

# Use the SFSP Feature (Centers)

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This article contains useful information for your SFSP sites. Click the link in the table of contents below to jump to a specific section.

## Sponsors: Train Sites to Access the SFSP Feature

1. Provide sites with their login ID and password. You can find this information in the Manage Center Information Oversight tab.
2. Advise sites to go to [cx.minutemenu.com](https://cx.minutemenu.com). Sites can access this website on smart phones, tablets, and computers. They can log in with the information you provide to them.

## Recording Meal Counts

1. Log in to [cx.minutemenu.com](https://cx.minutemenu.com).
2. From the menu to the left, click **Attendance**.
3. Click **Record Served Meals (SFSP/ARAS)**. The Record Served Meals page opens.
4. Click each box in the **Served Meals** column and enter the total number of meals served for each meal time.
5. Click each box in the **Total Attendance** column and enter the total number of children served for each meal time.

The screenshot shows the 'Record Served Meals' page in the MinuteMenu CX system. The page has a green header with the MinuteMenu CX logo and a 'Logout' button. A left sidebar contains 'Attendance' and 'Claims' links. The main content area is titled 'Record Served Meals' and includes a note: 'This tool is designed for sites using At Risk After School and Summer Feeding Claims only'. Below this, there are dropdowns for 'Location' (Jess Center) and 'Day' (2019-02-25). A table titled 'Served Meals' has columns: 'Served Meals', 'Seconds', 'Total Claimed', 'Total Attendance', 'Non-Participating', 'Total Meals Discarded', and 'Total Damaged/Incomplete Meals'. Rows are provided for 'Breakfast', 'Lunch', and 'PM Snack'. The 'Served Meals' and 'Total Attendance' columns are highlighted with green boxes. At the bottom right of the table are buttons: 'Menu Production Record', 'Meal Counter' (highlighted with a green box), 'Clear Data', and 'Save'. A 'Comments' section is at the bottom.

	Served Meals	Seconds	Total Claimed	Total Attendance	Non-Participating	Total Meals Discarded	Total Damaged/Incomplete Meals
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PM Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Enter counts in the remaining columns, as needed.
7. When finished, click **Save**.

**Note:** Centers can click **Meal Counter** to take attendance and children come through the line to get their foods.

## Print Sign In Sheets

1. Centers can print sign-in sheets from [cx.minutemenu.com](https://cx.minutemenu.com).
2. From the menu to the left, click **Attendance**.

3. Select **Printable Sign In Sheets**. The Print Sign In Sheets page opens.
4. Click the second drop-down menu and select **Daily** or **Weekly**.
5. Click the third drop-down menu and select **Blank Sign In Sheet** or **Pre Filled Using Enrolled Children**.

6. Click **OK**. The sign-in sheet is generated.

## Submitting Claims

Centers submit their ARAS Claims through [cx.minutemenu.com](https://cx.minutemenu.com) each month.

1. From the menu to the left, click **Claims**.
2. Click **SFSP/ARAS Claims**. The Enter Claims page opens.

Meal	Total Count
Breakfast	0
Lunch	0
PM Snack	0

  

Total Meals	Days Claimed	ADP
0	0	0

3. Review meal counts and verify their accuracy.
4. Click **Submit Claim**.