Specific Forms

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This article provides basic guidelines for reviewing and scanning specific form types.

Child Enrollment Forms

When scanning child enrollment forms, ensure that you have separated different versions of the enrollment forms into different stacks for scanning. For example, if you scan a 3002E enrollment form when the scanner is expecting a 3002G, most of the information will come in properly, but school information and other special information is corrupted.

These are some of the validation checks performed on enrollment forms. Note that this list is not exhaustive.

- A valid DOB and enrollment date is present.

- The enrollment date is not a date in the future. If the date on the form is after the current claim month, you are prompted to confirm that it is the correct date.

- The enrollment date should not be a past date. If the date on the form is is before the current month, you are prompted to confirm that it is correct. If you receive this error often, it can indicate that a child number was duplicated.

- The Infant bubble must be marked for infants. If it is not, you are prompted to confirm that this is actually an infant. Many providers mistakenly use the current year instead of the child's actual date of birth, which causes the child to be entered as an infant in error. This check prevents that from happening.

- Child numbers must be unique. If they are not, you are prompted to choose from the following options:
    - Change the number or group of the child you are enrolling.
    - Withdraw the previously enrolled child that is using the same

number. The withdrawal date will be automatically set to the last day of the month prior to the new child's date of enrollment so no child numbers are duplicated during a given month.

- Update the existing child. You should do this if you are scanning an enrollment renewal or are re-scanning an enrollment form for some reason. All of the child's existing, non-scannable information remains as it was.
- Throw out the form being scanned.

- Child names and DOB should be unique. If the child name and DOB match another child, you are prompted to confirm that you are not enrolling a duplicate.

When the validation process is finished, new enrollments are in the Minute Menu HX database. You can view them in the List Children window.

Menu Forms

When scanning menus, separate bubble menus from attendance menus.

Remember to manually review the foods on attendance menus. If any foods are invalid or missing, bubble-in the appropriate shaded column next to the invalid or missing food.

These are some of the validation checks performed on menu forms. Note that this list is not exhaustive.

- A valid provider ID number must be present.
- The provider does not have existing claim or menu data for the claim month. If such data does exist, you are prompted to overwrite the existing data or throw out what you are currently scanning. This check helps you identify when a provider fills-out the wrong provider ID on one or more of their forms. If you see this error when you are not deliberately re-scanning a provider's claim, we recommend you do some research to find the reason for the error.

- If there are two or less of a particular provider ID in a given batch of forms, you are prompted to confirm that those provider IDs are actually correct. Most of the time, this error indicates that a provider has filled out the wrong ID on one or two of their forms.
- Forms should not be missing a month or have an invalid month. If the month is missing or invalid, you are prompted to confirm that the form being scanned is for the correct month (so a late claim isn't slipped in by mistake).
- Form columns should not be missing a day or have an invalid day. If the day is missing or invalid and at least one meal has something marked in that column, you are prompted to supply a valid date. If there is no meal claimed in that column, you can select Throw Out Column to ignore the entire column.
- The provider should not use the same date in two different day columns. If they do so, Minute Menu HX can handle this in one of two ways:
  - Minute Menu HX forces you to correct the problem.
  - Minute Menu HX automatically throws out any column that has a duplicate day marked, and an error is generated on the Provider Error Letter. This informs the provider of the problem.

When the validation process is finished, attendance and meal information is in the Minute Menu HX database.

Review Forms

When you scan reviews, ensure that you select the right review form type. When the validation process is complete, the review information is in the system.

If you mark a child number that is not in the database on the scannable review form, the child number is effectively ignored. If you scan a review form that has a new child number on it and later scan an enrollment form

for that same child number, you must manually edit that review using the provider reviews function. You must also add that child to the attendance for that meal.