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Child Development Associates Nutrition Program

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# Provider Full Bubble Scan Form Training Workbook



**The Minute Menu System has been designed so that you can quickly and easily record every piece of claim information required by the USDA Food Program. With a bit of practice you will soon be able to record an entire meal in only a minute. This workbook is designed to walk you through all of the paperwork that the Food Program requires.**

## FORM OVERVIEW

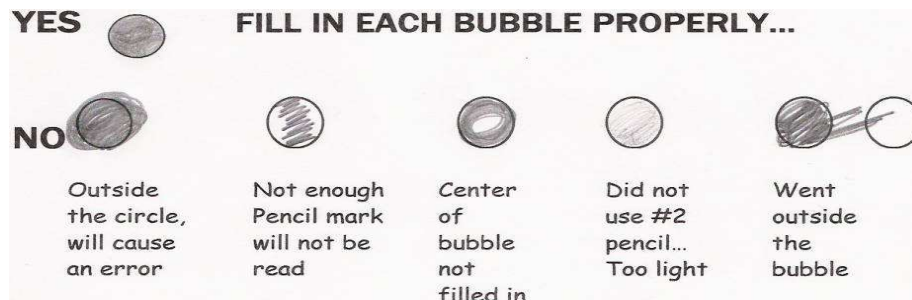
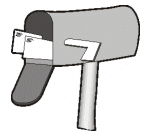
The Minute Menu paperwork includes:

- **Child Enrollment Forms** – filled out and signed by the parents of each new child you enroll into your care (and subsequently into the food program)
- **Infant Menu Forms** – filled out by you each day as you serve meals, used to record both the foods served and the children to whom the foods were served. Infant Menu forms are used for all children in your care that are less than one year of age on the day they attend a meal.
- **Regular Menu Forms** – these are just like the Infant Menu forms, except they are used to record meals served to children that are at least 1 year of age on the day they are served a meal.
- **Food Chart** – the food chart we issue contains a list of every food that we approve for you to serve. Each food has a number, and you use that number to record the food served to children on Infant and Regular Menu forms.
- **Claim Information Forms** – we give you these forms each month, this will help you keep track of the children enrolled your care and communicate information affecting your claim.

It may seem like quite a bit of paperwork, but it can all be filled out quickly once you get the hang of it. Keep in mind that it's all designed to help you serve nutritious meals to the children in your care – and to ensure you get all the money to which you're entitled as quickly as possible!

### GENERAL FORM INSTRUCTIONS

- **ALWAYS** use a #2 pencil to fill out your forms.
- **Be** sure to keep the carbon copy of every scannable form you send in.
- **Don't** use your pencil's eraser to erase a bubble. Instead, use a pink school eraser or other good eraser to make sure any bubble you erase doesn't leave a mark.
- **Always** sign and date your forms.
- **Don't** lose your food chart!
- **Don't** strike through or mark an "X" over areas of a form that you want to leave blank. Just leave it blank. Otherwise, an error will occur.
- **Do NOT** write notes on the scannable forms. You can write notes on your Claim Information Form (CIF).
- **Never** staple, fold, or wrinkle any scannable form. Keep forms away from your kids to avoid spills or wrinkles.
- **Most of all** ...Be careful when you fill in a bubble.







- Parent supplies supplemental foods and refuses the Providers foods.

**8. School Info: School Type:** Mark only one bubble for the type of school most appropriate for the child. If the child is a toddler or preschooler not enrolled in any sort of kindergarten you can leave this section blank.

**Times:** For Times in school, put the normal school depart & return time, based on when the child leaves your home to go to school and returns from school to your home.

**Days:** You only need to mark the child's daily school attendance schedule if the child doesn't normally attend school every day of the week from Monday thru Friday.

Remember: You will only need to fill in this section if the child is attending some type of school.

