



CACFP Food Program Interface to Minute Menu

User Guide

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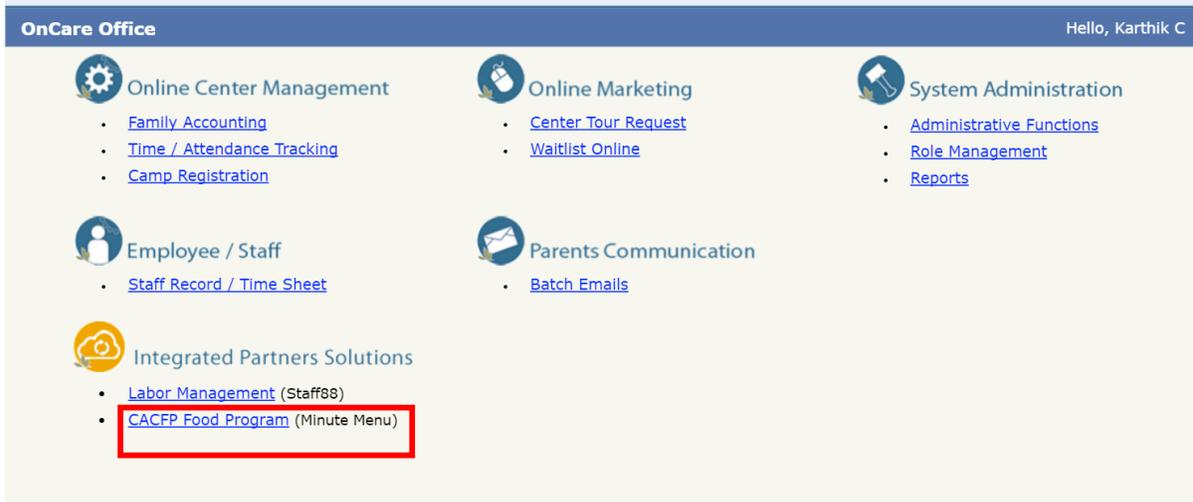
1. What is The Purpose

This user guide describes the basic setup and flow of data from OnCare to Minute Menu for CACFP Food Program. The interface covers 2 key areas:

- Child Record
- Child Attendance

2. Accessing CACFP Food Program Interface to MM

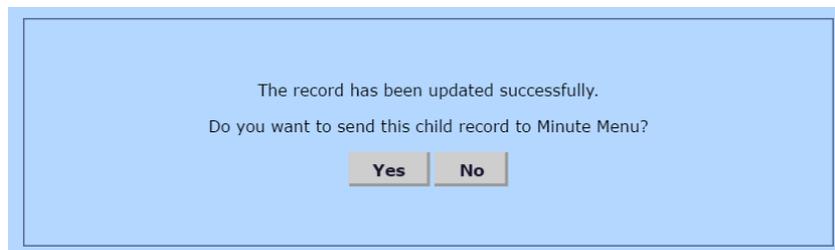
If the interface from OnCare to MM is enabled for your center, you will see the interface link on the OnCare Office home page under the Integrated Partners Solutions section.



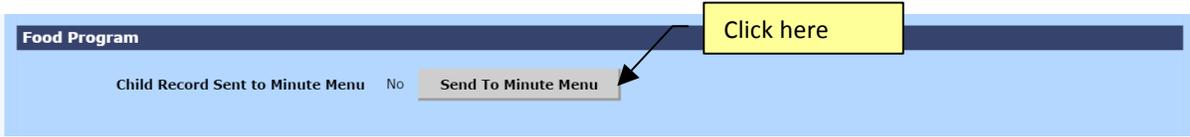
3. Add New Child - Child Record Sent to MM

The first part of the interface is the child data. When a new child is enrolled in OnCare, the system will automatically prompt the user. As shown below, the user can choose to send the new child record to MM or not.

