

Nutrition Manager 7.0

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1 Introduction

1.1 What is the Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program is a federal program which helps child care providers deliver nutritious meals as a part of their organized child care services. CACFP was established to improve the health and nutrition of children in the program while promoting the development of good eating habits and the furtherance of nutrition education.

The Food and Nutrition Service (FNS) within the United States Department of Agriculture (USDA) is responsible for administering the CACFP at the national level. Seven FNS regional offices throughout the United States assist in program administration within those regions. Each State, in cooperation with their respective FNS regional office, is responsible for administering the program in their state. States enter into written agreements with sponsoring organizations within their State to implement the CACFP. CACFP generally operates in childcare centers, before and after school care centers, and day care homes.

Sponsoring organizations are public or nonprofit private organizations which are entirely responsible for the administration of the food program in: (a) One or more day care homes; (b) a child care center, or before and after school center; or (c) two or more child care centers, or before and after school centers.

What Sponsoring organizations must do:

- Enter into agreement with the State.
- Serve meals that meet CACFP requirements.
- Keep daily records of attendance, menus, meal counts, and amounts of food used in meal preparation.
- Operate a nonprofit food service.
- Train personnel in CACFP requirements.
- Collect household income information annually (centers).
- Monitor sites for CACFP compliance (sponsors with two or more centers/homes).

What Sponsoring organizations receive:

- Cash meal reimbursement to help centers offset costs of providing well-balanced, nutritious meals and snacks to enrolled participants.
- Cash reimbursement to help family day care providers provide nutritious meals and snacks.
- Administrative funds for organizing, training, and monitoring the homes under their sponsorship (Sponsors of family day care homes).
- USDA-donated commodity foods or an extra cash payment are available to sponsors

serving lunches or suppers.

1.2 What is Nutrition Manager

Nutrition Manager is a complete food management program for childcare providers participating in the USDA Child & Adult Care Food Program (CACFP). Nutrition Manager provides a broad range of features that support CACFP record keeping, meal planning, meal preparation, meal scheduling, nutrition analysis, shopping, and reporting.

Nutrition Manager can be used as a standalone program or integrated with the CCM-*Turbo* Plus center management system. During installation, Nutrition Manager looks to see if the CCM-*Turbo* Plus center management system is installed. If it is, you will have a choice to install Nutrition Manager as *Integrated* or *Standalone*. If CCM-*Turbo* Plus is not installed, Nutrition Manager will automatically install in *Standalone* mode. When Nutrition Manager runs in *Integrated* mode, CCM-*Turbo* Plus is the source of most child information, and center and child records can only be added from CCM-*Turbo* Plus. Once added, however, child records can be viewed and edited in Nutrition Manager.

1.3 What's New in Nutrition Manager Version 7.0

Version 7.0 is a major upgrade and includes a number of significant changes and improvements. Version 7.0:

- Replaces the 1994 Food Buying Guide (as supplemented) with the new 2001 Food Buying Guide
- Increases the number of food items by over 40%
- Adds new and revised portions
- Updates all yields
- Adds 'servings per market unit'
- Updates all menus included
- Adds 30% more menus
- Includes 2003-2004 Income Eligibility Tables
- Revises Shopping List to include market units
- Revises Menu Production Report to include purchase units by food type
- Revises Nutrition Manager Buying Guide to include market units
- Includes nutritional facts for over 1000 items

2 Getting Started

2.1 Installation Requirements

To install Nutrition Manager you need a Personal Computer (PC) and a Windows operating system. If you will be operating in *Integrated Mode* you will need to have the CCM-Turbo Plus Center Manager module installed.

Operating System Requirements

1. Windows 95
2. Windows 98
3. Windows 2000
4. Windows NT
5. Windows XP

Hardware Requirements

1. Pentium 90 MHz minimum, Pentium 133 MHz (recommended).
2. Minimum 15 Megabytes free disk space.
3. Minimum 32 Megabytes RAM, 64 Megabytes (recommended).

Requirements for Running in Integrated Mode

1. CCM-Turbo Plus Center Manager module.

2.2 Installing Nutrition Manager

Nutrition Manager is sent on CD. If your computer does not have a CD drive but uses floppy disks, contact our Operations department at (800) 553-2312 ext. 13 for a free set of disks.

Installing From a CD

To install Nutrition Manager from a CD

1. Close any programs you have open and then insert the CD-ROM into your drive
2. The installation should start automatically. If it does not, click **Start|Run**. Type **d:setup** (or use your correct drive letter) and click OK.
3. Follow the on-screen instructions.

Installing From Floppy Disks

To install Nutrition Manager from floppy disks

1. Close any programs you currently have running on your computer.
2. Insert the disk labeled Nutrition Manager Disk 1 – Setup into your disk drive.

3. Click **Start|Run**, type in **a:setup**, and click OK. This will start the installation process.
4. Follow the onscreen instructions. The program will prompt you for each disk until the installation is complete.

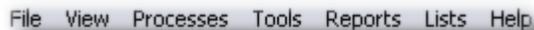
Note: These instructions are printed on the labels on your floppy disks.

2.3 Getting Around Nutrition Manager

Nutrition Manager offers you three easy ways to get around the program: the menu bar, the tool bar, and the navigator bar.

Menu bar

The menus are grouped by area and give you access to everything in Nutrition Manager. For example, you'll find all of the reports conveniently located in the reports menu.

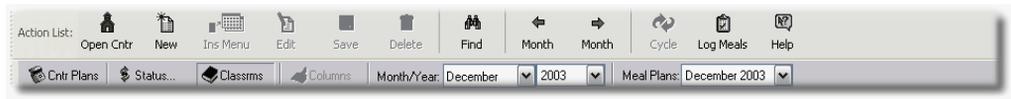


File View Processes Tools Reports Lists Help

Menu bar

Tool bar

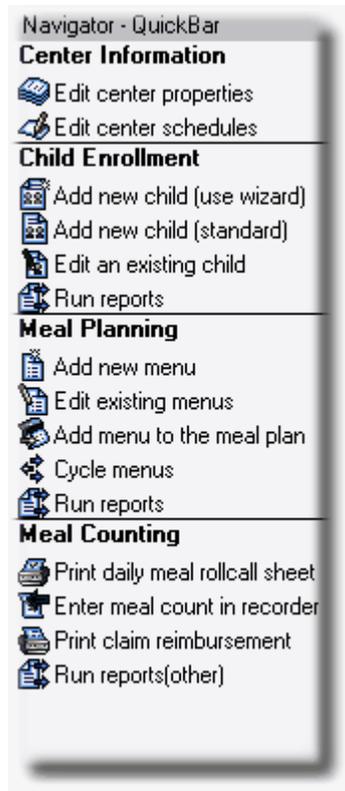
The tool bar is a set of buttons that are used to access the most frequently used windows and tasks.



Tool bar

Navigator bar

The Navigator bar is a list of frequently used windows and reports. It provides fast access to the areas of Nutrition Manager you use the most. To open a window or run a report, move the cursor over the window name and click. To display or hide the Navigation bar simply click the Navigator button on the Tool bar.



Navigator bar

2.4 Using the Wizards

Nutrition Manager provides a child enrollment wizard to help you get up and going.

How the wizard works

To use the wizard, go to the Navigation bar and click Add new child (use wizard).

The wizard contains a set of step buttons, Step 1, Step 2, and Step 3. To use the wizard, simply click each Step button in turn. A box will appear to the right of the window (see below) with step by step instructions for filling in the fields.

Eligibility and Enrollment

Income Eligibility

Household Income: 0

Household size: [dropdown]

Title XX: No [dropdown]

Eligibility: None [dropdown]

\$ Calculate

Enrollment

Unenrolled 12/10/2003 [dropdown]

Enrolled 12/10/2003 [dropdown]

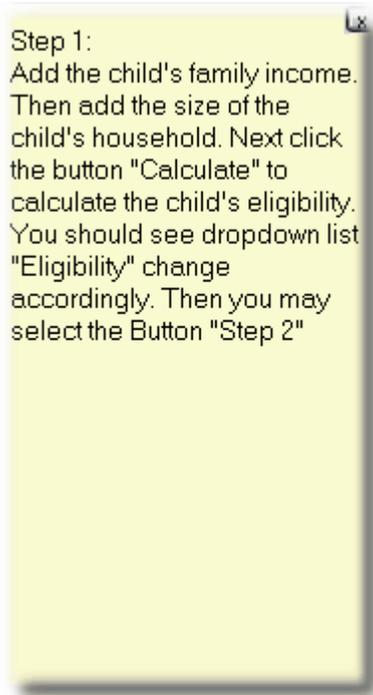
Step 1

Step 2

Step 3

< Back Next > Cancel Help

Using wizard to fill out Child Enrollment Card



Step 1 button help

2.5 The Quickstart

Nutrition Manager uses a Navigation bar to help you get up and going quickly. Nutrition Manager's Navigation bar is similar to the Tool bar, in that it provides quick access to common tasks in the program. The Navigation bar goes a step further, however, in that the tasks on the bar are organized in the sequence that they are normally performed in the program. This greatly simplifies the task of getting started. As you will soon see, it is also a major time saver for experienced program users.

To get started use the Navigation bar and follow the steps outlined below.

Step One: Create Centers (center information)

1. **Setup Center Information.** If operating in Standalone mode, go to Edit center properties. Fill in the Center Properties card . See "[Center Properties](#)" for instructions on how to do this. If operating in Integrated mode, centers are set up in CCM-Turbo Plus.
2. **Setup Monthly Center Schedules.** Go to Edit center schedules to add centers. Enter days open. See "[Using the Center Planner](#)" for instructions on how to create center schedules.

Step Two: Enroll Children (child enrollment)

1. **Add child records.** If you are operating in *Integrated* mode, child records will already be installed. They are automatically transferred from CCM-Turbo Plus. If you are operating in *Standalone* mode, go to Add new child (use wizard) and fill-in the three child data cards. Use the Wizard Step buttons for instructions on filling out the data fields. See "[Enrolling Children \(Standalone Mode\)](#)" for more detailed instructions.

Step Three: Plan Meals (meal planning)

1. **Add new menus.** Go to Add new menu. Menus are used to create your monthly meal plans. Nutrition Manager installs with a set of USDA compliant menus that you can use or you can create your own. See "[Using the Menu Editor](#)" in [Creating Menus](#) for instructions on how to add and edit menus.
2. **Create meal plans.** Go to Add menu into the meal plan. This will open the Meal Planning View tab. To create a Meal Plan, drag menus from the Menu Editor (left pane) and drop on the appropriate day on the meal plan calendar (right pane). See "[Creating Monthly Meal Plans](#)" for instructions on how to create meal plans.

Step Four: Count Meals (meal counting)

1. **Print rollcall sheets.** Go to Print daily meal rollcall sheet. Print a Daily (ACR) Meal Rollcall sheet to record meal counts.
2. **Take meal counts.** Use the Meal Rollcall Sheet to take count of meals served.
3. **Enter meal counts in computer.** Go to Enter meal count in recorder. This will bring up the Daily Record of Meals Claimed (ACR Meal Recorder). Enter the Key code and Tracking code from the Rollcall Sheet. Enter the meal counts. See "[Using Auditable Claim Reimbursement](#)" for instructions on how to record meal counts using the ACR Meal Recorder.
4. **Print Claim Reimbursement Report.** Go to Print claim reimbursement form and print the form. If your *sponsor* or *state agency* requires the use of their own form, transfer information for submission.

2.6 Program Properties

Through Program Properties you can customize Nutrition Manager to fit your personal as well as business needs. The following customization options are available:

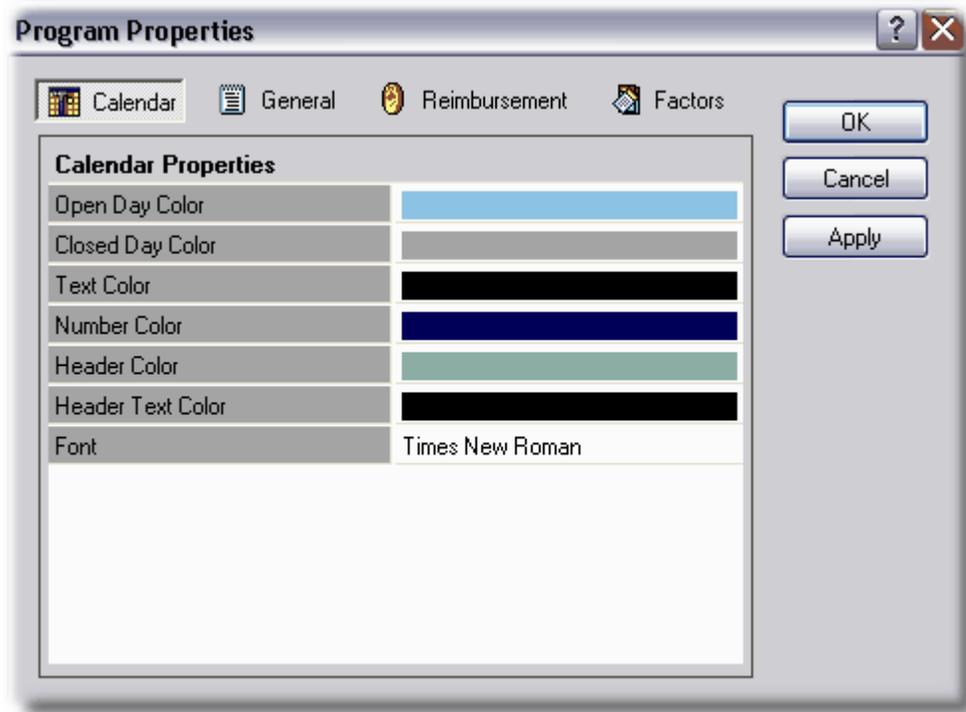
Calendar Properties

On the Calendar tab, you can customize your calendar colors (Header Background, Header Text, Day Numbers, Day Text, Open Days Background and Close Days Background), Font Style and Font Size.

How to customize calendar properties

1. Click File|**Program Properties**.
2. The Calendar tab should be open. If not, click the Calendar tab to open.

3. To change a color, highlight the area you want to change, for example, Open Day Color. A button will appear in the far right side. Click to display a dialog box with color selections. Highlight the desired color and click OK.
4. You can change the font type, style, size and characteristics by highlighting Font in the Calendar tab. A button will appear in the far right side. The font dialog box will appear. Make desired selections and click OK.



Calendar Tab

General Properties

On the General tab, you have the option to specify program paths and enable user active debugging. Unless you are using Nutrition Manager over a network and need to specify a different drive, you would usually leave these settings as they are by default. The user active debugging option is helpful if you need to troubleshoot issues with reports. Certain reports can show debugging information in the case of problems, allowing our support department to more easily and accurately diagnose and fix the issue.

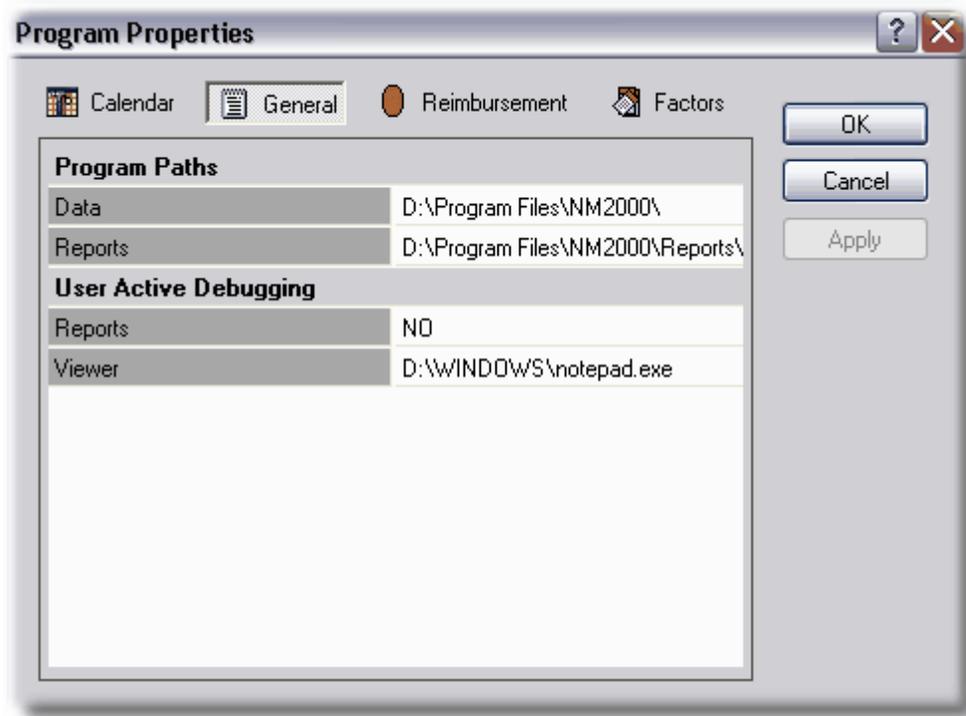
How to change General Properties - Program Paths

1. Click **File|Program Properties** and click on the General tab.
2. To change the directory location of Nutrition Manager's data and reports, click on the

- appropriate line and then click the small browse button at the end of the line.
- Using the explorer window that appears, specify the program path and click OK. Repeat the same steps for both the Data and Reports fields.

How to change General Properties - User Active Debugging

- Click **File|Program Properties** and click on the General tab.
- Click in the field and then click the drop-down button that appears at the end of the field. Choose YES or NO to turn user active debugging on or off.
- If user active debugging is enabled, you must also choose the program you wish to view the reports with. (Programs typically chosen as the viewer are Notepad.exe and Wordpad.exe.)
- Once you have made the desired changes, click Apply to save your changes and continue working in Program Properties, or click OK to save your changes and exit the Program Properties window.



