

Menu: Planning Menus: Recording Menus for Infants by Name



Selecting “By Name” for your Infant Menu Method allows you to record both planned menus and Individual Infant Menus. The planned menus are optional, but the Individual Infant Menus are required. If you are recording a menu on that day or a previous day, you must enter the Individual Infant Menu. If you are recording a date in the future, then you can record the planned menu.

To record a menu for infants by name:

- Be sure that “By Name” is selected for Infant Menu Method under Site Details.
- Infants must be checked in for daily attendance and the meal before they will appear on the infant menu by name screen.
- Click on “Menu” from the main dashboard and select a meal from either today’s date or a previous date.
- Click on the blue “Edit Infant Menu” button.
- Next to each infants name, select the food items that you are using to satisfy the infant meal components. Be sure to enter the amount for each component. 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.
- If a child has an “Infant Meal Notification” on-file then the selected formula will be included in the drop-down list.
- By default, all infant foods are listed as favorite foods and appear in this menu. If you would like to include additional foods, please be sure to add them to your Favorite Foods list.
- 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" form. At the top, there is a "Date" field set to "10/06/2021" and a "Meal" dropdown set to "Breakfast". Below this, there are three colored tabs: "Fluid Milk" (blue), "Fruit and/or Vegetable" (red), and "Infant Cereal and/or Meat/Meat Alternate" (orange). The main table has columns for "Name", "ID", "Age", "Food", "Amount", "Unit", "Food", "Amount", "Unit", "Food", "Amount", "Unit". Three rows of data are visible, each for a different infant: Cooper Curtis (11, 8m), Evan Daniels (4, 7m), and Lily-Anne Greene (12, 5m). Each row has a "Member's Mark (Sam)" dropdown for the "Food" column, and input fields for "Amount" and "Unit" (Tbsp or oz). A green "Save" button is located at the bottom right of the form.

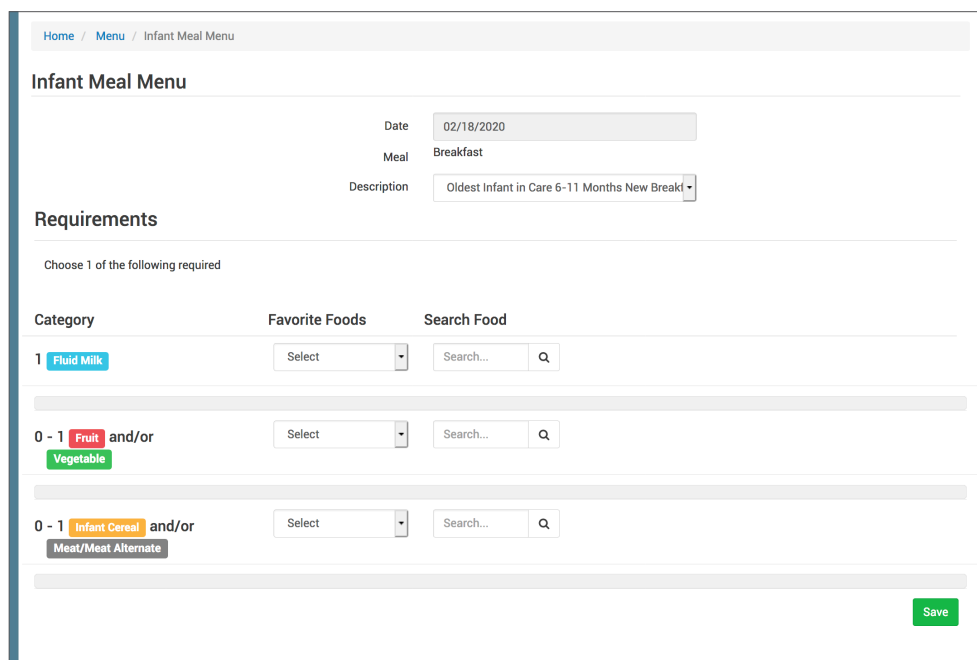
Name	ID	Age	Food	Amount	Unit	Food	Amount	Unit	Food	Amount	Unit
Cooper Curtis	11	8m	Member's Mark (Sam)	8	oz	Select		Tbsp	Select		Tbsp
Evan Daniels	4	7m	Member's Mark (Sam)	8	oz	Select		Tbsp	Select		Tbsp
Lily-Anne Greene	12	5m	Member's Mark (Sam)	6	oz	Select		Tbsp	Select		Tbsp

