log into Minute Menu the first time with your Sponsor account information, the first thing you should do is create a center. So click on **[Enroll Center]**, and supply information for one of your centers.



The screenshot shows the 'Manage Center Information' form in the Minute Menu CX application. The 'Enroll Center' menu item is circled in red. The form is divided into several sections: General, License / Schedule, and Oversight. The General section includes fields for Center #, Center Name, Corporation Name, Status, Director's Name, Primary Phone #, Fax Number, Email Address, All Phone #, Insurance Type, Vendor Name, Description, Start, End, State Agreement #, Alternate #, Federal Tax ID #, Title XIX Number, Title XX Number, Current Start Date, Current End Date, Allowed Start Date, and Original Start Date. The License / Schedule section includes fields for Center Web URL, County, Primary School District, Address, City, State, Zip, Contact Name, Email, and Contact Phone. The Oversight section includes fields for Association Expiration, Req'd?, Fire, Health, Sanitation, Business Type, Profit Status, For-Profit Type, Charges for meals separately, Break, Lun/On, Snack, Enrichment Activities, Education Activities, and School Name. The form also has 'Save' and 'Close' buttons at the bottom.

When enrolling, only those fields noted in red are required, so if you don't want to supply the other information, you don't have to.

As you enroll the center, you'll notice there are three tabs of information to be completed for that center. When you get to the Oversight tab of Manage Center Information, you'll notice the username and password fields. Feel free to change these for this center if you like. But be sure to note what that username and password is.



The screenshot shows the 'Enroll New Center' form in the Minute Menu CX application. The 'Oversight' tab is selected. The form is divided into several sections: General, License / Schedule, and Oversight. The General section includes fields for Driving Instructions, Map Location, Claiming Method, Administration Type, Auto Generate Login and Password, Login, and Password. The License / Schedule section includes fields for Monitor, Next Visit Due, and Pay via Direct Deposit. The Oversight section includes fields for Referred By, Previous Sponsor's Name, Bank Account Type, Bank Account Number, Bank Routing Number, and Hold Reason Notes. The form also has 'Back', 'Save', and 'Close' buttons at the bottom.

Login As A Center

Once the center has been enrolled, the center has an account that can log into Minute Menu, using that username and password supplied during the Enroll Center process.

So, right now on your computer, you can now log into the software as this center. (You can also have the center install Minute Menu so they can log in.)

It's important to remember that the Minute Menu software you've installed contains both the center version of the software and the sponsor version of the software. You can log into Minute Menu with your agency's sponsor username & password, and you'll be operating the software as yourself, the sponsor. Or you can log into Minute Menu with that center's username & password, and you'll be operating the software as if you were that center. Note: You can be logged in as both a sponsor and a center on the same computer at the same time (running Minute Menu twice, simultaneously), if you find that convenient.

So, minimize Minute Menu so you're back on your desktop, find the green apple icon on your desktop and double click it, and supply the center's login name and password.

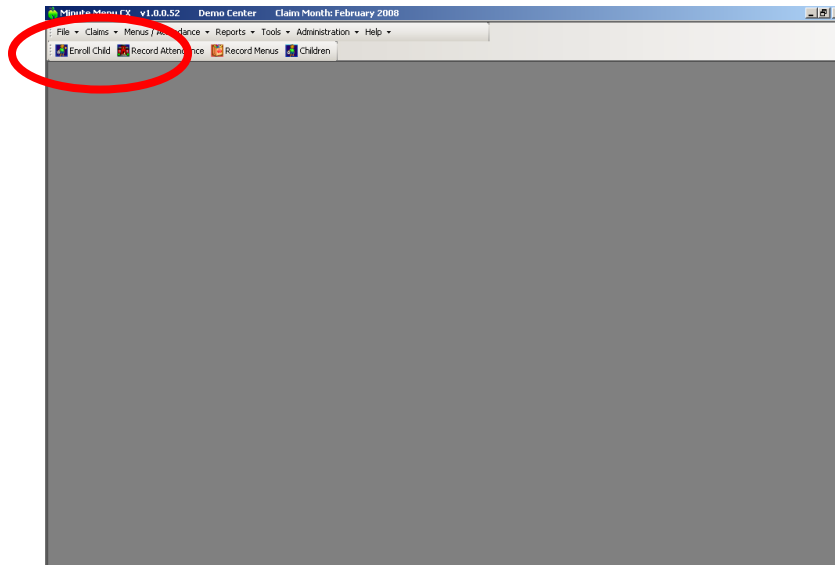
A screenshot of a software dialog box titled "[Center Login Info]". It contains three main elements: a button labeled "Auto Generate Login and Password" on the left; a "Login" field with the value "200096" and a "Password" field with the value "fxewdzwx" on the right; and a button labeled "Send Welcome Letter" at the bottom left.

