

Create & Manage Cycle Menus

Last Modified on 07/16/2024 10:22 am
CDT

Cycle menus are menus that correspond to each day of the week. You can create sponsor cycle menus that all providers can access, and you can create provider-specific cycle menus. KidKare comes with 42 generic menus that correspond to the six meals of the day times seven days of the week. Foods are not assigned to any of these meals, but these meals exist so you do not have to supply up to 42 meals worth of foods for the given cycle.

When claims are processed using this cycle, they are processed as if the meals had all required food components. You can supply foods for specific meals if you like, or you can leave the cycle as-is without the foods.

If certain days or meals do not apply to the cycle, leave those days/meals blank. If a provider attempts to claim this cycle for a day/meal that is not part of the cycle, the meal is disallowed when you process the claim.

Adding Cycle Menus

1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menus** or **Provider Cycle Menus**.
 - a. If adding a **Provider Cycle Menu**, select the provider name in the drop down at the top of the screen.

The screenshot shows a form with three main sections: 'Provider Status' with a dropdown menu set to 'Active'; 'Date' with a 'Select a day' button and a calendar icon; and 'Provider' with a dropdown menu set to 'Please select'.

2. Click the **Cycle Number** drop down and enter the number to assign to the cycle.
3. Click **Add New**. This creates a generic cycle with empty menus for all six meals of the day for all seven days of the week.

Note: If you enter a cycle number number that is already in-use, you are prompted to select a new one.

4. Click the **Day of Week** drop-down menu and select the day of the week for which to plan menus.
5. In each meal section that applies (Breakfast, AM Snack, Lunch, PM Snack, Dinner, and Evening Snack), click the drop down box next to each meal component and select the appropriate food. You can use the **Type to Search** box to enter a food name and find it quickly.

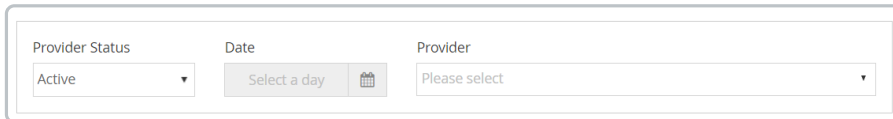
The screenshot shows the main configuration interface for a cycle menu. At the top, there are fields for 'Cycle Number' (111) and 'Day of Week' (Monday), along with buttons for 'Delete Cycle Menu', 'Delete Entire Day', and 'Save'. Below this, there are sections for 'Breakfast', 'AM Snack', 'Lunch', and 'PM Snack'. Each section has dropdown menus for 'Meat/Alternate', 'Bread/Alternate', 'Vegetable', 'Fruit', and 'Milk'. The 'Breakfast' section is currently active, and a search box is open, showing a list of food items under the 'Vegetables' category, including Artichokes, Asparagus, Avocado, Baked Beans, Baked Potatoes, Bean Sprouts, Beets, and Black Beans.

6. You can also click **Use Master Menu** to select a menu from your saved master menus.
7. Click **Save**.
8. Repeat **Steps 5-7** for each day to plan.

Editing Cycle Menus

To change a cycle menu:

1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menu** or **Provider Cycle Menu**.
 - a. If editing a **Provider Cycle Menu**, select the provider name in the drop down at the top of the screen.

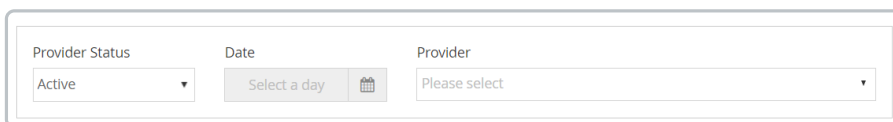


The screenshot shows a header section with three main components: 'Provider Status' with a dropdown menu currently set to 'Active'; 'Date' with a 'Select a day' button and a calendar icon; and 'Provider' with a dropdown menu currently set to 'Please select'.

2. Click the **Cycle Number** drop-down menu and select the cycle menu to change.
3. Click the **Day of Week** drop-down menu and select the day of the week to change.
4. Update meal components, as needed.
5. To remove a meal from a day, click **Delete** in the appropriate meal section.
6. Click **Save**.


Deleting Days from Cycle Menus

1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menu** or **Provider Cycle Menu**.
 - a. If deleting days from a **Provider Cycle Menu**, select the provider name in the drop down at the top of the screen.



The screenshot shows a header section with three main components: 'Provider Status' with a dropdown menu currently set to 'Active'; 'Date' with a 'Select a day' button and a calendar icon; and 'Provider' with a dropdown menu currently set to 'Please select'.

2. Click the **Cycle Number** drop-down menu and select the cycle menu to change.
3. Click the **Day of Week** drop-down menu and select the day of the week to change.
4. Click **Delete Entire Day** in the top right corner.
5. Click **OK** at the confirmation prompt.



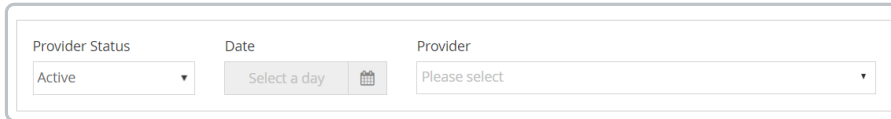
The screenshot shows a footer section with three main components: 'Cycle Number' with a dropdown menu currently set to '111'; 'Day of Week' with a dropdown menu currently set to 'Monday'; and three buttons: 'Delete Cycle Menu' (red), 'Delete Entire Day' (red with a blue border), and 'Save' (green).

Deleting Cycle Menus

To delete a cycle menu:

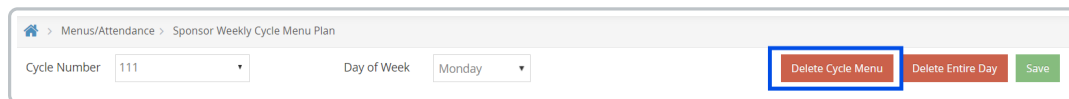
1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menu** or **Provider Cycle Menu**.

a. If deleting a **Provider Cycle Menu**, select the provider name in the drop down at the top of the screen.



Provider Status: Active
Date: Select a day
Provider: Please select

2. Click the **Cycle Number** drop-down menu and select the cycle menu to change.
3. Click **Delete Cycle Menu** in the top right corner.
4. Click **OK** at the confirmation prompt.



Home > Menus/Attendance > Sponsor Weekly Cycle Menu Plan
Cycle Number: 111
Day of Week: Monday
Delete Cycle Menu | Delete Entire Day | Save