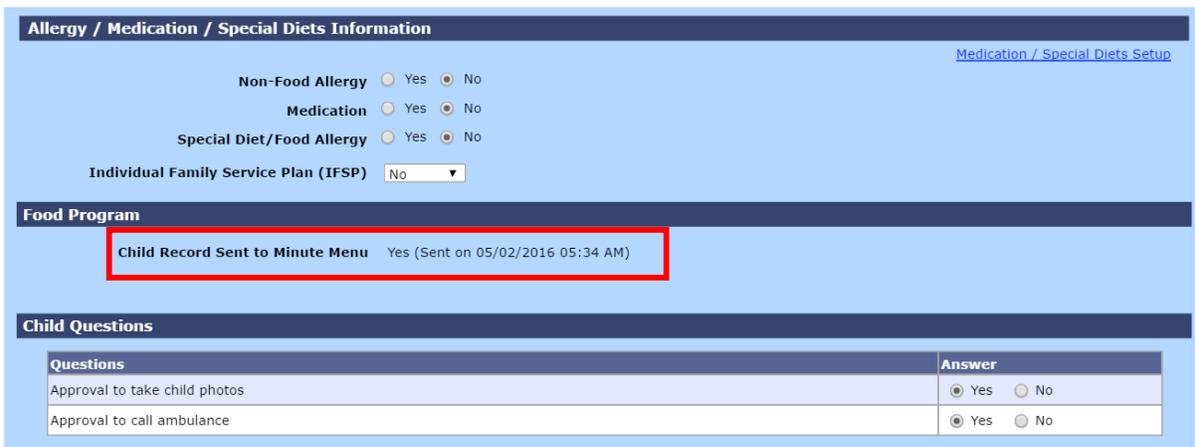
Note: Typically the answer is "Yes." Click "No" if there are reasons to send the child data later. You can send the child record later as describe later in the user guide.



If a user chooses not to send the child record to MM when the child record is first created, it can be sent to Minute Menu at any time by going to the “Food Program” section in the Child Record in OnCare.



If a child record has been sent to Minute Menu, the date and time stamp in the “Food Program” section will be shown.



4. CACFP Food Program Main Menu

By clicking on the CACFP Food Program link from the OnCare Office main menu, the following Main Menu screen is displayed.



5. Review/Send Child Record to MM

The first function shows a list of all the children in your program. The Minute Menu “sent” or “not sent” status is in the last column on the screen below. To change a child record from “not sent” to “sent, check the box on the left and click the “Send” button.

>> Send Child Record to Enroll in MM Food Program

Following is a list of active children in your center sorted by Status (Not Sent at the top) and then by Enrollment Date. You can select to send a child(ren) to Minute Menu.
 Note: Yellow highlight column header is the current sort. You can click other underlined column header to sort by the column.

<input type="checkbox"/>	No.	Child Last Name	Child First Name	<u>Enrollment Date</u>	Family Acct Key	Parent#1 Name	Parent#2 Name	Classroom	DOB	Sent Date	Status
<input type="checkbox"/>	1	Messi	Anna		ALAN	Kibs Alan		Unassigned	04/12/2007		Not Sent
<input type="checkbox"/>	2	LNI	CI		SUMMERCAMP	OPT Summercamp		Unassigned	04/22/2012		Not Sent
<input type="checkbox"/>	3	PIV	VIP		REENA	Beena reena		Unassigned	04/22/2011		Not Sent
<input type="checkbox"/>	4	Dr	sudhagar		HELLO	Bharathi hello		Unassigned	04/12/2013		Not Sent
<input type="checkbox"/>	5	murugan	Thiru		HELLO	Bharathi hello		Unassigned	04/22/2011		Not Sent
<input type="checkbox"/>	6	Drs	kannan		HELLO	Bharathi hello		Unassigned	04/22/2011		Not Sent
<input type="checkbox"/>	7	ppap	chinan		CHANDRASE	Karthikeyan Chandrasekaran		Unassigned	01/01/2014		Not Sent
	8	Federer	Roger	1/1/2009	Frank	Frank Williams	Dorothy Williams	Toddlers	01/17/2013	1/18/2016	Sent
	9	RAMIREZ	GRAY	2/11/2010	MM4	ADAMS BAKER		Toddlers	03/01/2012	1/18/2016	Sent
	10	Ferdinand	Jonathan	11/15/2014	Susan	Susan Cruz	Kenneth Cruz	Infants	12/01/2014	1/18/2016	Sent
	11	Douglas	Clement	1/1/2015	Susan	Susan Cruz	Kenneth Cruz	Toddlers	11/15/2013	1/18/2016	Sent
	12	Dawkins	Clara	2/11/2015	Jack	Jack Dawkins	Susan Dawkins	Toddlers	03/17/2015	1/18/2016	Sent
	13	Barrow	Alex	2/12/2015	Erica	Erica Barrow	Antony Navis	Toddlers	01/01/2013	1/18/2016	Sent
	14	Smith	Lewis	7/6/2015	Smith	John Smith	Linda Smith	Toddlers	02/14/2014	1/18/2016	Sent
	15	Rogers	Bell	7/6/2015	Rogers	Nelson Rogers	Beula Rogers	Toddlers	12/20/2015	1/18/2016	Sent
	16	Brooks	Peterson	7/6/2015	Rogers	Nelson Rogers	Beula Rogers	Preschool	12/17/2015	1/18/2016	Sent
	17	Pasteur	Louis	7/6/2015	Crawford	FLORES Crawford	Jessy Crawford	Toddlers	01/01/2010	3/24/2016	Sent
	18	Giya	Rachel	12/1/2015	Michelle	Michelle Gordon	Louella Gordon	Preschool	03/10/2012	1/18/2016	Sent

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6. Submit Child Attendance to MM

The second function submits child attendance record to MM by date. Click “Submit” after review.

