

# Minute Menu CX Claim Errors

## Overview

Minute Menu CX is built to process claims. What this means, specifically, is taking source meal count & attendance data, along with menu data, and subjecting it to a series of USDA edit checks and disallowing any meals as appropriate. What is produced by this function is a single center's claim, which contains a set of meal count numbers ready to be submitted to the state agency for reimbursement.

There are multiple reports available in Minute Menu to help you compare what was recorded initially – ie, what was **claimed** – with what Minute Menu determined as appropriate for reimbursement – ie, what will be **paid**. The Office Error Report is the most important report – it provides a quick synopsis of what a center's reimbursable meals total, and what (if any) meals are disallowed or warrant further investigation. But there are others, too, that are helpful when researching issues (or when demonstrating what Minute Menu calculated if requested during a state administrative review).

## Office Error Report

The Office Error Report (OER) is printed out automatically each time a claim is processed. You can re-print it by going to: **Claims >> List Claims**, clicking on the **[Details]** button for a specific center's claim, and hitting **[Office Error Report]** within the Manage Claim Details screen.

An OER will look something like this:

Days	20		Participated			Checked By:	_____
Attendance	1,982		Free	77		Comments:	_____
ADA	100		Reduced	42		_____	_____
			Paid	36		_____	_____
	Free	Reduced	Paid	Total	Disallowed		
Breakfast	548	299	257	1104	0		
AM Snack	0	0	0	0	2		
Lunch	567	309	266	1142	0		
PM Snack	817	445	382	1644	0		
Dinner	6	4	3	13	0	<input checked="" type="checkbox"/>	Claim has been paid
Evening Snack	0	0	0	0	0	<input checked="" type="checkbox"/>	Claim submitted to State
Participated	77	42	36	155	\$0.96		
Cash In Lieu Amount:	\$225.23	Reimbursement Amount:	\$3,910.98	Admin Rate:	14.00%	Admin Amount:	\$636.67

14 Center is not approved to offer a particular meal that was served.

- 1/13:A Disallowed A2

15 A menu was recorded, but no children were recorded in attendance.

0 - 3 Months Old - 1/12:BLP, 1/13:BLP, 1/15:BLP, 1/18:BLP, 1/19:BLP, 1/20:BLP, 1/21:BLP, 1/22:BLP Allow/Warn

All Ages - 1/4:D, 1/7:D, 1/11:D, 1/12:D, 1/18:D, 1/19:D, 1/22:D, 1/25:D, 1/26:D, 1/28:D, 1/29:D Allow/Warn

58 A child was claimed at a meal that is not approved on the child's enrollment form / file.

Description of items.

- Days – This is the # of days any children were in attendance (even if all meals for that day were disallowed)
- Attendance – This is the total # of children claimed each day throughout the month. This number will match the number reported on the Monthly Paid Meal Count by Age Group report. And if you add the weekly totals on the Weekly Paid Attendance + Meal Count Report, you'll likewise get this same number.
- ADA – Average Daily Attendance = Attendance / Days, rounded up.
- Participated – These are the counts of Free, Reduced, and Paid children participating in the claim. The definition for whether a child is included in this total is controlled via Policies F4, F6, F6b, F6c, F7, and D20, D19, D01.
- Meal Counts Section – This will display the number of meals attempted to be claimed by the center, and any meals disallowed. Note: Depending on policy F1, this could display weighted average dollar amount values for reimbursement rates by meal, or it could display meal counts split out by free/reduced/paid status.
- Checked By / Comments – these are open notes sections that you can fill in any way you like.
- Claim has been paid – this will have an X if the claim has already been paid using Minute Menu's Issue Payments function.
- Claim submitted to State – this will have an X if the claim has already been marked as submitted to the state via the **Claims >> Submit Claims to State** function.
- Cash In Lieu Amount – this represents the total cash in lieu portion of the overall claim amount. This number is included in the Reimbursement Amount total.
- Reimbursement Amount – this represents the total dollar amount of the center's claim minus any admin amount withheld (the latter of which only applies for sponsors of unaffiliated centers).
- Admin Rate – this represents the admin percentage withheld on this center's claim (for sponsors of unaffiliated centers)
- Admin Amount – this represent the dollar amount withheld for administrative purposes on this center's claim (for sponsors of unaffiliated centers)
- Claim Error List – the report will list every specific issue found with the claim.  
Compare these two examples:

In the first error, on January 13, two AM snacks were disallowed because the center isn't approved for AM Snack.