You can print the Individual Infant Menus from the Reports section.

- Select the “Reports” button from the main dashboard.
- Select Food Service Operations Reports under the Report Type.
- Click the link for “Infant Menu by Name”.

To plan a menu for infants:

- Select a date in the future.
- 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.
- If a child has an “Infant Meal Notification” on-file then the selected formula will be included in the drop-down list.
- You may enter as many food items as you want.
- 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' with the value '02/18/2020', 'Meal' with the value 'Breakfast', and 'Description' with a dropdown menu showing 'Oldest Infant in Care 6-11 Months New Break'. Below these fields is a section titled 'Requirements' with the instruction 'Choose 1 of the following required'. There are three rows of requirements, each with a 'Category' column, a 'Favorite Foods' column with a 'Select' dropdown, and a 'Search Food' column with a search box and a magnifying glass icon. The first row has '1 Fluid Milk' in the category. The second row has '0 - 1 Fruit and/or Vegetable' in the category. The third row has '0 - 1 Infant Cereal and/or Meat/Meat Alternate' in the category. At the bottom right of the form is a green 'Save' button.

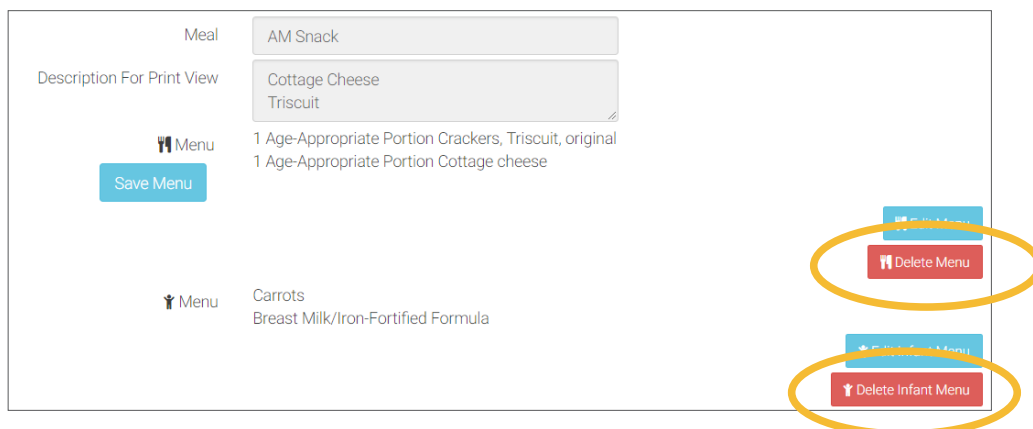
You can print the planned menus from the menu page. Scroll to the bottom and select:

- “Monthly Infant Menu Print-Ready”. After you click “Monthly Infant Menu Print-Ready” a report will be generated and the page will refresh. Click on “Download Print-Ready Menu” and save the PDF document in your location of choice.

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.



Meal: AM Snack

Description For Print View: Cottage Cheese Triscuit

Menu: 1 Age-Appropriate Portion Crackers, Triscuit, original
1 Age-Appropriate Portion Cottage cheese

Save Menu

Menu: Carrots
Breast Milk/Iron-Fortified Formula

Delete Menu

Delete Infant Menu

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.



Delete Menus

Delete From * 07/05/2021

Delete To * 07/09/2021

Meal * All selected

Delete Menus