Note: when you log in as the center, the software will have different menu and toolbar options, and the top bar will have the name of the center listed, instead of the name of your agency.

Also Note: you should have a separate guide to Getting Started with Minute Menu as a Center. That guide is intended to help your centers get started with Minute Menu. Feel free to review it while you continue following this guide.

Enroll Children

With a center set up, the first task that must be done is to set up children in the software. So click on [**Enroll Child**] and begin supplying information for children of that center.



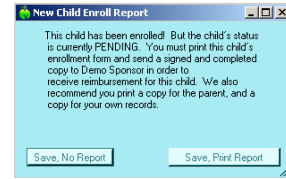
Your centers will typically enroll children themselves. But it's a good idea to get used to this process yourself before you introduce it to your centers, so go ahead and enroll an actual child.

During the enrollment process, only those fields noted in red are required.

While enrolling children, you can assign the children to classrooms. If you assign them to specific classrooms, then when you print out attendance worksheets, the children will come out sorted by classroom.

When your centers finish enrolling a child, they will be asked to print out an enrollment & income eligibility form for that child at the end of the process.

The center will typically have the parents sign these forms and fill out the income eligibility, and send them to you in the mail. (Note: in certain centers, such as at risk, enrollment forms aren't actually required. When these centers enroll children, they won't be prompted to print these forms).



Were this a real enrollment, you would eventually receive these signed forms in your office. We'll cover what you do when you receive those forms a bit later.

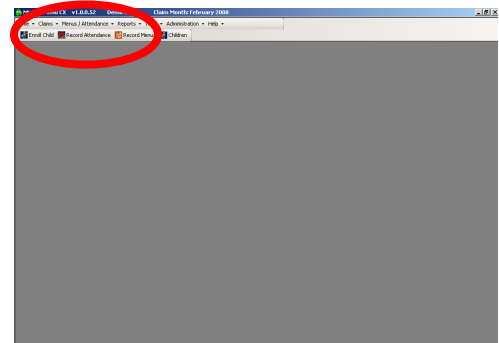
Note on Formatting: Take a look at the format of the printed enrollment and income eligibility application. Typically, you'll want to make sure the format is approved for use in your state. If there are any problems with the format, please go to: **Help >> Contact Minute Menu Support** and we can work to resolve those problems with your agency.

Record Daily Attendance

Once you're finished enrolling children, it's time to begin recording claim information with those children.

While logged in as a center, go to **Reports >> Attendance >> Weekly Attendance & Meal Count Report**. This will print out a blank attendance worksheet, with the children you just enrolled listed on the report, organized by classrooms. Teachers would use this report to mark children in attendance for the day, and to mark them as being fed at particular meals.

Once this is filled out for a day or a week, center staff would log into Minute Menu and click on **[Record Attendance]**.



The Record Attendance screen is designed to allow your centers to quickly record meal counts and attendance for the day. It will start by default on today's date, but you can choose any date within the current month that has already passed. A center cannot record meals for any date in the future, or for any meals today whose meal time has not been reached.

For any child in attendance but not being served a meal, mark only the "Att" column. 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".

This function has been designed to make data entry as easy as possible. For example, you can filter the child list by classroom, so that it matches the pages printed out on the Blank Attendance Worksheet. You can also auto-select all children in attendance at a meal by clicking the checkbox below a meal column. And if you mark children in at Breakfast, you can click the pink buttons above AM Snack (for example) to mark all those same children in at AM Snack – excluding any school aged children, and excluding any children not approved for AM Snack. After you **[Save]** a day’s attendance, click **[Print Attendance Detail]** to print a weekly attendance report with all attendance information filled in.