- 14 ~~Center is not approved to offer a particular meal that was served.~~  
- 1/13:A Disallowed A2
- 15 A menu was recorded, but no children were recorded in attendance.  
0 - 3 Months Old - 1/12:BLP, 1/13:BLP, 1/15:BLP, 1/18:BLP, 1/19:BLP, 1/20:BLP, 1/21:BLP, 1/22:BLP Allow/Warn  
All Ages - 1/4:D, 1/7:D, 1/11:D, 1/12:D, 1/18:D, 1/19:D, 1/22:D, 1/25:D, 1/26:D, 1/28:D, 1/29:D Allow/Warn

The second error isn't actually disallowing anything; it's just given as information. On the dates listed, for the meals listed, menus were recorded for infants and/or all children, but no children were noted in attendance.

## Center Error Report

Centers can print out their own version of the OERs, but formatted slightly differently for them. This is the Center Error Report. When logging in as a center, go to **Center >> List Claims**, click **[Details]** to bring up a specific claim, and click **[Error Report]**.

Days	20				
Attendance	1,982				
ADA	100				
	Free	Reduced	Paid	Total	Disallowed
Breakfast	548	299	257	1104	0
AM Snack	0	0	0	0	2
Lunch	567	309	266	1142	0
PM Snack	817	445	382	1644	0
Dinner	6	4	3	13	0
Evening Snack	0	0	0	0	0
Participated	77	42	36	155	\$0.96
Cash In Lieu Amount:	\$225.23	Reimbursement Amount:	\$3,910.98		

There are a few key differences between this report and the OER, the sponsor/back office version of the report. First, generally, any warning messages only appear on the OER, and don't appear on the version printed by the center, with a few exceptions. (The exceptions are listed in the Error List. This behavior can be customized if desired, email us at [cxhelp@minutemenu.com](mailto:cxhelp@minutemenu.com)).

Second, the Checked By section will not appear. Note: until the claim is marked as submitted to the state, a message will appear indicating the claim is not finalized until submitted to the state by the sponsor/back office.

## Claimed Data vs. Paid Data Reports

Besides the OER / Center Error Report, there are several other reports that can help you diagnose specific claim error situations. Generally, these reports fall into two categories:

- Claim Reports - Reports that list info the center reported, as the center reported them, before factoring any disallowances. These reports can be printed at any time (before a claim is processed, or after).
- Paid Reports – Reports that factor out any meals disallowed. These reports can only be printed for a given month after a claim has been processed.

The following is a brief list of those reports and how they can be used:

- Weekly Attendance + Meal Count Report – This shows exactly which children were marked in attendance and noted as having been served a meal, throughout the month. At Risk children are denoted with an “+” for at-risk eligible PM Snacks, but only after the claim is processed.

- Weekly Paid Attendance + Meal Count Report – This is formatted exactly as the above report, but it notes whether children were allowed or disallowed; and if allowed, whether the child is Free, Reduced, or Paid.
- Monthly Claimed Attendance Only Report – This shows children marked in attendance for any given day.
- Monthly Paid Attendance Only Report – This notes exactly the same info as the above report, with the exception that children that are factored out of attendance (perhaps because the child’s enrollment expired) are noted as such.
- Monthly Claimed Meal Count Summary – A day x day total of the number of children marked as being served a meal, broken down by meal.
- Monthly Claimed Meal Count by Age Group – More detailed than the above report, this shows attendance and meal counts by day, broken out by age group, exactly as a center recorded them.
- Monthly Paid Meal Count by Age Group – Identical to the above report, except that children that are disallowed are factored out of the counts. These counts represent the daily totals as found on the Weekly Paid Attendance + Meal Count Report, and when added up for the month as a whole, match the values reported on the OER.
- Monthly Claimed Meal Counts by Child – A list of children claimed in the month, with the count of the number of meals those children were claimed out. The counts are broken down into F/R/P reimbursement status based upon the value currently in the child’s file. This may be different than what was determined when the claim was processed.
- Monthly Paid Meal Counts by Child – Identical to the above report except any meal or child disallowances are factored out, and the F/R/P counts should correspond to what was determined when the claim was processed. Note: If you are configured to process claims using the “Actuals” method (per Policy F1), the totals on this report will match the counts displayed on the OER. But if you use a blended rate method, these totals will probably not match the claim’s blended totals (although the overall meal counts should match, the individual F/R/P meal counts won’t).

