



Child Development Associates Nutrition Program
678 Third Avenue, Suite 206 • Chula Vista, California 91910

Provider WebKids 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.

Thank you for using Minute Menu WebKids! The Food Program is tremendously beneficial to child care providers and the children in their care and we're glad you participate in the program. But as you well know, the paperwork can be quite a chore. We hope WebKids makes it a bit easier.

WebKids is a web application designed to allow child care providers to record food program claim information on-line, quickly and easily. It works just like a web site. You will visit a web site, type a login name and password, and then begin using WebKids.

Using WebKids can be quick and easy, but it may take some time getting used to. This guide is designed to give you all the information you need to use WebKids to accurately record your Food Program claim . . . and we've included a few tips to help you get finished with your claim as soon as possible.

New features and improvements are frequently added to WebKids. Once you have logged in, find out about the latest additions by checking out the Release Notes in the Help menu. Enjoy!

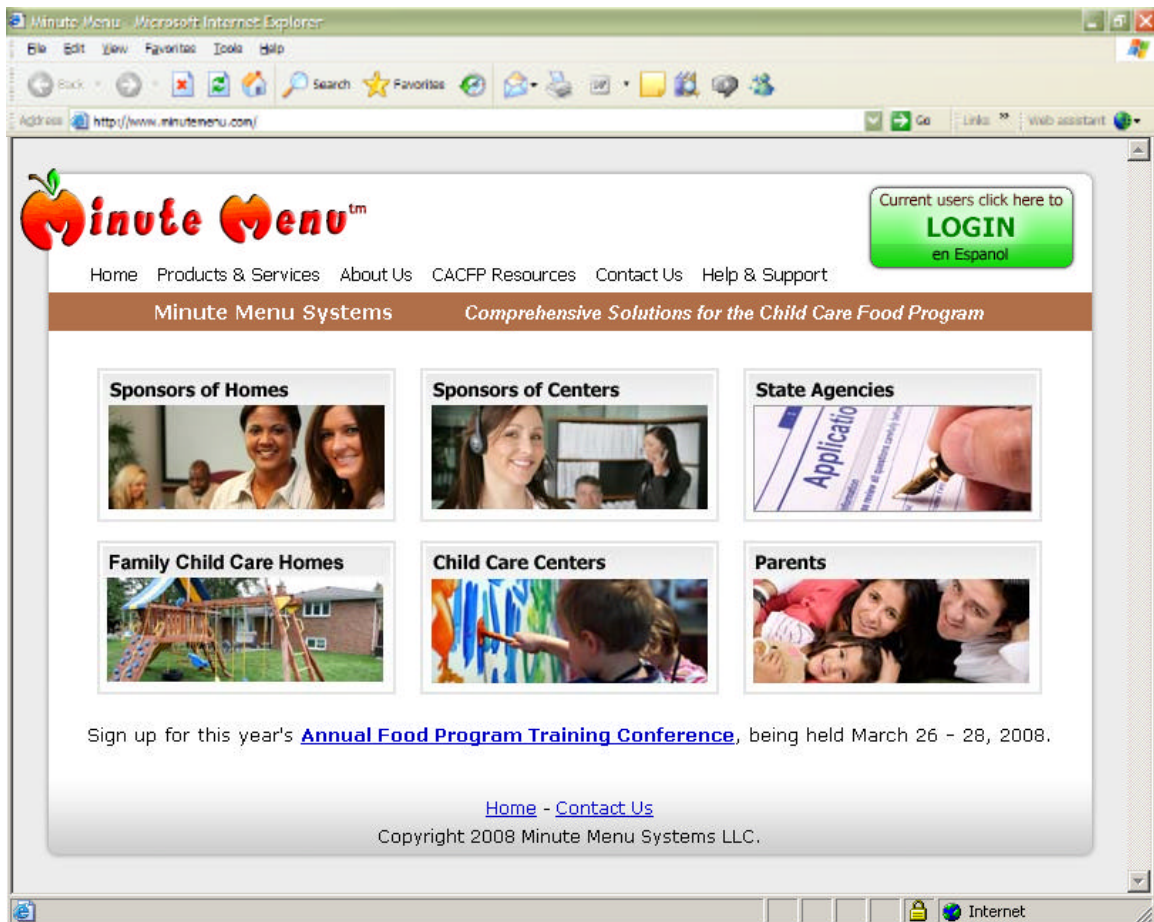
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Accessing WebKids

To use Minute Menu WebKids, you must have a 9-digit login name given to you by your sponsor, and you must have a password. If you don't have that yet, please ask the appropriate sponsor representative for it.

1. Make sure you're logged into the Internet. If you dial-up using a modem, be sure to dial up. If you have DSL or a cable modem, you're always on the Internet, so you can skip this step.
2. Open Internet Explorer. This can typically be done by clicking the blue "e" icon usually found on your desktop.
3. In the Address bar at the top of your screen, type this web address: www.minutemenu.com and click [GO] or [OK]. This will take you to the Minute Menu web site.



4. Click on the “LOGIN” link that you see on the right hand side of the page at the top.

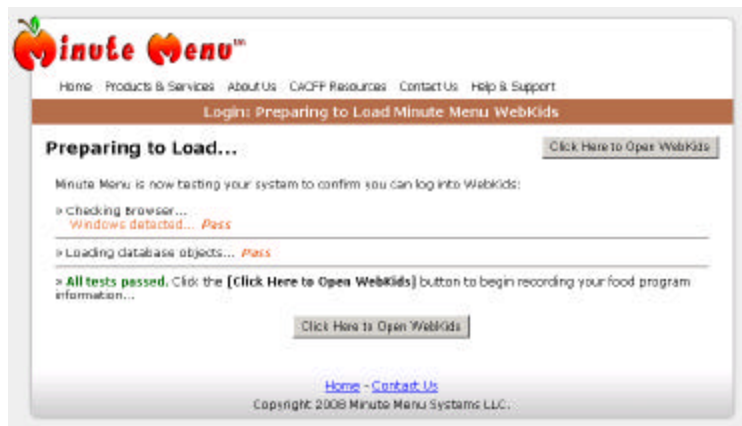
5. This will take you to the secure login page for Minute Menu WebKids. If your browser presents you with a message indicating that the page is secure, you can just hit [OK] to continue. Otherwise, you’ll be prompted to supply your login name and password.

