



**inute
enutm**

**BOOT
CAMP**

**March 26-28, 2008
Richardson, TX**



**OUR 13TH ANNUAL
TRAINING CONFERENCE!**

**3 DAYS OF INTENSE TRAINING
COMPUTER WORKSTATIONS
2 OR 3 CLASSES TO CHOOSE FROM
FOR EACH SESSION
MORE TRAINING THAN EVER
BEFORE
NEW CLASSES AND NEW
MATERIAL**

UPDATE!

2007 was a big year for Minute Menu. We added a bunch of new features to Minute Menu HX, launched Minute Menu Kids Pro, the online Calendar-Keeper™ for providers in partnership with Redleaf Press, and we began beta testing of Minute Menu for Centers. There are a lot of new things to learn and old features that deserve a fresh look. This year's conference offers more classes than ever before, new topics, new software, and new opportunities for networking with Minute Menu users from all over the country!

BOOT CAMP 101



Every year we hear from clients who haven't attended before and want to know what is included in the conference and what makes it different from other CACFP conferences. The Minute Menu conference is like training "boot camp" for Minute Menu users. It has a single purpose--to make sure you and your staff know how to use Minute Menu to its fullest potential, getting the most out of your investment. Your registration includes 3 full days of training, individual computer workstations so you can get hands-on experience, all of your training materials (including updated manual), and breakfast & buffet lunch on all 3 training days--which enables us to start earlier and teach longer. Every class is open to everyone--there's no signing up for classes ahead of time, so just show up to the class you want to attend and learn. There are no other vendors, and no distractions. The Minute Menu Conference is 0% fluff. It's 100% learning, 100% of the time! So dress comfortably and come ready to learn!

PRE-CONFERENCE RECEPTION

**TUESDAY, MARCH 25
17TH FLOOR CLUB ROOM**

7:30 P.M TO 9:00 P.M.

Come pick up your registration materials and meet & greet with the Minute Menu staff and other conference attendees. We're getting started early with training Wednesday morning, so give yourself that extra chance to hit the snooze button by picking up your materials on Tuesday night. It's come and go as you please, and with a make-your-own sundae bar and 100% casual dress there's no reason not to stop by.

EVENING ACTIVITIES

WEDNESDAY OUTLET MALL

4:45 P.M OR 5:30 P.M.

HOTEL ENTRANCE

Sign up for the free Minute Menu shuttle to the premium outlet mall in Allen, TX (www.premiumoutlets.com/allen). Shop 'till you drop, just don't miss the bus home. This outing usually fills up fast, so sign up for your spot a.s.a.p. Signup sheets will be available at the Tuesday Pre-Conference Reception and at the registration table on Wednesday. All passengers on the 4:45 must return on the 8:00 shuttle, and all passengers on the 5:30 must return on the 9:00 shuttle). You must show up at least 5 minutes before your scheduled departure time. The busses don't wait, and any open seats at departure time will be given away.



MINUTE MENU PARTY

WEDNESDAY NIGHT

8:00 P.M TO 10:00 P.M.

HOTEL LOBBY LOUNGE

We're bringing the party to you! Enjoy live music from the Josh Weathers Band (www.joshweathersband.com) courtesy of Minute Menu. There's no cover and no advance notice required, so come on down and enjoy! ...And it's over early enough that you'll still get a good night's sleep for more training the next day!

THURSDAY NIGHT

?:00 P.M. TO ?:00 P.M.

**PETE'S DUELING PIANO BAR
ADDISON, TX**

This will be an "unofficial" group activity. We're organizing groups to go to Pete's Dueling Piano Bar for a night of singing fun. Request any song, and sing along with the rest of the audience as the performers belt it out for you. A cab with 4 people will cost each person around \$8 each way. The show starts at 8 PM, and there's no cover if you get there before it starts. We'll also compile a list of voluntary designated drivers if we can round up a few. If you've never been to a dueling piano bar, it's something you have to try! The sing along and audience participation is a blast! Sign up for groups at the Pre-Conference Reception or at the registration table.

