QUICK TIPS

TO ENROLL A CHILD: Click +Add Child. Complete all required fields with an asterisk (*) and click "Next". Create "Primary Guardian" contact information. Complete all required fields with an asterisk (*). Enter the days in care and participating meals then click "Enroll/Print".

** The parent AND child care provider must sign and date the enrollment form. **

Fax the enrollment form to: 954-724-4067 or e-mail to foodprogramhomesdocs@familycentral.org within 3 business days and mail the original by the end of the month to:

Family Central, Inc.
Child Care Food Program
819 NE 26th St
Fort Lauderdale, FL 33305

TO VIEW CHILDREN: From the side menu bar click "Home" then "My Kids". On the top right corner, click the orange wheel [⚙] . Select "Infants" and "Non-Infants" to view all children enrolled.

TO SCHEDULE MONTHLY MENUS AND/OR VIEW WHAT MEALS HAVE ALREADY BEEN SCHEDULED: From the side menu bar, click "Meals" then "Schedule Menus". Select "Non-Infants" at the top of the calendar. Click the day you'd like to schedule meals for. Select the required components under each meal you are approved to serve. To choose a Master Menu, click the green "Menus" box (if you know the Master Menu #, you can click "Search" on the top right corner). After entering all of the meals for that day, click "Save".

TO COPY AND PASTE A MONTH OF MENUS: From the side menu bar, click "Meals" then click "Schedule Menus". The Calendar page opens to the Schedule Menus tab. Click [<] and [>] to navigate to the month to copy, if needed. Click "Copy Days". The Repeat Menu pop-up opens. Select "Multi-Day". Select "Infants" or "Non-Infants". In the "What Days Would You Like to Copy" section, click the "From" and "To" boxes and select the start and end dates to copy. If you are copying meals for Monday through Friday, begin your copy on a Monday and end it on a Friday. Click the "Begin Pasting On" box and enter the daye on which to begin copying menus. Leave the "Skip Weekends" box blank. Click "OK". The meals are copied.

TO PRINT WEEKLY SCHEDULED MENUS: From the side menu bar, click "Reports". From the drop down box select "Menu Planning" then "Scheduled Menus". Select the date range for the week you'd like to print. Select "Run". Once the menu displays, click "Print".

TO RECORD MEALS AND ATTENDANCE: From the side menu bar, click "Meals" then "Enter Meal". Select "Infants" or "Non-Infants" then select the meal you'd like to enter. The scheduled menu will appear. Click on each child's name who was in attendance for that meal. Their name will highlight in green when selected. Then click "Save".

TO CLAIM A SCHOOL AGE CHILD FOR LUNCH ON A SCHOOL DAY: complete all of the above.

When selecting the child's name, click the ☰ icon and select the reason the child is present on a school day.

TO VIEW THE MEALS AND RECORDED ATTENDANCE: From the side menu bar, click "Calendar". Select "Meals" at the top of the screen. The first letter of the meals that have been recorded will appear on each day (Ex: B L P). To view the meal you served and children recorded for that meal, select the letter of the meal you want to view.

TO REPRINT AN ENROLLMENT: From the side menu bar, click "Reports". From the drop down box select "Child" then "Child Enrollment" then select the child's name. Click "Run" then "Print".

TO WITHDRAW A CHILD: From the side menu bar, click "My Kids". Select the child you want to withdraw. Click the red "Withdraw" button. Select the date the child withdrew and then click "OK".

TO SUBMIT A CLAIM: At the end of each month, from the side menu bar, click "Food Program". Then click "Send to Sponsor". Scroll to the bottom of the page and click the box agreeing to the Terms and Conditions. Then click "Send". After the claim is sent, the system will automatically change to the next month.

TO CHANGE LANGUAGE: Above the side menu bar, click the three grey wheel icon. From the drop down box, select your preferred language.

TO REVIEW YOUR CLAIMED SUMMARY AND ERROR REPORT: From the side menu bar, select "Reports". From the drop down box select "Claim Statements" then "Claim Summary and Error". Select the month you'd like to view. Click "Run".