6. Type the Login and Password that were given to you by your sponsor. Remember: passwords are case sensitive, so if your password was in lower case, make sure you don’t have the Caps Lock enabled on your keyboard. Also, be aware that if you got your password via email, that frequently the lower case letter “L” and the number “1” look virtually identical: 1 l



7. Press [Submit] after you’ve typed your login name and password. (Note: If you check the “Log in automatically” box, the next time you log into Current Providers, WebKids will bypass the Login screen.)

8. Now you will see Preparing to Load. Here WebKids will test your system to confirm that you can log in. If all tests pass, click on the [Click Here to Open WebKids] button to begin using WebKids. If WebKids does not open, click on the “Need help?” link. If everything is correct, the system will log you in and you’ll be ready to begin recording your claim information.

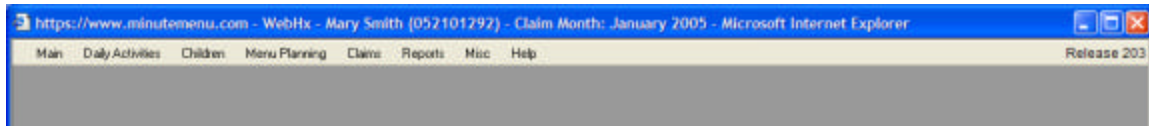


Getting Started with WebKids

WebKids has been designed to let you record your claim quickly and easily. It's easy to start. Here is what you need to do:

1. You must be in the correct claim month.

Check the **Current Claim Month** on the top of your screen.



If you don't see the current month, then you need to change it. **To change your current month:**

Use the gray menu bar at the top to go to **Claims>>Change Claim Month**.

This will bring up the Change Claim Month window. In that window, use the left or right arrows to choose the correct month.

Once you've come to the proper month, click the [Save] button.

Once you're in the right month, you're ready to continue.

2. Make sure all of your children are enrolled. To find out which children are enrolled:

1. Use the gray menu bar at the top to go to **Children>>Manage Children**
2. Once the Manage Children page loads, use the drop-down box to check your list of enrolled children.



3. Make a note of any missing children.

If all your children are already enrolled, then you're ready to Record Meals. Skip to Step 4.

But if you need to enroll any children. . .

3. Enroll any new children. To enroll children:

1. Use the gray menu bar at the top to go to **Children>>Enroll Child Wizard>>New Child**.
2. Supply all the information on that screen and hit [Next]. Repeat this process until you reach the end of the enrollment wizard, when you'll hit [Finalize]. (See page 5 for more information on Enrolling Children.)

Once you have all your children enrolled . . .

4. Record a meal. To record meals:

1. Use the gray menu bar at the top to go to **Daily Activities>>Record Meals**.
2. Chose the meal you want to record, and record food and attendance. (See page 8 for more information on Recording Meals.)

If you are *not* required to record daily child in & out times, then you're done. Skip to Step 6.

But if you *are* required to record daily child in & out time . . .

5. Record each child's in & out time. To record child in & out times:

1. Use the gray menu bar at the top to go to **Daily Activities>>Record In/Out**.
2. Record each child's in & out time. (See page 12 for more information on In/Out Times.)

That's it!

6. At the end of the month, you must submit your claim to your Sponsor. To do that:

1. Use the gray menu bar at the top to go to **Claims>>Submit Claim**
2. If you'd like to review your claim first, use that [Print Claim Report].
3. If you're *completely* done with this month, hit the [Submit Claim] button. (See page 9 for more information on Submitting Your Claim.)

Enrolling Children

When you begin taking care of a new child, you must enroll that child in WebKids. By enrolling that child in WebKids you will also enroll that child in the Food Program, so you will receive reimbursements for each meal that child receives while in your care.

Before You Begin

The USDA Food Program requires a large amount of information on each child you enter. WebKids collects all of this information, so it can take a while to enter all of that data into the computer. As a result, it is useful to make sure you've got everything you need before you begin. So, give your parents a Blank Enrollment Worksheet and have them fill it out ahead of time. You can use this form to make data entry a little easier when you type the information into WebKids. To print the Blank Enrollment Worksheet, go to the menu **Reports>>Children>>Blank Enrollments Worksheet**.

Start Enrolling

Click on the menu **Children>>Enroll Child Wizard>>New Child** to begin enrolling a new child from scratch. This will open the Enroll Child Wizard, focused on the first set of information for you to enter, the **Child Tab**.

Help **Enroll New Child**

Child Parent Schedule Special

First Name MI Last Name

Date of Birth [...]

Address

City State Zip Code

Relation to Provider

Sex Participates in CACFP

Child Race (check all that apply)

White Asian Pacific Islander Black Hispanic American Indian Not Given

Enrollment Date [...]

Enter this information, and hit [Next]. Continue entering information for the child until you reach the last page.

Enrollment Tip: Date of Enrollment – Once a child is enrolled in WebKids, the child will appear in the Record Meals function. But the child will only appear on meal dates that fall after the child’s date of enrollment. So if you enroll a child on April 15th, and you record a meal on April 13th, that child won’t appear. So be sure to supply an appropriate date of enrollment.

