

Scannable Bubble Menus

How to bubble in food codes correctly

When bubbling in food components on scannable menu forms, please remember these important steps. **FIRST**, always make sure you are looking at the correct food component category. For your convenience, each food component category on scannable menus is classified by color - which corresponds to the same color on the **ACD Food Chart**.

Meat / Meat Alternate: Red
Bread / Bread Alternate: Brown

Fruit / Vegetable / Juice: Orange and Green
Milk: Blue

TWO-DIGIT FOOD CODES

When serving food components with a two-digit food code, you must bubble in the first digit in the top ROW (numbers 0 thru 8). Next, bubble in the second digit in the bottom ROW (numbers 0 thru 8).

For example: #62 - BAKED BEANS (SEE ILLUSTRATION BELOW)

- The **first digit**, number "6" is bubbled in the top ROW (numbers 0 thru 8).
- The **second digit**, number "2" is bubbled in the bottom ROW (numbers 0 thru 8).

MEAT OR	C	1	0	1	2	3	4	5	6	7	8
ALTERNATE	H	2	0	1	2	3	4	5	6	7	8

THREE-DIGIT FOOD CODES

When serving food components with a three-digit food code, you must bubble in the first digit in the 1st COLUMN (numbers 1 or 2). Next, you must bubble the second digit in the top ROW (numbers 0 thru 8), directly to the right of the 1st COLUMN. The third and final digit must be bubbled in the bottom ROW.

For example: #163 - CUCUMBERS (SEE ILLUSTRATION BELOW)

- The **first digit**, number "1" is bubbled in the first COLUMN (numbers 1 or 2).
- The **second digit**, number "6" is bubbled in the top ROW (numbers 0 thru 8), directly to the right of the 1st COLUMN (numbers 1 or 2).
- The **third digit**, number "3" is bubbled in the bottom ROW (numbers 0 thru 8).

JUICE OR	2	1	0	1	2	3	4	5	6	7	8
FRUIT OR	0	1	2	3	4	5	6	7	8		
VEGETABLE	F	1	0	1	2	3	4	5	6	7	8

For example: #236 - LETTUCE (SEE ILLUSTRATION BELOW)

JUICE OR	1	0	1	2	3	4	5	6	7	8
FRUIT OR		0	1	2	3	4	5	6	7	8
VEGETABLE		0	1	2	3	4	5	6	7	8

Common Menu Errors - How to prevent them

BUBBLING IN TWO AND THREE DIGIT FOOD CODES INCORRECTLY

Make sure to follow the exact steps indicated on the back of this sheet in regard to “Scannable Menus – How to bubble in food codes correctly.” Ensure that all meals served and claimed are indicated on your menu.

FORGETTING TO BUBBLE IN THE DATES AND THE MONTH ON ALL MENU SHEETS

Always bubble in the current month on all menu sheets. A suggestion would be to bubble the month FIRST when starting a new menu sheet. Each day, bubble in the date FIRST, and then record all meals and attendance daily. NOTE: Only bubble in the actual dates you are claiming. (For example, if it is Friday, the 24th and you are not claiming on Saturday or Sunday, the 25th or 26th, you do not bubble in the 25th or 26th. Instead, your next date to continue bubbling in would be Monday, the 27th.

NO PROVIDER #/ACD# IS BUBBLED OR WRONG # IS BUBBLED

Please bubble in your Provider # / ACD # that was assigned to you when you initially joined our sponsorship. This number is indicated as: “ID:” on the top left-hand of corner of your Claim Information Form (CIF – yellow sheet). Do not bubble in your child care license number! Your license number is not required on **any** bubble forms.

MISSING MEAL PARTICIPATION (ATTENDANCE) ON MEALS CLAIMED

Meal attendance is taken by child number, located on the left of each child’s name, on your Claim Information Form (CIF – yellow sheet). Each day, make it a habit to record meals served FIRST, followed immediately by attendance. If you are Provider who preplans your meals in advance, simply go through each day and record the meals you will be serving on your menu sheets. Meal **attendance**, however, must be taken at point of service, to allow claim reimbursement per CACFP, ISBE and USDA rules and regulations.

MISSING ENTIRE MEAL(S) SERVED OR MEAL COMPONENTS OF A MEAL

On a daily basis, make it a habit to record your meals served, per individual component, by food group. Use your ACD Food Chart as your guide to indicate the correct meal code for each food group (also see “Scannable Menus – How to bubble in food codes correctly” for further reference).

IMPORTANT REMINDERS:

- DO NOT USE PEN ON YOUR MENU SHEETS EXCEPT FOR YOUR SIGNATURE (a signature signed in pencil is also acceptable).
- DO NOT FOLD, STAPLE, OR TEAR MENU SHEETS.
- AVOID AS MANY ERASURES AS POSSIBLE (use a pink school eraser if needed, for best results).
- DO NOT CROSS OFF OR PUT LINES THROUGH ANY MEALS/SNACKS THAT YOU DO NOT SERVE. If you do not claim a certain meal/snack, simply leave blank.