>> Submit Child Attendance to MM

The system displays the **Current Week** child attendance to be submitted. You can select a different date range.

Date From To

Child attendance have been fully submitted

Date	# of Children	Attendance Records	Submitted	Not Submitted	Action
05/02/2016 (Monday)	15	4	4	0	Submit
05/03/2016 (Tuesday)	15	0	0	0	
05/04/2016 (Wednesday)	15	0	0	0	
05/05/2016 (Thursday)	15	0	0	0	
05/06/2016 (Friday)	15	0	0	0	

Click here

As shown below, the system lists children’s attendance to be submitted for the selected date. Choose the action:

- (1) Submit to Minute Menu and confirm submission by selecting “Yes” on the prompted screen
- (2) Edit Time Card (see below for screen shot)

>> Submit Child Attendance to MM (Not Submitted)

Date: **04/29/2016** (Friday) Attendance Records: **20** Submitted: **0** Not Submitted: **20**

No.	Child Name	Time Card				Status	Action
		Time In 1	Time Out 1	Time In 2	Time Out 2		
1	Ben Neil	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
2	Clair Clinton	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
3	Catherine Powell	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
4	Cathy Debora	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
5	Eliza Medel	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
6	Emma Gordon	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
7	Frank Watson	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
8	Hilton Manuvel	07:00 AM	11:30 AM			Not Submitted	Edit Time Card
9	Ivan Joe	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
10	Jacob Christopher	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
11	Juliat Pop	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
12	Linda Rover	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
13	Marie Gwen	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
14	Nueman Jack	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
15	Richard Steve	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
16	Samuel Edric	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
17	Smith Owen	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
18	Tina Martinez	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
19	Victor Paul	06:00 AM	07:30 AM			Not Submitted	Edit Time Card
20	Xenia Barrow	06:00 AM	07:30 AM			Not Submitted	Edit Time Card

Buttons: **Back** **Submit To Minute Menu**

Confirmation

Are you sure you want to submit the selected attendance to Minute Menu?

Yes **No**

When “Edit Time Card” is selected, the OnCare child time card record is shown.

>> Child Time Card Details

[Back](#) Search by Child First Name: [Go](#) [?](#)

[Print Child Time Card](#) [Record Not Coming](#)

Child Name: Clara Dawkins Select Dates: Current Week

Child Status: Active From: 05/02/2016 To: 05/08/2016

Family Account Key: Jack **Submit**

Classroom Name: Toddlers

No.	Day	Date	Time In	Time Out	Hrs	Total Hrs/Day	Action
1	Mon	05/02/2016	10:53 am				Edit Delete
Total Hrs						0.00	

By submitting child attendance to Minute Menu, the status is updated accordingly. By clicking on “Delete From Minute Menu” link below, the child attendance record is deleted from submission. A confirmation page is automatically prompted.

>> **Submit Child Attendance to MM (Submitted)**

Date: **05/02/2016** (Monday) Attendance Records: **4** Submitted: **4** [Not Submitted: 0](#)

Child attendance have been changed in OnCare

No.	Child Name	OnCare Time Card				Submitted Time Card				Status	Submitted On	Action
		Time In 1	Time Out 1	Time In 2	Time Out 2	Time In 1	Time Out 1	Time In 2	Time Out 2			
<input type="checkbox"/> 1	Aden Navis	08:05 AM	03:55 PM			08:05 AM	03:55 PM			Submitted	05/02/2016	Edit Time Card
<input type="checkbox"/> 2	Alex Barrow	08:00 AM	04:00 PM			08:00 AM	04:00 PM			Submitted	05/02/2016	Edit Time Card
<input type="checkbox"/> 3	Bell Rogers	08:25 AM	03:25 PM			08:25 AM	03:25 PM			Submitted	05/02/2016	Edit Time Card
<input type="checkbox"/> 4	Rachel Giya	09:00 AM	12:00 PM			09:00 AM	12:00 PM			Submitted	05/02/2016	Edit Time Card

Click “Yes” to confirm the selected child attendance be deleted from MM.

Confirmation X

Are you sure you want to delete the selected attendance from Minute Menu?