## Claim Error List

The OER (and center error report) is designed to list the specific errors found by Minute Menu CX when processing a center’s claim. The following is a list of all the errors that can be generated by Minute Menu.

*Current as of 3/1/2010*

### **1 Center license is missing.**

If you have not fully set up a center, this error can occur. Specifically, if no license is chosen in Manage Center Information on the License/Schedule tab, you’ll see this error. The Manage Center Information screen can be accessed by going to File >> Manage Center Information.

### **2 Meals were claimed on dates that fall before this center's CACFP Original Start Date (or date is missing).**

An Original Start Date value must be recorded on the General tab of the Manage Center Information screen (File >> Manage Center Information). If any meals are claimed prior to this date, this error will occur.

### **3 Meal claimed before Center's CACFP Allowed Start Date.**

Some agencies need to record some form of state agency approval date. If you wish to record this in Minute Menu, you can record the date in the Allowed Start Date field on the General tab of the Manage Center Information screen (File >> Manage Center Information). Policy C4 will determine whether this date is checked at all, and if checked, whether this will cause meals to be disallowed or a warning message to be generated.

### **4 Meal claimed before Center's CACFP Current Start Date.**

Some agencies are required to undergo an annual renewal process with each of their centers. If you wish to record this in Minute Menu, go to File >> Manage Center Information and record the date on the General tab in the Current Start Date field. Policy C5 will determine whether this date is checked at all, and if checked, whether this will cause meals to be disallowed or a warning message to be generated.

### **5 Meals were claimed on dates that fell after this center's CACFP Current End Date.**

Some agencies are required to undergo an annual renewal process with each of their centers. If you wish to record an annual (or periodic) expiration date in Minute Menu, go to File >> Manage Center Information and record the date on the General tab in the Current End Date field. Policy C6 will determine whether this date is checked at all, and if checked, whether this will cause meals to be disallowed or a warning message to be generated.

### **6 Meals were claimed on dates that fall before this center's license start date.**

Child care licensing rules typically specify an effective date range for a license. Any starting date for a license is recorded in Minute Menu in the Start Date field on the License/Schedule tab of the Manage Center Information screen (File >> Manage Center Information). Any meals claimed before this date will always be disallowed, unless you indicate No Start.

### **7 Meals were claimed on dates that fall after this center's license end date.**

Child care licensing rules typically specify an effective date range for a license. Any ending date for a license is recorded in Minute Menu on the Manage Center Information screen (File >> Manage Center Information) on the License/Schedule tab in the End Date field. Policy C3 will determine whether this date is checked at all, and if checked, whether this will cause meals to be disallowed or a warning message to be generated. You can also configure a warning to be generated for a specific number of months, and subsequent to that number of months, meals will be disallowed.

### **8 Meals were claimed on dates that fall after the center's removal/withdrawal date.**

Centers can be removed from Minute Menu via the [Remove] button on the Manage Center Information screen (File >> Manage Center Information). They will remain in the system, noted as removed. When removing them, you'll specify an effective date of removal. Meals will still be paid up to that removal date, but any meals that fall after that date will be disallowed.

**10 Meals claimed on dates after Center's Fire Inspection certification expired.**

On the General tab of Manage Center Information screen (File >> Manage Center Information), you can note a Fire inspection as required via a checkbox. If you do, this error will be generated if the fire inspection date is left blank or if meals are claimed on dates that fall after that date.

**11 Meals claimed on dates after Center's Health Inspection certification expired.**

On the General tab of the Manage Center Information screen (File >> Manage Center Information), you can note a Health inspection as required via a checkbox. If you do, this error will be generated if the health inspection date is left blank or if meals are claimed on dates that fall after that date.

**12 Meals claimed on dates after Center's Sanitation Inspection certification expired.**

On the General tab of Manage Center Information screen (File >> Manage Center Information), you can note a Sanitation inspection as required via a checkbox. If you do, this error will be generated if the sanitation inspection date is left blank or if meals are claimed on dates that fall after that date.

**13 Center is not approved to serve meals on a day of the week when meals were served.**

On the License/Schedule tab of the Manage Center Information screen (File >> Manage Center Information), you can note which days of the week a center operates. If meals are claimed for days of the week that aren't checked on this screen, those meals can be disallowed or a warning message can be generated, depending on the value for Policy C1.