General Tab

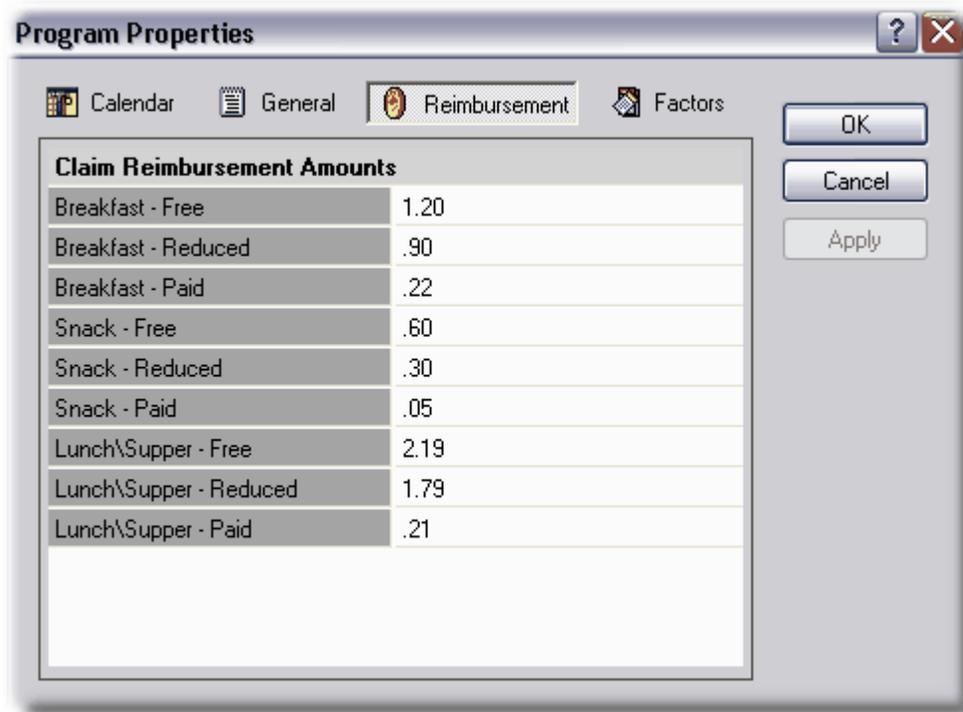
Meal Reimbursement Rates

Nutrition Manager provides the capability to enter the meal reimbursement rates that are specific to your facility and state. If you are unsure what these rates should be, go to our

Nutrition Manager website and click on the link for Meal Rates. These rates are used by the reports in Nutrition Manager and are necessary for the program to calculate information correctly.

How to set-up meal reimbursement rates

1. Go to **File|Program Properties** and click on the Reimbursement tab.
2. Click in the field next to any item and change it to the desired rate for reimbursement.
3. When you are finished, click OK to save your changes and close the Program Properties window.



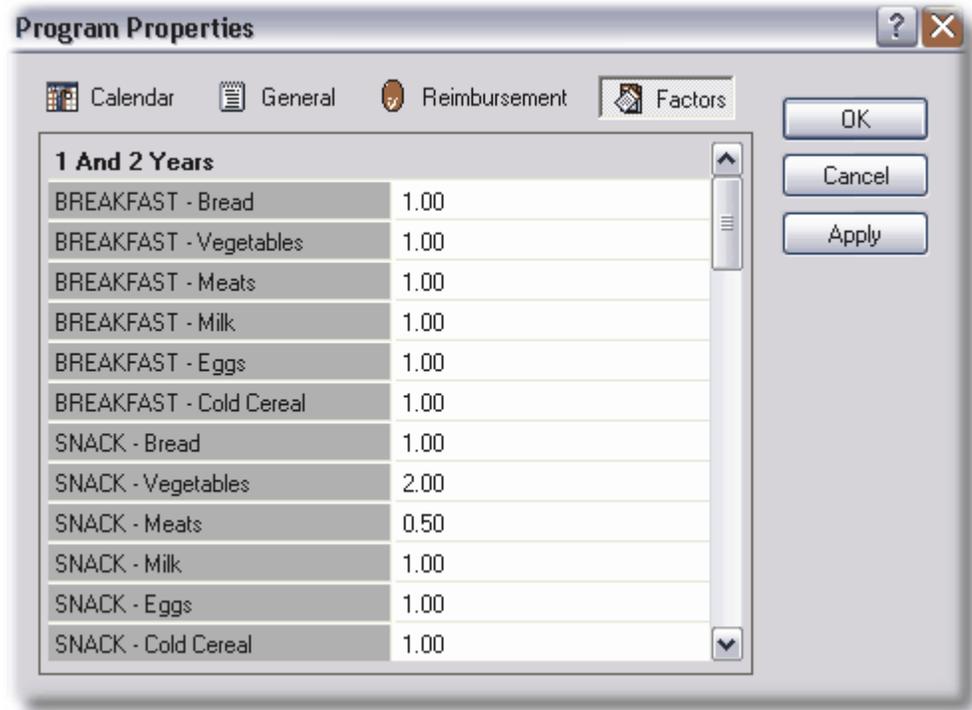
Reimbursement Tab

Serving Size Factors

Nutrition Manager provides the capability to change the default USDA serving size factors.

How to change USDA Serving Size Factors

1. Go to **File|Program Properties** and click on the Factors tab.
2. Click in the field next to the food item factor you want to change and enter the new factor.
3. When you are finished, click OK to save your changes and close the Program Properties window.



Factors Tab

2.7 Center Properties

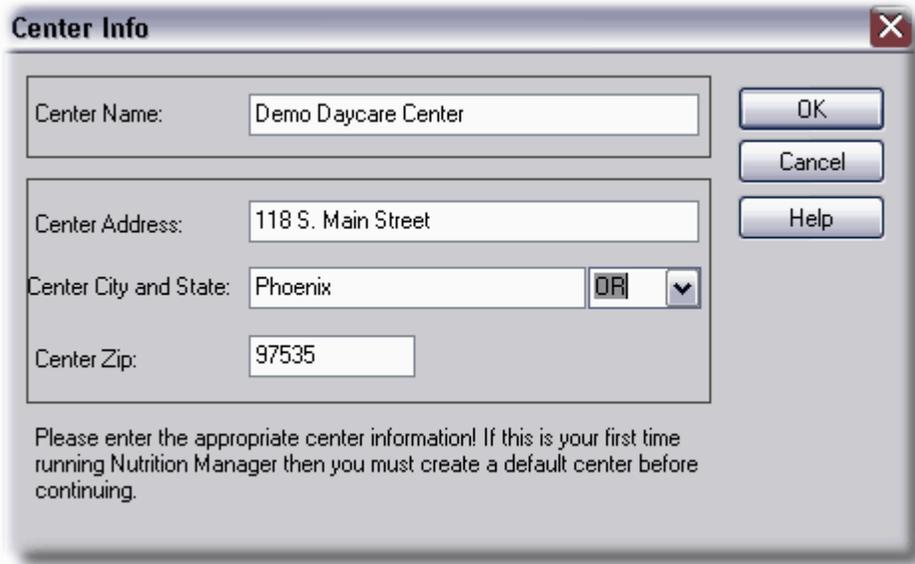
In Nutrition Manager, CACFP food programs are managed by centers. If you manage more than one food program, you may need to set-up additional centers. The procedures you follow to set up a center differ depending on whether you are operating in Standalone mode or Integrated mode.

Setting up a Center in Standalone Mode

In *Standalone* mode, centers are set up using Nutrition Manager's Center Editor. You can create as many centers as you want in *Standalone* mode.

To add or edit a Center in Standalone mode

1. To add a center, first open the Nutrition Manager program. Then, right-click on your existing center (created at time of install) and choose Create New Center from the drop down menu.
2. To edit a center, right click on the center and go to center properties.



Center Info

Center Name: Demo Daycare Center

Center Address: 118 S. Main Street

Center City and State: Phoenix OR

Center Zip: 97535

Please enter the appropriate center information! If this is your first time running Nutrition Manager then you must create a default center before continuing.

Center Properties Dialog

Setting up a Center in Integrated Mode

Nutrition Manager automatically creates a center record for each center set-up in CCM-Turbo Plus. You can have as many centers in Integrated mode as you want. However, centers can only be added or edited by purchasing additional multi-sites for CCM-Turbo Plus and requesting header information changes.

To add or edit a Center in Integrated mode

To add a center or edit your center's header information, contact your software consultant or our Operations Department at **800-553-2312 ext. 13**.

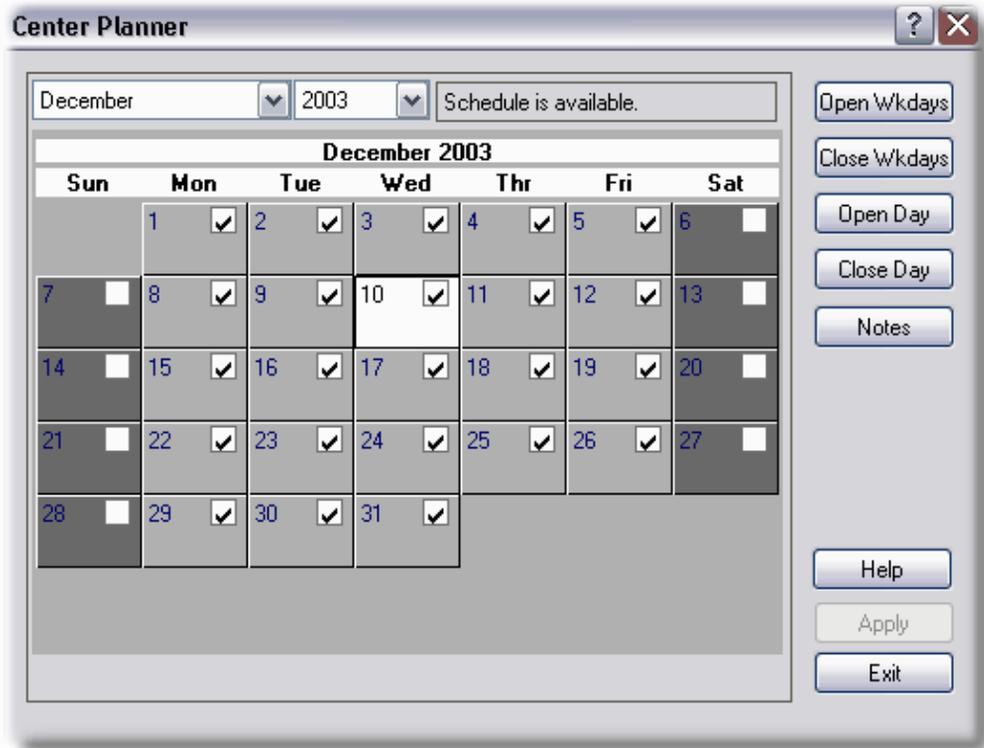
2.8 Using the Center Planner

The Center Planner is where you go to create Center schedules. You can append notes to schedules as well as create pop-up reminders.

Note: A Monthly Center Schedule must be created before you can do any meal planning or record any meals served in that month.

Creating Center Schedules

A Center schedule is a calendar that defines the days in a month that a center is open to serve meals and the days in the month that a center is closed for serving meals.



Center Planner with December 2003 schedule displayed

Adding or Editing Monthly Center Schedules

1. Under the Navigation bar, click Edit monthly schedules.
2. Use the Open Wkdays, Close Wkdays, Open Day, and Close Day buttons to create the schedule by putting check marks in the days. A check mark indicates the day is open, no check mark indicates the day is closed.
3. Create a monthly schedule for as many months as you like by clicking Apply to save your changes and then choosing a different month/year from the drop down area. Remember to click Apply each time a different schedule is created.
4. Click Exit to close the Center Planner and save your changes.

Attaching Notes to Center Schedules

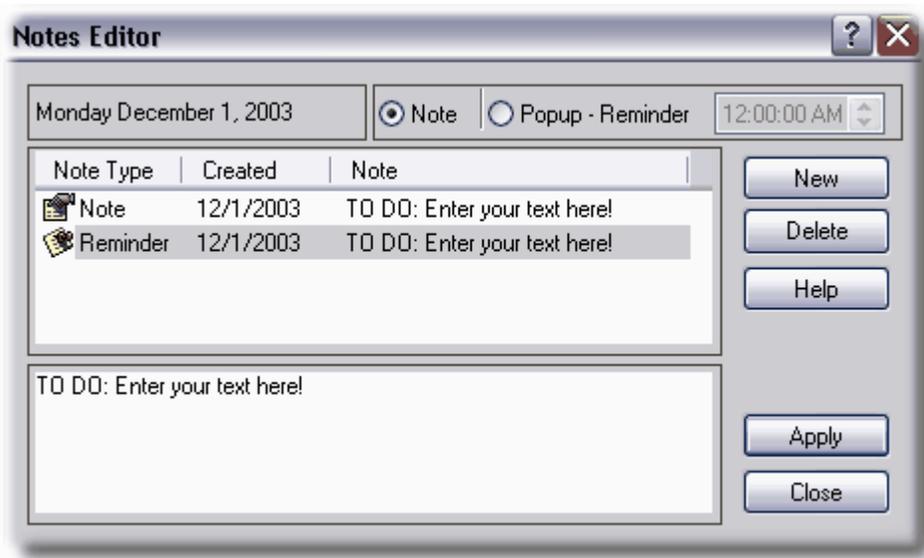
You can append a note to any day on a Center schedule.

To append a note to a Center schedule

1. Go to the Center Planner (*accessible under the Navigation bar and Edit center schedules*).
2. Click on the day you want to create a note.
3. Click the Notes button. The Notes Editor will appear. (*See figure above.*)
4. Click the Note radio button.
5. Click the New button. A new entry will be displayed in the Notes box. The type of note (note) and the day the note is created will appear.
6. Type your note by first highlighting the words "Enter your text here" in the bottom box and then typing your note.
7. When your note is complete, click Close. The note will be recorded in the note box (top box).
8. You can enter additional notes by repeating these steps.

To edit a Center schedule note

1. Click on the day you want to edit.
2. Double click on the note you want to edit.
3. Edit the note.
4. Click Close to save your changes and close the Notes Editor.



Notes Editor

Attaching Popup Reminders to Center Schedules

With Nutrition Manager you can create popup reminders that display notes on the day and time you set.

To a create a popup reminder

1. Go to the Center Planner.
2. Click on the day you want to create a popup reminder.
3. Click the Notes button. The Notes Editor will appear.
4. Click the Popup-Reminder radio button.
5. Click the New button. A new entry will be displayed in the Notes box. The type of note (popup reminder) and the day the popup reminder is created will appear.
6. Type your note by highlighting the words "Enter your text here" in the bottom box and typing your popup reminder.
7. Enter the time you want the popup reminder to be displayed on your screen (upper right corner of dialog box).
8. When your popup reminder is complete, click Close. The popup reminder will be recorded in the note box and your note will popup on your screen on the day and time recorded.
9. You can enter additional popup reminders by repeating these steps..

To edit a popup reminder

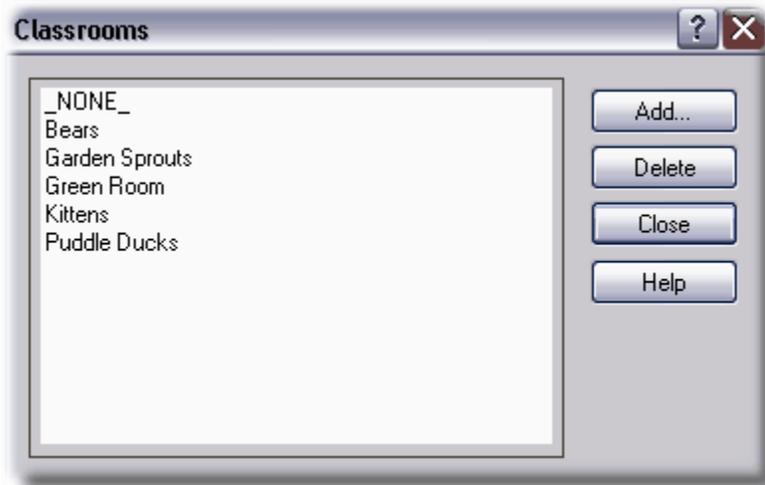
1. Click on the day you want to edit.
2. Double click on the popup reminder you want to edit.
3. Edit the popup reminder.
4. Click Close to save your changes and close the Notes Editor.

2.9 Lists

Nutrition Manager provides three lists for users to define: Classrooms, Programs, and Status. All three lists operate the same way.

Classroom List

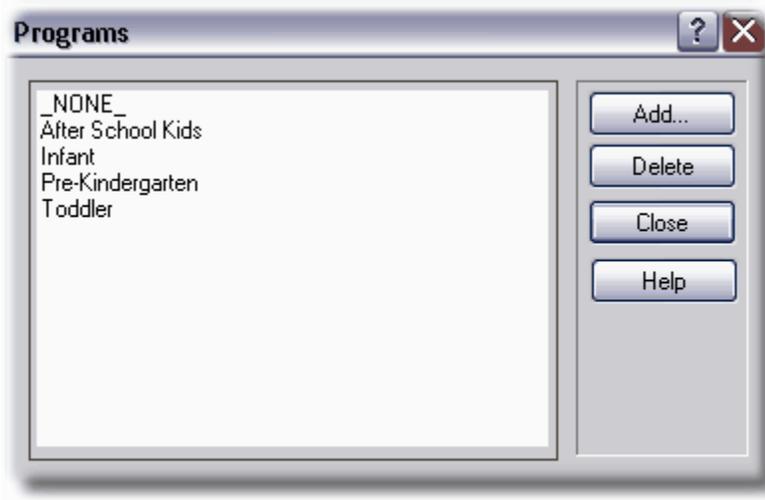
Children in Nutrition Manager are first organized into one or more centers. Within each center, children can be further organized into classrooms. Children can be displayed in the Child Explorer in the Child Information View by center, or by classroom within the active center. When operating in *Standalone* mode, classroom lists are created using Nutrition Manager's built-in classroom editor, allowing you to customize the classrooms specific to your facility. When running in *Integrated* mode, the CCM-Turbo Plus Classroom List Editor is used to add, edit, or delete classrooms.



