

Enroll Centers

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CDT

To enroll a center:

1. Click **Enroll Center** from the toolbar at the top of the page. The Enroll New Center window opens to the General tab.
2. In the General tab:
 - a. Click the **Center #** box and assign a number to the center. You can enter up to four digits in this box.
 - b. Click the **Center Name** box and enter the center's name.
 - c. In the **Center Site Info** section, click the **State** drop-down menu and select the state in which the center resides.
 - d. In the **Center Business Info** section, click the **Profit Status** drop-down menu and select **Non-Profit** or **For-Profit**.
 - e. In the **Center Basics** section, click the **Original Start Date** box and select the center's CACFP start date.

The screenshot shows the 'Enroll New Center' window with the 'General' tab selected. The form is divided into several sections:

- General:** Center # (1234), Center Name (ABC 123 Center), Corporation Name, External Id, Status (Active).
- [Primary Center Contact Info]:** Director's Name (Sherlock Holmes), Primary Ph.(Ext)# (817-123-789), Fax Number, Email Address (sholmes@elementary.net), Alt Phone #.
- [Center Site Info]:** SITE Address (123 S Ball), City (Grapevine), State (TX), Zip code (76051-), Center Web URL (www.abc123center.net), County (Tarrant), Primary School District (Grapevine-colleyville Isd / Grapevine).
- [Mailing Address Info]:** Address (123 S Ball), City (Grapevine), State (TX), Zip (76051-).
- [Inspection Expirations]:** Reqd ? (Fire, Health, Sanitation).
- [Center Business Info]:** Business Type (Private Non Profit), Profit Status (Non-Profit).
- [Food Service Info]:** Service Type (On-Site Preparation), Service Style (Unit (Cafeteria)), Annual Cost (0.00), Contact Name, Email, Contact Phone.
- [Food Service Mgmt Co Info]:** Annual Cost (0.00), Contact Name, Email, Contact Phone.
- [Center Basics]:** State Agreement #, Alternate #, Federal Tax ID #, Center Title XDX #, Center Title XX #, Current Start Date, Current End Date, Allowed Start Date, Original Start Date (2/1/2019).
- [Center Notes]:** A large text area for notes.
- [School Info]:** Enrichment Activities, Education Activities, School Name.

A 'Next' button is located at the bottom right of the form.

Note: While the fields listed here are the only required fields, we recommend that you complete all other applicable fields, including the director's name and email address so you can send a welcome email through the program.

3. Click **Next**. The License/Schedule tab opens.
4. In the License/Schedule tab:
 - a. In the **License Type** section, click the **License Type** drop-down menu and select the center's license type.
 - b. Click the **Program Type** drop-down menu and select a program type. You can choose from the following:
 - Adult Day Care

- Child Care Center
- At Risk - ARAS

Note: Only select At Risk -ARAS if the center is At-Risk **ONLY**. If the center has both regular and At-Risk claims, select Child Care Center.

- OSCH - Outside School Hours Care
- Head Start
- Emergency/Homeless Shelter
- Summer Food Program (SFSP)

- c. In the **Capacities** section, click the **Max Capacity** box and enter the total number of children allowed at the center.
- d. In the **Age Info** section, enter the starting and ending ages of the children who can be claimed. The **Ending Age** box defaults to 13 years. This means that children can be claimed when they are 12, but not once they hit 13 (unless they are specifically marked as special needs).
- e. In the **Regular Meals** section, check the box next to each meal for which the center is approved.
- f. If this is an At-Risk/SFSP center:
 - i. Check the **At-Risk SFSP** box.
 - ii. Click the **At-Risk/SFSP #** box and enter the At-Risk or SFSP program number.
 - iii. Check the box next to each meal that is approved for At-Risk or SFSP.

Notes: If a site does both ARAS and SFSP, enroll them as two separate sites. For sites that do ARAS and have a regular claim, selecting meals here allows them to claim At-Risk meals.

- g. In the **Meal Schedule** section, enter a starting and ending time for each meal. You can type a single digit and press Tab. Minute Menu CX automatically formats the time for you.
- h. Complete the remaining applicable information in this tab.

5. Click **Next**. The Oversight tab opens.

6. In the Oversight tab:

- a. In the **Directions to Site** section, enter any directions and notes on getting to the center. These directions are available when leaving for site visits.
- b. In the **Center Admin Info** section, click the **Administration Type** drop-down menu and choose from the following:
 - **Legally Separated from Sponsor:** Select this option if you are a sponsoring organization.
 - **Legally Affiliated with Sponsor:** Select this option if you are self-sponsored organization, such as a child care chain that does not disperse payment.
- c. In the **Center Login Info** section, you can update the center's log in ID and password to something easier, or you can accept the system-generated one. Click **Send Welcome Letter** to send a welcome email containing this login information to the center.
- d. In the **Site Monitoring Info** section, click the **Monitor** drop-down menu and assign a monitor to this system. If this menu is empty, add monitors in the Manage Sponsor User window. For more information, see [Create Staff Accounts](#).
- e. Check the **Pay Via Direct Deposit** box to use Minute Menu CX to issue direct deposits to the center (Minute Menu CX creates the ACH file, which you then upload to your bank's website). If you select this option, you must select a bank account type, enter the bank account number, and the bank routing number.

Enroll New Center

General | License / Schedule | **Oversight**

Enrolling Center: ABC 123 Center

[Directions to Site]

Driving Instructions

Mileage to Center 0.00 Map Location

[Center Admin Info]

☐ Override Admin Rate %

Administration Type

Override Enrollment Expiration Month

☐ When Processing, Check Daily Child In/Out Times

☐ When Processing, Skip Menu Edit Checks

[Center Login Info]

Auto Generate Login and Password 25923je4qx

Send Welcome Letter cpvght4

Record Attendance Date/Time Limitation

☐ Prevent Center from using Select-All in Record Attendance

[Site Monitoring info]

Monitor

Next Visit Due Start Month

[Center Referral Info]

Referred By

Previous Sponsor's Name

[Center Referral Info]

Bank Account Type

Bank Account Number

Bank Routing Number

☐ Pay via Direct Deposit

Sponsor Notes

Hold Reason Notes

7. When finished, click **Save**.