**8. SCHOOL INFO** COMPLETE THIS SECTION IF YOUR CHILD ATTENDS ANY TYPE OF SCHOOL

**SCHOOL TYPE** PRESCHOOL INFO IS NOT NEEDED

SCHOOL (Traditional)  AM KINDERGARTEN

HW SCHOOL  PM KINDERGARTEN

YH SCHOOL  ALL DAY KINDERGARTEN

AM HEADSTART  ALL DAY HEADSTART

PM HEADSTART

**TIMES IN SCHOOL**

	HOUR		MIN							
LEAVES FOR SCHOOL	0	1	2	3	4	5	6	7	8	9
RETURNS FROM SCHOOL	0	1	2	3	4	5	6	7	8	9

**DAYS IN SCHOOL**

MON  TUES  WED  THURS  FRI

**9. Ethnicity:** Ethnicity & Race is always optional for a parent to indicate, and the categories are defined by federal law.

**10. Race:** Ethnicity & Race is always optional for a parent to indicate, the categories are defined by federal law. Parents can choose more than one Race.

**11. RELATION:** Please make a note of how the child is related to you. If the child is a day care child, unrelated to you, don't mark anything in this section.

**12. Special Information:**

**Special Diet:** If the child requires a special diet as prescribed by a doctor, mark the "Special Diet" bubble. Also bear in mind that if the child does require a special diet, you should send us a copy of the Doctor's statement on that special diet along with the Enrollment Form.

**Special Needs:** If the child is handicapped or is otherwise a special needs child, mark the "Special Needs" bubble. Send documentation of the child's special needs with the child enrollment form.

**Non-Participating:** Any child where this bubble is marked will not be paid as part of the Food Program.

**13. PAY SOURCE :** Unless you are told by one of the staff to fill this section out, you can ignore it.

**14. Parent Phone #**

Fill in applicable phone. Write phone number in spaces provided. Fill in corresponding numbered bubbles in the row below spaces.

Be sure the parent supplies the other information requested on the form, including their name, address and phone number. Additional information may be written in the notes section on the back of the form.

And before you send the enrollment to us, **make sure the parent has signed the form.** You cannot be paid for a child if we haven't received an accurately filled-out and signed Child Enrollment form, so be careful! Don't forget the note section on the back of this form.

**14. PARENT PHONE #**

AREA CODE  HOME  WORK

5	5	5	5	5	5	5	5	5	5	5
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

# FOOD CHART

The color-coded Food Chart is a ready-reference for you; it lists every food that qualifies for reimbursement when served to children in your care. As long as you serve a food that is on this chart in the appropriate amount and in an appropriate combination with other foods, you can be assured both that the food is nutritionally appropriate for your children and that we won't disallow the meal's reimbursement – so you will get paid.

The Food Chart has been color coded for your convenience.

- **Red – Meat and Meat Alternates**
- **Brown – Bread and Bread Alternates**
- **Blue – Milk**
- **Orange – Fruit or Juice**
- **Green – Vegetable**

The image shows a detailed food chart table with columns for MEAT & MEAT ALTERNATES, BREAD & BREAD ALTERNATES, MILK, FRUIT & JUICE, and VEGETABLES. Each item is accompanied by a small colored square corresponding to its category. The chart lists various food items such as Beef, Pork, Chicken, Eggs, Bread, Milk, Fruit, and Vegetables, each with a unique number for recording.

**These colors correspond to colors on the Regular & Infant Menus.**

Certain Infant Foods have been separated into their own section to help ensure you serve nutritionally appropriate foods to infants in your care. Be sure that when you are recording formula or breast milk served to infants, you use the choices in the Infant Formula section, not the standard Milk section.

Each food on the Food Chart has been given a number. You will use these numbers to record the food on your Regular or Infant Menu forms, just like you will use the child numbers from your Child Enrollment form to mark attendance. As you use Minute Menu more, you'll start to memorize the numbers of the foods you use most often, so filling out your Regular and Infant Menu forms will get easier and easier. Also bear in mind that the foods are listed in alphabetical order (for the most part), so that you can usually find the food you're looking for pretty easily.