Classroom List Editor

Program List

The Program List works exactly the same as the Classroom List. You can assign children to both a separate classroom and a program. Like classrooms, when operating in *Standalone* mode, program lists are created using Nutrition Manager's built-in program editor, allowing you to customize the programs specific to your facility. When running in *Integrated* mode, the CCM-Turbo Plus Program List Editor is used to add, edit, or delete programs.



Program List Editor

Status List

The Status code in Nutrition Manager is an additional way to filter your child database. Most commonly you would use status codes to differentiate between active, deactivate or waiting children in your facility. This is particularly useful when you want to archive a record of students who are no longer active at your facility. Like Classrooms and Programs, when operating Nutrition Manager in *Standalone* mode, status lists are created using Nutrition Manager's built-in Status editor. When running in *Integrated* mode, the CCM-Turbo Plus Status List Editor is used to add, edit, or delete status.



Status List Editor

To add or delete a Classroom, Program or Status Code in Standalone mode

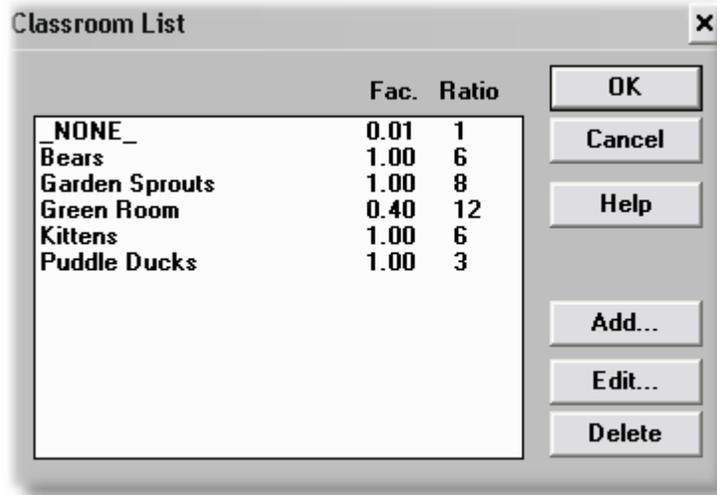
1. Go to the Child Information View tab.
2. Click **Lists|Classrooms, Programs, or Status**. The appropriate List editor will appear.
3. Click Add to add a List item. An Enter Text dialog will appear. Enter the Classroom, Program or Status name.
4. Click Close to record the new List item and exit the List Editor.
5. To delete a List item, highlight the item you want to delete and click Delete. Click Close to exit the Classroom Editor.

To add or delete a Classroom, Program, or Status in Integrated mode

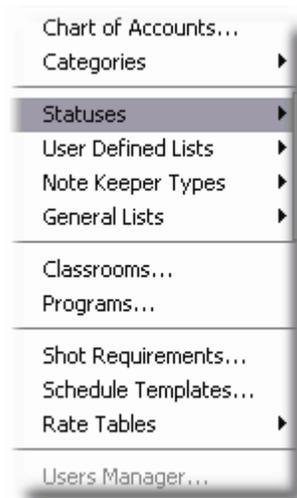
1. Open CCM-Turbo Plus.
2. Go to **Lists|Classrooms or Programs**. For Status, go to **Lists|Status|Children**.
3. Click Add to add a list item and then enter the desired text into the dialog box. When finished, click OK.
4. To edit a list item, simply highlight the item you wish to edit and click on the Edit button.

(You may also edit a list item by double clicking the item.)

5. To delete a list item, highlight the item you wish to delete and then click Delete.
6. When you are finished making your changes, click OK to exit the Lists editor.



CCM-Turbo Plus Classroom List Window



CCM-Turbo Plus Status menu

2.10 Shortcuts and Accelerator Keys

In Nutrition Manager you generally perform tasks and access Windows using the Menu bar, Tool bar or Navigator bar. However, you can save time by using shortcut and accelerator keys. (*Shortcut and accelerator keys are typically a combination of keyboard keystrokes.*)

Shortcut Keys

Shift plus Function Key

1. Use Shift F1 to go to Child Information View.
2. Use Shift F2 to go to Meal Planning View.
3. Use Shift F3 to go to USDA Buying Guide View.

Insert Key

1. Use the Insert Key to add a child in child Info tab (Standalone Mode only).
2. Use the Insert Key to add a new menu in Meal Planner tab.
3. Use the Insert Key to add a selected menu to the Meal Plan Editor in the Meal Plan tab.
4. Use the Insert Key to add a new food item in the Buying Guide tab.

Delete Key

1. Use the Delete Key to delete a child in the child Info tab.
2. Use the Delete Key to delete a menu in the Meal Planning View on an open calendar day.
3. Use the Delete key to delete a food item in the USDA Buying Guide View.

Function Keys

1. Use F5 to refresh the active window.

Alt + R

1. Use Alt + R + A to run the Child Attendance Rollcall.
2. Use Alt + R + B to run the Meal Rollcall.
3. Use Alt + R + C to run the Monthly CACFP Participants report.
4. Use Alt + R + D to run the Title XX report.
5. Use Alt + R + E to run the Monthly Menus.
6. Use Alt + R + F to run the Weekly and Daily Menu Schedules.
7. Use Alt + R + G to run the Record of Meals Claimed report.
8. Use Alt + R + H to run the Simple Shopping List.
9. Use Alt + R + I to run the Menu Production Record.
10. Use Alt + R + J to run the Claim Reimbursement report.
11. Use Alt + R + K to run the Daily Record of Meals Claimed.
12. Use Alt + R + L to run the Monthly Record of Meals Claimed.
13. Use Alt + R + M to run the Income Eligibility List.

Accelerator Keys

Ctrl +

1. Ctrl + C to copy selected text
2. Ctrl + V to paste selected text
3. Ctrl + F to use find feature
4. Ctrl + N to create new schedule
5. Ctrl + O to open and set center as active
6. Ctrl + S to save schedule
7. Ctrl + Left arrow to go to previous month
8. Ctrl + Right arrow to go to next month.

3 Child Records

3.1 What's Involved

Federal regulations require that childcare providers participating in the USDA Child and Adult Care Food Program maintain certain information about children enrolled in the program. Nutrition Manager helps satisfy this requirement by maintaining a set of records for each enrolled child. Nutrition Manager maintains the following records:

- Child Information card
- Eligibility and Enrollment card
- Child Standard Schedule
- Monthly Meals Schedule
- Monthly Record of Meals Served

The Five records are located in the Child Information View tab. Three of the records, the Child Information Card, the Eligibility and Enrollment Card, and the Child Standard Schedule are accessed through the Center and Child Explorer or by clicking on Edit an existing child through the Navigator bar. Collectively, these records include all of the information you need to satisfy CACFP child record keeping requirements.

3.2 Enrolling Children (Integrated Mode)

To add a Child in Integrated mode

1. Go to CCM-Turbo Plus.
2. Click the Add Child button on the tool bar.
3. Fill-in the data fields in the Child Data Card. Click OK to record data and exit Child Data Card.

Note: If Nutrition Manager is open when you add a new Child Data Card you will need to click View on the Menu bar and choose Refresh. This will update Nutrition Manager's screen with the latest CCM-Turbo Plus changes.

To edit a Child in Integrated mode

1. Go to Child Information View tab.
2. Double click on the child you want to edit. The Child Datacard will appear.
3. Edit data fields as appropriate and click OK to save your changes and close the Child Datacard.

Tip: You can also edit a child in Integrated mode by going into CCM-Turbo Plus and opening a child data card in the Family Quickview.

Child Data Card ✕

Last, First M	<input type="text" value="Doe"/>	<input type="text" value="Jane"/>	<input type="text" value="R"/>	<input type="radio"/> Male
Birth Day	<input type="text" value="12/10/2002"/>	<input type="button" value="↓"/>		<input checked="" type="radio"/> Female
Status	<input type="text" value="Active"/>	<input type="button" value="↓"/>	<input type="checkbox"/> Show Pickup Flag	
Classroom	<input type="text" value="Bears"/>	<input type="button" value="↓"/>	Waiting Date	
Program	<input type="text" value="After School Kids"/>	<input type="button" value="↓"/>		
SSN	<input type="text" value="123-45-678_"/>		Ethnicity	<input type="text"/>
Meals	<input type="text" value="None"/>	<input type="button" value="↓"/>	CIN	<input type="text" value="123"/>
Enrolled	<input type="text" value="7/10/2003"/>	<input type="button" value="↓"/>	Withdrawal	<input type="text"/>
Withdrawal Reason	<input type="text"/>			

Child Datacard in CCM-Turbo Plus

3.3 Using the Child Monthly Record of Meals Served (ROMS)

The Child Monthly Record of Meals Served provides a record of meals served for the child and month selected in the Child Information View.

December 2003						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
	1 BRK SUP	2 LUN	3 BRK SUP	4 LUN	5 BRK SUP	6
7	8 BRK SUP	9 LUN	10 BRK SUP	11 LUN	12 BRK SUP	13
14	15 BRK SUP	16 LUN	17 BRK SUP	18 LUN	19 BRK SUP	20
21	22 BRK SUP	23 LUN	24 BRK SUP	25 LUN	26 BRK SUP	27
28	29 BRK SUP	30 LUN	31 BRK SUP			

Child Record of Meals Served

To create/edit the Child Monthly Record of Meals Served

1. Go to the Child Information View tab.
2. Highlight the child whose Meals Served record you wish to edit.
3. Click the Meals Served tab.
4. Using your mouse, right-click the day you wish to edit.
5. Click Log Meals and the Log Meals Window will appear.
6. Click on the buttons for each meal you wish to change and then click the 'x' in the upper right hand corner of the Log Meals window to save your changes and close the window.

Note: While you can create or edit a child's meals served record here, the quickest way to enter meals served information is through the ACR or SCR Meal Recorders.



Child Meals Served Window from Calendar

3.4 Enrolling Children (Standalone)

To enroll a child in *Standalone* mode, first open a new Child Datacard. There are several ways to do this. The easiest way is to go to the Navigator bar and click Add new child (use wizard) or Add new child (standard). You can also open a new Child Datacard by clicking New on the Tool bar or right-clicking the active center name and choosing Add Child from the drop-down.

When you open a Child Datacard, the Child Information tab will be displayed. Generally you fill out this card first, then open the Eligibility and Enrollment tab and fill it out, and finally open the Child Standard Schedule to create the child's meal schedule.

Using the Child Information Tab

This is where you enter basic, personal information about an enrolled child.

Child Datacard Doe, Jane

Child Information Eligibility and Enrollment Child Standard Schedule

Child Information

Last: Doe

First: Jane Middle: R

SSN: 123-45-6789 Sex: F

DOB: 12/10/2002 Group 1 & 2 Years

Program: After School Kids Status: Active

Classroom: Bears

OK Cancel Apply Help

Child Information Tab – One of Three Tabs in the Child Datacard

Child Information Tab Fields

- **Last.** The child's last name.
- **First.** The child's first name.
- **Middle.** The child's middle initial.
- **SSN.** The child's Social Security Number.
- **Sex.** The child's sex.
- **DOB.** The child's date of birth.
- **Group.** The child's USDA age group. Nutrition Manager, based on child's date of birth, automatically computes this.
- **Program.** The program the child is assigned to, if any.
- **Status.** The child's status.
- **Classroom.** The classroom the child is assigned to, if any.

To add a Child Information card in Standalone mode

1. Go to the Child Information View.
2. Right click on the active center you want to add the child to.
3. Click the New button on the tool bar or press the Insert button on the keyboard. The Child Datacard window will appear.

4. Fill-in the data fields.
5. Click Apply to save changes and continue working in the child datacard, or OK to record the information and exit the Child Datacard.
6. To edit a Child Datacard, simply double-click on the child's name you wish to edit or right-click and choose Edit Child from the drop down.



Child selected to edit in the Center and Child Explorer

Using the Eligibility and Enrollment Tab

This is where you enter income eligibility and enrollment information for a child.

Eligibility and Enrollment Tab Fields

- **Household Income.** Enter the total, annual income of the household family members.
- **Household Size.** Enter the number of family members. In the case of children, USDA defines family as "a group of related or non related individuals who are not residents of an institution or boarding house, but who are living as one economic unit. {7 CFR 226 Ch. II (1-1-93 Edition)}.
- **Title XX.** Enter the child's Title XX status.
- **Eligibility.** Enter the child's income eligibility using only numbers and not any commas or other characters. To compute income eligibility click the calculate button.
- **Unenrolled.** Check and enter date unenrolled.
- **Enrolled.** Check and enter date enrolled.

To add or edit an Income Eligibility and Enrollment card (Applies to both Integrated and Standalone Mode)

1. Double click on a child to bring up their Datacard and click on the Eligibility and Enrollment card tab.
2. Enter the desired information into the appropriate fields.
3. When finished, click OK to save your changes and close the Eligibility and Enrollment tab.

Child Datacard CHILD, NEW

Child Information | Eligibility and Enrollment | Child Standard Schedule

Income Eligibility

Household Income: 30000

Household size: 5

Title: No

Eligibility: Reduce

\$ Calculate

Enrollment

Unenrolled 12/10/2003

Enrolled 7/10/2003

OK Cancel Apply Help

Eligibility and Enrollment Tab – Two of Three Tabs in the Child Datacard

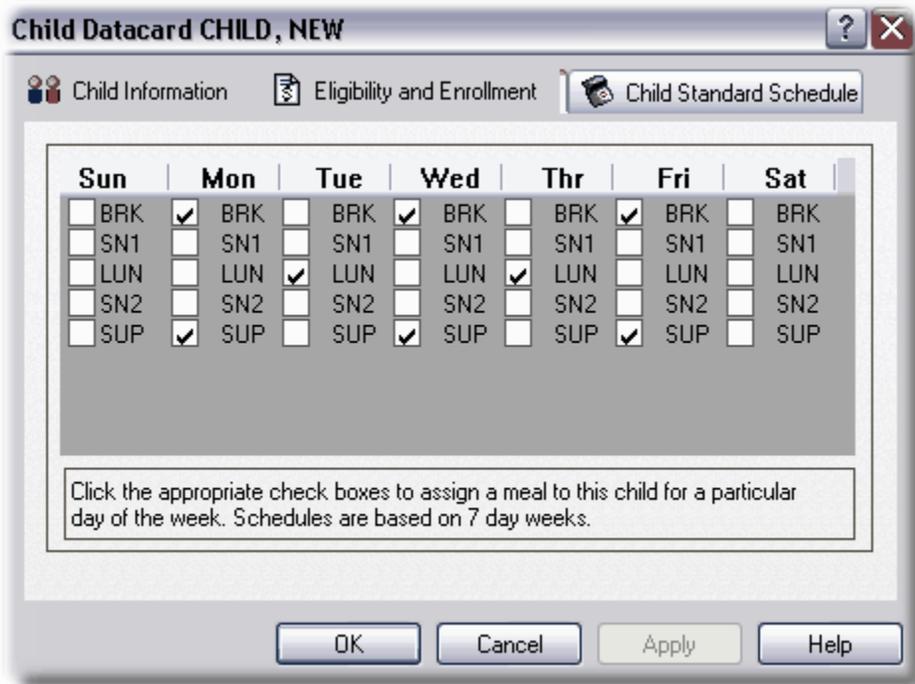
Using the Child Standard Schedule Tab

The Child Standard Schedule is a weekly calendar that displays the days a child is scheduled to receive meals. Child Standard Schedules are normally repeated from week to week and month to month and are valid for the school year and need not be changed. The Child Standard Schedule is used to create the Child Monthly Meal Schedule in the Child Information View tab and also is extremely useful when recording actual meals served to the child.

To create or edit a Child Standard Schedule

1. Go to the Child Information View tab.
2. Double-click on the child you want to add/edit a meal schedule. The Child Datacard will

- appear.
3. Click on the Child Standard Schedule tab.
 4. Create or change a Child Standard Schedule by clicking in the meal check boxes beneath the days of the week.
 5. Click OK to save your changes and close the Child Datacard.



Child Standard Schedule Tab – Three of Three Tabs in the Child Datacard

3.5 Child Information Reports

To view examples of these reports, go to Chapter 6: Reports.

Child Attendance Rollcall

Description: The Child Attendance Rollcall Sheet prints a list of enrolled children and a block to check if they are present or absent.

Preview Options: Print directly to printer

Format Options: Daily, Weekly, Classrooms, Classrooms w/page break

Filter Options: Child Status

Monthly CACFP Participants

Description: The Monthly CACFP Participants report provides a tally of the total number of CACFP participants scheduled for meals during the month. The report provides a breakout of the total number by income eligibility category, i.e., free, reduced, paid, and other.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Child Status

Title XX

Description: The Title XX report provides a tally of the total number of participants enrolled in the CACFP during the month, the total number of enrolled children receiving Title XX support, and the percentage of total enrolled children receiving Title XX support.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Child Status

Income Eligibility List

Description: The Income Eligibility List provides the names of enrolled children, with their household size and income, and segregated by income eligibility category.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Child Status

4 Meal Planning

4.1 What's Involved

Federal regulations require that CACFP childcare providers serve meals to all children enrolled in the CACFP, and that all meals served must meet the minimum food component requirements prescribed by the USDA. Nutrition Manager helps meet these requirements by 1.) ensuring that children enrolled in CACFP are properly scheduled for required meals, and, 2.) the meals that enrolled children are served meet USDA food component requirements.