**14 Center is not approved to offer a particular meal that was served.**

On the License/Schedule tab of the Manage Center Information screen (File >> Manage Center Information), you can note which meals of the day a center operates. If meals are claimed that aren't checked on this screen, those meals can be disallowed, or a warning message can be generated, depending on the value for Policy C2.

**15 A menu was recorded, but no children were recorded in attendance.**

This is generated as a warning (ie, information only) message when menus are planned but no meal counts are marked to correspond to the planned menu. Note: this is one of the few errors which will be displayed by default on the Center Error Report even though it's only a warning.

The reason for this is to highlight to the center any potential data entry errors – in case they forgot to record attendance when they meant to.

**16 No foods were served but child(ren) were in attendance for the given meal(s) for the listed age group**

Assuming menu edit checks aren't skipped (per Policy M02), this error will disallow children when menus aren't recorded. The menus must be recorded specific to the child's age group, so the disallowance may apply to one age group of kids (for example, 8-12 month olds), but not others (for example, non-infants).

**17 The food cannot be served to children of given age.**

Assuming menu edit checks aren't skipped (per Policy M02), this error will disallow meals with bad foods recorded. Foods can be configured via Administration >> Manage Foods. In most cases, unapproved foods can't be chosen to be served at menus. But if a food was previously approved and changed to unapproved, those menus can theoretically get re-used and this error would result.

**18 The food is not recommended for children of given age.**

Assuming menu edit checks aren't skipped (per Policy M02), this warning is generated if a food is served that is allowed, but only with a warning. Foods can be configured as such via Administration >> Manage Foods.

**19 The food cannot be served to children of that age group at the given meal type.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated if a food is served for, say, Breakfast, but isn't approved at breakfast. Foods can be configured for specific meal approval via Administration >> Manage Foods. In most cases, foods can't be chosen to be served at meals for which they aren't approved. But if a food was previously approved and changed to unapproved, those menus can theoretically get re-used and this error would result.

**20 The food is not approved as given meal component type at the non-infant meal.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated when a food is marked but isn't approved. Foods can be configured for specific meal approval via Administration >> Manage Foods. In most cases, foods can't be chosen if they're not approved. But if a food was previously approved and changed to unapproved, those menus can theoretically get re-used and this error would result.

**21 A meal component was missing from the non-infant meal.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated when a breakfast, lunch, or dinner is missing one or more components.

**22 At least two valid foods must be served at snacks.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated when a snack doesn't have at least two valid components.

**23 Snacks cannot include only Milk and Juice, another food must also be present.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated when a snack has only a milk and a juice.

**24 The same food was served twice in the same meal.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated if the same item is served twice in a meal. This is especially common when serving the same fruit/veg item twice, or serving something like Baked Beans as a meat and as a fruit/veg.

**25 <not used>**

**26 <not used>**

**27 Two juices were served at the meal(s).**

Assuming menu edit checks aren't skipped (per Policy M02), if two juices are served as the fruit/veg/juice component at lunch/dinner, this error will be generated.

**28 A juice was served at the given meal(s).**

Assuming menu edit checks aren't skipped (per Policy M02), and further subject to Policy M03, if a juice is served at lunch or dinner, this error will be generated.

**29 An "Other" food was served in the given meal. Verify nutritional components.**

Assuming menu edit checks aren't skipped (per Policy M02), and further subject to Policy M05b, if a food described as an "Other" food (like: "Other Bread" or "Other Juice") is served, this will generate a warning so you can research the food further.

**30 <not used>**

**31 <not used>**

**32 <no longer used>**

**33 Snacks served to 8-11 month old Infants require either Juice or Formula/Breast Milk to be served.**

Assuming menu edit checks aren't skipped (per Policy M02), if an infant snack is served w/out the required components, this error is generated.

**34** <no longer used>

**35** <no longer used>

**36** <no longer used>

**38** **A meal component was missing from the infant meal.**

Assuming menu edit checks aren't skipped (per Policy M02), this error is generated when a breakfast, lunch, or dinner is missing one or more components.

**39** **A Dr's statement has not been received for the special diet child(ren) served during the month.**

If Policy D05 is set to disallow or warn, this error is generated when a child is marked as having a Special Diet via Manage Child Information on the Child tab, but where Diet Statement on file is not marked.

**40** **Special diet statement on file for given child(ren) is expired.**

If Policy D06 is set to disallow or warn, this error is generated when a child is marked as having a Special Diet via Manage Child Information on the Child tab, but the child is claimed on dates that fall after the Diet Expiration Date recorded on that same screen (or when that date is blank).