Record & Plan Menus

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

When recording menus that you’ve already served (for today’s date or dates in the past), you can record the both the food served, and the quantity of that food you prepared. However, when you record a menu for a date in the future, you don’t record the quantity of the food yet (since you don’t know yet how much you prepared). Instead, you only record the foods you plan to serve, and Minute Menu will compute the quantities required for that menu for you.

If you plan a menu for a future date, and you want to compute the quantity required for that menu, go to main menu and choose **Menus / Attendance >> Estimate Attendance**.

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

After you **[Save]** attendance estimates for a meal you've planned, you can **[Print Menu Production Record]** and it will show you how much of those foods you should prepare at the meal. (Note: You can **[Auto Calculate]** estimates based on actual or estimates of attendance recorded on the previous day or the previous week).

You can also print a Menu Production Record for meals that have passed, and it will include the actual quantities of foods you served, alongside the original estimate.

Note on Food Choices when Recording Menus: you as a Sponsor control the food choices centers see here. We set up new Sponsors with a default food chart. But if you want to add or remove foods, go to **Administration >> Manage Foods** function when logged in as a Sponsor.

Submit an Initial Claim

Each month, centers will record an entire month's worth of menus and attendance/meal counts. At the end of the month, they'll submit that claim information to you, the Sponsor.

They do this by clicking **[Submit Claim]**, and then submitting the claim. There are edit checks and warning messages applied during this process, to help ensure your centers haven't forgotten anything.

Once a center submits a claim, the system will automatically put the center into the next month, and they just repeat the monthly claim process.

However, this is the point when your work as a Sponsor begins. Up until now, in this Getting Started process, we've worked primarily as a center – we've basically assumed that we're one of your centers. When a claim is submitted, though, it then becomes necessary for you as a Sponsor to process this claim. And even after processing a claim, there are lots of other things that you may need to do on a monthly basis to manage your agency's food program.

The remainder of this guide is intended to help show you how to process claims. But it may be best to stop at this point and actually record a real claim as a center. The only way for you to know exactly how Minute Menu processes these claims is to record a real claim using Minute Menu, and process it. And in many cases, our Minute Menu support team will need to work with you to tweak Minute Menu slightly to make sure that your claims are processed accurately.

So, we recommend that at this point, you take the time to record an actual claim. You can do that yourself, or you can install Minute Menu at one of your centers and have your center record a full month's worth of menu & attendance/meal count information using Minute Menu.

Once you get an actual claim finished, submit it (as the center), then continue through this guide.

After a Claim is Submitted: Back to the Sponsor Software to Process Claims

If you're still logged into Minute Menu as a center, you can close that, because it's now time to concentrate on the work you'll do each month as a Sponsor.

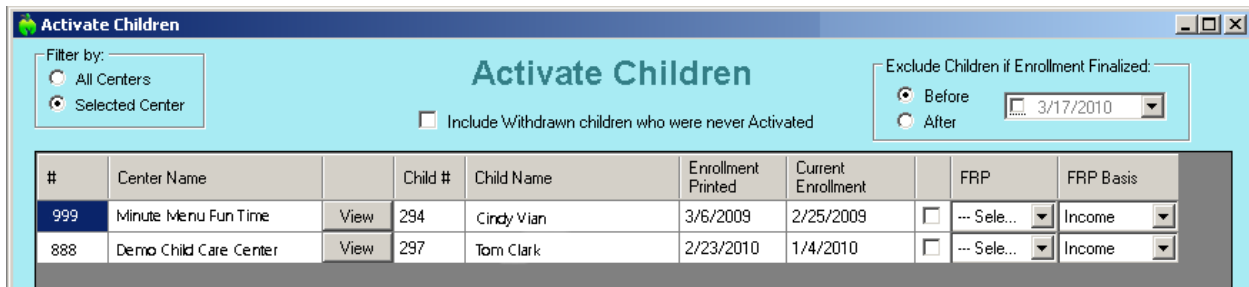
At this point, you've already set up a center, and that center has sent you a claim. So what do you do now?

You've got to use Minute Menu to process the claim.

This is a pretty easy process once you've gone thru it a few times, but the first time you process a claim, it can take some time to configure Minute Menu so it does it just right. And you may need to ask our staff for some help during this process, too, to make sure Minute Menu is properly configured. So if you run into any problems or have any questions, don't hesitate to contact us by going to **Help >> Contact Minute Menu Support**.