Nutrition Manager provides a set of USDA compliant menus, and a built-in Menu Editor that can be used to edit the existing menus or generate your own USDA compliant menus. The database of menus is then used to create monthly meal plans that, in turn, are used for scheduling daily meal servings. To help produce these meals, Nutrition Manager provides a list of required food items to go grocery shopping with, and a Menu Production Record that lets the cook know, by age group, the number of children scheduled to be served, and the amount of food needed to prepare the meals. The capability is also given to cycle menus from one month to another, a time saving feature that reduces the time needed to create meal plans.

4.2 Using the Menu Explorer

The Menu Explorer is a list of menus that you can choose from to make your monthly meal plans. The Menu Explorer is located in the left pane of the Meal Planning View tab. You can choose to display all of the menus in your database or you can sort the view to only display those menus for a specific type of meal, e.g., breakfast, lunch, etc.



Menu Explorer

To filter the menus in the Menu Explorer

1. Right click in the Menu Explorer. A drop-down dialog box will appear.
2. Click on Menu Filtering. A check mark will appear. This indicates that filtering is on and that only menus for the type meal plan being prepared will be displayed.
3. Uncheck Menu Filtering to remove the filtering of the menus. When filtering is off, all

menus will be displayed.

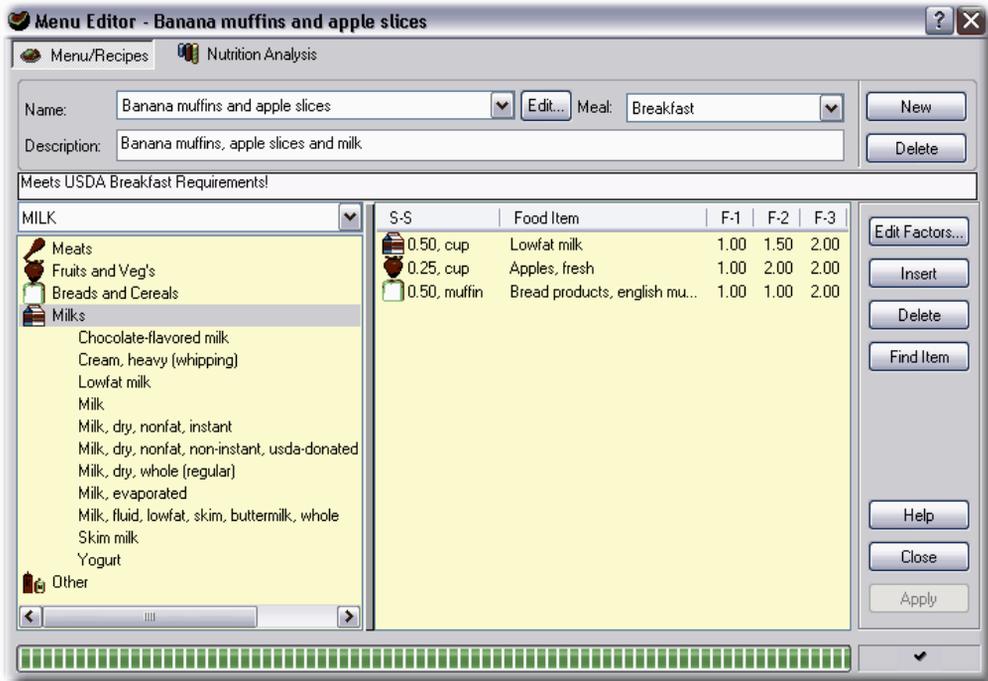


Menu Filtering Dialog

4.3 Creating Menus

The first step in meal planning is to create an inventory of menus to use in creating monthly meal plans. Your program comes installed with a set of USDA compliant menus so you can get up and running quickly. However, using Nutrition Manager's built-in Menu Editor, you can create your own menus. With the Menu Editor you can either add new menus or edit existing ones. Nutrition Manager automatically calculates and displays each menu's compliance with USDA food component requirements.

Using the Menu Editor



Menu Editor

Menu Editor Fields

- **Name.** The name of the menu displayed. The down arrow in the right of the box opens a drop down list of menus in the database with the meal type shown in the Meal box.
- **Edit.** Click to display a dialog that allows you to edit the menu name.
- **Meal.** Displays the meal type. Use drop down list to provide options.
- **Description.** Displays a description of the menu.
- **Food Item Explorer (left pane).** Displays a list of food items from Nutrition Manager's Buying Guide segregated by USDA food group categories.
- **Menu Ingredients List (right pane).** Displays a list of ingredients in the menu.
- **S-S.** Serving Size column. Serving size is preceded by icon indicating food component type, i.e., meat, milk
- **Food Item.** The name of the food item.
- **F1, F2, F3.** Denotes serving size factor for the 3 age groups.
- **Status bar.** Displays the percentage of USDA food component compliance.

Buttons

- **New.** Click to add a new menu.
- **Delete.** Click to delete displayed menu.
- **Edit Factors.** Click to edit serving size factors for individual items. A food item must be highlighted to use.
- **Insert.** Click to insert a food item in menu.
- **Delete.** Click to delete a food item from menu.
- **Find Item.** Use to find a food item.
- **Help.** Click to display online help.
- **Close.** Click to exit Menu Editor. If changes were made a dialog box will appear asking if you want to save those changes.
- **Apply.** Click to save changes.

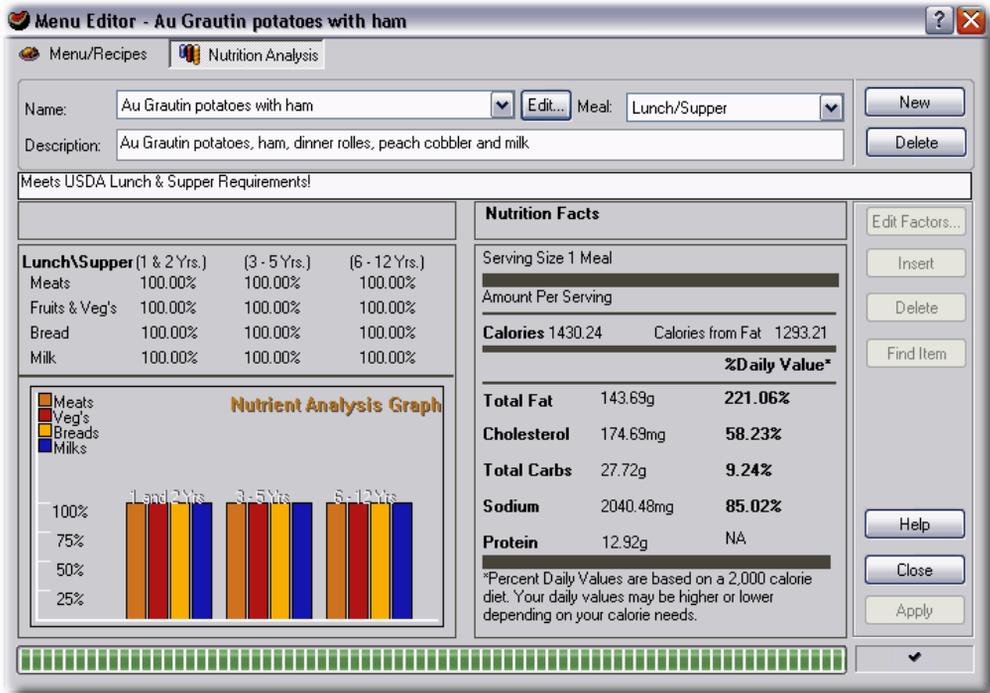
To create or edit a menu

1. Go to the Navigator bar and click Add new menu, or to the tool bar and click New. The Menu Editor will appear.
2. Enter the name of the menu in the NAME field. This can be whatever you want it to be. Short names that are descriptive and easy to remember are the best, however, you can also use a list of the menu's components. Menu Names are transferred to the Menu Explorer where they are used to create Meal Plans.
3. The Name field contains a drop down list with all of the menus of the meal type displayed in the box to the right. You can select from here if you want to edit an existing menu.
4. Enter the meal type in the MEAL field. Select the type of meal from the drop down list of meal types. Nutrition Manager categorizes menus by meal type to assist in meal plan preparation.
5. Enter a description of the menu. Include menu food ingredients or simple recipe instructions or enter the list of food items to be included in the menu.
6. Add food items to menu. Enter food items from the Food Item Explorer. To enter a food item, choose the food group from the drop down list that the item is in (Left Pane). A list of items in that food group will appear. Highlight the food item you want to add and click the Insert key or click and drag the food item onto the menu (Right Pane).
7. Edit serving size factors for individual food items. (*Optional*)

Tip: If you include a wrong item in the list of menu items, click the delete button and remove it.

To determine if USDA requirements for a menu are met using the Nutritional Analysis window

1. Go to the Meal Planning View tab. Double-click the menu whose USDA requirements you want to check. The Menu Editor will appear.
2. USDA food component compliance status is displayed immediately below the menu description. Click the Nutrition Analysis tab for a detailed assessment of the menu's nutrition content.



Nutrition Analysis tab

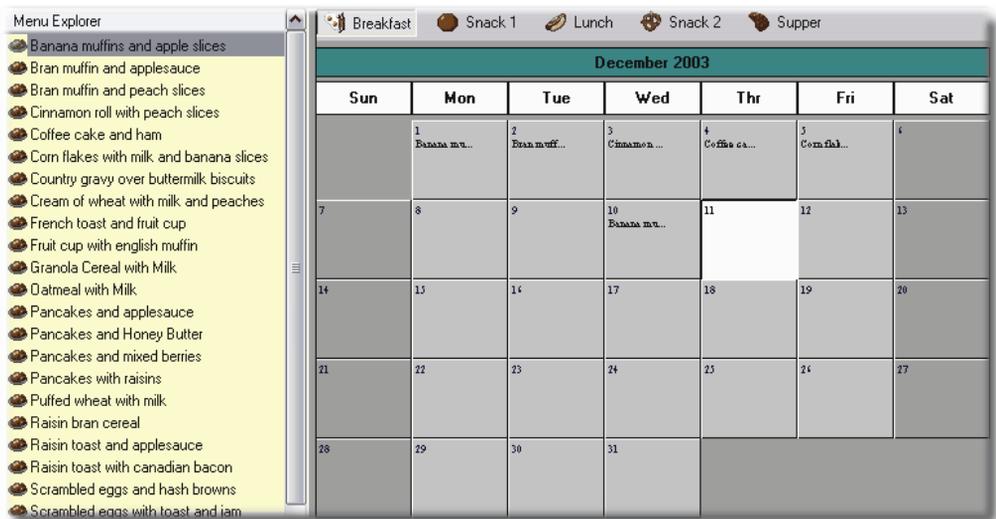
Note: USDA requirements are calculated automatically by Nutrition Manager using the USDA Nutrition Requirements criteria outlined below. Nutrition Manager checks to see if these minimum requirements are met. For example, USDA requires that one fruit or vegetable be included in a breakfast menu. Nutrition Manager checks the menu to see if one has been included. If it has, the menu is considered 100% compliant. If it hasn't, the menu is considered to be 0% compliant. Similarly, USDA requires that two fruits or vegetables be included in a lunch or supper menu. If Nutrition Manager checks and finds that only one fruit is included in the menu, the menu is only 50% compliant. These percentages will change if the USDA default serving size factors are edited.

4.4 Creating Monthly Meal Plans

One of the main goals of meal planning is to produce monthly meal plans that ensure that each child enrolled in the program receives the proper amount of meals and that those meals meet USDA minimum nutritional requirements. If you only add menus to the menu database that meet USDA requirements, you can be assured that all of the meal plans that you create will be USDA compliant.

How to create and edit Monthly Meal Plans

1. Go to the Meal Planning View tab.
2. Select the meal type you want to create a meal plan for by clicking the appropriate meal type tab.
3. Select the year and month you want to create the meal plan for from the tool bar.
4. Select menus from the Menu Explorer and drag and drop them on the day of the month you want the meal served.



Meal Planning View

Cycling Menus

Menu cycling helps ensure enrolled children receive well balanced, nutritional meals. It provides a means to quickly and efficiently create or update meal plans. Nutrition Manager comes with a built-in Menu Cycler that lets you transfer menus (by meal type: Breakfast, Snack1, Lunch, Snack2, Supper) from one month to another. Using the Menu Cycler you can transfer the menus from any saved Monthly Meal Plan to a new month. All months with saved schedules are displayed in the Menu Cycler.

How to cycle menus from one month to another

1. Go to the Meal Planning View Tab. Select the month you want to transfer menus to.
2. Click Cycle on the tool bar. The Menu Cycler will appear.
3. Select the meal type you want to transfer from under Select Meal by placing a check in the box next to it. Nutrition Manager transfers each meal type checked so you can transfer one or more meal types at the same time.
4. Select the meal plan year and month under Select Month that you want to use to transfer menus from.

5. Click Insert to transfer menus to new meal plan.
6. Click exit to exit the Menu Cycler.

Tip: You can create a Monthly Meal Plan with four identical sets of weekly menus by creating a Monthly Meal Plan with menus for just one week and transferring that Meal Plan to a new month



Cycle Menus

4.5 Using the USDA Buying Guide

Nutrition Manager includes a condensed version of the USDA Buying Guide. It is the last of the three tabs on the bottom of your program screen. The food items included are the ones that are used most regularly. Each item includes useful information such as Caloric content, Fat, Serving Size, etc. Nutrition Manager uses this information when creating meal plans and menus and it is vital to accurately calculating information.

Buying Guide fields

- **Name.** The name of the food item.
- **Market Unit.** The size of the purchased unit.
- **Serving Size.** Weight, measure, or number of pieces or slices describes a serving portion. For example, ½ cup 1 cup, or 2 cups, where ½, 1, and 2 are the serving size and cup is the serving unit. Such items as a raw apple or piece of cooked chicken are given approximate yield in measure or weight. The serving size of some foods in the Buying Guide will

depend on whether they are used in recipes or as separate components.

- **Serving Unit.** Normally defined as cup, ounce, tablespoon, teaspoon, stick, slice, wafers, or crackers.
- **Servings/Market Unit.** The number of servings or portions of a given size available from a Market Unit. It is based on average yields from good, quality foods prepared in ways that result in minimal waste. Numbers are given to two decimal places because fractions become significant when figuring large numbers of servings.
- **Calories.** This column contains the total calories per serving. Calorie is the measure of energy in a food.
- **Fat.** This column contains the total fat in grams per serving. Fat is the most concentrated energy source in the diet and provides nine calories of energy per gram. This is more than twice as many calories per gram as provided by protein or carbohydrate. Fats are made of fatty acids, which are required for brain development, vision, and the formation of some hormones. Food fats contain saturated, monounsaturated, and polyunsaturated fatty acids. Fatty acids are carriers of the fat-soluble vitamins (vitamins A, D, E, and K). The *Dietary Guidelines for Americans* recommended **that 30% or less of a diet's calories come from fat** and that less than **10% of the total calories come from saturated fat**. Nutrition Manager calculates the number of calories from fat for each menu and displays that amount in the Nutrition Analysis tab under Nutrition Facts.
- **Sodium.** This column contains the amount of sodium in milligrams per serving.
- **Carbohydrates.** This column contains the amount of carbohydrates per serving in grams. Foods supply carbohydrates in three forms: sugars, starches, and fiber. One gram of carbohydrates provides four calories.
- **Protein.** This column contains the amount of proteins per serving measured in milligrams. Proteins are made of amino acids and are needed for growth, maintenance, and replacement of body tissues. They also form hormones and enzymes used to regulate body processes. Each gram of protein provides four calories of energy. Excess protein may be used by the body for energy or stored as body fat.

Demo Daycare Center - (CACFP) - Nutrition Manager

File View Processes Tools Reports Lists Help

Action List: Open Cntr New Ins Menu Edit Save Delete Find Month Month Cycle Log Meals Help

Cntr Plans Status... Classms Columns Month/Year: December 2003 Meal Plans: December 2003

Navigator - QuickBar

Center Information

- Edit center properties
- Edit center schedules

Child Enrollment

- Add new child (use wizard)
- Add new child (standard)
- Edit an existing child
- Run reports

Meal Planning

- Add new menu
- Edit existing menus
- Add menu to the meal plan
- Cycle menus
- Run reports

Meal Counting

- Print daily meal rolloff sheet
- Enter meal count in recorder
- Print claim reimbursement
- Run reports(other)

Name	Market Unit	Serving Size	Serving Unit	Servings/Market Unit	Calories
Almonds	lb	0.50	oz	32.00	86.04
Beans, blackeye beans (or peas), dry	lb	0.25	cup	28.30	32.62
Beans, blackeye beans or peas, canned (green)	no. 10 can (105 oz)	0.25	cup	52.00	40.01
Beans, blackeye beans or peas, fresh	lb	0.25	cup	10.30	32.62
Beans, blackeye beans or peas, frozen	lb	0.25	cup	11.20	55.60
Beans, dry, canned, baked or in sauce	no. 10 can (110 oz)	0.25	cup	52.00	95.51
Beans, dry, canned, beans with bacon in sauce	lb	0.25	cup	7.14	67.04
Beans, dry, canned, beans with frankfurters in sauce	lb	0.25	cup	7.00	91.94
Beans, dry, refried, canned	no. 10 can (115 oz)	0.25	cup	52.00	59.22
Beans, dry, refried, dehydrated	lb	0.25	cup	20.90	59.22
Beans, garbanzo (chickpeas), canned	no. 10 can (106 oz)	0.25	cup	52.00	71.40
Beans, garbanzo (chickpeas), dry	lb	0.25	cup	24.60	182.00
Beans, great northern, dry	lb	0.25	cup	25.50	155.09
Beans, kidney, canned	no. 10 can (108 oz)	0.25	cup	52.00	51.84
Beans, kidney, dry	lb	0.25	cup	24.80	153.18
Beans, lima, canned (green)	no. 10 can (105 oz)	0.25	cup	52.00	44.02
Beans, lima, fresh	lb	0.25	cup	10.80	150.41
Beans, lima, frozen, baby	lb	0.25	cup	10.90	54.12
Beans, lima, frozen, fordhook	lb	0.25	cup	11.10	42.40
Beans, lima, large, dry	lb	0.25	cup	27.00	150.41
Beans, lima, small, dry	lb	0.25	cup	23.40	163.18
Beans, pinto	lb	0.25	cup	28.10	7.80

USDA Buying Guide

To sort a Buying Guide field

1. Click on the field heading.
2. Click once to sort in ascending or descending sequence. Click a second time to reverse the order.

