



Kent Regional 4C offers Minute Menu Kids Pro by Minute Menu Systems—an easy way to record and submit menus on-line!

Minute Menu Kids Pro is a simple, secure website in which you can record everything required for the Food Program.

Getting Started

- Send the agreement (available on our website under Forms/Menus or from your CACFP specialist) and the one-time \$10.25 payment to:

Kent Regional 4C CACFP
233 E Fulton St. Suite 107
Grand Rapids, MI 49503

- Once your agreement and payment have been processed, a welcome letter will be e-mailed to you. Follow the steps to download the Minute Menu Kids Pro icon onto your desktop. (This icon is the only thing saved directly to your computer; all other information or records associated with Minute Menu Kids Pro are saved on-line for a minimum of 3 years.)
- Once you've logged in, fill in some basic information and you're ready to record and submit your menus on-line!



Child Information

- For each child in care, you can record necessary information, such as name, birthday, parent and emergency contacts, medical information, or school information.
- You can daily adjust each child's hours in care to use as your required daily attendance sheet.

File Help

Return Reports Add Remove Restore Copy Waiting Help Kiwi, Katie

General Parent/Guardian Emergency Contacts Medical Pickup Hours School Notes Billing Civil Rights Info

Status: Active

Child's First Name: Katie Middle: K Last Name: Kiwi

Child's ID Number: 2794624 Date of Enrollment: 01/01/2009

Date of Birth: 10/19/2002 Age: 8 years 6 months

Handicapped Migrant Own Child Special Diet

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Gender: _____

Height: _____ Eye Color: _____

Weight: _____ Hair Color: _____

Blue labels indicate required fields for food program submission.

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Facility Information

- Enter the hours of operation.
- Enter the time or times that meals and snacks are served.

File Help

Return Reports Help You have not set up your free account to accept payments electronically from parents. Click here to sign up now.

Facility Information

General Operation Schedule Meal Schedule License Profile Civil Rights Info

To remove the second shift, click either the start or end time and press the delete key on your keyboard.

Breakfast 1st Shift Start: 07:00AM 1st Shift End: 07:30AM 2nd Shift Start: 08:00AM 2nd Shift End: 08:30AM 1:00 hrs

AM Snack 1st Shift Start: 10:00AM 1st Shift End: 10:15AM 2nd Shift Start: 2nd Shift End: 0:15 hrs

Lunch 1st Shift Start: 12:00PM 1st Shift End: 12:30PM 2nd Shift Start: 2nd Shift End: 0:30 hrs

PM Snack 1st Shift Start: 03:15PM 1st Shift End: 03:30PM 2nd Shift Start: 2nd Shift End: 0:15 hrs

Supper 1st Shift Start: 06:00PM 1st Shift End: 06:30PM 2nd Shift Start: 2nd Shift End: 0:30 hrs

