

# Determine Attendance Requirements When Entering Meals

Last Modified on 11/03/2020 2:47 pm  
CST

You can require providers record attendance when recording meals. This can help ensure that your providers are recording daily attendance. This setting is controlled by preference M.002, which provides three options:

- Require Attendance Only
- Require In/Out Times
- Do Not Require Attendance

To make changes to this preference:

1. Click the **Administration** menu and select **Sponsor Preferences**. The Sponsor Preferences window opens.
2. Click the **Select the Category to Move to** drop-down menu and select **M. Online Claiming Preferences**.

The screenshot shows the 'Sponsor Preferences' window. At the top, there are two dropdown menus: 'Select the Category to move to:' and 'Select the Error to move to:'. Below these is a 'Select State:' dropdown menu set to 'TX'. A note says 'Click the Checkbox next to a policy to change it's setting. Click the Description row to see the entire description.' The main area is titled 'Policy Settings for TX. Policies with \* have multiple state settings.' It lists 'M. Online Claiming Preferences' with a sub-entry '002. Require Child Attendance Before Recording Meals' which is checked. The 'Current Setting' is 'Y'. Below this is a warning message: 'WARNING: Changing systems settings can have far reaching consequences. If you change something improperly, claims may be improperly paid. If you are at all unsure about making a change, please contact Minute Menu support BEFORE you make changes.' At the bottom, there is a 'Select Setting:' dropdown menu set to 'Y' and a note 'Uncheck the Policy or click Cancel to de-select your choice.' There are five buttons: 'Print List', 'Print Changes', 'Cancel', 'Save', and 'Close'.

3. Check the 002 box.
4. Click the **Select Setting** drop-down menu and select **Y, A, or N**.
5. Click **Save**.

The headings below describe the difference between each setting.

## Require Attendance Only at Meal Time

Set preference M.002 to A to require providers take attendance before each meal without requiring they also provide In/Out times. Present will display on the Check In/Out page. This option does not prevent providers from adding In/Out times on the Check In/Out page. However, if they do add In/Out times, Present changes to IN or OUT on the Check In/Out page.

Child must be checked in before recording meals. Check In Cancel

Schmiltes, Gabby 3 y ☰

No In/Out Times Required on the Enter Meal Page

Schmiltes, Gabby Present ▾	Shelley, James Present ▾
Shmiles, Miles ▾	Sykes, Sam ▾
twenty two oct, kid pro ▾	Woodville, Diana ▾
Woodville, Mathilda ▾	

Present Shows on the Check In/Out Page

## Require In/Out Times at Meal Time

Set preference **M.002** to **Y** to require providers to record In/Out times when taking attendance on the Enter Meal page. With this option enabled, IN and OUT display in the Check In/Out page, because providers recorded In/Out times.

Child must be checked in before recording meals. Check In Time 02:26 PM ⌚ Check In Cancel

Jack, Sean 5 y ☰

In/Out Times Requirement on the Enter Meal Page

- Home ▾
- eForms
- Meals ▾
- Food Program ▾
- Calendar
- Check In/Out**
- Reports
- Accounting ▾
- Messages

Check In/Out

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Apply enrollment times Expand all

bay ba, release ▾	bay tam, kid release ▾
Beaufort, Caroline IN ▾	Hall, Yolanda ▾
hap, chip chip ▾	iinfant sevenmonth, Jock ▾
Jack, Sean IN ▾	Lavenza, Elizabeth ▾

IN shows on the Check In/Out Page

## Do Not Require Attendance at Meal Time

Set preference **M.002** to **N** to not require attendance be taken before meals are recorded. Providers can still take attendance on the Check In/Out page, as well as provide In/Out times.