Processing Claims Step 1: Activating & Classifying Children

Were this a real claim, you would have received child enrollment forms in the mail. These children are noted as "Pending" status until you activate them. The system does not allow Pending children to be reimbursed (except in OSHC or At Risk programs). So you must indicate that you've received the signed enrollment forms. In addition, you must classify the children as Free / Reduced / Paid (also known as Base or Denied). To do this, log into the software with your sponsor username and password, and click [**Activate Children**].



Click the checkbox for each child you wish to activate, and choose in the drop down box the appropriate F/R/P classification for the child. You can also designate the method used to determine eligibility (such as Title XX, Income, or Foster).

Processing Claims Step 2: Free/Reduced/Paid Blended Rate

Depending upon the rules in your state, and your own agency policies, you may next want to determine what F/R/P rate you will be using in this claim. To understand what's involved, let's start with a little background information.

States generally force Sponsors to analyze their claim using one of two methods:

1) Actuals – Each child that is claimed is classified, and each meal claimed by that child is counted towards that classification total. So a child who is claimed at breakfast 10 times who is a free child adds a total of 10 free-rate breakfasts to the claim.

2) Blended Rate – Rather than requiring sponsors to determine and count up each child individually (which is incredibly tedious without Minute Menu), they allow Sponsors to apply a blended rate, so the total of all children claimed at breakfast is determined, and then that is multiplied by a free rate, reduced rate, and paid rate to get the breakdowns of breakfast by free / reduced / paid.

Regardless whether you use Actuals or a Blended Rate, you can get a roster of all actively enrolled children for any center, and that roster will list the F/R/P classification of each enrolled child. Go to **Reports >> Children >> Child Roster**.

If you are in a state using Actuals, you can skip this Step 2 (both while evaluating the software, and every month thereafter).

If you are using Blended Rates, then the next question is: how exactly are the rates blended?

Do you compute a blended rate for each individual center, based on the number of children enrolled in that center that month broken down by free/reduced/paid? If so, how often do you compute those rates: each month, once a year, or some number in between?

Or, do you compute a single rate for every center within your agency – an overall sponsor-wide count of all enrolled children broken down by free/reduced/paid – and then apply that same rate to every center in your agency?

Minute Menu will compute rates in a variety of ways – and we may need to tweak the specific definition used by your agency. But this gets very complicated very quickly, so it is perhaps best to contact us and let us know exactly how your rates are computed. To contact us, go to **Help >> Contact Minute Menu Support**.

Once we're confident Minute Menu is configured properly for you, then you simply go to **Claims >> Calculate Blended Rates**, and the rates will be calculated for you. You'll have to do this once initially, even if you only compute rates once a year, just to create a rate record in the system. You can review this blended rate calculation within that same Calculate Blended Rates function. And you can modify the rate if you like by going into Manage Center Information, and on the Oversight tab, clicking **[Show Claim Rates]**. Any rate that has already been calculated will be displayed, and you can manually modify the enrollment counts used to determine the rates there if it becomes necessary.

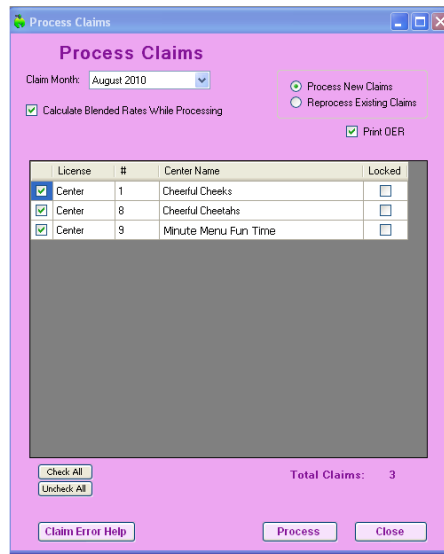
If you calculate blended rates each month, then you would rerun this Calculate Blended Rates function every month. If you calculate blended rates only once a year, then you run this function only once a year.

Note: You can print an Enrollment Roster when you Calculate Blended Rates so that you can see exactly what children were used to determine the calculation. If child information changes

after you calculate the rates, the rates will not be changed unless you Calculate Blended Rates again – so you can be confident of the rates applied to a given claim.

