Minute Menu
Implementation Overview

Adopting a comprehensive CACFP management information system like Minute Menu is well worth the effort, but it is still a large task. However, having helped over 100 Sponsors across the country streamline their operations, we know exactly how to help you get started on Minute Menu with a minimum of frustration. The timeline below offers an overview of the typical Sponsor's initial implementation of the Minute Menu system.

Your organization's transition to Minute Menu can be completely finished in 7 months!
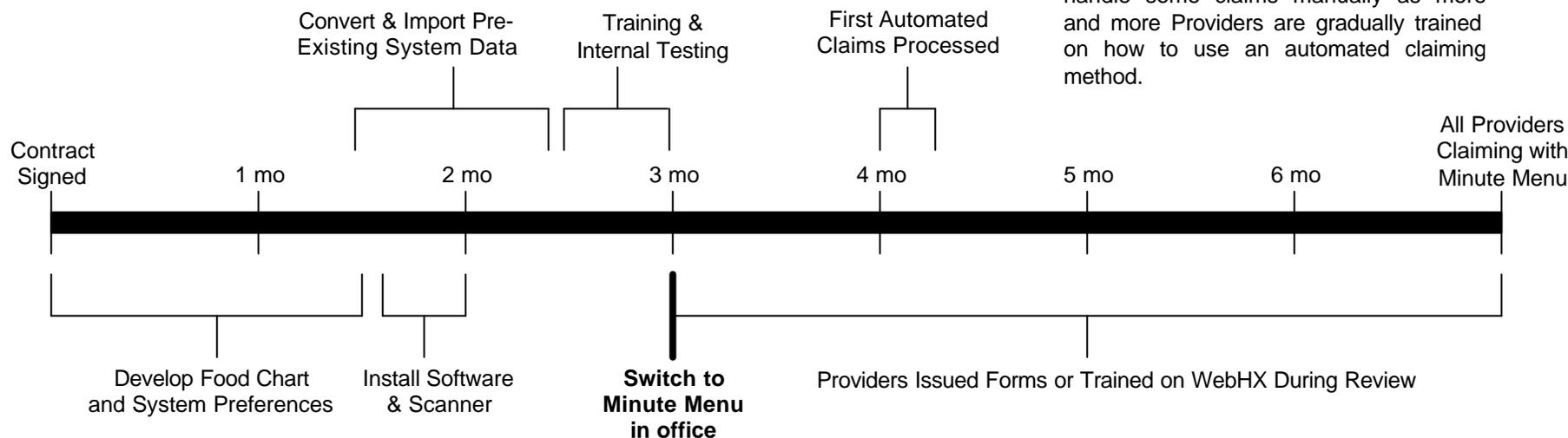
During the first few months of processing claims with Minute Menu, you will still handle some claims manually as more and more Providers are gradually trained on how to use an automated claiming method.

Convert & Import Pre-Existing System Data

Training & Internal Testing

First Automated Claims Processed

All Providers Claiming with Minute Menu

Contract Signed — 1 mo — 2 mo — 3 mo — 4 mo — 5 mo — 6 mo

Develop Food Chart and System Preferences

Install Software & Scanner

Switch to Minute Menu in office

Providers Issued Forms or Trained on WebHX During Review

Once you've committed your organization to the Minute Menu system, we immediately begin working with you to ensure the system meets your exact needs. Initially, this means that we must develop your Food Chart and choose your System Preferences.

The Food Chart consists of a list of every food that you approve for your Providers.

Using your monitors to issue scanable forms or show Providers how to start on-line claiming while performing reviews is the most effective way to orient your Providers to the new system. It also helps ensure your personnel get a chance to become accustomed to using Minute Menu before they must deal with 100% of your Providers on the new system.

System Preferences include your state's Licensing and USDA guidelines, along with customizable software settings designed to make Minute Menu easy for your personnel to understand and use.

Please note: if you discover changes or any other issues during your Internal Testing period, that portion of the timeline will be extended.