Take the following precautions before using MENU Module for breakfast or lunch production.

- Train Kitchen Managers to select the correct “Site” from the drop down list when accessing “Production Plans” and Production Records.”
- When completing the production plan, do not leave any of the fields in the “Planned Count” column blank. Enter “0” when necessary.
- Complete “Production Plan(s)” before the date passes. Users should complete “Production Plan(s)” before producing the menu.
- When completing the “Production Record,” do not leave any of the fields in the “Actual Count” column blank. Enter “0” when necessary.
- Complete “Production Records(s)” on or after the date passes. Users cannot complete “Production Record(s)” for future dates.
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1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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