**41** **The child was not yet enrolled as of meal date.**

Subject to Policy D20, if a child is claimed on dates that come before the "Original Enrollment Form Date / First Day in Care" date (or the 1<sup>st</sup> of that month, depending on policy), this error is generated. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**42** **The child not yet born as of meal date(s).**

This error is generated when a DOB falls after a meal date. This theoretically only happens when data is changed for a child after the child has been claimed.

**43** **The child was claimed after the child was withdrawn from care.**

Children are withdrawn by clicking [Withdraw] in Manage Child Information. When withdrawing a child, you will specify the effective date, which is the last date the child can be claimed. Note: children stay in the system when being withdrawn, but just change to a withdrawn status. If a child is claimed after the child's date of withdrawal, this error is

generated. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**44 A pending child was claimed – no signed enrollment is on file.**

By default, Pending children are disallowed. These are children enrolled by centers that have not yet been activated (by the sponsor, or by the center subject to Policy F2b). When these children are claimed, this error is generated. However, if Policy D19 is Yes, then this error won't be generated on Pending children (although if the child is also lacking an FRP Reimbursement Level, and Policy F4 is Yes, the child will be disallowed by Error # 62). For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**45 The child is older than the center's license allows.**

This error is generated for any child claimed if on the day claimed the child is over the age of 13. However, for children noted as special needs or migrant worker's children are exempted from this requirement. Children in at risk programs are allowed until they turn 18 as of the beginning of the school year (so they could be claimed at 19 in some cases).

**46 The special needs child is older than the state's max allowable age for special needs children on the given meal dates.**

If a special needs child is older than the state-defined policy for max age, this error is generated. By default, there is no limit, but some states restrict participation to those under 18.

**47 Special Needs child was claimed, but documentation is not on file.**

If a special needs child is claimed and the child is over the age of 13, this error will be generated subject to Policy D07 if the Special Needs Statement on file box is not checked on the Manage Child Information Child tab.

**48 The migrant child is over 15 years of age.**

If a child designated as Migrant Workers Child on the Child tab of Manage Child Information is claimed and is older than 15 years of age as of the date claimed, this error is generated. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**49 A child was served after the child's enrollment expiration date was reached.**

Enrollment Expiration Date values are set on the Child tab of Manage Child Information, based on logic as specified by Policies D01a – D01d. If a child is claimed after the enrollment expiration date, a warning or disallowance can occur depending on Policy D01. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**50 School aged child served a meal when child should have been in school.**

Each state has its own logic for determining what defines a school aged child. For example, it could be children 5 years of age or older as of the date of the meal. Minute Menu has been configured with rules specific to your state(s). Typically (but not always), you can also overrule this setting by designating a child as School Aged (and sometimes as participating in Kindergarten) via the Type/Level choice on the Child tab of Manage Child Information.

If a child is determined to be school aged, and is served an AM Snack or Lunch on a weekday, this error will be generated subject to Policy D02. If you indicate that the child is out of school that day, either by checking the “Ill” or “Sch Out” box in Record Daily Attendance + Meal Counts, OR by using the Manage School Calendar, this edit check is skipped. Note: Using the Manage School Year for At Risk calendar has no impact on this edit check.

Note: If a child is marked as an At-Risk Child on the Child tab of the Manage Child Information screen they will not receive error 50 but will receive error 97 (At-Risk child served a meal when child should have been in school).

**51 Child served more than 2 meals & a snack or 2 snacks & a meal.**

If a child is served more meals/snacks than is allowed in a given day, this error will be generated. Minute Menu will disallow snacks before a meal, and it will disallow breakfast before lunch or dinner, so as to maximize the amount of money received.

**52 Meal over capacity.**

If more children are claimed at a meal than are allowed based on the Cap value recorded on the License/Schedule tab in Manage Center Information, this error will be generated. It will disallow children in excess of capacity unless you also check Waiver on the License/Schedule tab of Manage Center Information; in the case that Waiver is checked, this is only a warning message.

**53 For-profit center does not have at least 25% free or reduced**

Any center not specifically designated with a Profit Status of Non Profit on the General tab of Manage Center Information is subject to this edit check. When determining which children factor into analysis, the system will use the same rules as to whether a child is participating. Relevant Policies include: F4, F6, F6b, F6c, F7, and D20, D19, D01 for determining participating children. In addition, Policies F5 & F7b can play a role. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**54 Child birth date is missing.**

This is generated for any child where no DOB is specified.

