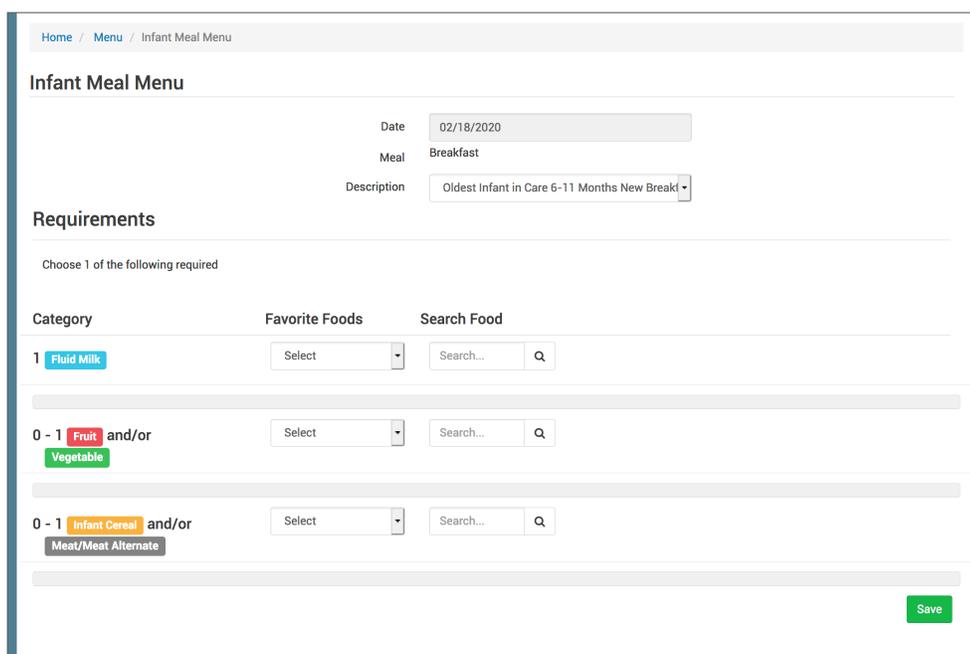


To plan a menu for infants by date:

- Be sure that “By Date” is selected for Infant Menu Method under Site Details.
- Click on the blue “Edit Infant Menu” button.
- Under “Description” select the infant age range for which you want to plan a menu. **Note: the system prompts you to select the age range of the OLDEST infant in care. If you have only infants 5 months and younger, select the choice “Oldest Infant in Care 0-5 months”. If you select this choice, you not be entering items other than formula/breast milk. If you have any infants at all that are 6 months or older, select “Oldest Infant in Care 6-11 months”. Then you will be prompted to enter food items in addition to formula/breast milk.**
- Select the food items that you are using to satisfy the infant meal components. You are not required to enter anything other than formula/breast milk since it may be possible that an infant is not developmentally ready for food items.
- You may enter as many food items as you want.
- If you need to record which specific foods were consumed by each specific infant, then you should either use the Infants by Name menu method (option is selected under Site Details) or enter all the foods offered and use the Infant Food Serving Report to match each infant to the specific food they ate.
- When you are done, click “Save”. If the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

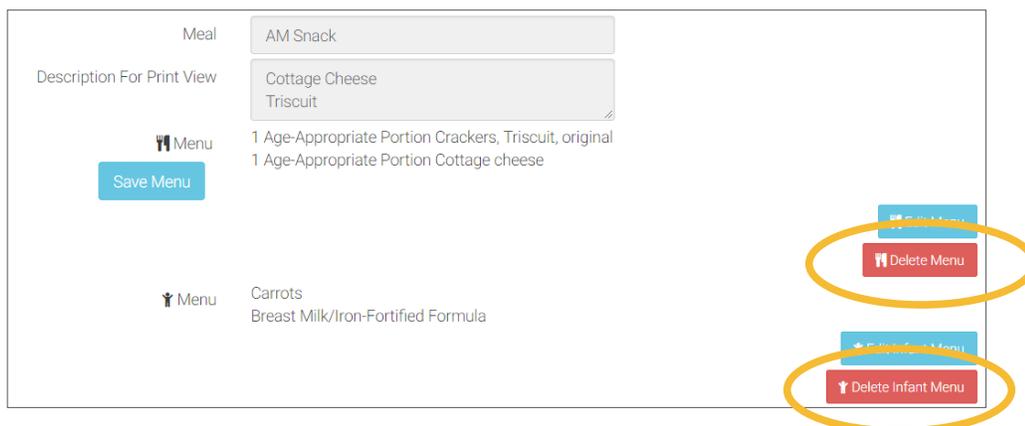


The screenshot shows the 'Infant Meal Menu' planning interface. At the top, there is a breadcrumb trail: Home / Menu / Infant Meal Menu. The main title is 'Infant Meal Menu'. Below this, there are three fields: 'Date' set to 02/18/2020, 'Meal' set to Breakfast, and 'Description' set to Oldest Infant in Care 6-11 Months New Break. A 'Requirements' section follows, stating 'Choose 1 of the following required'. There are three rows of requirements, each with a 'Category', a 'Favorite Foods' dropdown, and a 'Search Food' search box. The first row is '1 Fluid Milk'. The second row is '0 - 1 Fruit and/or Vegetable'. The third row is '0 - 1 Infant Cereal and/or Meat/Meat Alternate'. A green 'Save' button is located at the bottom right of the form.

You may delete a menu as long as the meal has not been included in a claim. If a food production record has been created based on the menu, deleting the menu will ALSO delete the food production record. This is to ensure that the menu and food production record always match.

To delete a menu for a single day:

- Click on Menu on the main dashboard.
- Click on the date and meal that you want to delete.
- Click the red “Delete Menu” or “Delete Infant Menu” button.
- The menu is now deleted and the fork/knife icon disappears from the menu calendar.



The screenshot shows a menu management interface. On the left, there are two menu items, each with a fork and knife icon and a 'Menu' label. The first menu item is titled 'AM Snack' and has a description for print view: 'Cottage Cheese' and 'Triscuit'. Below the description is a list of ingredients: '1 Age-Appropriate Portion Crackers, Triscuit, original' and '1 Age-Appropriate Portion Cottage cheese'. A blue 'Save Menu' button is positioned below the first menu item. The second menu item is titled 'Carrots' and has a description for print view: 'Carrots' and 'Breast Milk/Iron-Fortified Formula'. On the right side of the interface, there are two red buttons: 'Delete Menu' and 'Delete Infant Menu'. Both buttons are circled in yellow.

To delete a menu for multiple days:

- Click on Menu on the main dashboard.
- Click on the “Delete Menus” button at the top of the page.
- Select the Delete From, Delete To and Meal you wish to delete.
- Click the red “Delete Menus” button.



The screenshot shows a form titled 'Delete Menus'. It contains three input fields: 'Delete From *' with the value '07/05/2021', 'Delete To *' with the value '07/09/2021', and 'Meal *' with the value 'All selected'. A red 'Delete Menus' button is located at the bottom right of the form.