



# TIP SHEET: MENUS & MENU CYCLES

IMPORTANT TIME, FRUSTRATION, AND  
ALMOST LIFE SAVING TIPS IN MENU MODULE

**Take the following precautions before using or creating menus and menu cycles in MENU Module.**

- When creating a menu template, remember to select all the “Meal Types” and “Site Groups” the template will serve.
  - Users cannot change the “Meal Pattern,” “Meal Type,” or “Site Group” of a menu template once users apply the menu template to a menu.
- Users cannot use a menu intended for one site group, for example, “Elementary Schools,” for a different site group, for example, “High Schools.”
- When creating a menu, do not forget to enter at least “1” in the “Choose” column to indicate the number of items students may choose from each menu item category.
- When creating a menu, users must select the “Include” box for each intended serving group. Users will not be able to enter planned counts for serving groups that have not been selected for that menu.
- Users must enter projected servings for each menu item to generate a “Nutrient and Meal Contribution” “Analysis” or “Nutrition Report” of the menu prior to serving.
- At breakfast, users may indicate that a Meat/Meat Alternate menu item contributes towards the “Grain” meal component.
- Users can enter multiple menu items to a menu at a time using the “Add Menu Items” button and selecting multiple menu items.



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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