Evening Snack

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Meal Planner

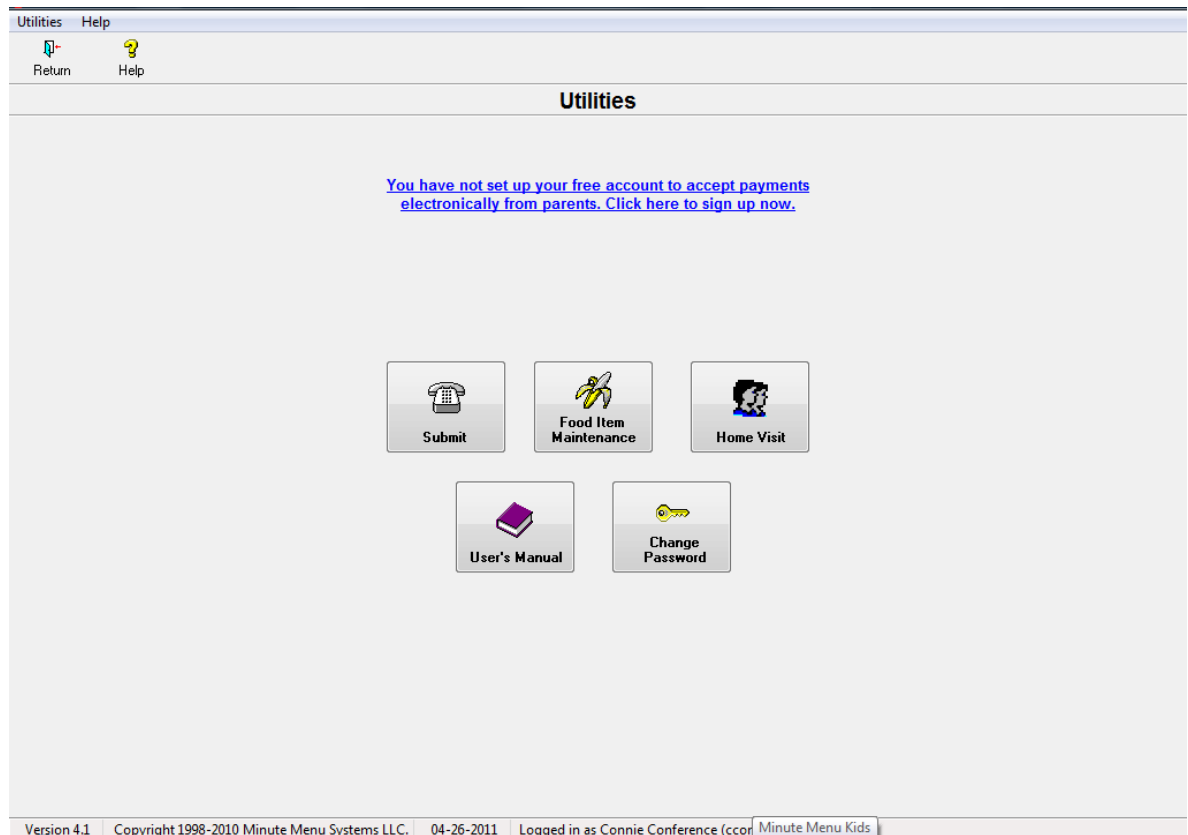
- Point and click to record infant and non-infant menus
- Choose from the long list of breakfasts, lunches/suppers, or snacks preprogrammed into Minute Menu Kids Pro
- Create your own, specific meals and snacks
- Reduce disallowances because Minute Menu Kids Pro makes it virtually impossible to plan a menu that is missing components

Meal Counts

- Mark the meals and snacks children, even school-age children, eat while in your care
- Mark for tax purposes all the meals and snacks children eat while in your care (although you will still only be reimbursed for up to 2 meals/1 snack or 1 meal/2 snacks).

Submitting Your Claim

- Click “Utilities” on the Minute Menu Kids Pro home screen.
- Click “Submit.” A pop-up will appear asking you to verify the accuracy of your claim; click “Yes.”
- Make sure the correct month is highlighted in the drop-down list. Click “Submit Claim.” A pop-up will appear stating “Your claim was successfully submitted.” The claim will also appear in your submission history.
- Congratulations! Your claim is now in our office, ready to be processed!



Other Features

(using these features is not necessary for recording and submitting menus on-line)

- Make a childcare profile, including typical daily schedule, philosophy of child care, trainings, discipline policy etc,
- Make charts, reports, and certificates for children or parents
- Get ideas for lesson plans, activities, recipes etc
- Keep track of all income and expenses for tax purposes
- Receive payments from parents online

Need Help?

- If you have questions, feel free to call your CACFP specialist at 451-8281 or 1-800-448-6995.
- Minute Menu Kids Pro also offers a great, detailed User's Manual on-line for you to reference (it is very detailed, has lots of pictures, and is quite long, so we do not recommend printing it!). To access this manual, click “Utilities” then click “User's Manual.”