

Enable Individual Infant Menus

Last Modified on 12/19/2023 11:54 am
CST



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.

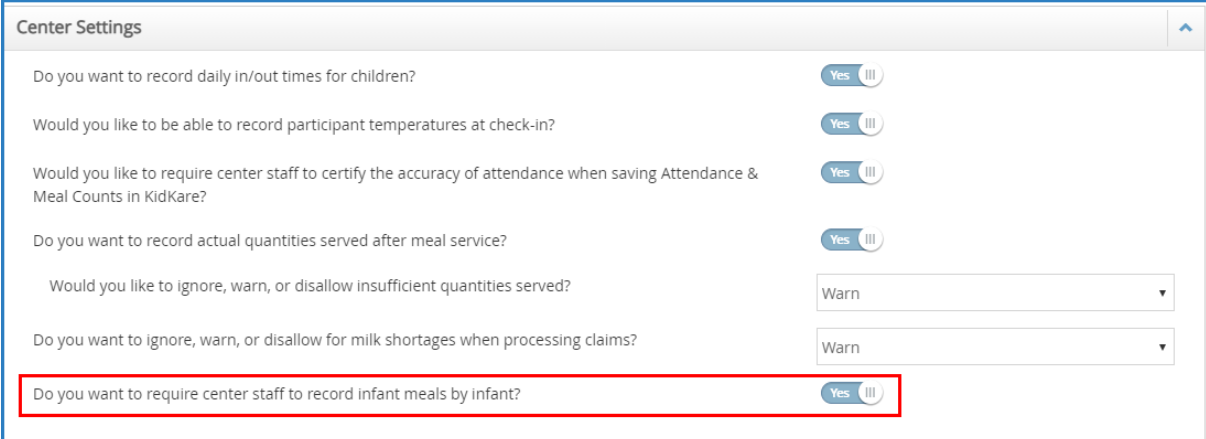
Once you record infant menus for the day, you can then print the Infant Feeding report from the Daily Menu page or from the Reports page. This report lists the menu served to each infant at each meal for the day, and each infant is listed on a separate page.

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.



The screenshot shows the 'Center Settings' page with several configuration options. The option 'Do you want to require center staff to record infant meals by infant?' is highlighted with a red box and has its toggle set to 'Yes'.

Setting	Value
Do you want to record daily in/out times for children?	Yes
Would you like to be able to record participant temperatures at check-in?	Yes
Would you like to require center staff to certify the accuracy of attendance when saving Attendance & Meal Counts in KidKare?	Yes
Do you want to record actual quantities served after meal service?	Yes
Would you like to ignore, warn, or disallow insufficient quantities served?	Warn
Do you want to ignore, warn, or disallow for milk shortages when processing claims?	Warn
Do you want to require center staff to record infant meals by infant?	Yes