Processing Claims Step 3: Process Claims

With the appropriate f/r/p rate determined for this center (or with the knowledge that we'll be computing using actual counts from each child marked in attendance), we're now ready to process the claim. This is when Minute Menu takes the raw attendance & menu information submitted by your center and translates that into total breakfasts, lunches, dinners, and snacks, along with counts of participating children (the number of unique children claimed), child attendance (the count of children claimed each day), the total number of days claimed, and the average daily attendance (ADA). These numbers are broken down into appropriate free/reduced/paid numbers, based on your state's rules. But in addition, any meals that are claimed in error will cause Minute Menu to generate an appropriate error message, and perhaps disallow that meal.



To process claims, go to the menu **Claim >> Process Claims**. Choose the month for which you want to process claims, and you should see the one center claim that has been submitted simply appear in the list. This is exactly how it will work every month – on the 1st (or thereabouts) of every month, your centers will just appear in this list as long as they have already used that Submit Claim to Sponsor function.

You should check the Print OERs box on this screen. OER – short for Office Error Report – is a detailed report per center that tells what the center reimbursement is (including the meal counts), and it also tells any meals or children that were disallowed. Checking this box will automatically print the OER (to screen) after the claim has been processed.

When you're ready, hit the [Process] button a wait a few moments. It typically takes about 30-90 seconds to process a single claim.

Processing Claims Step 4: Evaluating OERs

Now it's time to look over that Office Error Report. Are there any errors?

If there are errors, you must now evaluate them and determine if any follow up action is warranted.

If you're looking at these error reports for the first time, they can take some getting used to. We are happy to set up an over-the-phone training, to go over all aspects of reviewing claim errors and processing. It should take about an hour. To reserve a time, please go to **Help >> Contact Minute Menu Support**.

Office Error Report				Claim Month: October 2010	
Center # 1 Demo Center 1415 Main Street Delton, CA 95020		License: CenterS		Phone: 4155141415	
Payment Type: CHECK				Capacity: 150	
Days	4	Blended Rate %	Participated	Checked By:	
Attendance	50	62.50%	Free 10	Comments:	
ADA	13	25.00%	Reduced 4		
Participated	16	12.50%	Paid 2		
Meals Reimbursed		Rate	Disallowed		
Breakfast	42	\$1.25250000	8		
AM Snack	0	\$0.56250000	0		
Lunch	42	\$2.31250000	2		
PM Snack	27	\$0.56250000	0		
Dinner	0	\$2.31250000	0		
Evening Snack	0	\$0.56250000	0		
		\$14.65	rest		
Cash In Lieu Amount:	\$8.50	Reimbursement Amount:	\$173.42	Admin Rate:	0.00%
		Admin Amount:	\$0.00		
<p>13 Center is not approved to serve meals on a day of the week when meals were served. Sunday - 10/11 - Disallow 19 A menu was recorded, but no children were recorded in attendance. 0-3 Months Old - 10/4 B, 10/11 B Allow/Warn 4-7 Months Old - 10/4 B, 10/11 B Allow/Warn 8-11 Months Old - 10/4 B, 10/11 B Allow/Warn All Ages - 10/4 P Allow/Warn 44 A pending child was claimed - no signed enrollment in file. Brady, JEFF - 10/4 BL Disallowed B/L 1 83 Menu notes/comments have been supplied. - 10/11 L Allow/Warn</p>					

To experiment with these claims on your own, though, the following information may be useful:

Reviewing Claim Info: The easiest way to review claim details is to click the [**Claims**] button on the main menu which will bring up a list of all claims for the current claim month. Hit the [View] button for any claim, and you'll be brought to the Manage Claim Details screen that allows to print a variety of reports and access several key claim management functions.