WEDNESDAY, MARCH 26

	ROOM 1: SALON D	ROOM 2: LONE STAR
8:45 a.m. to 10:00 a.m.	7:45 a.m. Breakfast and Conference Welcome in Salon EFG Provider Info Management	Training Staff on Minute Menu
10:15 a.m. to 12:00 p.m.	Child Info Management	Provider Training: WebKids & Forms
1:00 p.m. to 2:30 p.m.	Scanning & Processing Claims Quickly	Minute Menu on the Web: Resources and Support
2:45 p.m.- 4:00 p.m.	Reviewing Error Reports & Adjusting Claims	Using Minute Menu for Centers

PROVIDER INFO MANAGEMENT

Learn how to get the most out of Minute Menu's provider management tools—including managing provider training, messages, and reports. Keep your data updated and accurate, and be able to find just the information you need to make better decisions for your agency. DE, CP, FS, MG

CHILD INFO MANAGEMENT

With the integrity regulations, every sponsor in every state must update enrollment information annually for every child that is enrolled. Minute Menu has several tools to make this process as painless as possible, while ensuring the highest levels of integrity. This seminar will discuss several annual child enrollment renewal options and also cover other tips to keep your child information as accurate as possible. DE, CP, MG

SCANNING & PROCESSING CLAIMS QUICKLY

This is always one of our most popular classes! Time savings is one of the essential ways that Minute Menu maximizes your agency funds. This seminar will provide a case study on one method of quickly and accurately scanning & processing claims in Minute Menu HX. Get hands on experience as forms will be batched, scanned, and processed. You'll learn exactly how to maximize your office efficiency to reach the goal of having one person scan & process up to 1000 provider claims in one day. SO, CP, IT

REVIEWING ERROR REPORTS & ADJUSTING CLAIMS

When you receive a claim via scannable forms, WebKids, or use the Direct Entry feature to enter attendance information, you will use the automated Minute Menu Claims Processor™ to compute Tier 1 and Tier 2 meal counts for each provider and generate a customized claim summary letter in English or Spanish that tells the provider what she will be paid, and what she did wrong with her claim. This seminar will walk through several specific claim report examples, so that you can learn how to read these reports quickly and re-process or adjust these automated claims as you see fit. CP, DE, FS

TRAINING STAFF ON MINUTE MENU

The sheer volume of training you receive at a Minute Menu conference can be a lot to process, and some of you have to return home and train your coworkers on what you learned. This workshop—given by Minute Menu's own professional trainer—will give you a game plan for making your trainings back at the office a success. Sending an employee to the Minute Menu conference is an investment, so help maximize your agency's return on that investment by maximizing the effectiveness of the info you'll bring back! DE, FS, CP, SO, IT, MG

PROVIDER TRAINING WORKSHOP: WEBKIDS & FORMS

We'll showcase methods of training providers—in groups or individually—that encourage the claiming methods that save you

the most time and money. You'll receive tips and tactics that motivate providers to make technology *their* choice. And we'll introduce you to the full compliment of Minute Menu training materials that we've made available for you to customize and use. FS, CP, MG

MINUTE MENU ON THE WEB: RESOURCES AND SUPPORT

We're re-vamping our website, and it's been a long time coming! We'll be unveiling an enhanced sponsor area, where you'll find even more resources to make your jobs easier. We'll also go into detail on the best methods for obtaining support, tracking issues, and reviewing your support history. DE, FS, CP, SO, IT, MG

USING MINUTE MENU FOR CENTERS

Does your agency sponsor centers? Are you a current or future Minute Menu for Centers user? This class will give you an overview, and some specifics, on using Minute Menu for Centers to process center claims, help centers plan menus, and submit claim paperwork to your state for your centers. DE, CP, MG

NCS PEARSON SCANNER REPRESENTATIVE

Foyer

Craig Holgrimson, our friendly scanner rep, will be set up at the registration table on Wednesday to answer questions and demonstrate use of the NCS Pearson scanners.

PERSONNEL TYPES

Data Entry / File Management	DE
Field Staff / Coordinators	FS
Claim Processors / Supervisors	CP
Scanner Operators	SO
Network / Computer Technicians	IT
Management / Oversight	MG



THURSDAY, MARCH 27

	ROOM 1: SALON D	ROOM 2: LONE STAR
8:30 a.m. to 10:00 a.m.	Balancing Funds	Training Staff on Minute Menu
10:15 a.m. to 12:00 p.m.	Home Visits & Integrity Features in Minute Menu	Kids Pro Training
1:00 p.m. to 2:30 p.m.	Internal Controls, Integrity, and Minute Menu	IT Focus
2:45 p.m.- 4:00 p.m.	Internal Controls, Integrity, and Minute Menu (cont.)	Supporting eClaimers