If You’re Interrupted – You’ll notice a [Close for Now] button on each page of the Enroll Child Wizard. You can click this button to save the enrollment information you’ve entered so far. This way, you can stop (to handle the various emergencies that arise while operating a child care business) and continue with this child’s enrollment later. When you’re ready to continue with this child’s enrollment, go to the menu **Children>>Enroll Child Wizard** and click on the name of the child you’ve begun entering.

Canceling an Enrollment – If you’ve already begun enrolling a child, but that enrollment should be canceled, you can click the [Delete] button to erase that child completely. But remember that if you want to claim that child at all (even for only one day), you must finish the enrollment process completely first, then withdraw that child.

Finalize the Enrollment

After you click [Next] on the last tab of the child enrollment wizard, you’ll be presented with the finalize enrollment page. Print a Temporary Enrollment Report to confirm that all of the information you’ve entered is correct. If any of it is not correct, you can Close out of the Finalize screen, and re-enter the Enroll Child Wizard by going to the menu **Children>>Enroll Child Wizard>>** and clicking on the name of the child you must edit. Use the [Back] and[Next] buttons to find the data that must be changed.

 **Enroll New Child** 

You must finalize this enrollment in order to begin claiming this child. However, in order to receive reimbursements for this child’s meals, you must mail a printed copy of the child’s enrollment report, signed by the parent, to your Sponsor.

Once you finalize enrollment, you will only be able to update school and parent contact information for this child. So please click the [Print Temporary Enrollment Report] to confirm this child’s information is accurate before you continue. Click [Close for Now] if you need to make any changes to this child.

If you are certain that all of the information you’ve entered for this child is accurate, then:

1. Click [Finalize Enrollment] below. The report will open in a new window.
2. Print the Enrollment Report on your Printer
3. Have the parent sign the form (and sign it yourself)
4. Mail the signed form to your Sponsor

If you have a problem printing, you can re-print this enrollment report from the Reports menu.

If you're certain that the child's enrollment information is correct, click [Finalize Enrollment] and print that enrollment report for the parent to sign.

If you need to reprint a child's enrollment report, you can do so by going to **Reports>>Child>>Enrollment Report** and selecting the child you want.

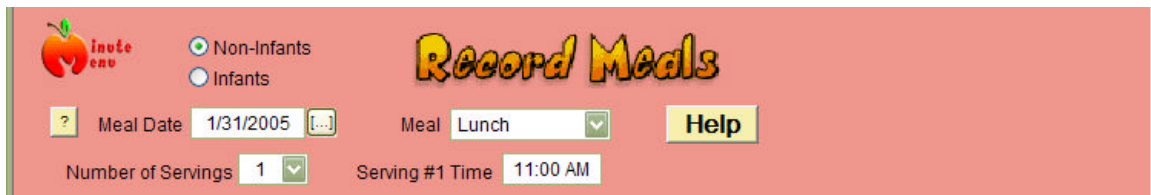
When children are enrolled via WebKids, they will be noted as "Pending" until your Sponsor activates the child. You can claim "Pending" children, but you won't be paid for those children until the Sponsor fully activates those children. Your Sponsor will activate Pending children when they receive a printed Child Enrollment Report from you with the Parent's signature on it – so don't forget to print that report out, have the parent sign it, and mail it to your Sponsor.

Once you finalize a child's enrollment, you will only be able to edit a few pieces of information about that child.

Recording Meals

Each day you serve meals you must keep records of the children and food served. You can use WebKids to record your meals, and automatically send that information to your Sponsor.

Open Record Meals: To begin record meals, click on the main menu **Daily Activities>>Record Meals**. This will open the Record Meals page, ready for you to enter a non-infant meal.



1. Choose the Date – The Record Meals page will be loaded by default for the current date, unless your Current Claim Month is before the current calendar month. If this is the case, you may need to change your claim month. (For information about changing your claim month see page 4.) When choosing a date, you can use the pop-up calendar (clicking the button to the right of the date) or you can type the date in directly (in the form of MM/DD) and hit the [GO] button.

2. Choose the Meal – When initially loaded, no meal will be selected. So you must choose the meal that you want to enter (or edit). Once you choose a meal, several other options will become visible, including your list of children.

3. Split Serving? – Did you serve this meal to one group of children? Or did you serve it to one group of children, some of whom left, and another group of children later arrived to eat the same meal? If you did split the meal, serving it to more than one group of children, then you should choose 2 for the Number of Meal Servings. When you do this, you'll notice there will be two attendance columns in the Non-Infant child list, one for the first serving, and one for the second. You'll also notice that a second serving meal time box will appear as well.

4. Supply Meal Time – Type a meal time for the meal. No colon is required, and AM/PM will be assumed based upon the meal you are recording. So, if you're entering 8:15 AM, you can just type 8:15. (If you're recording a meal with two servings, you must supply both meal times.)

Child Name	Stat	Age	Sch	Sick	Sch Out	Attend 1	Attend 2
Caster, Julie	W	1y 3m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edwards, Casey	P	8y 2m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gangee, Sam	A	7y 0m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Howard, Ron	A	3y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pfeifer, Nicole	A	8y 5m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Potter, Harry	A	3y 1m		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Powell, Lorraine	A	5y 9m	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, David	A	3y 11m	N	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, John	W	4y 0m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White, Patrick L	A	7y 11m	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Mark the Children in Attendance – For each child who attended the meal, put a check in the Attendance box in that child's row. When recording a meal for Non-Infants, only children one year of age or older as of the date of the meal will appear in the list of children. Additionally, only children who are fully enrolled and finalized with date of enrollments on or before the date of the meal will appear in the list. **Note on Split Servings:** If you're recording a meal with two servings, check each serving that each given child attended. So, if a child only attended the first serving, check only the first serving column for that child. If a child only attended the second serving, check only the second serving column for that child. If the child attended both servings, check both attendance columns (it's important to record that the child was present for both servings, even though the child only ate the meal once.)