## RECORDING MEALS WITH REGULAR AND INFANT MENU FORMS

The Regular and Infant Menu forms are used to record all of the meal-specific information required by the USDA Food Program. The Regular Menu is used to record meals served to all children 1 year of age or older as of the meal date. The Infant Menu is used to record meals served to all children less than 1 year of age

### General Layout

The Regular and Infant Menus are very similar, and both are divided into three major sections:

1. The form header is everything above the chart, it contains date and certain special information relevant to the meals recorded on the form.
2. The form body is the chart itself. This chart contains the specific Food Served and Attendance information you will record for every meal you serve in a day (and for up to 3 days on a single form).
3. The form footer is everything below the chart. This area of the form contains your provider number, your signature with a date, and a child count summary for each meal as recorded on the given form.

## The Meal Chart

The forms have three main columns in the form body. Each column is a single day. There are 6 rows for each column, one for each of 6 meals or snacks that can be served that day.

The food components of each meal are different; they are appropriate for the type of meal being served (Breakfast vs. Snack vs. Lunch/Dinner). They are also different on the Infant Menu vs. the Regular Menu, because Infants have different nutritional needs than non-infants. Each of the meal sections has a section to record both food and attendance. You can *record all of the meals & attendance you serve for up to three days on a single form.*

## FILLING OUT THE FORM: WHAT TO DO FIRST?

Every time you pick up a new, blank form, you should do the following 7 steps:

*In the form footer:*

1. Write your Provider # (in the white boxes)
2. Bubble your Provider #
3. Sign the Form
4. Date the Form (today's date is fine)

*In the form header:*

5. Bubble the Month
6. Write the Meal Date (Day) in the 1<sup>st</sup> Column
7. Bubble the Meal Date (Day) in the 1<sup>st</sup> Column

## Recording the Meal Date

Each form has three columns, which covers 3 days worth of meals. At the top of each column, you'll see an area to indicate that column's day. Since you've already marked the month above, you will only need to fill out the two-digit day to indicate the date of the meals in that column. For example, if today is March 3<sup>rd</sup>, 2002, you would have bubbled in March for the month, and in the day column you bubble in zero (0) in the first row and three (3) in the second row. (You don't bubble the year anywhere on this form).

The diagram shows two examples of how to bubble the date on a form header. The top example is labeled "Correct" and shows the month "3" bubbled in the "GROUP" section and the day "03" bubbled in the "DAY" section. The bottom example is labeled "Not Correct" and shows the month "3" bubbled in the "DAY" section and the day "03" bubbled in the "GROUP" section. Arrows point to the "2 - tens place" and "3 - ones place" in the day section.

Ignore "2nd Serving", as well as two bubbles to indicate Group. We'll cover them later in this workbook if they apply to you.

ATTENDANCE			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32

**Filling in a Meal Attendance**

For each meal served, you must record every child who attended that meal. Do this by marking each numbered bubble that corresponds to the numbers of the children served. Look at your CIF to determine any child’s number, and then bubble in all the numbers needed.

We’ve bubbled in child numbers 1, 3, 7, 8, and 9. Each one of those numbers represents a child, and these would be children listed on the CIF.

*Remember: Mark only child numbers for children under 1 year of age on the Infant Menu, and mark only child numbers for children 1 year of age or older on the Regular Menu.*

If a child is turning 1 year old within a month, this means that at the beginning of the month you will record that child on the Infant Menu, and on the child’s 1 year birthday and thereafter you will record that child on the Regular Menu.