BALANCING FUNDS: STATE CLAIM REPORTING & PROVIDER PAYMENTS

This workshop will describe exactly how Minute Menu's state claim reporting and provider payment systems work. These interrelated functions have been designed to help you balance to the penny every month—even within the month if you submit original and amended claims. The workshop will begin with a step-by-step discussion of functionality and reports, and end with a few case studies on how program funds are effectively balanced. DE, CP, MG

HOME VISITS & INTEGRITY FEATURES IN MINUTE MENU

Learn how to use Minute Menu HX to help manage your field staff's workload, track the results of reviews, and integrate a monitor's findings with a provider's claim for processing. In addition, learn how to hone in on certain providers that require special visits related to block claiming, dinner or evening snack claiming, or weekend claiming. FS, CP

INTERNAL CONTROLS, INTEGRITY AND MINUTE MENU

Bob Gray, USDA OIG Regional Inspector General (Retired) and Mike Morath, COO of Minute Menu Systems We had such a great response to Bob Gray's presentation last year, that he's generously offered to return! This year he and Mike will give a joint presentation concentrating on the Internal Controls that USDA will expect from your agency and specifically how Minute Menu can help you implement and track those controls. This class is unprecedented, and if you're a decision maker at your agency it should not be missed! DE, CP, MG

TRAINING STAFF ON MINUTE MENU

The sheer volume of training you receive at a Minute Menu conference can be overwhelming, but some of you have to return home and train your coworkers on what you learned. This workshop—given by Minute Menu's own professional trainer—will give you a game plan for making your trainings back at the office a success. Sending an employee to the Minute Menu conference is an investment, so help maximize your agency's return on that investment by maximizing the effectiveness of the info you'll bring back! DE, FS, CP, SO, IT, MG

KIDS PRO TRAINING

Earlier this year we partnered with Redleaf Press to launch Minute Menu Kids Pro, the Online Calendar-Keeper™, and began supporting sponsors whose providers already used C-K Kids. We're now offering providers the option to purchase business management tools that help improve the accuracy of their business and tax records and add a touch of professionalism and flair to their home business. This workshop will walk you through the business management tools and other features that your providers might choose to use. (Calendar-Keeper is a trademark of Redleaf Press.) FS, CP, MG

IT FOCUS

User Management, Database Management, and system configuration are just a few topics that will be covered in this workshop. If you are the go-to person in your office for IT matters, this is the workshop for you! IT, MG

SUPPORTING ECLAIMERS

Getting providers started with eClaiming (online claiming) can be quick and easy, if you know how to help them. We'll help you make sure your providers can easily login and use WebKids to ensure their claims are submitted accurately and on time every month. We'll give you the answers to provider's most frequently asked questions and tell you how to get support for more complex scenarios. We'll also address steps Field Staff can take when monitoring WebKids providers. IT, FS, CP, MG

PERSONNEL TYPES

Data Entry / File Management	DE
Field Staff / Coordinators	FS
Claim Processors / Supervisors	CP
Scanner Operators	SO
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Management / Oversight	MG



FRIDAY, MARCH 28

	ROOM 1: SALON D	ROOM 2: LONE STAR	ROOM 3: T.B.A.
8:30 a.m. to 10:00 a.m.	Advanced Export Files	Focus on Nutrition	Motivating Providers to Use WebKids
10:15 a.m. to 12:00 p.m.	Creating Custom Reports	Supporting eClaimers	Provider Training: WebKids & Forms
1:00 p.m. to 2:30 p.m.	Block Claim Analysis	Minute Menu on the Web: Resources & Support	Cutting Costs & Finding Revenue
2:45 p.m.- 4:00 p.m.	System Settings: Roundtable (joint session)		

ADVANCED EXPORT FILES

This workshop will discuss how to use the Export File functions in Minute Menu to create your own mailing labels and spreadsheets. You'll also learn how to get the most out of Minute Menu's custom reports export file features. DE, IT, MG

CREATING CUSTOM REPORTS

This workshop will discuss how to use the Export File functions in Minute Menu to create your own custom reports. This workshop will delve into the intricacies of functions in MS Word and MS Excel. DE, IT

BLOCK CLAIMS ANALYSIS

Minute Menu HX has been updated to comply with the latest federal and state regulations related to block claiming. This workshop is designed to show you just how to use Minute Menu's automated block claim identification and tracking features so your agency can implement this new regulation with a minimum of cost and effort. You will also learn how to use the block claim features to schedule cost-effective home visits. FS, CP, MG