Manage Claim Details			
Demo Center 1		Claim Totals	
Claim Month: October 2010		Total Amount: \$173.42	
Claim Source: WebCX - Attendance		Admin Amount: \$0.00	
Date Submitted: Not Yet Submitted		Date Paid: Not Yet Paid	
Date Submitted: Not Yet Submitted		Date Processed: 11/3/2010 2:04 PM	
Rate		Totals	
Breakfast:	1.25250000	42	
AM Snack:	0.56250000	0	
Lunch:	2.31250000	42	
PM Snack:	0.56250000	27	
Dinner:	2.31250000	0	
EV Snack:	0.56250000	0	
Participated:		Free	Reduced
		10	4
		2	16
Total Attendance: 50		Days Claimed: 4	
		ADA: 13	
Delete Claim		Close	

Data Issues: You may determine that the claim is incorrect because center or child data needs to be changed. Perhaps you've got the center set up with incorrect licensing capacity, so the OER lists an over capacity message. Perhaps you don't have the center approved for Monday, but they are claiming a Monday, so the OER lists the error "Center is not approved to serve meals on a day of the week when meals were served" incorrectly. To correct these problems:

1. Update your files (make the appropriate change to the center's file or the appropriate child's file)
2. Re-process this claim. To do this, go back to Claims >> Process Claims, and choose "Re-process Existing Claim"

Manual Adjustments: You can also manually adjust the claim counts, adding or subtracting meals as you see fit, by going to **Claims >> Manually Adjust Claim Counts**. (Note: if you manually adjust a claim count, you should not re-process the claim after that, otherwise Minute Menu will throw out your manual changes and re-computes the claim from scratch).

Disallowing Specific Meals: Perhaps you determine because of a receipt issue that some meal needs to be disallowed wholesale. If this is the case, you can go to **Claims >> Manually Disallow Meals**, and once you've added your disallowance, re-process the claim. The OER will show that the meal is disallowed after you re-process it.

There are over 50 errors that could be generated, and each one is different, so this whole process of using our automated claims processor will take some getting used to. Many of the errors that are generated will undoubtedly be accurate disallowances. For example, if a meal is disallowed because "No foods were served but child(ren) were in attendance for the given meal(s) for the listed age group", then the center recorded attendance & meal counts, but didn't record any menu information, and so should be disallowed.

Go to **Help >> Contact Minute Menu Support**, and contact us with any questions. We're always happy to offer a detailed training class to you and your staff on this process.

Entering Receipts

Do you need to enter your center receipts? If so, go to **Tools >> Manage Receipts**, and begin adding them.

Each receipt can be associated with a vendor, so you may need to use the **Tools >> Manage Vendors** function to set those Vendors up.

You can have your centers enter receipts for you if you like – many Sponsors of affiliated centers do this. (Go to **Administration >> Manage Preferences** to enable centers to record receipts directly.) Or you can enter the receipts in your central office.

Enter receipts to ensure each center operates a non-profit food service (a key CACFP requirement).

Once receipts are entered, you can compare receipts vs. claim reimbursement via the **Non Profit Status Report**.

While entering receipts, enter the number of gallons of milk purchased for any milk receipt, and the system will compare milk purchased vs. milk used via the **Claims >> Milk Audit** tool.

Date	Vendor	Description	Total
10/18/2010	ABC Market	Food and Supplies	\$256.00
10/8/2010	Farmer's Market	Food and Supplies	\$387.00
10/5/2010	Clark's Food Mart	Food and Supplies	\$59.00
10/2/2010	Food Stop	Misc Supplies	\$398.00
10/1/2010	George's Grocery	Food and Utilities	\$500.00
10/1/2010	ABC Market	Snacks	\$2.00
9/14/2010	ABC Market	Food and Supplies	\$598.00

Receipt Details

Date: 10/18/2010 Vendor: ABC Market

Total: 256.00

Description: Food and Supplies

Milk Gallons: 6.00

Unapproved	Supplies	Food	Labor	Utilities	Mileage	Other
15.00	25.00	160.00	56.00			

Running Total: \$256.00 Balance: \$0.00

Add New Delete Print Help Save Close

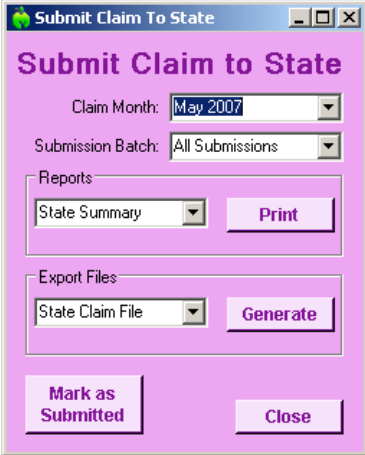
Preparing Your State Claim

As you get claims from your centers, it will be necessary for you to request reimbursement of those claims from your state agency.