**Filling in the Foods**

Besides recording the children who attended the meal, you must also record the foods that were served. Each food is referenced by its food number, as found on the Food Chart. Milk and Infant Formula are recorded on a single line as a single bubble. All other food items, however, are recorded in a two-line pair, and will be a number from 01 all the way to 288.

shaded hundreds box

**Correct**

	<table border="1" style="border-collapse: collapse;"> <tr><td>1</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>2</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	0	1	2	3	4	5	6	7	8	2	0	1	2	3	4	5	6	7	8	← tens line ← ones line																				
1	0	1	2	3	4	5	6	7	8																																	
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1	0	1	2	3	4	5	6	7	8																																	
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1	0	1	2	3	4	5	6	7	8																																	
2	0	1	2	3	4	5	6	7	8																																	
1	0	1	2	3	4	5	6	7	8																																	
2	0	0	1	2	3	4	5	6	7	8																																

**Not Correct**

<table border="1" style="border-collapse: collapse;"> <tr><td>1</td><td>0</td><td>0</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>2</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	0	0	2	3	4	5	6	7	8	2	0	1	2	3	4	5	6	7	8	<ul style="list-style-type: none"> <li>• Except for Milk or Formula, a food number box must always consist of at least two marked bubbles.</li> <li>• If you want to indicate food number 01, make sure to mark the 0 in the tens place and 1 in the ones place.</li> </ul>
1	0	0	2	3	4	5	6	7	8												
2	0	1	2	3	4	5	6	7	8												
<table border="1" style="border-collapse: collapse;"> <tr><td>1</td><td>0</td><td>0</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>2</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	0	0	2	3	4	5	6	7	8	2	0	1	2	3	4	5	6	7	8	<ul style="list-style-type: none"> <li>• Only mark one bubble per line.</li> <li>• The shaded 1 &amp; 2 box is used to indicate a 1 hundred or 2 hundred food number.</li> <li>• If you want to indicate food number 158, make sure the 1 is marked in the hundred box, the 5 is marked in the tens place, and the 8 is marked in the ones place.</li> </ul>
1	0	0	2	3	4	5	6	7	8												
2	0	1	2	3	4	5	6	7	8												

**Remember:** the color of the food type on this form will match the color of the food on the Food Chart.

## Regular Menu: Milk (and Master Menu)

Milk only requires one bubble to be marked. The Milk (and Master Menu) section also appears a bit different depending upon the type of meal: ***You can only mark one milk.*** If a particular non-infant requires a special diet, you will still fill the Regular Menu out as normal (including marking only one Milk), but please note the special diet foods served to that child on the back of your CIF form. Below is an example of how to fill out the Milk bubbles:

### Correct



In this example, Milk number 8 was marked.

### Not Correct



In this example, Milk number 8 and 9 were marked, along with Milk number 5. Only one Milk can be marked.

*Note on Master Menus: We'll cover this later in the workbook if it's relevant to you. But this has nothing to do with Milk, so do not mark this bubble when filling in the Milk served.*

## Infant Menu Foods

On the Infant Menu, each meal is broken down into three smaller age groups:

- 0-3 month olds
- 4-7 month olds
- 8-11 month olds

A 0-3 month old Infant is served Breast Milk or Formula, no matter what the meal is (i.e., Breakfast, Snack, Lunch or Dinner). A 4-7 month old can also be served Fruit or Vegetables, along with Infant Cereal, depending upon the meal being served. An 8-11 month old can be served certain meats in addition to the other foods, depending upon the meal being served and on what is developmentally appropriate for that child. See USDA meal patterns.

To record this, the Infant Menu form is designed so that each food component that is relevant to the particular age range of a child can be recorded. For example, when you serve a Breakfast, you can serve only Breast Milk / Formula to 0-3 month olds. But there is a section to record Infant Cereal for 4-7 month olds during Breakfast, along with Breast Milk / Formula. And 8-11 month olds can receive Infant Cereal and a Fruit or Vegetable along with Breast Milk / Formula. So each food component as recorded is only relevant to certain children.