SYSTEM SETTINGS: ROUNDTABLE

The Minute Menu Processor™ performs over 150 edit checks on your food & attendance data, and almost every one of those checks can be configured in several different ways. We'll go through the most popular system settings options and also present other ways--from data fields to payment types--that Minute Menu can be configured to your unique needs. Feedback and discussion will be encouraged in this roundtable workshop. DE, FS, CP, MG, IT

FOCUS ON NUTRITION

Minute Menu HX has many features designed to help you offer better nutrition training to Providers, so that they can offer better nutrition to children. Preplanned Meals, Food Frequency Checks, Nutritional Analysis Techniques, and Nutrition Education Tools will all be discussed. FS, CP, MG, DE

SUPPORTING ECLAIMERS

Getting providers started with eClaiming (online claiming) can be quick and easy, if you know how to help them. We'll help you make sure your providers can easily login and use WebKids to ensure their claims are submitted accurately and on time every month. We'll give you the answers to provider's most frequently asked questions and tell you how to get support for more complex scenarios. We'll also address steps Field Staff can take when monitoring WebKids providers. IT, FS, CP, MG

MINUTE MENU ON THE WEB: RESOURCES & SUPPORT

We're re-vamping our website! It's been a long time coming, but we'll be unveiling an enhanced sponsor area, where you'll

find even more resources to make your jobs easier. We'll also go into detail on the best methods for obtaining support, tracking issues, and reviewing your support history. DE, FS, CP, SO, IT, MG

MOTIVATING PROVIDERS TO USE WEBKIDS

Getting providers started with WebKids can be quick and easy, if you know how to help them. Your field staff will do a few things differently when visiting WebKids providers, and this workshop will help make sure your agency never misses an opportunity to get a provider started on WebKids. You'll learn new strategies that will have your providers clamoring to use WebKids, and we'll show you how every WebKids claim can actually save you money! FS, DE, CP, MG

PROVIDER TRAINING: WEBKIDS & FORMS

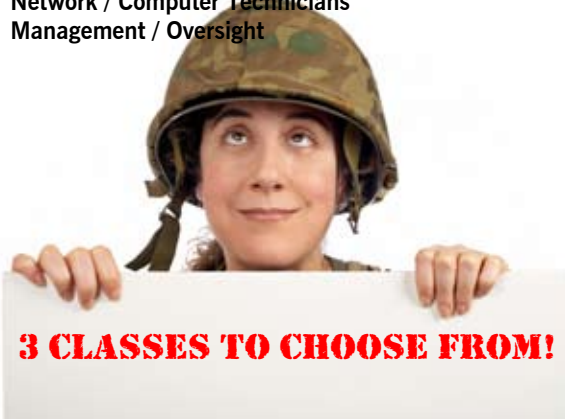
We'll showcase methods of training providers—in groups or individually—that preference the claiming methods that save you the most time and money. You'll receive tips and tactics that encourage providers to make technology *their* choice. And we'll introduce you to the full compliment of Minute Menu training materials that we've made available for you to customize and use. FS, CP, MG

CUTTING COSTS & FINDING REVENUE

Have you been using Minute Menu for a while and now you're ready to take your time and money savings to the next level? Are you a single-source agency looking for fundraising ideas? Are you wondering about ways Minute Menu can partner with you for provider outreach? This workshop is for you! Whether it's ways to save on your monthly bills or strategies to bring new money to your agency, we'll discuss it all. Bring your ideas and your questions. Let's get motivated for success! CP, MG

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3 CLASSES TO CHOOSE FROM!

THE RICHARDSON HOTEL

This might be Boot Camp, but the accommodations are first rate! The Richardson Hotel is a stylish, comfortable hotel that has recently undergone an extensive renovation. The hotel is located 8 miles north of Downtown Dallas in Richardson, Texas, just a few blocks from our offices. And the amazing group rate at \$105.00/night + tax is a great rate for this beautiful hotel!



The hotel offers a wonderful full-service restaurant that includes buffet and menu service. It also offers a large, stylish bar and lounge for relaxing after a long day of training. For those of you too worn out from training to make it downstairs, the hotel also offers room service daily from 6 a.m. to 10 p.m. Breakfast and Lunch are provided with your registration on all 3 training days.



