

# Menu: Planning Menus: Planning New Menus for Children Ages 1 and Older



## To plan a new menu for children ages 1 and older:

- Click on “Menu” on the main dashboard.
- Click on the date and meal type for which you want to enter a menu.
- To plan a menu for children ages 1 and older:
  - Click on the blue “Edit Menu” button.
  - Enter the “Description for Print View”. Note that whatever is entered in this box is what will appear when you print a menu.
  - Enter the “Menu Notes”. Note that whatever is entered here will be added to the list of food items and will also appear on the *Child Menu Print Ready Report*.
  - If you wish to use a saved menu, select it from the “Use Saved Menu” drop-down, then make any changes and click Save.
  - If you want to enter food items without using a saved menu:
    - Go through each of the required components and select the food item that you are using to meet that meal pattern requirement.
    - You must have a food item for each required meal component in order to save the menu.
    - You may add food items using the drop-down Favorite Foods list. If your sponsor allows it, you may also search our food database for additional food items. If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
    - If you select a food item by mistake, simply click the red “Remove” button.
    - When you are done, click “Save”. If there 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 "Meal Menu" planning interface. At the top, there are fields for "Date" (11/03/2020) and "Meal" (Breakfast). Below these are two text input areas: "Description For Print View" and "Menu Notes", each with a small icon to its left. A "Use Saved Menu" dropdown menu is set to "Select".

The "Requirements" section lists: "One of each of the following" and "One whole-grain rich food per day : not met".

The main table has four columns: "Category", "Portion Size", "Favorite Foods", and "Search Food".

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select	Search... Q
1 Fruit and/or Vegetable	Adjust from one Age-Appropriate Portion	Select	Search... Q
1 Grains and/or Meat/Meat Alternate	Adjust from one Age-Appropriate Portion	Select	Search... Q

A green "Save" button is located at the bottom right of the form.