

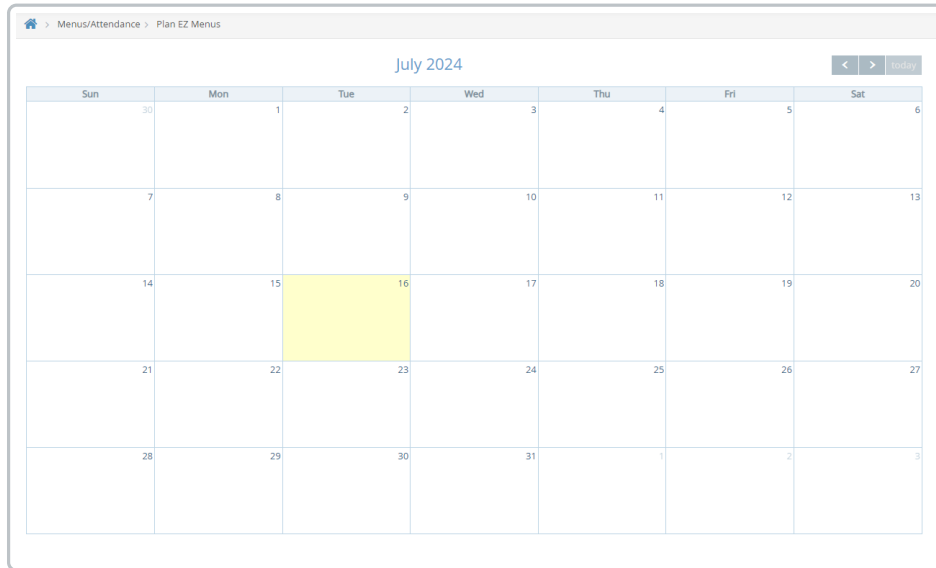
Create & Manage EZ Menus


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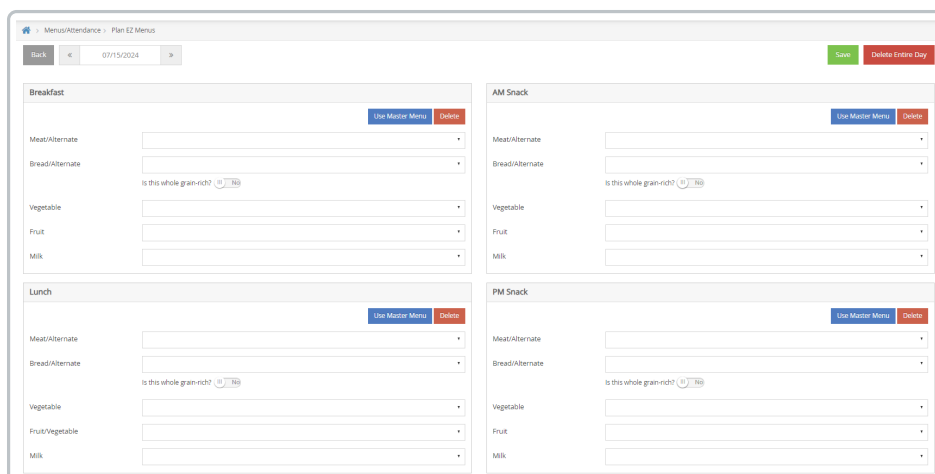
EZ Menus are date-specific scheduled menus. KidKare providers simply select the EZ Menu they need when recording meals. You must have created a valid EZ Menu for that specific date and meal, otherwise the meal will be disallowed when processed.


Adding EZ Menus

1. From the menu to the left, click **Menus/Attendance** and select **Plan EZ Menus**. The Plan EZ Menus calendar opens.



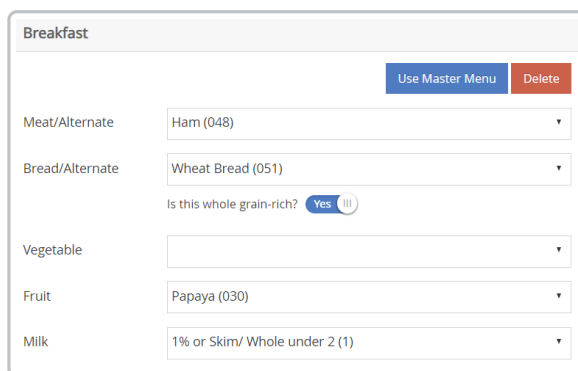
2. Select the month to plan. This calendar defaults to the current claim month. Click  to move to the next month.
3. Click on the day you are planning the menu for. The Plan EZ Menus screen for that Specific date window opens.



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

Deleting EZ Menus

1. From the menu to the left, click **Menus/Attendance** and select **Plan EZ Menu**. The Plan EZ Menu window opens.
2. Select the month for the EX Menu you are wanting to delete.
3. Click the day with the EZ Menu you are wanting to delete.
4. You can delete the entire days worth of EZ Menus, or just one meal at a time:
 - a. To delete the entire day: Click **Delete Entire Day** in the top right corner to delete all meals entered for that day.
 - b. To delete individual meals for that day: Click **Delete** in the top right of the meal section for the meal that should be deleted.



The screenshot shows a window titled "Breakfast" with a "Use Master Menu" button and a "Delete" button in the top right corner. The form contains several dropdown menus and a toggle switch:

Meat/Alternate	Ham (048)
Bread/Alternate	Wheat Bread (051)
Is this whole grain-rich? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Vegetable	
Fruit	Papaya (030)
Milk	1% or Skim/ Whole under 2 (1)

5. Click **Delete** at the confirmation prompt.