6. Mark Sick Days or School Out for School Aged Children – Typically, school aged children will be in school during AM Snack and Lunch. If you serve a school aged child on a weekday while the child would normally be in school, there's usually a reason for it. Perhaps school is out for the spring break. Or maybe it's an inservice day. Or perhaps the child is sick, staying home from school but still attending your child care. If a child is home sick, put a check in the column labeled "Sick". If a child's school was out that day,

put a check in the “Sch Out” column. (There is no need to do this if the child is not yet attending school.) **Note:** You can use the Child Calendar to enter this school attendance information ahead of time, if you like.

7. Choose Foods – You must note each food that you served during the meal. There are two ways to select individual foods: (A) Click the button to the right of the menu blanks to bring up a list of foods, and click on the food you served. (B) Or if you remember the food’s number, just type it in the menu blank. (If you type a food number, the food’s name will appear automatically a few seconds after you click somewhere else on the page.)

There are also two ways to use a pre-planned menu template. Click the [Use Template] button and then click on the template that matches the foods you served. Or you can enter the name or number of the menu template and click [GO].

If you scheduled this meal ahead of time, you will be prompted to use that menu plan when you first select the meal date and meal.

Non-Infants

Child Name	Stat	Age	Sch	Sick	Sch Out	Attend 1	Attend 2
Caster, Julie	W	1y 3m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edwards, Casey	P	8y 2m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gangee, Sam	A	7y 0m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Howard, Ron	A	3y 10m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pfeifer, Nicole	A	8y 5m	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Potter, Harry	A	3y 1m		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Powell, Lorraine	A	5y 9m	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, David	A	3y 11m	N	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, John	W	4y 0m		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White, Patrick L	A	7y 11m	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meat/Alternate: Beef Ground (002) ...

Bread/Alternate: Italian Bread (024) ...

Fruit/Vegetable 1: Tossed Salad (224) ...

Fruit/Vegetable 2: Zucchini Squash (230) ...

Milk: Whole Milk (7) ...

Look up Menu by Name or Number: MM#084 go Choose Menu Template

Print Delete Children in Attendance: 5 3 Save Close

8. Save the Meal – Click the [Save] button when you are finished entering the non-infant meal.

Once you’ve saved your non-infant meal, you can enter any meal information for infants.

9. Enter Infant Information – Click the “Infants” option at the top of the Record Meals screen to begin entering information for children under 1 year of age. The basic meal information (steps 1 – 4 above) is carried over from non-infants, so it doesn’t need to be entered twice.

10. Mark Children in Attendance and Choose Foods – For each infant you fed, put a check in the Attendance box in that child’s row. As soon as you select a child in the list, you will see food choices appear for that child. You must supply foods for each infant who attends care, as infants are typically fed foods that are appropriate to them individually. If there is another infant in the same age group, the foods will copy automatically from the first infant to the other infants in that age group. However, you can change the foods and individualize the menus if same age infants are eating different foods.

Just because a child has been selected (i.e. that child’s row is highlighted in blue) doesn’t mean you’ve marked the child in attendance, be sure to put a check in the appropriate Attend box. And as you switch from infant to infant within the list of children, be sure to choose foods for each newly selected child.

11. Save the Meal – Click the [Save] button when you are finished entering the infant meal.

Tip: It may be easier to record this meal information on paper first, and then log into WebKids at the end of the day to enter this data. Try using the Daily Meal Worksheet. To print a Daily Meal Worksheet from the gray menu bar choose **Reports>>Claims>>Daily Meal Worksheet.**

Deleting Meals – If you’ve entered a meal by mistake, you can use the [Delete] button to erase that meal from your claim. Please note, when you delete a meal, you will delete both the infant & non-infant portions of that meal.

Editing Meals – If you’ve already entered a meal, you can edit it any time prior to submitting your claim to your Sponsor. Open Record Meals, choose the meal date and the meal, and the previously saved meal information will appear automatically. **Note:** you can not edit any meal for a claim month that has already been submitted to your Sponsor.

Printing Meals – The [Print] button in the Record Meals page will print all the meals that have been recorded on the current date (i.e., the Meal Date). If you’ve just entered meal information and have not yet hit [Save] to save the meal, that meal will not show up in the printed report. If you want to print the entire month’s meal & attendance information, use the Claimed Foods & Attendance Report, from within the Reports menu.

Recording Daily Child In/Out Times

Because of USDA regulations, some states require that providers keep track of the in/out times of every child every day. In others, the state requires that child in/out times are tracked only when split shifts are used. And in other states, providers don’t need to keep track of daily in/out times at all.

WebKids allows you to track the in & out times of each of your children on a daily basis, with the Record In/Out Times function. This function is accessed by going to the menu **Daily Activities>>Record In/Out Times**. If you don’t see this function in your Daily Activities menu, then your Sponsor has determined that you don’t need to record this information. If you do see this function, then you are probably required to provide this information. Ask your Sponsor for specific instructions.