Here is an Infant Menu example:

DAY	FOOD SERVED										ATTENDANCE			
	1	2	3	4	5	6	7	8	9	10	1	2	3	
B R E A K F A S T	IRON FORTIFIED INFANT CEREAL 8-11 MONTHS	0	1	2	3	4	5	6	7	8	1	2	3	
	FRUIT OR VEGETABLE 8-11 MONTHS	0	1	2	3	4	5	6	7	8	9	10	11	12
A S T	IRON FORTIFIED INFANT CEREAL 4-7 MONTHS	0	1	2	3	4	5	6	7	8	17	18	19	20
	BREAST MILK OR FORMULA	0	1	2	3	4	5	6	7	8	21	22	23	24
		9	10	11	12	13	14	15	16	17	25	26	27	28
		18	19	20	21	22	23	24	25	26	29	30	31	32

This meal was recorded for the 14<sup>th</sup> of the month.

Children #: 4, 6, 8, and 15 attended the meal

Food #203 was recorded for 8-11 Infant Cereal

Food #02 was recorded for 8-11 Fruit / Vegetable

Food #201 was recorded for 4-7 Infant Cereal

B Milk/Formula #11 was served to 0-3 month old children

B Milk/Formula #13 was served to 4-7 month old children

B Milk/Formula #11 was served to 8-11 month old children

Special Provision Milk #12 was served to 8-11 month old children

4 children were served, child numbers: 4, 6, 8, and 15. Let's assume the following:

- 4 and 6 are both 8-11 month old children, but 4 has a doctor's statement requiring special provision milk
- 8 is a child between 4-7 months
- 15 is a 2 month old child

Note: Just like on the Regular Menu form, you can only record one Formula for a particular age range UNLESS you record Special Provision Milk (#12) in addition to another Formula.

Make sure when using the Infant Menu that you only record children who are under 1 year of age as of the date of the meal. A child who becomes 1 year old in the middle of a month will be recorded on the Infant Menu initially during the month, and then switched to the Regular Menu on his or her birthday. So, feel free to pick age appropriate foods from the entire Food Chart for these Infants.

### Finishing an Infant or Regular Menu Form

At the bottom of the form near the signature blank, you'll also notice 6 blank spaces:

B \_\_\_\_\_ AM \_\_\_\_\_ L \_\_\_\_\_ PM \_\_\_\_\_ D \_\_\_\_\_ EV \_\_\_\_\_

*If your meal times are changing, please note new meal times in these spaces, use only if requested to by your sponsor. Otherwise, ignore this section.*

## CLAIM INFORMATION FORM (CIF)

The CIF contains a list of all your currently active children and their child numbers. Each child is listed along with the child's age. The CIF also lists several other pieces of relevant information:

- each child's status (usually this is just "Active") and the child's date of enrollment (DOE)
- each child's relationship to the provider
- an indication as to whether each child is special needs and/or requires special diet child
- the school level of the child
- if the child is an infant, the parent's preference as to who is responsible for supplying formula

A blank line on the CIF means that the number is available for you to assign to a child. Make sure you never use the same number for two different children that are in your care at the same time. Each CIF should contain one child per child number – never double up.

Enrolling a New Child and using the CIF, write the new child's name on the CIF. This will help you keep track of that child and the child's number when filling out forms during the rest of the month. We'll send you out a CIF with the newly-enrolled child/ren printed on it each month. In most cases, it takes up to 2 months for a new child to show up on your pre-printed CIF, so keep this in mind when assigning numbers to new children.

### **Recording Special Information on the CIF**

Each month, when you send in your Regular and Infant Menu forms (and any Child Enrollment forms that may have been filled out), you must also send in the CIF to our offices. On this CIF, make any notes as to any information you think we should know.

Telling us You Are Open On Holidays: Record any holiday dates that you were open for business in the space provided.

Telling Us When Children Start School : If you have a child who is starting Kindergarten or School, you should let us know. Write the child number for any child starting school at a particular level, and indicate which School Level the child is attending (using a code from the Legend).

Telling us When Children Withdraw from Care: If a child withdraws from your care during the month, indicate the child number, the last date in care, and the reason for the withdrawal in the space provided.