**55 No blended rate is on file for this center.**

If Policy F1 uses a blended rate (ie, not Actuals), the system requires you to have calculated blended rates at least one time before processing the claim. This can happen automatically if the “Calculate Blended Rates While Processing” box is checked on the Process Claims window. It can also happen by using the Calculate Blended Rates function. If neither has ever been done for a center, the system doesn’t know what rates to apply to the claim, and this error will be generated.

**56 Child enrollment date is missing.**

This is generated for any child who is missing an Original Enrollment Form Date / First Day in Care.

**57 <no longer used>**

**58 A child was claimed at a meal that is not approved on the child's enrollment form / file.**

Subject to Policy D04, this error will be generated for children claimed for a meal that isn’t checked in Manage Child Information on the Child tab. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**59 A child was claimed on a day of week that is not approved on the child's enrollment form / file.**

Subject to Policy D03, this error will be generated for children claimed for a day that isn’t checked in Manage Child Information on the Child tab. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped.

**60 Quantity of food prepared was not recorded with the menu.**

The system can be configured to allow users to record actual quantity prepared/offered at any given meal service, via Policy D01. Subject to Policies M01b and/or M01c, this error will be generated for any meal where a food doesn’t have prepared/offered quantities recorded. Note, this error (and all other menu errors) is skipped subject to Policy M02.

This error doesn’t indicate any kind of adequate value has been recorded for these quantities; only that these quantities are recorded at all.

**61 No receipts are on file for center this month.**

This is generated as warning message only, to remind you to enter receipts (if it’s part of your process). This is one of the few warnings configured to be displayed on Center Error Reports by default. The reason for this is to remind the center in case they forgot to send in the receipts.

**62 Child is missing an F/R/P application.**

If Policy F4 is Yes, this error is generated for children who do not have a F/R/P Reimbursement Level specified on the Oversight tab of Manage Child Information. If Policy F4 is not Yes, these children are assumed to be at the Paid status. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped (as these children are always reimbursed at the Free level).

**63 Block claim detected.**

This error is generated if a block claim pattern is identified in the claim. A block claim is any claim where the same number of children are served any given meal (or snack) 15 consecutively claimed days. When block claims are detected, sponsoring organizations/back offices must perform a site visit within 60 days to verify information submitted by the center is accurate.

**64 Meal disallowed by monitor.**

Minute Menu allows you to enter the results of site visits via Tools >> List Reviews. When entering any Review, you can note a specific range of meals to be disallowed on the Disallow tab. This error is generated for any meals claimed within that range of disallowed meals.

**65 Count of children served in Review file is different than count as recorded by center.**

When you record a Review in Minute Menu, you will document the number of children served at the meal being reviewed. If this count is different than the count of children as determined when comparing the totals from Record Daily Attendance + Meal Counts, this error can be generated. It is always a warning if the monitor sees more children than were recorded by the center. It can disallow or warn children claimed in excess of the monitor's count. Policy R2 determines whether these warnings/disallowances will be taken.

**66 Foods seen by monitor were different than foods recorded by center.**

When you record a Review in Minute Menu, you can document what foods the monitor saw were offered by the center. If these foods are different than the foods as found in the Record Menus function, this error can be generated as a disallowance or warning subject to Policy R3. If no menu information is recorded in the Review, this edit check is not performed. If Policy M02 is set to skip menu edit checks, this edit check is not performed.

**67 Child not participating in CACFP has been removed from claim totals**

You have the ability to enroll children who are specifically designated as not participating in CACFP. Policy D10 will enable a Participates checkbox on the Oversight tab of Manage Child Information. Children who are un-checked will be specifically excluded from your claim totals, and unless Policy D10b is set to Yes, these children are also excluded from any FRP participation counts / blended rates. For at risk centers (or the at risk portion of a claim in

regular centers that also operate at risk programs), this edit check is skipped (and these children will be reimbursed).

#### **68 School Aged child served Breakfast without Documentation**

Some states require special documentation for school aged children served breakfast. If this is required in your state, set Policy D18 to Yes. This will enable a School Aged Documentation checkbox on the Oversight tab of Manage Child Information. If a school aged child is served breakfast and doesn't have a check in that box, this error is then generated.

