

# Menu Submission Procedure

## Purpose

This document explains how to submit menus to the PSESD Early Learning Program.

## Guidance

Children benefit from eating healthy food. The USDA Child and Adult Care Food Program (CACFP) provides meals to children enrolled in the PSESD Early Learning program.

It is the responsibility of site staff to make sure that CACFP meal reimbursement criteria for all meals served to PSESD Early Learning children are met. All menus will be reviewed by PSESD Nutrition staff.

Meals that are under an agreement with the PSESD/CACFP are reviewed for compliance to program standards and for reimbursement from the USDA CACFP. Meals on a PSESD/CACFP agreement that do not meet requirements for reimbursement will be brought to the attention of the Center Director for discussion. This includes non-creditable food items, missing attendance/meal counts, etc. A Corrective Action Plan will be developed.

## Procedure

It is required that menus are submitted, along with a [Special Diet List](#), from each classroom to the PSESD no later than the 5<sup>th</sup> day of each month.

Menus that are submitted need to be for the previous month. (For example, on the 5<sup>th</sup> of October all menus from each classroom at a site/center need to be submitted for the month of September.)

A current [Special Diet List](#) must be sent for each classroom. This list must be submitted monthly along with your menu(s). If there are no children with special dietary needs, mark the box at the top of the form indicating “*No special diets or preferences in my classroom.*”

All meals that are on a PSESD agreement with CACFP must submit meals using the PSESD Menu Template or [Daily Infant Meal Record](#). Menus submitted in any other form will not be accepted without prior approval of your Health/Nutrition/Safety Coach.

Menu items can be handwritten if legible. Use dark colored pen.

Define all unclear food combinations and specify types of foods: casseroles, salads, cereal, juice, crackers etc. Record foods directly on the menu template that have been substituted for any reason (children with an allergy who got alternate food items, substitutions made by the school food service).

Upload monthly menus and [Special Diet Lists](#) directly into a menus folder on the Data Link of the Classes website. Follow the directions below:

1. Scan menus and [Special Diet List](#) into a folder on your computer.
2. Login to <http://classes.earlylearningwa.org>
3. Click on: Data Collection (Class Profiles/Site Readiness and Safety Checklists) Then select:
  - Data Collection for the current school year

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- If the current year is not showing in Data Collections, email Mike Condardo at [mcondardo@psed.org](mailto:mcondardo@psed.org) requesting access to the site. In some cases, your Center Director may need to submit a Staff Information Form for Mike to complete the request. Once you are given access, please continue to the next step in uploading the menu and special diet list.
  - PSESD Early Learning Data Collection
  - Click on the month you are submitting
  - Follow instructions to “Add Entry”
  - The database will accommodate uploading multiple documents into the same folder.
  - If you upload documents, you do not need to fax them.
4. If you are unable to scan and upload menu documents into the Classes website, please continue to fax menus and [Special Diet Lists](#) to (888) 311- 1842 or email to [menus@psed.org](mailto:menus@psed.org)

For questions, contact your Health/Nutrition/Safety Coach.