Go to **Claims >> Submit Claim to State**.

Here you can print several key reports:

- **State Summary** – Overall summary report typically used to fill out monthly state claim for reimbursement forms.
- **Center Claim Totals** – Lists each center that has a claim and what the individual totals are for that center.
- **Monthly Receipt Totals Reports** – Lists total expenditures by center, by category.
- **Non Profit Status Report** – Compares a center's reimbursement with its expenses, giving a three month overview to ensure center is operating a non profit food service.

The screenshot shows a web application window titled "Submit Claim To State". The interface is light purple. At the top, there are two dropdown menus: "Claim Month" set to "May 2007" and "Submission Batch" set to "All Submissions". Below these are two sections: "Reports" and "Export Files". The "Reports" section has a dropdown menu set to "State Summary" and a "Print" button. The "Export Files" section has a dropdown menu set to "State Claim File" and a "Generate" button. At the bottom of the window, there are two buttons: "Mark as Submitted" and "Close".

Print them out and become familiar with them.

Typically, you'll use the numbers from these reports (the State Summary, in particular) and fill out your state agency's specific form for reimbursement. Many states have a web site where you must type this information in. If you are in a state that allows or requires upload of claim information to the state's web site, then you can [Generate] the appropriate state export file for automated upload to your state's web site. If you have any questions, go to **Help >> Contact Minute Menu Technical Support** for assistance.

When an actual claim is ready to be filed, you'll want to [**Mark Claim as Submitted**], which tells Minute Menu that all the claims for this month have been sent to the state. All of those claims are then bundled together in a submission batch with today's date. If you subsequently need to adjust any of these claims, or if any claims come in late, those will be kept in a separate submission batch, so you can easily separate your original from your amended claim to the state agency.

Paying Unaffiliated Centers

If you have unaffiliated centers, then you'll need to pay them at some point. To do this, you would go to **Payments >> Issue Payments**.

This function will list each batch of claims that exist – where a batch is a grouping of claims by month, by submission date (as noted above in Preparing Your State Claim), and then further broken down into Original claims vs Positive or Negative Adjustments (if you've had to modify

an individual center's claim after submitting a request to your state agency). Choose the batch(es) that you want to pay and hit [Calculate]. This will list all the centers with the value of their payments.

When you're ready to print checks, just hit [Next] on this Issue Payments Step 1 screen to continue, and supply the appropriate information on Step 2.

Setting Up Check Printing for the First Time

When you are first ready to print checks, we'll need to make sure your check format is set up properly. Try [Print Test Check] to see what your format looks like. Go to **Administration >> Manage Check Format** to change your format.

You may also pay centers via direct deposit. To do this, you would note that preference in each center's file in Manage Center Information on the Oversight tab, along with bank account and routing information. You will also need to setup your ACH file, using **Administration >> Manage ACH File**.

Note: If you wish to export Minute Menu information to a third party accounting file, please contact us so we can set that file up properly for you.

Tweaking Minute Menu for Actual Use

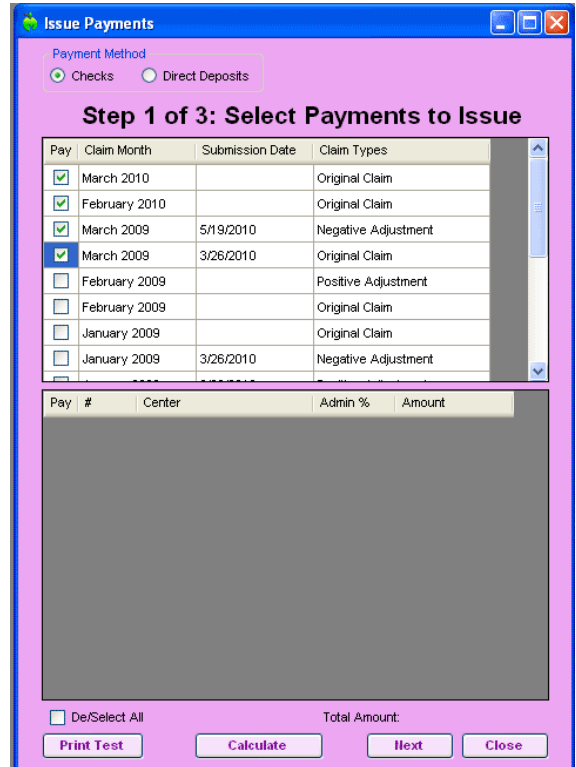
Once you've familiarized yourself with the basic functionality of Minute Menu, you're ready to start using it with your centers. But feel free to experiment with all of the other reports within the software.