To add or edit a Buying Guide food item

1. Go to the Buying Guide tab.
2. Highlight the item you want to edit or click the New button on the tool bar to bring up a New Item entry in the Buying Guide.
3. Double click the New Item or the item you want to edit. The item properties dialog box will appear. This box has two tabs: General Info, and Nutrition Facts. Enter the appropriate information.

Food Item Properties

General Info Nutrition Facts

Name: Apples, fresh

Market Unit: lb

Serving Size: 0.25

Serving Unit: Cup

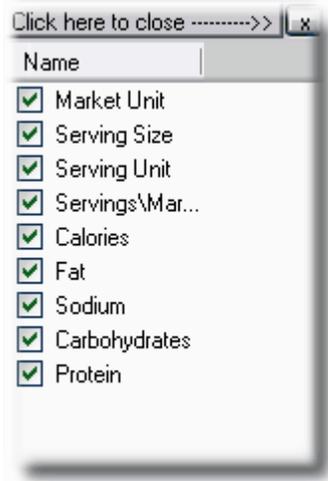
Sub Group: Fruit Group: Fruits and Vegetables

OK Cancel Help

Food Item Properties

To customize the Buying Guide

1. Click on the Columns button.
2. Check the boxes next to the column items you wish to show in the Buying Guide.
3. Click the X to save your changes and close the Columns box.



Columns Option Box

4.6 Producing Meals

Nutrition Manager produces two reports that can greatly assist in the production of meals. These reports are the Shopping List and the Menu Production Record.

Using the Shopping List

Nutrition Manager allows you to print out a shopping list to make your meal purchases and planning a breeze. The information on the shopping list is generated from the number of meals you are scheduled to serve (based on the child's standard schedule in their datacard) and the amount of food you are planning to serve (based on your meal plan). The Shopping List is similar to the list you might prepare at home to go to the grocery store with. It contains a list of the food items needed to prepare the meals that are scheduled to be served during the period covered by the shopping list. The Nutrition Manager Shopping List, however, has some advantages over the list you might prepare at home. First, it is printed in alphabetical sequence, which makes it easier to locate the items you are shopping for. Second, it is segregated by food group, which makes your shopping task even easier. Third, it is generally more efficient than your home shopping list in that it provides more information, such as market unit, total servings, servings per market unit, and the actual number of market units required. There is even a box to check you already have the required amount of the item on hand!

Using the Menu Production Record

The Menu Production Record is the planning sheet you'll use to create your meals. It displays the name and address of the center responsible for serving the meals, the name of the meal, the day the meal is to be served, and the number of individuals that are scheduled to be served segregated by age group. It also displays the required food items for the meal being served, the

required servings of each food item by age group, and the total servings and market units for each food item. This is one of the most useful and important reports in Nutrition Manager and information on this report is usually required by most states as one of the forms that must be submitted each month.

4.7 Meal Planning Reports

To view examples of these reports, go to Chapter 6: Reports.

Weekly and Daily Meal Schedules

Description: The Weekly and Daily Meal Schedules prints a list of menus by meal type for the days selected.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Meals Scheduled for: Beginning Date, Ending Date

Monthly Menus

Description: The Monthly Menu is a complete list of menus by meal type for the month.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Meals Scheduled for: Month, Year

Shopping List

Description: The Shopping List provides a list of food items and required amounts for menus scheduled for the dates selected. The list provides market unit, servings per market unit, total servings, number of market units and a box to check if the required quantity is on hand.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Shopping List For: Beginning Date, Ending Date

Menu Production Record

Description: The Menu Production Record provides a tally of the number of meals by age group scheduled for the day selected. The number of servings of each food item for each age group is listed, as well as the total servings and market units for each food item. In addition, a description of the menu and whether or not it meets USDA requirements is printed. Space in the report is provided for adjusting required quantities.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Menu Production Record for: Date

5 Tracking Meals/Claiming Reimbursement

5.1 Overview

One of the most important tasks facing childcare providers participating in the CACFP is tracking meals served and claiming reimbursement for those meals. The USDA requires that claims for reimbursement be accurate and auditable. The responsibility to audit these claims and to ensure that they are accurate is delegated to the State Agencies and Sponsors who administer the program. Nutrition Manager uses a system called Auditable Claim Reimbursement (ACR) to help childcare providers meet these requirements.

Federal regulations state that each child care center and each child care home shall, "maintain daily records of the number of children in attendance and the number of meals, by type (breakfast, lunch, supper, supplements), served to enrolled children." These provisions have been interpreted to mean that meal counts will be taken at point of serving or where the child is served the meal.

Nutrition Manager provides two methods for tracking meal counts and submitting reimbursement claims. The first method, and the preferred method, is called Auditable Claim Reimbursement (ACR). This method is easy, accurate, and auditable. The second method is called the Standard Claim Reimbursement (SCR). It is also easy and accurate, but does not include the built-in auditing features of ACR.

ACR uses a unique Key and ACR Tracking code to ensure each reimbursement claim is fully auditable. ACR involves an eight step process that includes 1) printing a daily meal rollcall sheet, 2) taking meal counts where the meals are served and when they are served, 3) certifying the accuracy of the meal count, 4) entering the daily meal counts into the computer, 5) filing the completed meal rollcall sheets, 6) printing a monthly claim reimbursement report, 7) submitting a reimbursement claim, and 8) performing periodic audits.

Nutrition Manager's Standard Claim Reimbursement (SCR) system provides an option for those not wishing to use ACR. The unique Key and Tracking codes used in ACR are not used in SCR. In addition, SCR uses a weekly meal rollcall sheet and a monthly Meal Recorder.

5.2 Using Auditable Claim Reimbursement (ACR)

ACR provides the childcare provider with a clear audit trail of meals served from point of serving to point of claim reimbursement. ACR involves the use of a unique Meal Recorder key and ACR tracking code. Together they provide a simple to use yet 100% effective means of tracking and auditing meals served.

Recording Meals Counts Using ACR

To record meals counts using ACR

1. Print a Daily Meal Rollcall Sheet. Go to Meal Counting on the Navigator bar and click Print Daily Meal Rollcall Sheet or go to **Reports|Meal Rollcall Sheet** on the menu bar. You can choose which day to run the report for and also how you want to filter the report, either by classroom, program, status, etc.
2. Document daily meal counts. Use the check-boxes printed on the Meal Rollcall Sheet to record the meals served. Check boxes are provided for each child and for each type of meal, i.e., breakfast, lunch, supper, and snacks.
3. Certifying daily meal counts. Sign and date the certification statement at the bottom of the Meal Rollcall Sheet certifying the accuracy of the meal count taken.
4. Enter daily meal counts into the computer. Go to Meal Counting on the Navigator bar and click on Enter meal count in recorder or click **Processes|Record Meals (Daily)**
5. Enter the Key Code and Tracking # from your Meal Rollcall Sheet (located at the bottom of the report) into the Meal Recorder.
6. Next, enter the meal counts from the Rollcall Sheet.
7. File Daily Meal Rollcall Sheet. Place your Meal Rollcall Sheets in a filing cabinet or other safe place. They are auditable source documents for your reimbursement claims.

Tip: You can also record meals much faster by clicking the Select All button and then Overlay Schd. This copies the meals each child is scheduled for and records that information as meals actually served. This is very useful if your children's meal patterns stay fairly close to their standard schedule. If there is a day or a meal a child was absent for, simply uncheck the appropriate box. Using this method eliminates the need to check each individual box to record every child's meal.

To edit recorded meals using ACR

1. Go to Meal Counting on the Navigator bar and click Enter meal count in recorder or click **Processes|Record Meals (Daily)** to bring up the meal recorder.
2. Enter the Key Code and Tracking # for the daily Meal Rollcall Sheet you want to edit.
3. Enter the changes you want to make.
4. Click OK.

Daily Record Of Meals Claimed

Filters and Certifications

Date: 11/11/2003 Status... Classrooms...

Key Code: 0 Tracking #

Name	B	S1	L	S2	SU
<input checked="" type="checkbox"/> Anderson, Joyce	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Anderson, Michael	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Baily, April	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Betts, Michael	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Bishop, Liz	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Brady, Cindy	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Brady, Bobby	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Bronson, T.J.	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Bronson, Kylee	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Bronson, Ricky	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Brown, Joey	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Brown, Sara	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Cleaver, Theodore	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Doe, Jane	<input type="checkbox"/>				
<input checked="" type="checkbox"/> Flintstone, Pebbles	<input type="checkbox"/>				
<input checked="" type="checkbox"/> ...	<input type="checkbox"/>				

Buttons: Clear, Overlay Schd., Select All, Help, OK, Cancel, Apply

Recording Meals using ACR

Claiming Reimbursement Using ACR

To process a monthly claim reimbursement report

1. Go to Meal Counting on the Navigator bar and click Print claim reimbursement form or **Reports|Claim Reimbursement** on the menu bar.
2. Run report.
3. If State or Sponsor documents are required, transfer data from Claim Reimbursement form to approved form.
4. If approved by State of Sponsor, use Nutrition Manager's email function to email the Claim Reimbursement form in report or file format.

Auditing Reimbursement Claims Using ACR

To audit a monthly claim reimbursement report

1. Select the Monthly Claim Reimbursement Report you want to audit. Each report contains a list of ACR Tracking codes that refer to the Daily Meal Rollcall Sheets that were used to prepare the report.
2. Retrieve the Daily Meal Rollcall Sheets referred to in the Monthly Claim Reimbursement

Report.

5.3 Using Standard Claim Reimbursement (SCR)

SCR provides the childcare provider with an optional method to ACR for tracking meal counts and claiming reimbursement. SCR utilizes a less disciplined approach for meal count tracking (no tracking codes are used). In addition, SCR offers the use of a weekly Meal Rollcall Sheet in lieu of the daily sheet used with ACR, and meal counts are entered into the computer using a monthly meal recorder.

Recording Meals Using SCR

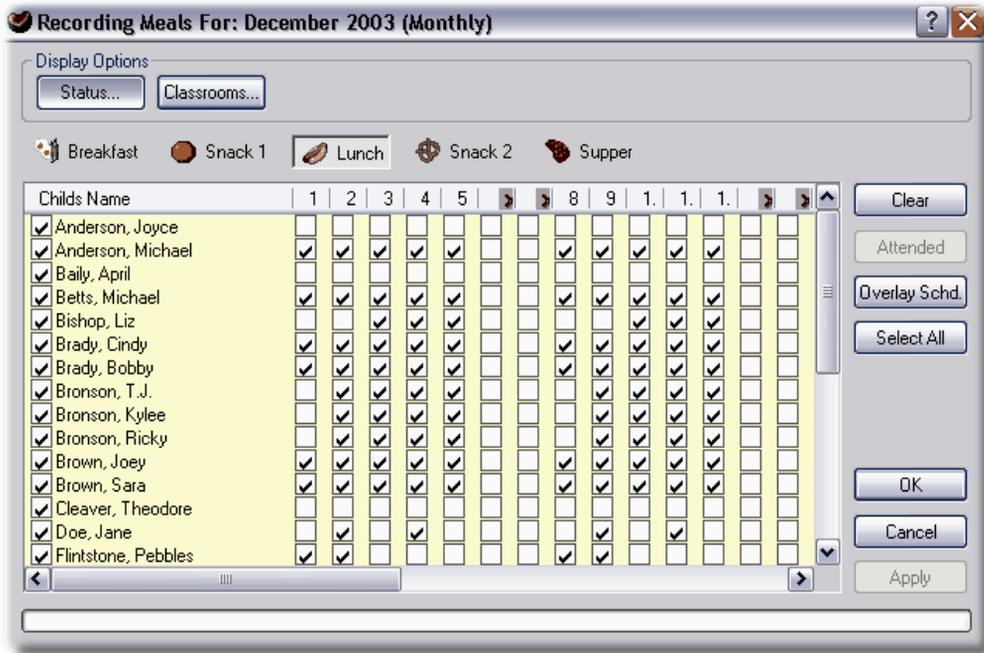
To record meals using SCR

1. Print Weekly Meal Rollcall Sheets. Go to **Reports|Meal Rollcall Sheet** on the menu bar. Choose weekly under Format options.
2. Document daily meal counts. Use the check-boxes printed on the Meal Rollcall Sheet to record the meals served. Check boxes are provided for each child and for each type of meal, i.e., breakfast, lunch, supper, and snacks.
3. Certifying daily meal counts. Sign and date the certification statement at the bottom of the Meal Rollcall Sheet certifying the accuracy of the meal count taken.
4. Record meal counts in computer. Go to **Processes|Record Meals (monthly)** on the Tool bar. Enter the meal counts from the Rollcall Sheet.
5. File Daily Meal Rollcall Sheet. Place your Meal Rollcall Sheets in a filing cabinet or other safe place. They are the auditable source document for your reimbursement claims.

Tip: You can also record meals much faster by clicking the Select All button and then Overlay Schd. This copies the meals each child is scheduled for and records that information as meals actually served. This is very useful if your children's meal patterns stay fairly close to their standard schedule. If there is a day or a meal a child was absent for, simply uncheck the appropriate box. Using this method eliminates the need to check each individual box to record every child's meal.

To edit recorded meals using SCR

1. Go to **Processes|Record Meals (monthly)** on the Tool bar to bring up the SCR meal recorder.
2. Enter the changes you want to make.
3. Click OK.



Recording Meals using SCR

Claiming Reimbursement Using SCR

To process a monthly claim reimbursement report using SCR

1. Go to **Reports|Claim Reimbursement** on the menu bar.
2. Run report.
3. If State or Sponsor documents or forms are required, transfer data from Claim Reimbursement form to other required form.

Tip: If approved by State of Sponsor, use Nutrition Manager's email function to email the Claim Reimbursement form in report or file format!

5.4 Meal Tracking/Claim Reimbursements Reports

To view examples of these reports, go to Chapter 6: Reports.

Meal Rollcall Sheet

Description: The Daily Meal Rollcall Sheet provides a list of enrolled children and a set of check boxes to check for each meal served, (Breakfast, AM Snack, Lunch, PM Snack, and Supper). In addition a certification statement is printed at the bottom of the page where the

meal counter signs and dates certifying to the accuracy of the meal count. Each Daily Meal Rollcall sheet contains a Key code and a Tracking code.

Preview Options: Print directly to computer

Format Options: Weekly, Daily, Autocheck scheduled kids, Classroom, Classroom w/page breaks

Filter Options: Child Status

Record of Meals Claimed

Description: The Record of Meals Claimed report provides a tally of the number of meals served during the selected dates by income eligibility category and meal type.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Meals Claimed For: Beginning Date, Ending Date

Daily Record of Meals Claimed

Description: The Daily Record of Meals Claimed Report provides the names of all the children receiving meals on the selected date. The child's age group and income eligibility, along with meals received for the day is displayed.

Preview Options: Print directly to computer

Format Options: None

Filter Options: Child Status, Date Range: Date

Monthly Record of Meals Claimed

Description: The Monthly Record of Meals Claimed Report provides a complete record of meals served for the month selected. For each child, their age, income eligibility and record of meals served, by meal type and day, are displayed. Totals for each meal type and all meal types are also displayed for each child for the month selected.

Preview Options: Print directly to computer

Format Options: Classrooms, Classrooms w/page breaks

Filter Options: Meals Scheduled For: Month, Year

Claim Reimbursement Report

Description: The Claim Reimbursement Report is a comprehensive claim reimbursement form that includes fields for most of the information requested by State Agencies and Sponsors. Nutrition Manager fills in those fields which it maintains data for or for which it can calculate. Many of the fields are not maintained by Nutrition Manager but are included as a convenience to the user.

Preview Options: Print directly to computer

Format Options: Date Range: Start Date, End Date; Report

Style: Blended, Non-Blended

Filter Options: Child Status

6 Reports

6.1 Reports Overview

Nutrition Manager Reports are essential part in the management and record keeping of your organization. To access reports in Nutrition Manager, you can either use the Navigator bar or you can go to Reports on the menu bar. In this chapter, you will be able to look at an example of each report available in Nutrition Manager, including some of the different filters and options individual reports have. To help you understand the purpose of each report, this chapter sorts the reports into 3 groups. These groups are:

- Child Information Reports
- Meal Planning Reports
- Meal Tracking/Claim Reimbursement Reports

Note: Each report preview on the following pages include all the information typically shown when running the reports in Nutrition Manager. However, some of the report previews have been cropped to avoid excess white space.

