Enable Individual Infant Menus

Individual infant reporting allows you to record menus for each, individual infant at your center. This not only may meet a state reporting requirement, but it also allows your staff to account for infants at differing developmentally ready status. When you enable this feature, the Infant Menu you set on the Daily Menu page becomes the default menu for all infants marked in attendance at a meal. You can then make adjustments, as needed, when recording meal counts on the Attendance & Meal Counts page.
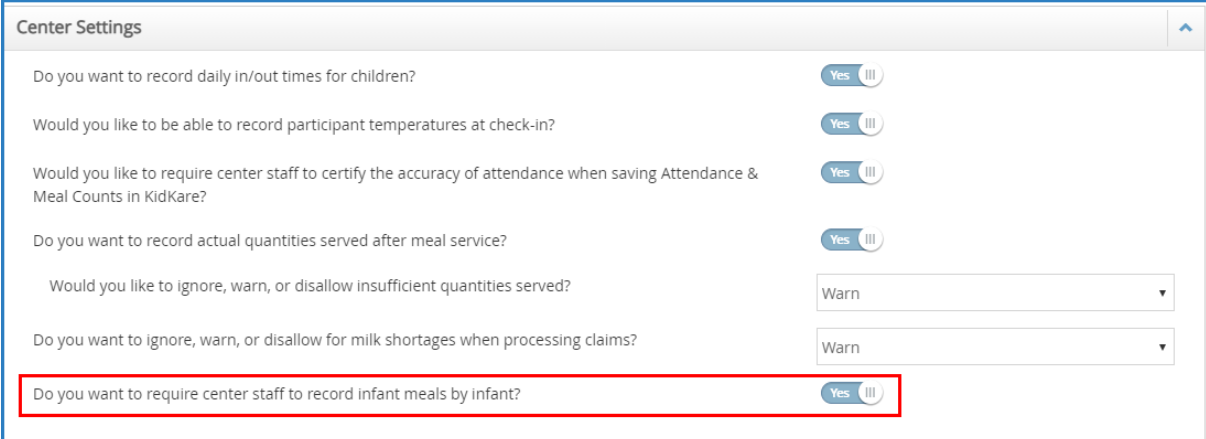
Once you record infant menus for the day, you can then print the Infant Feeding report from the Daily Menu page or from the Reports page. This report lists the menu served to each infant at each meal for the day, and each infant is listed on a separate page.

Note that individual infant menus do **not** affect claims processing. The default infant menu recorded on the Daily Menu page will be the menu used for processing claims and determining disallowances. The only claim error that individual infant menus affect is Error 103.

> **Note:** Center admins for independent centers must enable this feature. If you are a sponsored center, your food program sponsor must enable this feature for you.

To enable individual infant menus for your center:

1. Click . The Settings page opens.

2. Click next to **Do you want to require center staff to record infant meals by infant?** Your changes are saved automatically.