



Provider's ID Number ____ _

Provider Agreement when using the Minute Menu Program Record Keeping System

IT IS VERY IMPORTANT that you carefully read "Provider Agreement when using the Minute Menu Program Record Keeping System".

This agreement states the rules and guidelines for utilizing any of the various Minute Menu programs to record and track Child and Adult Care Food Program meals, attendance, enrollments, and other required information. Failure to abide by these rules can result in loss of meal reimbursement.

1. Federal regulations require CACFP meals and attendance be recorded daily. "Daily" means that the meals and attendance for today **MUST** be recorded on-line before ***midnight***. Providers must enter their meals and attendance data on-line for each day that their day care is operating. If meals and attendance information is not entered in to Minute Menu before midnight, the software will not allow recording of meals or attendance for that day. The use of Daily Meal Worksheets or any other form of records **will not be allowed**.
2. *It is the provider's responsibility* to have a back-up plan in place if their computer or internet connection is not working. Providers are able to access their online Minute Menu account from any computer with internet access using their login ID and Password. Minute Menu does offer other options for recording menus including a free downloadable app, "kids2go", which can be used with your iPhone, iPod Touch, iPad or Android device. From time to time, Minute Menu has experienced unintended outages for their on-line servers. In most cases, these outages are short and will not interfere with the ability to log-in within the allowed time frame to record the menus and attendance prior to the "lock out" time at midnight. Minute Menu sends broadcast messages to all providers claiming on-line to inform them of the outages as soon as possible. In the rare case that a problem with Minute Menu's on-line servers actually prevents a provider from logging on and recording food program meals and attendance information, the provider must contact our office as soon as possible so that the situation may be investigated and resolved.
3. When enrolling a child via Minute Menu, providers must print a copy of the completed Child Enrollment Report. It must be reviewed, signed and dated by the child's parent/guardian. The parent/guardian's signature and date will serve as the child's actual enrollment date. The completed Child Enrollment Report must be mailed to our office **within 5 days of the child's enrollment date**.
4. Immediately after a child is correctly enrolled using Minute Menu, the child's name will appear as "Pending" when recording meals and attendance. Providers should understand that new "pending" children will not be "Activated" and will not be eligible for meal reimbursement until a signed, complete Child Enrollment Report is received in our office. Minute Menu also gives providers a pop-up reminder before a claim is submitted that children are still listed as pending.
5. In order to record daily meal and attendance information on Minute Menu, the system must reflect the current claim month. **All monthly claims must be submitted at the end of the last working day of the month or on the 1st day of the following month. If the previous monthly claim is not submitted it will prevent providers from recording meals and attendance information for the current month.**

6. Before submitting a monthly CACFP claim to the Child Nutrition Program of Southern California providers should verify the following:
- A. All meal and attendance information has been **completely and accurately** entered.
 - B. "Sick" days or "school-out" days have been documented for all school-age children (including children who attend Preschool, Headstart, or AM or PM Kindergarten) when claimed for an A.M. snack or lunch.
 - C. All Child Enrollments for new children have been mailed to the office within 5 days of the child's enrollment date.
 - D. The days that I have been closed during the month have been entered.
 - E. I will notify Child Nutrition Program of Southern California, in writing, if I choose to stop using the Minute Menu as my claiming source.

Acknowledgements and Certification

I understand that I must record my daily meals and attendance online before midnight each day. I acknowledge that the meals and attendance information in the Minute Menu system must be made available immediately for review by any Child Nutrition Program of Southern California or State Agency staff when requested. I certify that the information entered into Minute Menu will be absolutely accurate and correct; if completed by an Assistant/Helper, I understand that **I am responsible** for accuracy of the information and claims submitted. I also understand that the information I have entered into Minute Menu is provided in connection with the receipt of Federal funds and that deliberate misrepresentation may result in State or Federal prosecution.

I have read and understand the requirements above. I will ensure that information for my monthly claim reimbursement is true and correct to the best of my knowledge. I have signed both copies of the Provider Agreement when using the Minute Menu Program Record Keeping System and have kept one copy for my records.

Provider's Name (Print)

Provider's Signature

Date _____