

CYCLE MENU INSTRUCTIONS

Cycle Menus

- * Are designed to take the guesswork out of your meal planning.
- * Allow providers the ability to record meals even quicker than before with fewer errors.
- * Are given a specific menu number for all meals served the entire week.

If you are using Cycle Menu #63, you simply record M (Menu) and 63 for Breakfast, Snacks, Lunch or Dinner along with your attendance, just like you would record a master menu number. That's it!!! On Tuesday repeat M for menu, #73 for all meals and record attendance. On Wednesday... Repeat...

By choosing to use a cycle menu you have committed to serving that menu for the entire week. Once you start a cycle menu on Monday it must be followed through the end of the week on Friday.

Occasional substitutions are expected, however they should be kept to a minimum when using cycle menus. Substitutions must be noted on the back of your cycle menu, for example if you are scheduled to serve carrots and have green beans, please note that green beans were served in lieu of carrots,

A word of caution: If you choose to use the cycle menu, plan for those meals on the specific day and meal. Providers that intentionally abuse the cycle menu system are subject to loss of claimed meals, a seriously deficient determination or termination due to cause.