6.2 Report Examples - Child Information

Attendance Rollcall	
Demo Daycare Center 118 S. Main Street Phoenix, OR 97535	
Friday 12/19/2003	
Child Name	Status (Present/Absent)
Anderson, Joyce	<input type="checkbox"/>
Anderson, Michael	<input type="checkbox"/>
Baily, April	<input type="checkbox"/>
Betts, Michael	<input type="checkbox"/>
Bishop, Liz	<input type="checkbox"/>
Brady, Cindy	<input type="checkbox"/>
Brady, Bobby	<input type="checkbox"/>
Bronson, T.J.	<input type="checkbox"/>
Bronson, Kylee	<input type="checkbox"/>
Bronson, Ricky	<input type="checkbox"/>
Brown, Joey	<input type="checkbox"/>
Brown, Sara	<input type="checkbox"/>
Cleaver, Theodore	<input type="checkbox"/>
Flinstone, Pebbles	<input type="checkbox"/>
Gates, Julia	<input type="checkbox"/>
Gates, Sammy	<input type="checkbox"/>
Inosanto, Bobby	<input type="checkbox"/>
Jake, William	<input type="checkbox"/>
Jones, Eric	<input type="checkbox"/>
Jones, Suzi	<input type="checkbox"/>
Lund, Charlie	<input type="checkbox"/>
Mitchell, Shelly	<input type="checkbox"/>
Steiber, Janet	<input type="checkbox"/>
Steiber, Brian	<input type="checkbox"/>
Tilly, George	<input type="checkbox"/>

Child Attendance Rollcall (Daily)

Attendance Rollcall							
Demo Daycare Center							
118 S. Main Street Phoenix, OR. 97535							
Week of: 12/14/2003 through 12/20/2003							
Child Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Anderson, Joyce	<input type="checkbox"/>						
Anderson, Michael	<input type="checkbox"/>						
Baily, April	<input type="checkbox"/>						
Betts, Michael	<input type="checkbox"/>						
Bishop, Liz	<input type="checkbox"/>						
Brady, Cindy	<input type="checkbox"/>						
Brady, Bobby	<input type="checkbox"/>						
Bronson, T. J.	<input type="checkbox"/>						
Bronson, Kylee	<input type="checkbox"/>						
Bronson, Ricky	<input type="checkbox"/>						
Brown, Joey	<input type="checkbox"/>						
Brown, Sara	<input type="checkbox"/>						
Cleaver, Theodore	<input type="checkbox"/>						
Flintstone, Pebbles	<input type="checkbox"/>						
Gates, Julia	<input type="checkbox"/>						
Gates, Sammy	<input type="checkbox"/>						
Inosanto, Bobby	<input type="checkbox"/>						
Jake, William	<input type="checkbox"/>						
Jones, Eric	<input type="checkbox"/>						
Jones, Suzi	<input type="checkbox"/>						
Lund, Charlie	<input type="checkbox"/>						
Mitchell, Shelly	<input type="checkbox"/>						
Steiber, Janet	<input type="checkbox"/>						
Steiber, Brian	<input type="checkbox"/>						
Tilly, George	<input type="checkbox"/>						

Child Attendance Rollcall (Weekly)

Attendance Rollcall	
Demo Daycare Center 118 S. Main Street Phoenix, OR. 97535	
Friday 12/19/2003	
Child Name	Status (Present/Absent)
Bears	
Anderson, Joyce	<input type="checkbox"/>
Brown, Joey	<input type="checkbox"/>
Gates, Sammy	<input type="checkbox"/>
Lund, Charbe	<input type="checkbox"/>
Steiber, Janet	<input type="checkbox"/>
Garden Sprouts	
Baily, April	<input type="checkbox"/>
Bronson, T.J.	<input type="checkbox"/>
Bronson, Kylee	<input type="checkbox"/>
Brown, Sara	<input type="checkbox"/>
Jake, William	<input type="checkbox"/>
Jones, Suzi	<input type="checkbox"/>
Green Room	
Anderson, Michael	<input type="checkbox"/>
Bishop, Liz	<input type="checkbox"/>
Brady, Bobby	<input type="checkbox"/>
Bronson, Ricky	<input type="checkbox"/>
Jones, Eric	<input type="checkbox"/>
Mitchell, Shelly	<input type="checkbox"/>
Steiber, Brian	<input type="checkbox"/>
Tilly, George	<input type="checkbox"/>
Kittens	
Betts, Michael	<input type="checkbox"/>
Brady, Cindy	<input type="checkbox"/>
Cleaver, Theodore	<input type="checkbox"/>
Puddle Ducks	
Flintstone, Pebbles	<input type="checkbox"/>
Gates, Julia	<input type="checkbox"/>
Inosanto, Bobby	<input type="checkbox"/>

Child Attendance Rollcall (Daily with Classrooms)

Monthly CACFP Participants	
Demo Daycare Center 118 S. Main Street Phoenix, OR. 97535	
12/19/2003	
PAID	2
REDUCED	6
FREE	17
Total Participants	25

Total number of participants that are scheduled for meal activity during the month(above).
*Other indicates that a child has current meal activity (ie. scheduled for meals) but has an eligibility other than free, paid, or reduced.

Monthly CACFP Participants

Title XX	
Demo Daycare Center 118 S. Main Street Phoenix, OR. 97535	
As of: 12/19/2003	
Total Enrolled	23
Total Title XX	6
Percent Title XX	26.09%

Total number of participants enrolled in the CACFP this month.
Includes the number and percentage of which are title XX.

Title XX

Income Eligibility List			
Demo Daycare Center 118 S. Main Street Phoenix, OR 97535			
As of 12/19/2003			
Paid		Household Size	Household Income
	Bishop, Liz	3	40000
	Flintstone, Pebbles	3	60000
	Sub Total	2	
Reduced		Household Size	Household Income
	Bronson, T.J.	5	38000
	Bronson, Kyle	5	38000
	Bronson, Ricky	5	38000
	Jake, William	4	34000
	Lund, Charlie	3	23000
	Tilly, George	2	20000
	Sub Total	6	
Free		Household Size	Household Income
	Anderson, Joyce	4	20000
	Anderson, Michael	4	20000
	Baily, April	3	19000
	Betts, Michael	2	10000
	Brady, Cindy	4	22000
	Brady, Bobby	4	22000
	Brown, Joey	5	24000
	Brown, Sara	5	24000
	Cleaver, Theodore	2	14000
	Gates, Julia	4	18500
	Gates, Sammy	4	18500
	Inosanto, Bobby	2	12000
	Jones, Eric	5	21000
	Jones, Suzi	5	21000
	Mitchell, Shelly	4	16000
	Steiber, Janet	5	15000
	Steiber, Brian	5	15000
	Sub Total	17	
Total Number of CACFP Participants		25	

Income Eligibility List

6.3 Report Examples - Meal Planning

Weekly and Daily Meal Schedules	
Demo Daycare Center 118 S. Main Street Phoenix, OR, 97535	
Scheduled Menus For December 1, 2003	
Monday, December 1	
Breakfast:	Fruit cup english muffin with jam and milk
	Ingredients: Fruit, Mixed, canned, Fruit Cocktail (Peaches, pears, pineapple, grapes, cherries), (Includes USDA Commodity) Bread, Sliced, Fresh, All types (white, rye, whole wheat, rasin, quick bread, ect.) Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk, Lactose-free milk, Buttermilk, A Jams, Jellies and Preserves
Snack 1:	Apple slices and cheese cubes
	Ingredients: Cheese, American, Cheddar, Mozzarella, or Swiss, Natural or Process (Includes USDA Commodity) Apples, canned, Slices, Solid pack (Includes USDA Commodity)
Lunch:	Grilled cheese sandwich, tomato soup, fruit cup and milk
	Ingredients: Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk, Lactose-free milk, Buttermilk, A Bread, Sliced, Fresh, All types (white, rye, whole wheat, rasin, quick bread, ect.) Fruit, Mixed, canned, Fruit Cocktail (Peaches, pears, pineapple, grapes, cherries), (Includes USDA Commodity) Cheese, American, Cheddar, Mozzarella, or Swiss, Natural or Process (Includes USDA Commodity) Soups, canned, Condensed (1 part water to 1 part soup), Minestrone, Tomato, Tomato with other basic components, such as rice, Ve
Snack 2:	Banana and milk
	Ingredients: Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk, Lactose-free milk, Buttermilk, A Bananas, fresh 100-120 count, Regular Whole, sliced (sliced fruit)
Dinner:	Turkey Stew, Wheat Bread and Butter, mixed vegetables, potato, Milk,
	Ingredients: Turkey, canned, Boned Turkey Vegetables, Mixed, canned, Seven Vegetables-Carrots, Celery, Corn, Green Beans, Green Peas, Lima Beans and Potatoes (Includes US Potatoes, fresh, White or Russet, 100 Count (approx 3 oz each), Whole Bread, Sliced, Fresh, All types (white, rye, whole wheat, rasin, quick bread, ect.) Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk, Lactose-free milk, Buttermilk, A

Weekly and Daily Meal Schedules (Daily with Food Ingredients)

Weekly and Daily Meal Schedules

Demo Daycare Center

118 S. Main Street

Phoenix, OR 97535

Scheduled Menus For Days December 1, 2003 - December 5, 2003

Monday, December 1

Breakfast: Fruit cup english muffin with jam and milk
Snack 1: Apple slices and cheese cubes
Lunch: Grilled cheese sandwich, tomato soup, fruit cup and milk
Snack 2: Banana and milk
Dinner: Turkey Stew, Wheat Bread and Butter, mixed vegetables, potato, Milk,

Tuesday, December 2

Breakfast: Hot oatmeal with applesauce and milk
Snack 1: Apricot halves and cheese cubes
Lunch: Corn dog, peas & carrots, fruit cup, milk
Snack 2: Crackers, peanut butter and milk
Dinner: Cheeseburger, potato salad, apple slices and milk

Wednesday, December 3

Breakfast: Raisin bread with cream cheese, milk and applesauce
Snack 1: Bread sticks, cheese dip
Lunch: Cheeseburger, potato salad, apple slices and milk
Snack 2: Apple slices and cheese cubes
Dinner: Macaroni, cheese, peas, carrots, and milk

Thursday, December 4

Breakfast: Whole wheat cranberry bread with cream cheese, milk and juice
Snack 1: Cheese slices, saltine cracker and grape juice
Lunch: Hot dog, french fries, fruit cup and milk
Snack 2: Applesauce, melba toast
Dinner: Lasagna, cookies carrots, french bread, fruit cup and milk

Friday, December 5

Breakfast: Scrambled eggs, hash browns, toast with jam and milk
Snack 1: Graham cracker sandwich with peanut butter and jelly
Lunch: Peanut butter and jelly sandwich, minestrone soup, grapes and milk
Snack 2: Yogurt, peaches
Dinner: Pizza, tossed green salad, apple slices, lowfat milk

Weekly and Daily Meal Schedules (Weekly without Food Ingredients)

Scheduled Menu For December 2003		Demo Daycare Center		118 S. Main Street - Phoenix, OR 97535		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 B: Steak wip with english auflin S1: Apple slices and cheese ruber L: Grilled cheese sandwich S2: Beans and milk D: Turkey stew	2 B: Hot omelet S1: Apricot/lemon and cheese ruber L: Corn Dog with peas and sauce S2: Chicken with peanut butter D: Cheeseburger on a bun with potato salad	3 B: Bacon/leaved and apple sauce S1: Bread sticks and cheese dip L: Cheeseburger on a bun with potato salad S2: Apple slices and cheese ruber D: Macaroni and Cheese	4 B: Trout with cream cheese S1: Cheese slices on cracker with grape juice L: Hot dog and french fries S2: Applesauce and ice cream D: Lasagna and cooked carrots	5 B: Scrambled eggs and hash brownie S1: Onion cracker sandwich L: Peanut butter and jelly sandwich S2: Yogurt with peach D: Faux	
7	8 B: Steak wip with english auflin S1: Meat And Thyme L: Cheese pizza S2: Beans and milk D: Hamburger on a bun	9 B: Hot omelet S1: Fresh Strawberry and M&B L: Corn Dog with peas and sauce S2: Chicken with peanut butter D: Swedish fish file	10 B: Bacon/leaved and apple sauce S1: Peas and apple juice L: Cheeseburger on a bun with potato salad S2: Apple slices and cheese ruber D: Beefsteak with shredded lettuce and cheese	11 B: Trout with cream cheese S1: Cheese sections with bagel L: Hot dog and french fries S2: Applesauce and ice cream D: Egg salad sandwich and bun bean salad	12 B: Scrambled eggs and hash brownie S1: Hotchies and trout L: Peanut butter and jelly sandwich S2: Yogurt with peach D: Omelette with beef	13
14	15 B: Steak wip with english auflin S1: Yogurt with peach L: Cheese pizza S2: Beans and milk D: Ham and cheese sandwich	16 B: Hot omelet S1: Bacon/leaved with peanut butter and milk L: Corn Dog with peas and sauce S2: Chicken with peanut butter D: Meat loaf with mashed potatoes	17 B: Bacon/leaved and apple sauce S1: Tangier cheese and redneck rolls L: Cheeseburger on a bun with potato salad S2: Apple slices and cheese ruber D: Peanut butter and jelly read	18 B: Trout with cream cheese S1: Pear slices and cheese wedges L: Hot dog and french fries S2: Applesauce and ice cream D: Four boy sandwich	19 B: Scrambled eggs and hash brownie S1: Apple and grapes cracker L: Peanut butter and jelly sandwich S2: Yogurt with peach	20
21	22 B: Steak wip with english auflin L: Cheese pizza S2: Beans and milk D: Swedish meatballs with gravy on a bun file	23 B: Hot omelet L: Corn Dog with peas and sauce S2: Chicken with peanut butter D: Turkey stew	24 B: Bacon/leaved and apple sauce L: Cheeseburger on a bun with potato salad S2: Apple slices and cheese ruber	25 S2: Applesauce and ice cream	26 B: Scrambled eggs and hash brownie L: Peanut butter and jelly sandwich S2: Yogurt with peach	27
28	29 B: Steak wip with english auflin L: Cheese pizza S2: Beans and milk	30 B: Hot omelet L: Corn Dog with peas and sauce S2: Chicken with peanut butter	31 B: Bacon/leaved and apple sauce L: Cheeseburger on a bun with potato salad S2: Apple slices and cheese ruber			

Monthly Menus

Simple Shopping List

Demo Daycare Center

118 S. Main Street

Phoenix, OR 97535

For December 1, 2003

Food Item	Serving Units	Total Servings	Food Needed	On Hand
Breads and Cereals				
Bread, Sliced, Fresh, All types (white, r	0.50 Slice(s)	80.00	1.25 Pound(s)	<input type="checkbox"/>
Condiments and Other Non Essentials				
Jams, Jellies and Preserves	1.00 Tablespoon(s)	25.00	0.10 1 gal(s)	<input type="checkbox"/>
Fruits and Vegetables				
Soups, canned, Condensed (1 part water)	1.00 Cup(s)	32.50	2.83 No. 3 can (50 oz)(s)	<input type="checkbox"/>
Vegetables, Mixed, canned, Seven Veget	0.25 Cup(s)	0.00	0.00 No. 2-1/2 can (29 oz)(s)	<input type="checkbox"/>
Apples, canned, Slices, Solid pack (Inch	0.25 Cup(s)	0.00	0.00 No. 10 can (100 oz)(s)	<input type="checkbox"/>
Bananas, fresh 100-120 count, Regular	0.25 Cup(s)	65.00	9.19 Pound(s)	<input type="checkbox"/>
Fruit, Mixed, canned, Fruit Cocktail (Pe	0.25 Cup(s)	82.50	0.69 No. 10 can (106 oz)(s)	<input type="checkbox"/>
Potatoes, fresh, White or Russet, 100 C	0.25 Cup(s)	0.00	0.00 Pound(s)	<input type="checkbox"/>
Meat				
Cheese, American, Cheddar, Mozzarella	1.00 oz(s)	45.00	2.81 Pound(s)	<input type="checkbox"/>
Turkey, canned, Boned Turkey	1.00 oz(s)	0.00	0.00 Pound(s)	<input type="checkbox"/>
Milk				
Milk, Fluid (Skim or Nonfat milk, Lowf	0.50 Cup(s)	130.00	1.41 Gallon(s)	<input type="checkbox"/>

Shopping List

Demo Daycare Center		Menu Production Record			Banana and milk	
118 S. Main Street Phoenix, OR 97535					Menu Production Record for: December 1, 2003 Print Date: 12/19/2003	
Snack 2		1 and 2 Yrs.	3 - 5 Yrs.	6 - 12 Yrs.	Total Servings	
Fruits and Vegetables						
(0.25 Cup) Bananas, fresh 100-120 count, Regular Whole, sliced (sliced fruit)		1 @0.50 Cup(s)	9 @0.50 Cup(s)	14 @0.75 Cup(s)	62.00 servings (24.00 portions) [8.77 Pound(s)]	
Milk						
(0.50 Cup) Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk,		1 @0.50 Cup(s)	9 @0.50 Cup(s)	14 @1.00 Cup(s)	38.00 servings (24.00 portions) [1.19 Gallon(s)]	
<i>(Menu Description and Notes)</i> (Bananas and milk)		This menu meets or exceeds the minimum nutritional requirements for this meal!				
Scheduled:	1 and 2 Years: 1 3 - 5 Years: 9 6 - 12 Years: 14	Served:	1 and 2 Years: _____ 3 - 5 Years: _____ 6 - 12 Years: _____ Adults: _____			
Totals:	24					

Menu Production Record (Pre-production)