Also, be sure to check out **Administration >> Manage Preferences**, as there may be a variety of "tweaks" to the system's performance that you may decide to make, and that is the place to make them.

We also recommend that you go to **Administration >> Manage Sponsor Staff**, to set up user accounts for any user that will log into Minute Menu. This allows you to trace who has changed what data, and also allows you to restrict access to certain functions.

You should also check your food chart out, to make sure it meets with your agency's approval. Go to **Administration >> Manage Food Chart**.

Setting Up All Of Your Centers



Once you've successfully processed a single center's claim, and generally familiarized yourself with Minute Menu, the hard part is done. You're now ready to start setting up ALL of your centers in the software. Once they're set up, you can help them get logged in so they can start recording actual claims within Minute Menu. And after they record a full month, you can start processing those actual claims.

One of the biggest initial tasks is the setup of your centers. If you have information on your centers and their children in electronic format, we can import that data into Minute Menu for you. Pricing information for this service is available on our web site, and you can always contact us if you'd like more information.

If you don't have your centers and their children in electronic format, then your immediate task – having completed all of the above – is to enroll all of your centers. It's up to you whether you'll want to type in all their child information, or whether you'll have them do it for you. Some agencies find it useful to use the roll-out of Minute Menu as an opportunity to renew annual child enrollments for each center – so your centers will type the enrollment information into your Minute Menu database, and send you signed enrollments and income verifications from their parents. All you need to do is make sure the center exists in Minute Menu and has the software and knows how to enroll children.

Rolling Out To Centers

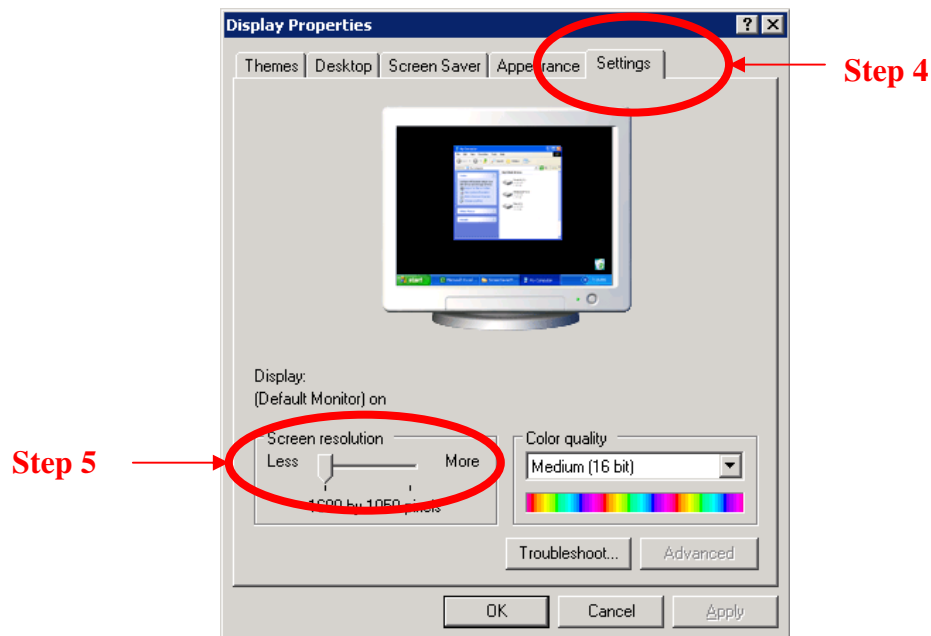
Minute Menu is designed to manage all of your center claims. But when you get started with Minute Menu, you may not be able to train all your centers on how to use Minute Menu within the first month. So, feel free to use the **Claims >> Enter New Claim Manually** function to get any manual claimers in the system while you roll out Minute Menu in your centers.

How to Change Your Screen Resolution

Minute Menu is designed to work best on monitors that have a screen resolution of 1024 x 768. 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]