#### **69 Child claimed after IEF expired. Child reimbursed as Paid, regardless of classification.**

You can configure Minute Menu to record an Income Eligibility Expiration Date, distinct from the enrollment form. Normally, this isn't necessary as the enrollment & income eligibility forms are received/updated simultaneously. But if you need to record distinct dates, you can do so via Policy F8. This will enable an IEF Expiration date field on the Oversight tab of Manage Child Information.

If a child is claimed in a month in which this date expires (unless the date expires on the last day of the month), that entire month and any month thereafter the child is treated as Paid, regardless what FRP Reimbursement Level the child has. March 3, 2010 NOTE: This may be changed subject to updated guidance from USDA such that the month in which the IEF expires the child keeps the then-existing FRP Reimbursement Level, and it's only on subsequent months that the child reverts to Paid. For at risk centers (or the at risk portion of a claim in regular centers that also operate at risk programs), this edit check is skipped (since all At Risk children are classified as Free, regardless).

This is one of the few errors that will appear on the Center Error Report even though it's a warning. The reason for this is to remind the center to get these new applications.

#### **70 Child's in/out times indicate child not present at meal.**

Subject to Policy L4, this error is generated if a child's in/out times don't cover the time of meal service. For example, a breakfast may be designated as going from 8a-9a, but the child doesn't arrive until 11a, and the child is marked at breakfast. The in/out time data is entered via the Record Daily Attendance + Meal Counts function. Note: If the "Skip" column is checked for the child, this edit check is skipped.

Sometimes this error can be generated when there is bad meal time data in the License/Schedule tab of Manage Center Information. For example, indicating that Lunch starts at 11:30PM or ends at 12:30AM can cause generate erroneous messages on the OER.

#### **71 A meal was claimed for a meal missing a start/end time pair in the center's file.**

Subject to Policy L4, this error is generated any time a meal doesn't have a properly defined starting and ending time in the License/Schedule tab of Manage Center Information.

**72 Child's in/out times were missing or incomplete for the day.**

Subject to Policy L4, this error is generated if a child is noted as in, but doesn't have an out time (or vice versa), as recorded in Record Daily Attendance + Meal Counts. Note: If the "Skip" column is checked for the child, this edit check is skipped.

**73 Child wasn't claimed for a meal, but in/out times show child was present during meal service.**

If you set Policy L4b to Yes, this error will list any child not marked as served as a meal, but who should have been based on the child's in/out times as entered for the day. For example, if a child has an in/out pair of 7a-4p, and breakfast is noted as being served from 8a-9a, and the child isn't marked at breakfast in Record Daily Attendance + Meal Counts, then the child will be listed here. This error is a warning only, since it's indicating possible accidental under-counting. This is one of the few warnings that is listed by default on the Center Error Report even though it's a warning. The reason for this is to highlight to the center any potential data entry errors – in case they forgot to record a child at a meal when they meant to.

**74-76 & 80 & 84-86 & 90 Meal over *agegroup* capacity.**

Some states require age-group specific capacity checking. If your state does, you will see more than just a single "Cap" field on the License/Schedule tab of Manage Center Information. For example, you may see an Inf or Tod or Pre or Sch field to record specific capacity values.

When doing specific age-group capacity recording, the system allows you to designate that groups can be combined for capacity purposes by including a negative sign for the capacity value. For example, a license may indicate that a total of 20 Infants & Toddlers can be recorded, 30 Preschoolers & Schoolagers, and 50 children overall. You would document this as follows:

<u>Inf</u>	<u>Tod</u>	<u>Pre</u>	<u>Sch</u>	<u>Cap</u>
20	-20	30	-30	50

**77 The child was claimed after previous enrollment expired and before new enrollment became effective.**

For agencies the process using historic data, controlled by Policy D22, it's possible to track a gap in enrollment period, where one year's enrollment form expires and a month passes before a new enrollment form is received. This gap will be visible by accessing Manage Child Information and choosing the relevant historic claim month, and you'll see a section for Old Dates, and a value for the old enrollment Expiration. Compare this to the new Current Enrollment Form date. This error is generated for any dates claimed in between those two values.

**78 Quantity of food prepared was less than quantity required.**

Assuming quantity edit checks aren't skipped per Policy M02, this error is controlled by Policy M01d, and will only work properly if users are allowed to record actual quantities offered/prepared per policy M01. If the value users record in Record Menus for actual quantities offered/prepared is less than the value required as computed by Minute Menu, this error is generated. You can easily compare the two values by printing the Menu Production Record and comparing the "Quantity Needed Per Actual Attendance" with "Actual Qty Prepared" (the latter of which represents the value a user entered into Minute Menu, and must be higher than the former).