Demo Daycare Center		Post Production Record			Banana and milk	
118 S. Main Street Phoenix, OR 97535					Menu Production Record for: December 1, 2003 Print Date: 12/19/2003	
Snack 2		1 and 2 Yrs.	3 - 5 Yrs.	6 - 12 Yrs.	Total Servings	
Fruits and Vegetables						
(0.25 Cup) Bananas, fresh 100-120 count, Regular Whole, sliced (sliced fruit)		0 @0.50 Cup(s)	9 @0.50 Cup(s)	14 @0.75 Cup(s)	60.00 servings (23.00 portions) [8.49 Pound(s)]	
Milk						
(0.50 Cup) Milk, Fluid (Skim or Nonfat milk, Lowfat milk, Reduced fat milk, Whole milk, Lactose-reduced milk,		0 @0.50 Cup(s)	9 @0.50 Cup(s)	14 @1.00 Cup(s)	37.00 servings (23.00 portions) [1.16 Gallon(s)]	
<i>(Menu Description and Notes)</i> (Bananas and milk)		This menu meets or exceeds the minimum nutritional requirements for this meal!				
Scheduled:	1 and 2 Years: 1 3 - 5 Years: 9 6 - 12 Years: 14	Served:	1 and 2 Years: 0 3 - 5 Years: 9 6 - 12 Years: 14 Adults: 0			
Totals:	24	23				

Menu Production Record (Post-production)

6.4 Report Examples - Meal Tracking/Claim Reimbursements

Meal Rollcall					
Demo Daycare Center 118 S. Main Street Phoenix, OR 97535					
Monday 12/1/2003					
Child Name	Breakfast	AM Snack	Lunch	PM Snack	Supper
Anderson, Joyce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anderson, Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Baily, April	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bern, Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bishop, Liz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brady, Cindy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brady, Bobby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bronson, I.J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bronson, Kylee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bronson, Ricky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brown, Joey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brown, Sam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cleaver, Theodore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flinstone, Debbie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gates, Julia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gates, Sammy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incauto, Bobby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake, William	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jones, Eric	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jones, Suzi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lund, Charlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mitchell, Shelby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steiber, Janet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steiber, Brian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tilly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION: I certify that the above individuals were served the meals checked on this date.		Tracking Number: 10
NAME: _____	DATE: _____	Key Code: 8126
1 of 1		

Meal Rollcall Sheet (Daily with Scheduled Children Auto-checked)

Meal Rollcall					
Demo Daycare Center					
118 S. Main Street					
Phoenix, OR 97535					
----- Monday 12/15/2003 -----					
Child Name	Breakfast	AM Snack	Lunch	PM Snack	Supper
Bears					
Anderson, Joyce	<input type="checkbox"/>				
Brown, Joey	<input type="checkbox"/>				
Gates, Sammy	<input type="checkbox"/>				
Lund, Charlie	<input type="checkbox"/>				
Stober, Janet	<input type="checkbox"/>				
Garden Snouts					
Baily, April	<input type="checkbox"/>				
Bronson, I.J.	<input type="checkbox"/>				
Bronson, Kylee	<input type="checkbox"/>				
Brown, Sara	<input type="checkbox"/>				
Jake, William	<input type="checkbox"/>				
Jones, Suzi	<input type="checkbox"/>				
Green Room					
Anderson, Michael	<input type="checkbox"/>				
Bishop, Liz	<input type="checkbox"/>				
Brady, Bobby	<input type="checkbox"/>				
Bronson, Ficky	<input type="checkbox"/>				
Jones, Eric	<input type="checkbox"/>				
Mitchell, Shelly	<input type="checkbox"/>				
Stober, Brian	<input type="checkbox"/>				
Tilly, George	<input type="checkbox"/>				
Kittens					
Beth, Michael	<input type="checkbox"/>				
Brady, Cindy	<input type="checkbox"/>				
Cleaver, Theodore	<input type="checkbox"/>				
Puddle Ducks					
Finstone, Pebbles	<input type="checkbox"/>				
Gates, Julia	<input type="checkbox"/>				
Inouano, Bobby	<input type="checkbox"/>				

Meal Rollcall Sheet (Daily by Classrooms)

Weekly Meal Rollcall								
Demo Daycare Center 118 S. Main Street Phoenix, OR 97535								
Week of 12/15/2003								
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Anderson, Joyce	Breakfast	<input type="checkbox"/>						
	Snack 1	<input type="checkbox"/>						
	Lunch	<input type="checkbox"/>						
	Snack 2	<input type="checkbox"/>						
	Supper	<input type="checkbox"/>						
Anderson, Michael	Breakfast	<input type="checkbox"/>						
	Snack 1	<input type="checkbox"/>						
	Lunch	<input type="checkbox"/>						
	Snack 2	<input type="checkbox"/>						
	Supper	<input type="checkbox"/>						

Meal Rollcall Sheet (Weekly)

Daily Record Of Meals Claimed							
Demo Daycare Center							
118 S. Main Street							
Phoenix, OR 97535							
Meals served on: 12/01/2003							
Report printed on: 12/19/2003							
Child's Name	Age Group	Income Eligibility	Breakfast	Snack1	Lunch	Snack2	Supper
Anderson, Michael	Adult	Free	✓		✓	✓	
Anderson, Joyce	6 through 12	Free	✓		✓	✓	✓
Baily, April	6 through 12	Free	✓		✓	✓	
Bem, Michael	3 through 5	Free	✓		✓	✓	
Binhop, Liz	3 through 5	Paid	✓		✓	✓	✓
Brady, Bobby	6 through 12	Free	✓		✓	✓	
Brady, Cindy	3 through 5	Free	✓		✓	✓	✓
Bronson, Ricky	6 through 12	Reduced	✓		✓	✓	✓
Bronson, Kylee	6 through 12	Reduced	✓		✓	✓	✓
Bronson, I.J.	6 through 12	Reduced	✓		✓	✓	
Brown, Sara	3 through 5	Free	✓		✓	✓	✓
Brown, Joey	3 through 5	Free	✓		✓	✓	✓
Cleaver, Theodore	3 through 5	Free	✓		✓	✓	
Flintstone, Pebbles	3 through 5	Paid	✓		✓	✓	✓
Gates, Sammy	6 through 12	Free	✓		✓	✓	
Gates, Julia	3 through 5	Free	✓		✓	✓	
Inosanto, Bobby	1 and 2 Years	Free	✓		✓	✓	
Jake, William	6 through 12	Reduced	✓		✓	✓	
Jones, Suzi	6 through 12	Free	✓		✓	✓	
Jones, Eric	6 through 12	Free	✓		✓	✓	
Lund, Charlie	6 through 12	Reduced	✓		✓	✓	
Mitchell, Shelby	6 through 12	Free	✓		✓	✓	
Steber, Brian	6 through 12	Free	✓		✓	✓	✓
Steber, Janet	6 through 12	Free	✓		✓	✓	
Tilly, George	3 through 5	Reduced	✓		✓	✓	

1 and 2 Yrs:		1	0	1	1	0
3 - 5 Yrs:		9	0	9	9	5
6 - 12 Yrs:		14	0	14	14	4
Adults:						
Program:		0	0	0	0	0
Non Program:		0	0	0	0	0
Enrolled:		1	1	1	1	1
Totals:		25	1	25	25	10

Daily Record of Meals Claimed

Claim Reimbursement						
Demo Daycare Center						
118 S. Main Street						
Phoenix, OR 97535						
Date Range: 12 - 01 - 2003 through 12 - 05 - 2003						
(1) Average daily attendance	_____					
(2) Number of days operating	_____					
(3) Number of facilities	_____					
Adult Meals	Program Meals	Non Program	Per Meal Cost	Total		
(a) Breakfast	0	0	X	_____	= _____	
(b) Snacks	0	0	X	_____	= _____	
(c) Lunch - Suppers	0	0	X	_____	= _____	
Title XX Data						
Total enrollment	23					
Number Title XX	5					
Percent Title XX	21.7%					
(A) Breakfasts						
Free	85	X	\$ 1.20	=	\$ 102.00	
Reduced	30	X	\$ 0.90	=	\$ 27.00	
Paid	10	X	\$ 0.22	=	\$ 2.20	
(B) Snacks or Supplements						
Free	85	X	\$ 0.60	=	\$ 51.00	
Reduced	30	X	\$ 0.30	=	\$ 9.00	
Paid	10	X	\$ 0.05	=	\$ 0.50	
(C) Lunch and Suppers						
Free	109	X	\$ 2.19	=	\$ 238.71	
Reduced	40	X	\$ 1.79	=	\$ 71.60	
Paid	20	X	\$ 0.21	=	\$ 4.20	
SUB TOTAL:				\$ 506.21		
CASH IN-LIEU OF COMMODITIES:						
		X		=		
TOTAL DUE:						
Operating Costs For Food Services			Cash Income To Program			
(a) Food and Milk	_____	(a) Total cost of non claimable meals	_____			
(b) CACFP food-related supplies	_____	(b) Total	_____			
(c) Food service labor	_____	(c) Food and Milk	_____			
(d) Administrative labor	_____	(d) Food and Milk	_____			
(e) Administrative costs	_____					
(f) Other costs	_____					

Claim Reimbursement Report (Non-blended)

Claim Reimbursement					
Demo Daycare Center					
118 S. Main Street					
Phoenix, OR 97535					
Date Range: 12 - 01 - 2003 through 12 - 05 - 2003					
(1) Average daily attendance	_____				
(2) Number of days operating	_____				
(3) Number of facilities	_____				
Adult Meals	Program Meals	Non-Program	Per Meal Cost	Total	
(a) Breakfast	0	0	X	=	_____
(b) Snacks	0	0	X	=	_____
(c) Lunch - Suppers	0	0	X	=	_____
Title XX Data	Participation Data (Blended #Children/Enrolled)				
Total enrollment	23		Free	17 / 23	= 74%
Number Title XX	5		Reduced	6 / 23	= 26%
Percent Title XX	21.7%		Paid	2 / 23	= 9%
(A.) Breakfasts					
Free	85	X	\$ 1.20	=	\$ 102.00
Reduced	30	X	\$ 0.90	=	\$ 27.00
Paid	10	X	\$ 0.22	=	\$ 2.20
(B.) Snacks or Supplements					
Free	85	X	\$ 0.60	=	\$ 51.00
Reduced	30	X	\$ 0.30	=	\$ 9.00
Paid	10	X	\$ 0.05	=	\$ 0.50
(C.) Lunch and Suppers					
Free	109	X	\$ 2.19	=	\$ 238.71
Reduced	40	X	\$ 1.79	=	\$ 71.60
Paid	20	X	\$ 0.21	=	\$ 4.20
SUB TOTAL:	\$ 506.21				
CASH-IN-LIEU OF COMMODITIES:					
	_____	X	_____	=	_____
TOTAL DUE:	= _____				
Operating Costs For Food Services			Cash Income To Program		
(a) Food and Milk	_____	(a) Total cost of non-claimable meals	_____		
(b) CACFP food-related supplies	_____	(b) Total	_____		
(c) Food service labor	_____	(c) Food and Milk	_____		
(d) Administrative labor	_____	(d) Food and Milk	_____		
(e) Administrative costs	_____				
(f) Other costs	_____				

Claim Reimbursement Report (Blended A)

Claim Reimbursement				
Demo Daycare Center 118 S. Main Street Phoenix, OR 97535				
Date Range: 12 - 01 - 2003 through 12 - 05 - 2003				
(1) Average daily attendance	_____			
(2) Number of days operating	_____			
(3) Number of facilities	_____			
Adult Meals	Program Meals	Non Program	Per Meal Cost	Total
(a) Breakfast	0	0	X _____ =	_____
(b) Snacks	0	0	X _____ =	_____
(c) Lunch - Suppers	0	0	X _____ =	_____
Title XX Data	Participation Data (Blended #Children/Enrolled)			
Total enrollment	23		Free 15 / 23 = 65%	
Number Title XX	5		Rebated 6 / 23 = 26%	
Percent Title XX	21.7%		Fail 2 / 23 = 9%	
Reimbursement Worksheet				
	Free	Rebated	Fail	
Breakfasts	\$ 1.20 X 65%	\$ 0.90 26%	\$ 0.22 9%	
	0.7800	+ 0.2340	+ 0.0198	= 1.0338
Snacks or Supplements	\$ 0.60 X 65%	\$ 0.30 26%	\$ 0.05 9%	
	0.3900	+ 0.0780	+ 0.0045	= 0.4725
Lunch or Suppers	\$ 2.19 X 65%	\$ 1.79 26%	\$ 0.21 9%	
	1.4235	+ 0.4654	+ 0.0189	= 1.9078
Breakfasts	125	X	1.0338	= \$ 129.23
Snacks or Supplements	125	X	0.4725	= \$ 59.06
Lunch and Suppers	169	X	1.9078	= \$ 322.42
SUB TOTAL:				\$ 510.71
CASH-IN-LIEU OF COMMODITIES:				
	_____	X	_____	= _____
TOTAL DUE:				= _____

Operating Costs For Food Services		Cash Income To Program	
(a) Food and Milk	_____	(a) Total cost of non claimable meals	_____
(b) CACFP food related supplies	_____	(b) Total	_____
(c) Food service labor	_____	(c) Food and Milk	_____
(d) Administrative labor	_____	(d) Food and Milk	_____
(e) Administrative costs	_____		
(f) Other costs	_____		

Available Claims Reimbursement Activity (A.C.R.A.)	Date range: 12/1/2003 through 12/5/2003
No A.C.R. data found.	
AUTHORIZED SIGNATURE: _____	DATE: 12/19/2003

Claim Reimbursement Report (Blended B)

7 Maintaining Your Databases

7.1 Introduction

The most important, and probably most valuable assets in Nutrition Manager are the program databases. They should be maintained and protected accordingly.

Nutrition Manager databases provide an accurate and auditable history of past CACFP activity, as well as the means for ensuring future CACFP program compliance. Nutrition Manager provides two methods that you should follow for protecting your databases and maintaining their integrity. First, adopt the practice of routinely backing up your data. Follow the procedures and recommendations outlined in the section entitled, *Protecting Your Data*, and protect your data from many common hardware and software problems. Second, follow the procedures outlined in the section entitled, *Maintenance Procedures*, and optimize the size of your databases or fix damaged databases.

7.2 Protecting Your Data

Backing up your data on a routine basis is the best method of protecting yourself against an impending disaster. Nutrition Manager provides a convenient built-in process for doing this. With compression built into our backup process, we can fit almost any database data on one 3½" 1.44MB floppy disk. The backup process is also flexible enough, so you can backup to other removable devices like Iomega zip drives, SyQuest EZ-135's, or any other removable media that acts like a disk drive.

Recommended Backup Sequence

Experience has shown that if there is a way for your data to get damaged or destroyed, at some point in time, it will. A well-organized and disciplined approach to backing up your data will go a long way to ensure that when and if this happens, the impact will be minimized. Power failures or disruptions, poor quality disks, hard drive failures, and data file corruption are just a few of the many problems that can cause you to lose valuable data.

The following recommended backup sequence has been developed from years of experience and has been shown to provide optimum protection from data loss when strictly adhered to:

- **Weekly Set.** Use five (5) diskettes, one for each day of the week, and label them Monday through Friday. If your center is open on the weekend, then add the appropriate number of diskettes.
- **Monthly Set.** Use twenty-four (24) diskettes, two for each month, and label these January-1 20xx and January-2 20xx through December-1 20xx and December-2 20xx.
- **Annual Set.** Use two (2) more diskettes for the end of year, and label these as EOY-1 20xx and EOY-2 20xx.
- **Weekly Rotation.** Rotate through the weekly set all year, and at the end of the year create a new weekly set and start using it. When you have used the last disk in the new set, throw

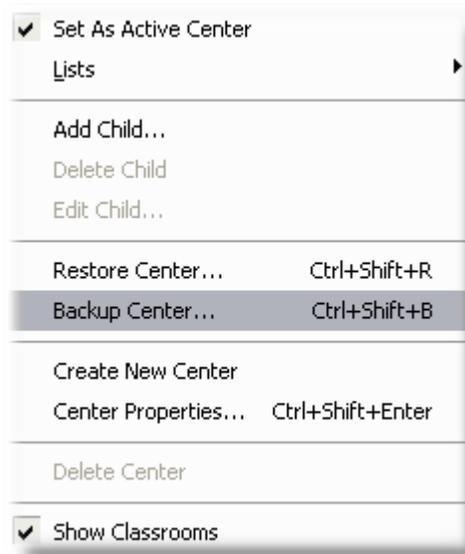
the old set away.

- **Monthly Rotation.** At the end of each month create two backups with the appropriate diskettes. Take one of them home and store it in a safe place and take the other to your bank safe deposit box. In a couple of years, when you no longer need the data, throw the disks away.
- **Annual Rotation.** At the end of each year create two backups with the EOY diskettes. Take one of them home and store it in a safe place and take the other to your bank safe deposit box. In a couple of years, when you no longer need the data, throw the disks away.

Backing-up and Restoring in Standalone Mode

To backup in Standalone mode

1. Select the center you want to backup by highlighting it with the mouse cursor.
2. Right click the mouse button. Click Set as Active Center. This will activate the center.
3. Right click the mouse button. Click Backup Center. A Save As dialog box will appear.
4. Select the file you want to backup to, or create a new one.
5. Click Save. A Backup is complete message will appear. Click Ok.



Backup Center dialog in Standalone mode

To restore in Standalone mode

1. Select the center you want to restore by highlighting it with the mouse cursor.
2. Right click the mouse button. Click Set as Active Center. This will activate the center.
3. Right click the mouse button. Click Restore center. An Open dialog box will appear.