Telling us Why School Aged Children Attend AM Snack or Lunch: School-aged children should typically be attending school when AM Snack or Lunch is being served. If you serve a school-aged child during AM Snack or Lunch at any time during the month (and it's not during the summer holidays), provide a reason why that child wasn't in school along with the relevant date(s).

### **Using the CIF your first two months**

If new to the food program we won't know the children that are enrolled in your care and will not be able to issue you a pre-printed CIF with all of your children listed. Have a couple of blank CIF for use during the first two months. Fill them out so that they both contain a list of your children with their corresponding child numbers, just the name and child number. Make sure they both contain the exact same list of children. You'll send one copy of these hand-written CIFs into our offices with your first claim and the other for the second month. By then, you should have received the pre-printed CIF for your next month.

## Monthly Checklist

Before you mail your claim for reimbursement to your sponsor:

- ✓ Your complete claim must arrive at the office by the **fifth of every month** to be considered on time.
- ✓ Did you include your Claim Information Form (CIF)?
- ✓ Note children withdrawn
- ✓ Note school aged children out of school and attending during school hours
- ✓ Note anything else we should know
- ✓ Is your Provider # filled in on every form page?
- ✓ Is the Menu Month filled in on each Menu form page?
- ✓ Have you filled in each Day column with the correct date on your Menus?
- ✓ Have you filled in every food item on each meal you served?
- ✓ Have you filled in attendance for each meal you served?
- ✓ Have you signed all the Menu forms?
- ✓ Did you have any new child Enrollment Forms to include? If so, did you write the Child's Name & Number on your CIF?
- ✓ Did you keep the carbon copies of every page for your records?
- ✓ Order of the claim for reimbursement packet that you are putting in a large manila envelope and mailing to our agency should be as follows:
  - If any Miscellaneous Forms place on top of the CIF
  - Claim Information Form (CIF) on top and then in order underneath the CIF:
  - Any new child enrollment forms
  - Infant Attendance Menus
  - Regular Attendance Menus



## Full Bubble Scan Form Review

1. How do you enroll a child into the food program?
  - a. Fill out the Childs name on the Claim Information Form and send in with the claim.
  - b. Fill out the Child Enrollment Form and give to the monitor.
  - c. Use the Child Enrollment Form with a Parent Signature and send to Food Program.
2. Where can you locate the Provider ID number required on all forms?
  - a. By calling the sponsor.
  - b. The CIF
  - c. In this workbook
3. What do you do when you pick up a new Full Bubble Scan Form (Regular/Infant Attendance Menu)?
  - a. Fill the bubbles in for my provider number
  - b. Complete the check list
  - c. 7 Steps
4. What are the 7 Steps
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.

5. What is a Food Chart?
  - a. Chart that tells providers what foods to use
  - b. Something you give parents
  - c. A list of numbered foods in colored food groups that is needed to fill in the foods served to the children on the Full Bubble Regular/Infant Attendance Menus.
  
6. Which bubbles do you use when you want to fill in the food number 258 in fruits/vegetables?
  - a. Fill in all three bubbles on the same line
  - b. Fill in the 2 and 5 on the first line and the 8 on the second line
  - c. Use the 2 in the shaded hundreds box, tens line for the 5 and the ones line for the 8
  
7. Who assigns the new child in my child care a child number?
  - a. The monitor does it when he/she comes out for a review.
  - b. The office sends me a letter with the new child's number on it.
  - c. The provider assigns the new child a number.
  
8. When you withdraw a child from the food program, you cross off the child's name and then write the new child's name over the top of it. That way the child number does not get wasted and you can keep the child numbers in order.

True    False

9. When recording an infant's meal components you can use the Regular Menu, if the infant is going to be one year old in the same month.

True    False

10. The CIF is used to tell the Food Program anything that the bubble forms won't tell them, things like why a school aged child was claimed for lunch on a school day.

True    False

