



As regulations get tougher and funds have to stretch further, a sponsor's work is never easy and never done. It's time to let Minute Menu do for you what we do best—*help CACFP Sponsors.*

In addition to the most complete software package available for CACFP Sponsors, Minute Menu provides a full customer service team that understands the demands on your time and budget. This team has developed strategies to help you start using Minute Menu without turning your agency upside down.

## Personalized Training

Minute Menu tailors training programs to accommodate each agency's unique office environment by identifying clear and realistic goals based on a series of questions addressed ahead of time. Minute Menu trainers are equipped with strong backgrounds in the CACFP, including roles as both providers & sponsors. And you'll receive practical, hands-on training focused to your staff's abilities and strengths.

## Reference Materials

In addition to the up-to-date Minute Menu User Manual, containing very detailed instructions for using every part of Minute Menu HX, you'll also receive our one-page "Quick Guides" that show you how to complete key Minute Menu tasks promptly and efficiently. Each sponsor also receives access to our Sponsor website, where you'll find provider training & outreach materials, Minute Memos (our newsletter), and other resource materials.

## Strategies for Success

Your personal attention continues even after training. The Minute Menu customer support team works with clients to ensure the transition to Minute Menu is just as smooth and stress-free for your providers. You'll also receive our "Strategies for Success" materials, which include:

- Strategy guides for moving your providers onto Minute Menu, including email and letter templates
- Provider Training Workbooks in both English & Spanish
- Outreach materials to help your agency grow
- Power Point Presentations to train providers, in groups or individually, on forms or on WebHX
- Free full-color promotional materials—personalized with your agency's information
- Audit Checklists to help ensure good results

## Continuing Support

Once you have begun using Minute Menu, you'll find that our full-time support team is second to none! Whether you have questions on how the software works or need to find the right report for the job, support is just a phone call or an email away. And every year we hold a training conference where you can send new staff to learn the basics, or send experienced staff to learn about new regulation changes & how Minute Menu can help in even more ways. We're continually listening to your suggestions for software improvements and working on developing new ways that we can help you succeed.

## Advocacy

We know that in order to serve our client's needs, we must act as advocates for the CACFP. Minute Menu is a member of The Sponsor's Association, the CACFP Forum, and the CCFP Roundtable, and we've worked closely with FRAC on advocacy issues. When Block Claiming was first proposed, Minute Menu took the lead in addressing the undue burden it would place on sponsors. We also help clients with proposals to their state agencies to help relieve some of the burdensome regulations imposed on CACFP sponsors at state and regional levels.



# What sets us apart from the rest?

## 100% Automation

Minute Menu is the ONLY CACFP management package with the option to automate attendance checking for 100% of your provider claims—whether providers claim with forms, online, or manually. And Minute Menu is the only software that offers scannable foods—giving 100% automated checking for all provider claim data.



## Integrated Review/Field Staff Support

Monitors can record field visits directly into Minute Menu from their homes, or you can automate data-entry with scannable forms. Minute Menu automatically accounts for these field visits when Processing your provider claims and can even check food & attendance info recorded by your monitor against data submitted by the provider.

### Bilingual Provider Claiming

All provider materials are available in English or Spanish, including:

- Scannable Menus, Attendance Sheets, and Enrollment Forms for Providers
  - Provider Reports and Letters
- Scannable Review (Home Visit) Forms
  - Provider Training Workbooks
  - Provider Training Presentations
    - Provider Food Lists

We even have *ONLINE* claiming in Spanish!

## Friendly, Knowledgeable Support

Comprehensive on- and off-site training and support services are available to every Minute Menu client. Our full-time, dedicated support team is here to answer your questions via phone or email. And we track all support questions through a ticket-tracking system that lets you see your question's progress and even look up resolved issues for later reference.



## Yearly Training

March 2008 will mark our 13th Annual Minute Menu Training Conference. Attendance is open to all Minute Menu clients. We offer 3 full days of high-energy, comprehensive training for all levels of Minute Menu users. You can also meet with many of the hundreds of other Minute Menu users, giving you an unprecedented opportunity to share ideas and network. Regardless of your experience level, we guarantee you'll leave the Conference with a deeper understanding of how Minute Menu can work for you and with new ideas on how to improve and simplify your work life!



### Comprehensive Reporting

Dozens & dozens of reports come standard with Minute Menu, designed to meet every need of the Food Program. And since our full-time development staff is always working to improve Minute Menu based on your feedback, new reports are included in every software update. And our support team can work with you to create any custom report you need!