

[VIDEO] Create & Manage Master Menus

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Master Menus are templates created specifically for the USDA meal pattern. As such, there are three types of Master Menus:

- Breakfast
- Lunch/Dinner
- Snacks

Watch the video below, or click one of the following links to jump to a specific Master Menu task.

Adding Master Menus

1. Click the **Menu Planning** menu and select **Master Menu Plans**. The Master Menus window opens.

Master Menu

Please double click on any Master Menu below to edit that existing Master Menu, or click 'Add' to create a new reusable Master Menu template for the appropriate type of meal for your providers.

Breakfasts

Add

Menu Name	Meat	Bread	Vegetable	Fruit
MM#002		Kashi (083)		Apples (00)
MM#003		Scones (044)		Blackberrie
MM#004		Cheerios / Variety (155)		Bananas (C
MM#005		Wheat Bread (048)	Hash Browns (257)	
MM#007	Sausage - Pork (083)	Muffins (026)		Cantaloupe
MM#008	Cod (053)	Rice Crispies / Variety (2...	Bamboo Shoots (155)	Fruit Saurc

Snacks

Add

Menu Name	Meat	Bread	Vegetable	Fruit
MM#002		Quick Breads (040)		Mixed Fruit
MM#003	Peanut Butter (180)		Celery (164)	
MM#004		Biscuits (002)		Plums (041
MM#005	Mozzarella Cheese (155)	Crackers (056)		Apple Juice
MM#007		Brn Muffins (003)		Cantaloupe

Lunches/ Dinners

Add

Menu Name	Meat	Bread	Vegetable	Fruit/Veg
MM#002	Fish Sticks (057)	Brown Rice (118)	Butternut Squash (161)	Green Salad (2
MM#003	Roast Beef (021)	Biscuits (002)	Carrots (162)	Tangerines (05
MM#004	Beef Ground (001)	Spaghetti Noodles (112)	Corn (166)	Brussels Sprou
MM#005	Pork Chops / Cutlet (075)	Bread Sticks (004)	Sweet Potato/Yams (264)	Green Beans (

Print All Menu Templates

Close

- Click **Add** under the appropriate meal. For example, to add a Lunch menu, click Add under Lunches/Dinners. The Add New Master Menu dialog box opens.
- Click the **Number** box and assign a number to this Master Menu. This number is what providers use on scannable forms (if you use scanning).
 - You must assign a number to this menu, even if your providers use KidKare.
 - Use a unique number. You cannot use the same menu number more than once. This includes any cycle menus you have set up.
 - Do not use any numbers that include a 9. This is because there is no number 9 in the Food sections on the Minute Menu HX scannable forms due to space constraints.
- Click the **Template Name** box and enter a name for this master menu.
- In the **Choose Foods** section, click next to each food component to select. Your food list displays.
- Click a food to select it. The food list closes and the food you selected displays in the appropriate component box.
- If you add a **Bread/Alternate** that is a whole grain, check the **Is This Whole Grain Rich** box.

8. When finished, click **Save** or **Add Another**.
9. Click **Yes** at the confirmation prompt. If you clicked **Add Another**, the boxes in the **Add New Master Menu** dialog box clear so you can add a new menu. If you clicked **Save**, click **Close** to close the **Add New Master Menu** dialog box.

Editing Master Menus

1. In the **Master Menus** window, double-click the menu to change. The **Edit Master Menu** dialog box opens.
2. Update the selected components, as needed.
3. When finished, click **Save** to save your changes.
4. Click **Yes** at the confirmation prompt. Click **Close** to close the **Edit Master Menu** dialog box.

Removing Master Menus

Note: You cannot delete Master Menus that have been claimed. You can change the foods and update the menu, but you cannot delete it.

1. In the **Master Menus** window, double-click the menu to delete. The **Edit Master Menu** dialog box opens.
2. Click **Delete**. The menu is deleted.

Printing Master Menus

1. In the **Master Menus** window, click **Print All Menu Templates**. The **Select Mode** dialog box opens.
2. Select **English** or **Spanish**.
3. Click **Continue**. The **Select Master Menu Meals** dialog box opens.



4. Select **All Meals**, **Breakfast**, **Lunch/Dinner**, or **Snack**.
5. Click **Continue**. A PDF is generated. You can print or export it.