

Understand Forms

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In this article:

- [Child Enrollment Forms](#)
- [Menu Forms](#)
- [Review Forms](#)
- [Changes Made to Scan Forms](#)
- [Can I Use My Old Forms?](#)

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 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.

Changes Made to Scan Forms

This section provides information for changes made to scannable forms.

All Menu and Attendance Forms

- **Daily Attendance Area:** This field was added based on instruction from the USDA. Federal regulations indicate that daily attendance must be marked separately from attendance at meals.
- **New/Updated Food Fields:** Added a Meat/Alt field to Breakfast. Separated the Fruit and Vegetable fields at snacks. Changed one of the Fruit/Vegetable lines to Vegetable at Lunch and Dinner.
- **Provider Attestation:** Added the following sentence: I certify that I served at least the minimum required quantities to each child by age and served the correct milk to each child by age.

Other changes for space concerns:

- Limited child numbers to 1-28
- Moved Provider ID to the top of the form
- Moved the provider signature and attestation to the side of the form

Regular Menu and Attendance Forms (1102/1122/8513/8523)

- **Whole Grain Served At:** This field allows providers to indicate that a food served that is not always a whole grain (i.e. spaghetti noodles, bagel, and so on) was whole grain-rich in this instance. The HX claims processor always looks at foods bubbled for a whole grain item. If none of the foods served are always whole grain, then it looks at this field for the provider's indication of which item qualifies.

Infant Full Bubble Changes (1203/1223)

Because the USDA requires that you record foods served to individual infants, providers must bubble the meal that they are recording and, if infants in the same age group ate different foods, record that meal for each infant. For this reason, providers may now use multiple columns for the same day without bubbling a second serving without or Group 2 or 3 at the top.

Enrollment Forms

- **Limiting the Child Numbers to 1-28:** This change was made per the menu form changes.
- **Parent-Supplied Formula/Breast Milk:** The question of whether the parent supplies breast milk or formula has been split into two questions, similar to how it's presented in KidKare. Currently, this does not affect any of the windows in HX.

Can I Use My Old Forms?

The answer to this question depends on which forms you use, and how much work you want to do.

Note: You cannot combine old and new forms in an individual provider's claim. You must scan batches of claims on the old forms separately from the new forms.

Full Bubble Regular forms (1101/1121): Your providers cannot record Meat/Alt at breakfast or a snack that contains a Fruit and a Vegetable. They will also not have the Whole Grain Served At field, so if the food they bubbled is not indicated as a whole grain in the food properties, they may get disallowed. Other than that, these forms are usable. Providers must not claim child numbers 29-32 after their children are renumbered.

Full Bubble Infant (1202/1222): The processor is only checking that Breastmilk or Formula was served, since all other foods are optional until developmentally appropriate under the new meal pattern. Providers must not claim child numbers 29-32 after their children are renumbered.

Written Foods Regular forms (8511/8521): Disallowances will be tricky, but providers can write whatever you want them to in the food area, so they can record any meal under the new meal pattern. You must manually enter disallowances for Meat/Alt at breakfast and if you want any Fruit or Vegetable errors to display separately. Providers must not claim child numbers 29-32 after their children are renumbered.

Written Foods Infant forms (8512/8522): Providers can write whatever you want them to in the foods area, so they can record any meal under the new meal pattern. We recommend writing the number of the child that received each food beside the food. You must manually enter meal disallowances if you want them to match individual children and match up to the new meal pattern age groups. Providers must not claim child numbers 29-32 after their children are renumbered.

Enrollment Forms: If providers assign a new child a number in the 29-32 range, you are prompted to assign a different number during forms validation. This functionality already exists for when providers try to assign a child number that's already in use.

Review forms: You can continue to use these.