

About the Food & Attendance Review Page

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The amount of required fields on the Food & Attendance page varies depending on user input. For example, if you do not select a meal, meal components are *not* required. However, if you do select a meal, the components *are* required. For this reason, the remaining required fields are marked with an asterisk next to the page icon, and the page display changes as monitors complete the review.

1. In the **Meal Service Details** section, select **No Meal, Breakfast, AM Snack, Lunch, or PM Snack**.
2. If the provider is approved for multiple servings, select the number of servings given at the meal (1 or 2). Then, select the time at which each serving was given.
3. In the **Food Served**, section, select the food served at the meal. You must complete this information for both non-infants and infants. There are slight differences between how meals are recorded for infants versus non-infants. For more information, see **Recording Meal Components for Infants**, below.
4. Click a child's name to mark them as present for the meal. If you selected two servings in **Step 2**, click the child's name again to mark them as present for both servings.

Review > Abernathy, Jessica (200286)

You are entering a review for Jessica Abernathy (200286) Save & Exit Review

Main (5) Meal (1) Food & Attendance (1) Service Analysis (5) Compliance (5) Paperwork (1) Other (2) Finalize

Meal Service Details

Meal *

Serving 1 * 03:30 PM

Food Served

None infants

Meat/Alternate Cottage Cheese (130)

Bread/Alternate Animal Crackers (062)

Is this whole grain-rich?

Fruit Peaches (034)

Vegetables

Milk

Jones, Timothy (New) 1

Note: If a child is not listed on this page, click **Add Child**. Then, enter the child's information and click **Add**. The child is added to the review and to Minute Menu HX.

5. When finished, click **Continue**.

Recording Meal Components for Infants

Per the USDA regulations for developmentally ready foods, there is no set age when developmentally ready foods must be served, as the development rate of infants varies between children. All meal components for infants must be recorded on a per-child basis.

You must still click the child's name to mark them as present (click twice to mark them present for both servings, if needed). Once a child is marked present, meal components display under their name.

The screenshot displays a web interface for recording meal components for infants. At the top, a blue header bar is labeled 'Infants'. Below this, a green bar contains the child's name 'Smith, Bobby' and the status '(New)'. To the right of the name is a blue square with the number '1' and an upward arrow. Underneath the name bar is a dropdown menu labeled 'Infant Milk' with 'Parent Supplied Formula (13)' selected. To the right of the dropdown is a green 'Add Child' button. At the bottom of the interface, there is a progress bar indicating 'Step 3 of 8', and two buttons: a green 'Save' button and a blue 'Continue' button.