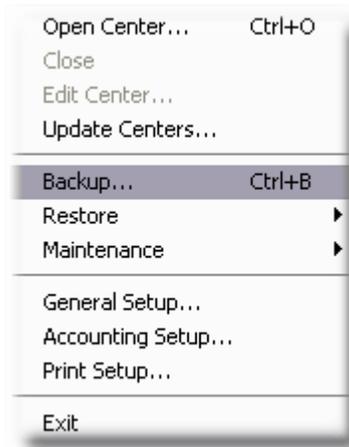
4. Select the file you want to restore.
5. Click Open. A Restore is complete message will appear. Click OK.

Backing-up and Restoring in Integrated Mode

When backing-up and restoring in Integrated mode you will backup Nutrition Manager's child and center data bases using the CCM-Turbo Plus backup and restore procedures and Nutrition Manager's menus using a separate backup and restore procedure provided in Nutrition Manager.

To backup and restore Nutrition Manager's child and center data bases in Integrated mode

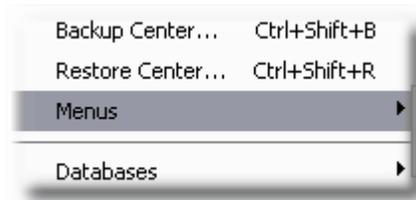
1. Open the CCM-Turbo Plus program, making sure your center is closed. Go to **File|Backup**. Follow the on-screen instructions.



Backup Center dialog in Integrated mode

To backup and restore Nutrition Manager's menus in Integrated or Standalone mode

1. While in Nutrition Manager, go to the Child Information View tab. Then, go to **File|Program Maintenance|Center Data|Menus**. Here you can choose to either backup or restore your menus.



Backing up and Restoring menus

7.3 Maintenance Procedures

Maintenance procedures are procedures used to help maintain the integrity of Nutrition Manager databases. They include procedures to fix corrupted index files, to remove deleted records, and to clean out data that is no longer needed.

Reindex

This procedure is used to reindex Nutrition Manager databases. Nutrition Manager tracks and controls records in your database through a feature called indexing. Occasionally, these indexes will get corrupted. When they do you can correct the problem through a procedure call reindexing.

To reindex your database

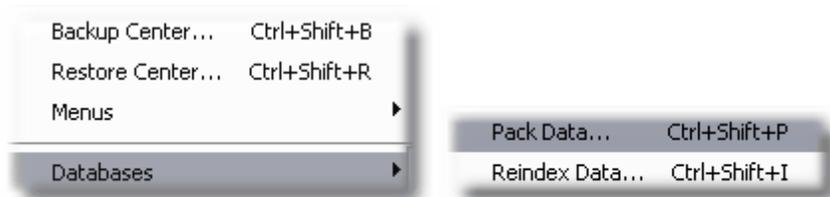
1. Go to the **File|Program Maintenance|Center Data|Databases|Reindex Data**.
2. Nutrition Manager automatically reindexes your databases and returns you to the program.

Pack Data

When records are deleted in Nutrition Manager they continue to be stored in your database. Over time the number of deleted records can become quite large and impact your program's speed. This procedure is used to remove deleted records that are still in your database.

To remove deleted records from your database

1. Go to the **File|Program Maintenance|Center Data|Databases|Pack Data**
2. Nutrition Manager automatically packs your data and returns you to the program.



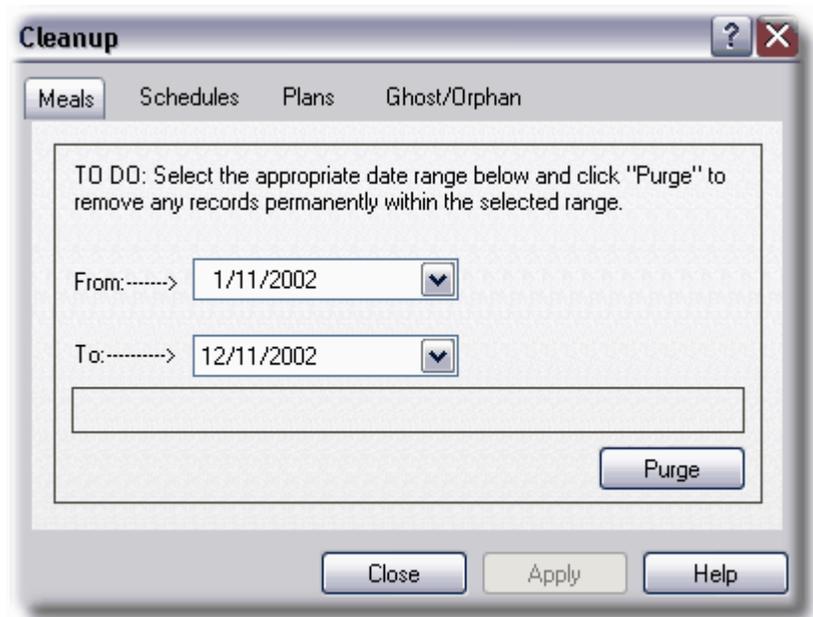
Reindex and Pack menu options

Cleanup Meals

Periodically you may want to purge your database records of meals served. Nutrition Manager provides an easy procedure for doing this.

To purge unwanted meals served records

1. Go to **File|Program Maintenance|Center Data|Databases|Cleanup** and click the Meals tab.
2. Enter the from and to dates of the records you want to remove permanently.
3. Click Purge.
4. Click Close.



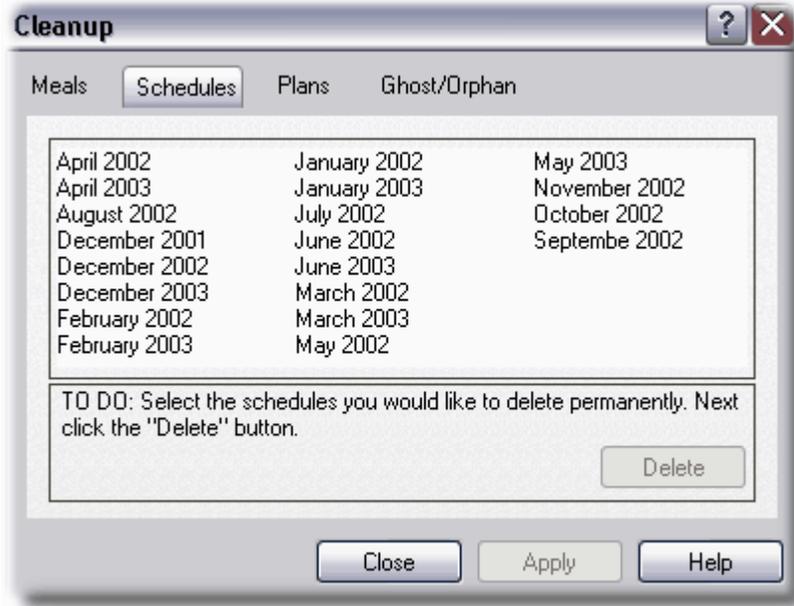
Purging Meals

Cleanup Schedules

Periodically you may want to purge your database of monthly center schedules. Nutrition Manager provides an easy procedure for doing this.

To purge monthly center schedules

1. Go to **File|Program Maintenance|Center Data|Databases|Cleanup** and click the Schedules tab.
2. Select the schedules you want to remove permanently.
3. Click Delete.
4. Click Close



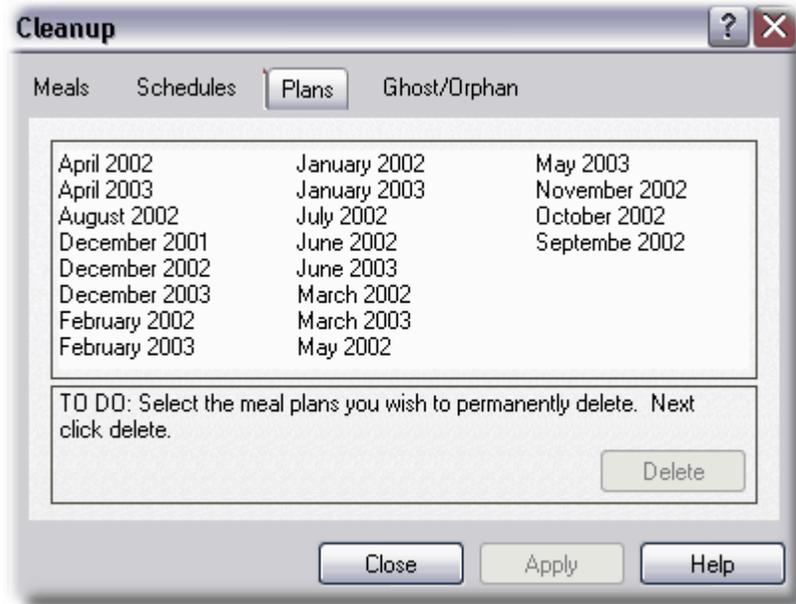
Purging Center Schedules

Cleanup Plans

Periodically you may want to purge your database of monthly meal plans. Nutrition Manager provides an easy procedure for doing this.

To purge monthly meal plans

1. Go to **File|Program Maintenance|Center Data|Databases|Cleanup** and click the Plans tab.
2. Select the meal plans you want to remove permanently.
3. Click Delete.
4. Click Close.



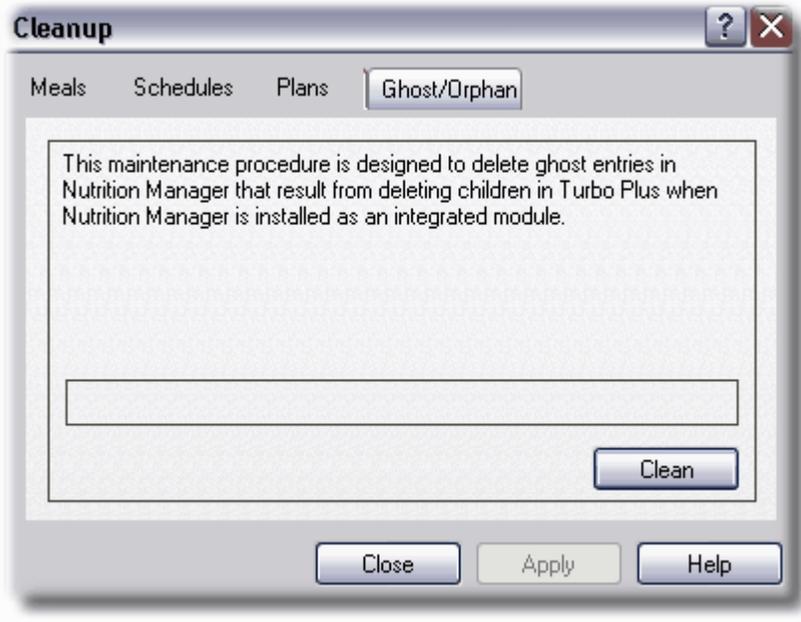
Cleanup Plans

Cleanup Ghost/Orphans

Nutrition Manager provides the capability to delete ghost entries in Nutrition Manager that result from deleting children in CCM-Turbo Plus when Nutrition Manager is operating in *Integrated* or *Standalone* mode.

To delete ghost/orphan records

1. Go to **File|Program Maintenance|Center Data|Databases|Cleanup** and click the Ghost/Orphan tab.
2. Click Clean. This will delete ghost entries in Nutrition Manager that result from deleting children in CCM-Turbo Plus when Nutrition Manager is installed as an integrated module.
3. Click Close.



Cleanup Ghost/Orphan Records

8 Support

8.1 Overview

Personalized Software is committed to designing software programs that minimize the need for technical support. It does this by extensively testing its products before release and by maintaining an open and active interface with its customers.

Every effort is made to update Nutrition Manager on a timely basis and consistent with customer needs. As changes are made to the program they are documented in our website's *What's New* section. Bug fixes and other minor program changes are available to users free of charge through our *Free Updates* section. Major program changes and enhancements are periodically released as program *Upgrades* and are available at standard discount pricing.

Personalized Software, Inc. supports the current version of Nutrition Manager through its technical support department for a period of 6 months after the release of an *Upgrade*. Known bugs or design peculiarities are documented in *Tech Notes*, and work-arounds are included where available. If you need help, try your User's Guide first. You can also get help by using one or more of the options listed below

8.2 FreePhone, Fax and Email Support

Even the best childcare providers, using the best software, will occasionally require assistance as they learn the software and begin using it. That's why Personalized Software offers free telephone, fax, or e-mail support to all new registered users.

Technical Support representatives are available from 7:00 AM to 4:00 PM Pacific Standard time, Monday through Friday (except holidays). Faxes, e-mails, and calls that are not taken "live" usually receive a response within one business day, although occasionally extraordinary conditions may necessitate a longer response time. Support for certain issues pertaining to third-party software and other factors beyond Personalized Software's control may be limited. Refer to "Free Support: What is and What isn't covered" for details.

Email Support

To contact our Support Department via email, our address is support@childcaremanager.com.

Fax Support

You may also fax us your questions to 1-541-535-8889.

Online Support

Nutrition Manager also includes a complete online help menu within the program.

8.3 Free Support: Who Is and Isn't Covered

Personalized Software's technical support services are intended to deal with questions and problems pertaining directly to Nutrition Manager, and time regrettably forces us to limit support for other issues. In these cases, Personalized Software Technical Support will suggest more appropriate resources to explore.

Sometimes, the integration of Nutrition Manager with CCM-*Turbo* Plus center management system, and the overall complexity of the Child and Adult Care Food Program, makes it difficult to discern what is and is not a Nutrition Manager issue. Hopefully the guidelines that follow will help to clarify what falls outside of Nutrition Manager's jurisdiction.

Child and Adult Care Food Program (CACFP). The CACFP, while a federal program, is administered by the States. Each State has their own set of procedures and guidelines that must be followed. Issues pertaining to Federal and State CACFP requirements are best handled through these agencies. Personalized Software provides a State Contacts section in its website (www.childcaremanager.com) listing State CACFP contacts.

Basic Windows Skills. Your Nutrition Manager experience will be much more productive and enjoyable if you have already mastered the basics of managing files, running programs, and the like. If you are new to computers or Windows and are unfamiliar or uncomfortable with these essential skills, there are a number of excellent books and seminars available to help you get comfortable.

Training. Of course, we are happy to answer questions that are unclear or not covered in the manual and online Help. But it is unfair to other users waiting in the queue when Technical Support has to answer a lot of basic questions from someone who has not taken the time to go through the tutorial.

9 Glossary of Terms

Auditable Claim Reimbursement (ACR)

Auditable Claim Reimbursement is an eight step process that includes 1) printing a daily meal rollcall sheet, 2) recording meals served, 3) certifying the accuracy of the meal count, 4) entering the daily meal into the computer, 5) filing the meal rollcall sheets, 6) printing a monthly claim reimbursement report, 7) submitting a reimbursement claim, and 8) performing periodic audits. As part of this process Nutrition Manager creates unique Key and Tracking codes that ensure each reimbursement claim is fully auditable.

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federal program which helps child care providers provide nutritious meals as a part of their organized child care services. CACFP was established to improve the health and nutrition of children in the program while promoting the development of good eating habits and the furtherance of nutrition education.

Child Monthly Record of Meals Served

The Child Monthly Record of Meals Served provides a record of meals served for the child and month highlighted in the Child Information View

Child Standard Schedule

The Child Standard Schedule is a weekly calendar that displays the days a child is scheduled to receive meals

Food Item Explorer

The Food Item Explorer is a database of food items used to create menus and is located in left pane of the Menu Editor. The Food Item Explorer contains a listing of the four major food categories included in the Buying Guide tab plus a list of items called Other (condiments). This latter group of food items is not included in the Buying Guide tab.

Household Income

The total income of the household family members.

Household Size

The number of family members. In the case of children, USDA defines family as "a group of related or non related individuals who are not residents of an institution or boarding house, but who are living as one economic unit".

Lists

Nutrition Manager provides three lists for users to define: classrooms, programs, and statuses.

Market Unit

The size of the purchased unit.

Menu Explorer

The Menu Explorer is a list of menus that you can choose from to make your monthly meal plans.

Navigation bar

The Navigation bar is a list of frequently used windows and reports. It provides fast access to the areas of Nutrition Manager you use the most.

Nutrition Manager

Nutrition Manager is a complete food management program for childcare providers participating in the USDA Child & Adult Care Food Program (CACFP). Nutrition Manager provides a broad range of features that support CACFP record keeping, meal planning, meal preparation, meal scheduling, nutrition analysis, shopping, and reporting.

Pack

When records are deleted in Nutrition Manager they continue to be stored in your database. Over time the number of deleted records can become quite large and impact your program's speed. You can remove these records by packing your database.

Reindex

Nutrition Manager tracks and controls records in your database through a feature called indexing. Occasionally, these indexes will get corrupted. When they do you can correct the problem through a procedure call reindexing.

Serving Size

The weight, measures, or number of pieces or slices that describe a serving or portion. For example, ½ cup, 1 cup or 2 cups where ½, 1, and 2 are the serving size and cup is the serving unit.

Serving Unit

Normally defined as cup, ounce, tablespoon, teaspoon, stick, slice, wafers, or crackers.

Servings/Unit

The number of servings or portions of a given size available from a Market Unit. It is based on average yields from good quality foods prepared in ways that result in minimum waste.

Shortcut Keys

In Nutrition Manager you generally perform tasks and access Windows using the menu bar, tool bar or navigator bar. However, you are also provided time saving shortcut keys for most frequently performed functions.

Sponsoring Organizations

Sponsoring organizations are public or nonprofit private organizations which are entirely responsible for the administration of the food program in: (a) One or more day care homes; (b) a child care center, or outside-school-hour center; or (c) two or more child care centers, or outside-school-hours care centers.

Tool bar

The tool bar is a set of buttons that are used to access the most frequently used windows and tasks.

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