To record in/out times:

1. Open the menu **Daily Activities>>Record In/Out Times**

Child #	Child Name	First Visit In	First Visit Out	Second Visit In	Second Visit Out	Third Visit In	Third Visit Out
1-21	Caster, Alicia	8:00 AM	5:30 PM				
1-12	Caster, Julie	7:30 AM	5:30 PM				
1-8	Edwards, Casey						
1-14	Gangee, Sam	7:30 AM	8:30 AM	3:30 PM	5:45 PM		
1-8	Hansen, Abigail						
1-5	Howard, Ron						
1-19	Pfeifer, Nicole	7:30 AM	8:30 AM	3:30 PM	5:30 PM		
1-11	Potter, Harry	7:30 AM	8:30 AM	11:30 AM	5:45 PM		
1-9	Powell, Lorraine						

2. **Choose the Date** - The Record In/Out Times web page will be loaded by default for the current date, unless your Current Claim Month is before the current calendar month. If this is the case, you may need to change you claim month. When choosing a date, you

can use the pop-up calendar, or you can type the date in directly (in the form of MM/DD) and hit the [go] button.

3. **Supply In & Out Times** - Click on the appropriate row and column within the list of children to record a child's time of arrival (in time) and time of departure (out time). If the child comes once before school, and again after school, you may have two sets of in & out times for that child. You can type the times in directly, and use the tab key to go from cell to cell within the list of children. The [Apply Typical Drop Off and Pick Up Times] button will automatically assign in and out times for all children based on the drop-off and pick-up times from the child's enrollment, so this may make it easier to enter this information.

4. **Save the day** - Once finished entering in/out times, click [Save]. Even if you aren't finished, if you leave this page up for a long time, it's a good idea to click [Save] periodically, in case you are disconnected from the internet.

Tip: It may be easier to record this in/out time information on paper first, and then log into WebKids at the end of the day to enter this data. Try using the Daily Meal Worksheet. To print a Daily Meal Worksheet, go to **Reports>>Claim>>Daily Meal Worksheet**.

Deleting Days – If you've entered a day by mistake, you can use the [Delete] button to erase all the child in/out times for that day. If you just want to delete a particular child's in/out times, click the relevant row and column and delete the time that was entered previously.

Editing Days – If you've already entered or started to enter child in/out time information for a particular date, you can edit that information at any time prior to submitting your claim to your Sponsor. Open Record In/Out Times, choose the date, and the previously saved child in/out times will appear automatically. Note: you can not edit any days within a claim month that has already been submitted to your Sponsor.

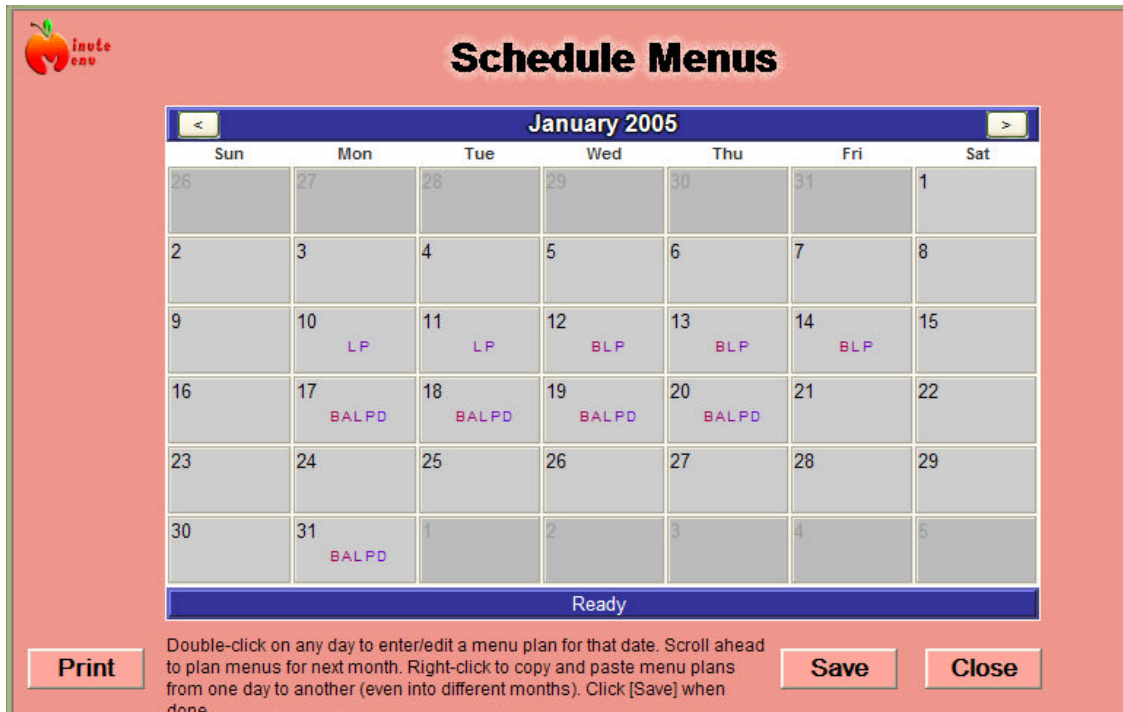
Printing In/Out Records – The [Print] button in the Record In/Out Times page will print all the child in & out times that have been recorded in the current claim month. If you've just entered child in & out times and have not yet hit [Save] to save the day, that day will not show up in the printed report.

Menu Planning

Schedule Meals

WebKids allows you to plan your menus ahead of time, even several weeks in advance, and print out a weekly schedule of meals to post in your child care, or use as a guide when grocery shopping.

To schedule meals click on the main menu **Menu Planning>>Schedule Menus for Month**. This will open a calendar of your current month.



You can move the calendar to a different month by clicking on the arrows at the top left and right hand corners of the calendar. Double-click on any day to enter or edit a menu plan for that date.

You can also copy and paste menu plans from one day to another, even into different months. Right-click to copy and paste menus.

