

Create & Manage EZ Menus

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EZ Menus are date-specific scheduled menus. Providers who use scannable menu forms would mark #01 and then mark the M bubble. KidKare providers simply select the EZ Menu they need when recording meals. You must have created a valid EZ Menu for that specific date and meal, otherwise the meal will be disallowed when processed.

Adding EZ Menus

1. Click the **Menu Planning** menu and select **Plan EZ Menus**. The Plan EZ Menus window opens.

Plan EZ Menus

Click on the day below to view edit or delete the menu plan for the given day.
Drag and Drop the menu plan from any given day to copy it to another day.

April 2019

Sun	Mon	Tue	Wed	Thr	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Meal Key:
B - Breakfast P - PM Snack
A - AM Snack D - Dinner
L - Lunch E - Evening Snack

NOTE: A meal abbreviation in the calendar indicates that meal has been planned on that date

View Day
Print
Close

2. Select the month to plan. this month defaults to the current claim month. Click  to move to the next month.
3. Click the date for which to plan menus.
4. Click **View Day**. The Plan EZ Menus for a Specific date window opens.

Plan EZ Menus for a Specific Date

Menu Plan for: Tuesday 04/23/2019

Breakfast: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit: ...
 Delete Milk: ...

A.M. Snack: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit: ...
 Delete Milk: ...

Lunch: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit/Vegetable: ...
 Delete Milk: ...

P.M. Snack: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit: ...
 Delete Milk: ...

Dinner: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit/Vegetable: ...
 Delete Milk: ...

Evening Snack: Use Master Menu
 Meat/Alternate: ...
 Bread/Alternate: ...
 Is this whole grain-rich?
 Vegetable: ...
 Fruit: ...
 Delete Milk: ...

Print Delete Entire Day Save Close

- In each meal section that applies (Breakfast, AM Snack, Lunch, PM Snack, Dinner, and Evening Snack), click next to each meal component and select the appropriate food. You can also click **Use Master Menu** to select a menu from your saved master menus.
- Click **Save**.

Deleting EZ Menus

- Click the **Menu Planning** menu and select **Plan EZ Menus**. The Plan EZ Menus window opens.
- Select the month to plan. this month defaults to the current claim month.
- Click a day with an existing EZ Menu.
- Click **View Day**.
- Click **Delete Entire Day**.
- Click **OK** at the confirmation prompt.

Printing EZ Menus

- Click the **Menu Planning** menu and select **Plan EZ Menus**. The Plan EZ Menus window opens.
- Select the month to plan. this month defaults to the current claim month.
- Click a day with an existing EZ Menu.
- Click **View Day**.
- Click **Print**.