

Approve Providers for Menu Plans

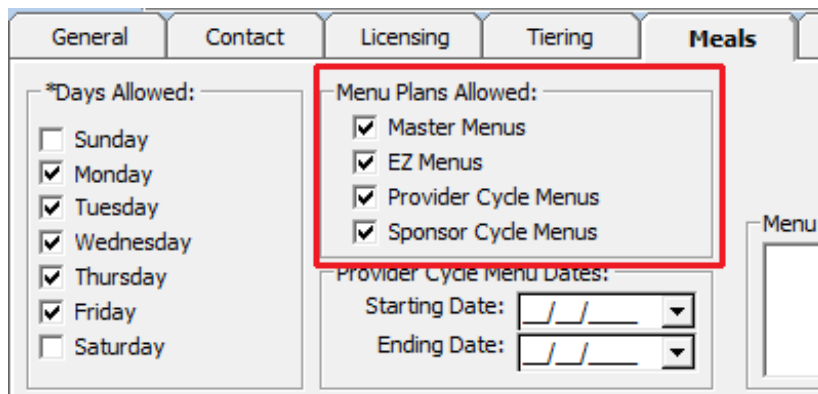
Last Modified on 04/22/2019 2:50 pm CDT

You can configure Minute Menu HX so you specifically approve or disapprove individual providers for menu plans. You can also set up menu plans to be used by all providers, regardless of the settings in a particular provider's profile.

Note: KidKare providers can always use Provider Scheduled Menus and Provider Menu Templates, regardless of the settings in the Provider Information window.

To set up a provider to use any of the menu plan types:

1. Click the **Providers** menu and select **Provider Information**. The Provider Information window opens.
2. Click the **Providers** drop-down menu and select the provider.
3. Click the **Meals** tab.
4. In the **Menu Plans Allowed** section, check the box next to each menu the provider can use:
 - Master Menus
 - EZ Menus
 - Provider Cycle Menus
 - Sponsor Cycle Menus



The screenshot shows the 'Meals' tab in the Provider Information window. The 'Menu Plans Allowed' section is highlighted with a red box and contains the following checked items:

- Master Menus
- EZ Menus
- Provider Cycle Menus
- Sponsor Cycle Menus

Below this section, there are fields for 'Provider Cycle Menu Dates' with 'Starting Date' and 'Ending Date' dropdown menus.

5. Click **Save**.

Note: You may also need to supply an effective date range for provider cycle menus. Providers are only approved to use provider cycle menus during the date range you set. If **Preference E.004c** is set to Disallow, providers are disallowed if they attempt to claim a provider cycle menu outside of this date range.