The meals you have already planned will be indicated on the calendar by the letters B (breakfast), A (AM Snack), L (Lunch), P (PM Snack), D(Dinner) and E(Evening Snack). When you are recording meals and you have scheduled a meal for that day, you will be prompted to use that Scheduled Menu Plan when you first select the meal date and meal. If you are not going to use your Scheduled Meal, just click [No] and enter the meal that you are serving.

Click on the [Print] button and specify a date to print out your weekly menu plan.

Plan Menu Templates

To create your own pre-planned menu templates, go to the menu **Menu Planning>>Manage Menu Templates**. You have the option to add a new template or edit an existing one, for breakfast, lunch/dinner, or snack.

Enter a Template Name, and then select food components by clicking on the box to the right of each white box, or by typing in the food's number. Click [Save] when you have entered all of the meal's components. The next time you are recording meals and click on [Use Menu Template] the menu template you have created will appear on the list.

Updating Children

Once a child is enrolled, you are only allowed to edit a few pieces of information about that child, specifically, the child's school information and parent contact information. The USDA requires that any other information be changed by your Sponsor, and only after the Sponsor is notified of the change in writing with a parent's signature.

WebKids will allow you to edit an enrolled child's school and parent contact information. It will also help you notify your Sponsor of other changes to a child's enrollment.

To change a child's information:

1. Open the menu **Children>>Manage Child Information**

2. Select a child. **Note:** If the child you want to update is neither Enrolled (Active) nor Pending, you must change the Filter Child List and click Go. (An Active child is one who has been enrolled and has been approved by your Sponsor. A Pending child is a child who you've enrolled, but for whom the Sponsor is still waiting on a signed enrollment form.)

3. Select the appropriate tab, change the information you wish to change, and click [Save]. **Note:** If you want to change something other than the child's school or parent contact information, click the [Print] button to print the child's Enrollment Report. Write the changes to the child's information on that printed report and have the parent sign the report. Then send that Enrollment Report to your Sponsor, and your Sponsor will change the information.

To withdraw a child:

1. Open the menu **Children>>Manage Child Information**
2. Select a child
3. Click the [Withdraw] button
4. Choose the date that is the child's last date in your care. **Note:** You will NOT be able to claim this child after the child has been withdrawn, so be sure to choose an appropriate date here. **Also Note:** You cannot withdraw a child until the child has been activated by your Sponsor. So if you enroll a child and need to withdraw that child in the same month, you'll have to wait until your Sponsor activates the child. If the Sponsor does not activate the child for several weeks, you may want to contact your Sponsor to have them withdraw the child for you.

To update a child's calendar:

If you serve a school age child on a weekday while the child would normally be in school, the Food Program requires you to document the reason why. In WebKids you can use the child calendar to record school out days, and days when a school age child is sick and in your care.

Open the menu **Children>>Manage Child Calendar**. Select a child from the drop down list at the top left of the calendar.

Using the icons on the left, drag and drop the appropriate event onto the relevant date on the calendar. Repeat for each school age child in your care. You can note specific meal variations within the day if it doesn't apply to the entire day—so you can account for early release or late start days. To delete anything you've recorded, just double click on the date, highlight the item to be deleted and click [Remove].

You can advance the calendar to another month if you want to record upcoming school vacations.

You can also access the Child Calendar by going to Manage Children, selecting a child and clicking on the [Calendar] button.

Manage Child Calendar

Filter Child List: Enrolled & Pending [go] Select Child: Potter, Harry

January 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 Holiday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 School Out	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Added School Out to January 17

Select a child. Then drag and drop the appropriate event (use the boxes on the left) onto the relevant date in the calendar. Double-click a date to delete any event. Click [Save] when done. (Some events are maintained by your Sponsor.)

Save Close

As an alternative to the Child Calendar, School Out days and Sick days can be recorded as you are recording your daily meals. Just click on the box in the “Sch out” or “Sick” column for the appropriate child. When you use this method of recording School Out days, the system assumes the child is out of school all day. You must use the Child Calendar the specify Late Start or Early Release days.

Provider Calendar

Use the Provider Calendar to record days that you are closed for business or open on a holiday.

From the menu choose **Misc>>Provider Calendar**. Drag and drop an icon from the left hand side of the calendar over to the appropriate date on the calendar. You can advance the calendar month if you wish and record future days that you will be open on a holiday or closed for business.

Manage Provider Calendar

January 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 Holiday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Closed for Business	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Added Closed for Business to January 17

Drag and drop the appropriate event (use the boxes on the left) onto the relevant date in the calendar. Double-click a date to delete any event. Click [Save] when done.

Save **Close**

If you are closed for just part of the day, you can specify meal-specific variations within the day. You can note if you are closed for just one meal, or a combination of meals, as well as the entire day.

Review Meals

To see at a glance the days and meals that you have recorded meals for the month click on the menu Daily Activities>>Review Meals. You will see a calendar of the current month and the meals abbreviations, B, A, L, P, D and E on the days that you have recorded meals. Double click on any day to edit or enter meals for that day.

Review Meals

January 2005

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

Ready

Double-click on any day to enter/edit meals for the day.

Close

Submitting your claim

Once you enter your meal & attendance information for the month, you need to send that information to your Sponsor. With WebKids, this is very easy, and doesn't involve sending the Sponsor any paper.

Finished With the Month?

If you think you're done entering meal & attendance information during the month, then you're ready to submit your claim to your Sponsor. But it's a good idea to review your meal & attendance first, just to make sure.

1. Open the menu **Claims>>Submit Claim** to Sponsor.



2. Click the [Print Claim Report] and review your meal & attendance information (on screen, or print it out if you like.) If you need to make any changes, close the Submit Claim to Sponsor window, go into Record Meals, and edit the meals you must edit. Clicking on [Print Attendance] will print a one page report that will list a day by day total of the children you have claimed at each meal.

