

# Create & Manage Cycle Menus

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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**.
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 displays the 'Cycle Menu' creation interface for Monday. At the top, there are fields for 'Cycle Number' (111) and 'Day of Week' (Monday). Below this, there are three meal sections: Breakfast, AM Snack, and PM Snack. Each section has a 'Use Master Menu' button and a 'Delete' button. The Breakfast section is currently active, showing 'Meat/Alternate' as Ham (048) and 'Bread/Alternate' as Wheat Bread (051). A search dropdown is open for the 'Vegetable' field, showing a list of food items including Artichokes (152), Asparagus (153), Avocado (154), Baked Beans (155), Baked Potato (217), Bean Sprouts (156), Beets (157), and Black Beans (158). The AM Snack section shows 'Meat/Alternate' as Muffins (067) and 'Bread/Alternate' as Muffins (067). The PM Snack section shows 'Meat/Alternate' as Peanut Butter - Snack (132). At the top right, there are buttons for 'Delete Cycle Menu', 'Delete Entire Day', and 'Save'.

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.

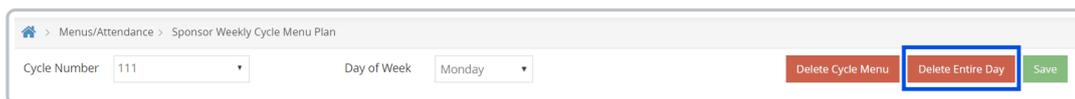
## Editing Cycle Menus

To change a cycle menu:

1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menus**.
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 Menus**.
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**.
5. Click **OK** at the confirmation prompt.



## Deleting Cycle Menus

To delete a cycle menu:

1. From the menu to the left, click **Menus/Attendance** and select **Sponsor Cycle Menus**.
2. Click the **Cycle Number** drop-down menu and select the cycle menu to change.
3. Click **Delete Cycle Menu**.
4. Click **OK** at the confirmation prompt.