**79 Quantity of food prepared was recorded with a measurement type inconsistent with the quantity required.**

See error #78. In the event the quantity measurement type entered by the user when recording actual quantities offered/prepared can't be compared against the quantity as computed by Minute Menu, this error will be generated. This is typically the result of user error, for example someone recorded that they served 4 gallons of ground beef, when they meant to enter pounds.

**81 No infant form on file.**

Subject to Policy D24, if an infant is claimed and the infant doesn't have the Infant Form on File box checked on the Child tab of Manage Child Information, this error will be generated.

**82 A withdrawn child is claimed prior to the date of withdrawal, but the child was never activated before being withdrawn.**

If a center enrolls a child (and the child is never activated by the sponsor) and begins claiming the child, but a few days later the child withdraws from care, the center can withdraw that pending child and designate a withdrawal date as the last date the child was in care. In this case, the child was never activated. So when the claim is claimed, the child will be claimed prior to the withdrawal date. This error will be generated because the child was never actually activated. If you've received a valid enrollment form for the child and want to activate the child, you can do so via the Activate New Children function, as long as you put a check in the box to Include Withdrawn children who were never Activated.

**83 Menu notes/comments have been supplied.**

If infant/non-infant special notes are added to Record Menus, this warning is generated to advise you to look at those notes. This warning will not be generated if Policy M05 is set to Y. You can easily review menu notes via Reports >> Menus >> Menu Notes Report.

**87 Milk Audit resulted in milk shortage**

See the [Help] button on the Milk Audit screen for a full discussion of the Milk Audit features. In the event that Milk Audit edit checks are set to warn or disallow via Policy M06, and milk audit disallowances are set to be applied using a monthly percentage and not to specific meals

via Policy M06f, this error is generated to denote the shortage and the number of meals disallowed as a result.

**88 For-profit center does not have at least 25% free or reduced (At Risk still allowed)**

See error #53. This variation of the same error occurs if a dual child care center + at risk facility is prevented from filing the child care center claim only.

**89 Review checked for over capacity**

When editing a review using Manage Reviews, you can check Over Capacity on the Meals tab. If you do, this error will be generated on the claim.

**91 Infant served whose parent refuses food**

In most cases, infants can be reimbursed regardless whether the parent brings food or not, as the labor involved in providing breast milk to infants is such that USDA policy reimburses infant meals even when parents bring formula or breast milk. However, Policy D.27 allows you to configure Minute Menu to disallow reimbursement for any infant whose parents refuse the food offered by the center. The disallow can be applied to an infant of any age, or infants that are 8-11 months old (since younger infants don't require food, only breast milk or formula).

**92 A pending child was claimed – no signed enrollment is on file - but the child has an F/R/P application.**

This error is generated if a Pending child is claimed who does not have a F/R/P reimbursement level set, but only if Policy F5b is set to Y to include Pending children in the rate for the claim (as Paid).

*The error behavior seems to be the opposite of the error language. Contact Minute Menu if you see this error generated. 2011-03-30*

**93 A withdrawn child is claimed prior to the date of withdrawal, but the child was never activated before being withdrawn - but the child has an F/R/P application.**

Exactly like error #92, except it applies to children who were withdrawn & never activated.

**94 A child has neither an enrollment form nor an F/R/P application on file**

This error is generated if a child is Pending and the child does not have an FRP reimbursement level set; but only if Policy F4 is set to "B" (for Both – No App & No Enrollment).

**95 At-Risk children served outside of school year.**

Error 95 is generated when an At-Risk child is served an At-Risk meal on a date prior to the school Start Date, or after the school End Date set on the Manage School Calendar screen for the specified child or center, school, district, or for all children, all centers.

**96 At-Risk children served more than 1 meal & 1 snack.**

Centers may only claim one meal and one snack reimbursement per day per At-Risk child outside of regular school hours during the school year.

**97 At-Risk child served a meal when child should have been in school.**

The At-Risk program limits reimbursement to meals served outside of regular school hours during the scheduled school year. This error occurs if a child has been fed a meal during normal school hours during the school year and a School Out designation has not been created for that day on the Manage School Calendar for the specific child or center, school, district, or all children, all centers.