3. If you are required to record child in/out information, you'll also see [Verify In/Out Times] and [Print In/Out Times]. Use the [Print In/Out Times] button to get a print-out of all child in/out records that you saved during the month. Use the [Verify In/Out Times] button to get a list of any potential problems related to child in/out times – like a day when you recorded a meal but didn't record a child's in/out times.

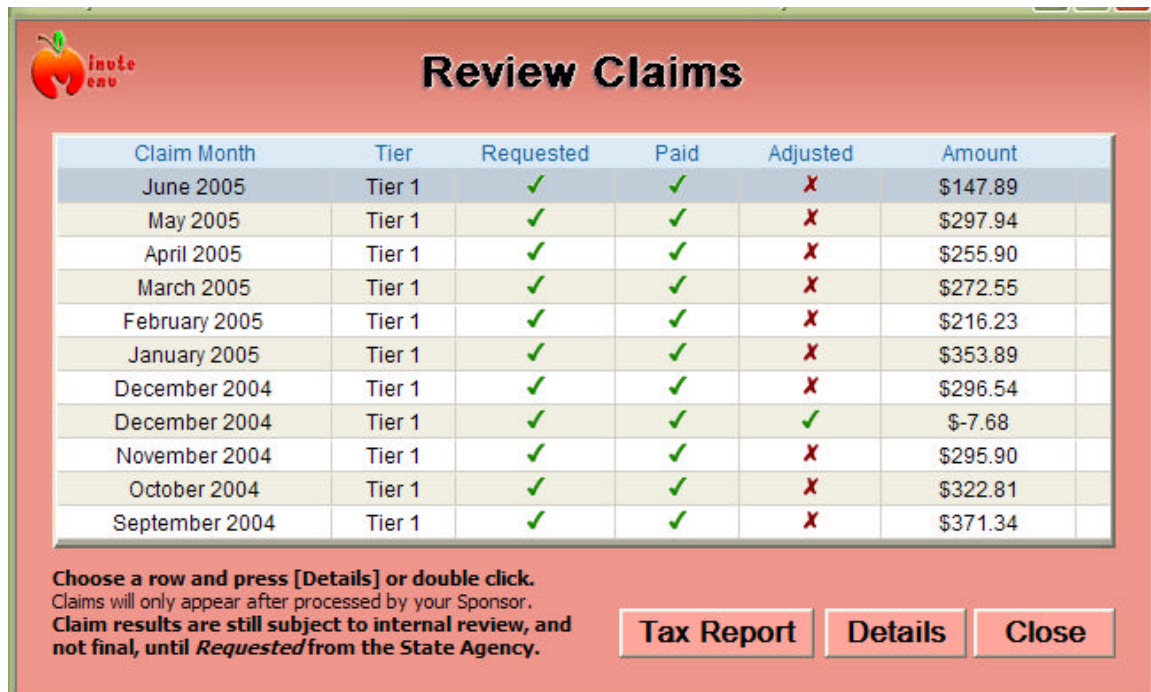
If you need to make any changes, close the Submit Claim to Sponsor window, go into the Record In & Out function, and edit the days you must edit.

4. Once you've confirmed that your information is ready, click the [Submit Claim] button and wait a few moments. When your claim has been successfully submitted, you will be presented with window confirming that. Close the Submit Claim function, and you'll notice that your Current Claim Month has been advanced to the next month, and you're now ready to record meal & attendance information in the new month. **Note:** Once you submit a claim for a month, you won't be able to edit any information in the month again.

Review Claims

WebKids allows you to view information about the claims you have submitted to your sponsor.

From the menu choose **Claims>>Review Claims**. You will see a list of the claims that have been processed by your sponsor, starting with the most recent.



Review Claims

Claim Month	Tier	Requested	Paid	Adjusted	Amount
June 2005	Tier 1	✓	✓	✗	\$147.89
May 2005	Tier 1	✓	✓	✗	\$297.94
April 2005	Tier 1	✓	✓	✗	\$255.90
March 2005	Tier 1	✓	✓	✗	\$272.55
February 2005	Tier 1	✓	✓	✗	\$216.23
January 2005	Tier 1	✓	✓	✗	\$353.89
December 2004	Tier 1	✓	✓	✗	\$296.54
December 2004	Tier 1	✓	✓	✓	\$-7.68
November 2004	Tier 1	✓	✓	✗	\$295.90
October 2004	Tier 1	✓	✓	✗	\$322.81
September 2004	Tier 1	✓	✓	✗	\$371.34

Choose a row and press [Details] or double click.
 Claims will only appear after processed by your Sponsor.
Claim results are still subject to internal review, and not final, until Requested from the State Agency.

Tax Report Details Close

From this screen you can print a tax report for the current, or click the [Details] button to access more information concerning a particular claim, including numbers of Tier 1 and Tier 2 meals, your Provider Error Letter, a print out of your check stub and various other reports.

Reports

There are a variety of useful reports and worksheets available to you in WebKids. To check out the reports go to the menu bar across the top and choose **Reports**.

Quick Usage Tips

When using WebKids, there are many different ways to go about any given task. However, in some cases, there are certain shortcuts or certain steps you can take so you spend less time recording your claim information. Here are some tips you may find useful.

1. Hide Site Graphics

On the main menu screen, WebKids can display a welcome screen that displays several frequently used functions. But this welcome screen can take a while to download on slower internet connections. So if you see this welcome screen, and you have a dial-up connection, you should click the checkbox labeled “Slow internet connection? Click here to hide site graphics” Most graphics on other pages within WebKids will also be hidden, so those pages should load a bit faster as well.