And as you'll see under Transportation below, the hotel offers complimentary shuttle service to any location within a 5 mile radius. From fast food to seafood, you'll find something to fit any budget and taste within that service area.

TRANSPORTATION

AIRPORTS

Dallas/Fort Worth International (DFW)
Dallas Love Field (DAL)



FROM THE AIRPORT

SuperShuttle offers a discount rate from DFW to The Richardson Hotel. The rate is \$24.00 + \$10.00 for each additional passenger. Call 817-329-2000 and ask for the Richardson Hotel discount rate. If you have more than 2 people, you might want to consider a cab, since you would save time by not having to stop at other hotels.

Other shuttle services include:

www.cityshuttletx.com
www.yellowcheckershuttle.com

Rental Cars: The DFW Rental Car Center houses most major car rental companies. Catch the airport shuttle to the Rental Car Center from the lower level of each terminal. Parking is free at The Richardson Hotel, and it is located in a business/residential area, so driving is relatively stress-free.

ONCE YOU'RE HERE

The hotel offers complimentary shuttle service to anywhere within 5 miles of the hotel, on a first-come, first-served basis. The shuttle is available from 7 AM to 10:30 PM each day. The complimentary service area includes everything from excellent full-service restaurants to fast food. It also includes a large shopping mall and a 12-screen movie theatre. The hotel also offers free transportation and discount coupons to the nearby outlet mall, which is open until 9 PM Monday-Friday.

The hotel is very close to the DART light rail public transportation system that can take you to Downtown Dallas and, with a transfer to the Trinity Railway Express line, all the way to Downtown Fort Worth! The DART station is about a 10 minute easy walk, or the hotel shuttle will take you there and pick you up for free!

WE'RE HERE TO HELP

Whether you need help deciding which classes to attend, want to know where to get a great Texas-style steak, or need help finding a cab to share to the airport, we're here to help you! Our staff are always available to answer your questions and make your Boot Camp experience as painless as possible. We do a lot of planning beforehand to make sure you can concentrate on learning as much about Minute Menu as you can during your stay. If you don't know, ask us! If we don't know the answer, we'll find someone who does!

Registration Form

Registration Deadline: March 3, 2008

Please make copies so that each attendee has a separate registration form.
Include payment with form.



Name: _____

Please print name as you would like it to appear on your name badge.

Client Number: _____ Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registration confirmation, updates, and
conference news will be sent out via email.

REGISTRATION COST: \$550 per person

Graduate Discount: deduct \$50 for registering individuals who attended our 2006 Conference!*

Group Discount: deduct \$50 per registration for groups of three or more.*

* Only one discount per registration. Discounts will not apply to late registrations postmarked after March 3, 2008

Your Registration Includes:

3 full days of training

Individual Computer Workstations

Breakfast & Buffet Lunch on all 3 days

Full Conference Materials, including updated manual

Amount Enclosed: _____

Please list any special accommodations (dietary, access, etc.):

BOOT CAMP 2008

HOTEL RESERVATIONS Will Make Own Will Make Through MMS

(Please Note: We recommend that you make your own reservations whenever possible. Reservations made through MMS must be cancelled no later than March 15 to guarantee a refund. Any cancellations made after March 15 may not be refundable. Reservations made through The Richardson Hotel are subject to the hotel cancellation policy--24 hours prior to day of arrival.)

To make reservations call: **1-866-593-6300** and request
the group rate for the Minute Menu Meeting,
or go to www.therichardsonhotel.com and use group code **2X9401**.

Reservation deadline for this room rate is March 10, but the room block may fill sooner, so reserve as soon as you can.

Please complete the following section if making reservations through MMS:
Attach additional sheet if you need to give more detailed information.

Arrival Date: _____

Departure Date: _____

of Rooms: _____ @ \$105.00 per night = \$ _____

Multiply by 13% sales and resort tax = \$ _____
(Non-profits are not exempt from this tax in Texas.)

Total Hotel Charges Enclosed = \$ _____

- Smoking**
- Non-Smoking
- Wheelchair Accessible

** The hotel has only one smoking floor,
so please make your reservations a.s.a.p.
if you require a smoking room.



Make checks payable to and mail to:
Minute Menu Systems, LLC
1801 Gateway Blvd. Ste. 217
Richardson, Texas 75080

Registration Deadline:
March 3, 2008!



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Richardson, TX 75080



13th Annual Training Conference



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