2. Use the Daily Meal Worksheet

When using a dial-up connection, it is frequently impossible to stay on-line all day while operating your child care business, so it’s not practical to stay logged into WebKids throughout the day. Since it can take several minutes just to log into the Internet, jumping onto WebKids several times throughout the day to record claim information simply takes too much time.

To help make it easier, WebKids has a report called the Daily Meal Worksheet. Print this report out before you start the day (or print several copies for the entire week). Hand-write your meal & attendance information during the day on this printed report, while your computer and the Internet are not near at hand. Then, at the end of the day, log onto the Internet, login to WebKids and record the entire day at once using the notes you’ve written on the Daily Meal Worksheet. This way, you spend much less time dealing with your claim paperwork, so you have more time to focus on your children.

To print the Daily Meal Worksheet, go to the menu **Reports>>Claim>>Daily Meal Worksheet**. Click the Print button after the report comes on screen. And if you want to print copies for the entire week, change the Number of Copies option immediately before printing.

3. Memorize Frequently Used Food Numbers

When recording meals, you can choose foods by clicking the button to the right of the menus, which will bring up a list of foods on screen (your Food Chart). When using a dial-up connection, though, this Food Chart can take a few seconds to appear. To save a few seconds while entering foods, you can just put the foods's number in the white box, instead of bringing up the entire Food Chart each time. So if, for example, you often serve Fluid Milk, and you notice in the Food Chart that Fluid Milk is number 7, just type in "7" rather than bringing up the Food Chart with all of your Milk choices each time. (Hint: After you type in the food, hit the "tab" key on your keyboard, and the food name will appear.)

You won't be able to memorize all the numbers on the entire Food Chart, but if you can remember a few frequently served foods, this could save you quite a bit of time.

You can also enter numbers for pre-planned menu templates. Instead of clicking on the [Use Menu Template] button, type in the number (or name) of the menu template and click [go].

4. Schedule Your Meals

You can plan your meals out ahead of time in WebKids with the Schedule Meals feature. Schedule your meals for the entire week or entire month, and use that meal plan when serving your children.

If you have planned a meal, then when you begin to Record Meals for that date and that meal, the system will ask you if you want to use that scheduled meal. Choose "Yes", and all of your pre-planned foods will show up automatically for that meal, so you don't have to record the foods again. And if you've made any last minute substitutions, you can just change that particular food, rather than re-entering all the foods. If you remember the food number, you can just type in the submitted food's number as well.

5. Record School Vacations Ahead of Time

You can use the Child Calendar to record school vacation information ahead of time for each of your children. If you note these vacation weeks/months ahead of time, then you won't have to record them each time you record a specific meal.

To record a school vacation ahead of time for a specific child, go to the menu **Children>>Manage Child Calendar**. From there, select each child (as appropriate), and use the [Add School Vacation] button to note the vacation dates.

6. Type the Date

If you need to supply or change a date while using WebKids – while recording meals, recording child in/out times, or enrolling a new child – you'll always have a pop-up

calendar to help you. But if you use a dial-up internet connection, it can take several seconds for the calendar to appear, and you may have to scroll through several months. So try typing the date in directly to save a few seconds. If you're entering a date in the current year, you can usually just supply the day and the month.

7. Print Blank Enrollment Worksheet Before Enrolling Children

When you enroll a new child in your care, the Food Program requires a lot of information. You will enroll that child into WebKids so you can begin claiming the child immediately, and mail the printed enrollment form into your Sponsor once the Parent signs it. But it can take quite some time to enter all of the information for a newly-enrolled child. So, before you start, print the Blank Enrollment Worksheet. Give this worksheet to your parents to fill out overnight. When they bring it back, you'll have all the information you need to enroll the child into WebKids, so you won't have to constantly stop and restart while you try to find all the required information.

To print the Blank Enrollment Report, go to the menu **Reports>>Children>>Blank Enrollment Worksheet**.

8. Bookmark the Minute Menu Login Page as a Favorite

Each day, you will login to Minute Menu using your Internet Explorer web browser. Typically, you'll open Internet Explorer (using the little blue "e" icon), and it will show your home page. Then you would have to type www.minutemenu.com which will bring you to the Minute Menu web site. Then you click on "Current Providers." And finally you type your login name and password.

Favorites (sometimes referred to as Bookmarks) are pages that you set up in Internet Explorer that you can directly access at any time, with just two mouse clicks. So adding the WebKids Login page to your Favorites will cut a few seconds from the time required to login. To add WebKids to your list of favorites:

Log out of WebKids, and reopen Internet Explorer.

Visit www.minutemenu.com

Click on the "Current Providers" link to get to the login page

Across the top of your screen, you should see a "Favorites" button. **Click the "Favorites" button.**

Click "Add" to add the page to your favorites.

Click [OK] to confirm that you want to add the Minute Menu login page to your favorites. Once finished, you can click on the Minute Menu favorite to go directly to the login page.

Technical Help

Having problems with your web browser? Do you get an error when using any function with in WebKids? You can access Technical Help in WebKids by choosing the menu **Help>>WebKids Help** and scrolling to the bottom. There are also links to WebKids Technical Help on the Login page and the Loading Portal.

WebKids and Data Privacy

The USDA Food Program requires Sponsors to record and store large amounts of information about your child care business. Sponsors use the Minute Menu system to manage that information. As a result, much of your Food Program related information is transmitted to and from Minute Menu servers.

At Minute Menu, we are very serious about protecting the privacy of confidential information on child care providers, the children they care for, and their parents. We understand that this information is personal and private in nature. As a result, we've taken every precaution to protect all Minute Menu data and the WebKids servers from unauthorized access.

If you would like to read more about Minute Menu's Policies on Privacy go to the menu **Help>>Privacy Policy**.