

The Meals > Rates screen allows users to add the rate for meals for both CACFP and Non-CACFP sites.

From the Meals menu, select the Rates option.

Search			•								🗒 Business Level -	DCW	- Tra	insac	tiona	• 6
☆ Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹					
Home Ir	formatic	on			Entry											
					Meal (	Count										
			ata ta	Class	Summ	ary										
1			31	Center	Menu						Classroom	м	т	w	Th	F
Information	S	ichedules	Semester	DCW	Food						AM, Before School Care	8	7	8	7	8
11			0	DCW	Meals	Offered					Flexible Child Care Registration	0	0	0	0	0
<b>3</b>		é.	U	DCW	Rates						PM, After School Care	3	3	3	3	3
Birthday		Billing	Pending	DCW	Times		U				Weekly Enrichment	1	1	1	1	1
0		0	•2•		Eligibi	lity Report										

On the Rates screen, existing meal rates will display. To add a new rate, select the +Add New Meal Rate button

Meals Meals Rates							
Meal Rate List							
+ Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
	2/01/2016	3.50	1.00	3.50	1.00	3.50	1.00

Add a name for the rate, the effective date, the rate for each meal type, the billing type, if this is a CACFP rate or not, if it is a CACFP rate which category the rate should apply to (free, reduced or paid). Press Save to commit rate to the system.

Setup Meal Rate	
Meal Rate Description:	
Rate Effective Date:	12/11/2017
Breakfast:	0.0
AM Snack:	0.0
Lunch:	0.0
PM Snack:	0.0
Dinner:	0.0
Evening Snack:	0.0
Billing Type:	N/A 🔻
CACFP:	Yes •
Base Meal Rate:	N/A 🔻
Save	

If a rate needs to be edited, select the edit icon next to the date field.

leal Rate List							
Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
Billing on Schedule							
	🕼 12/01/2016	3.50	1.00	3.50	1.00	3.50	1.00
	Edit Meal Rate						
Free Cost							
	2/01/2016	0.00	0.00	0.00	0.00	0.00	0.00

Add the updated rates then press Save.

0	Daycare Works - Me	al Rate 🛛 —		×
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	Setup Meal Pate			
	Meal Rate Description:	Billing on Schedule		
	Rate Effective Date:	12/01/2016		
	Breakfast:	3.5		
	AM Snack:	1.0		
	Lunch:	3.5		
	PM Snack:	1.0		
	Dinner:	3.5		
	Evening Snack:	1.0		
	Billing Type:	Meals Based on Scheo	lule	
	CACFP:	No		
	Base Meal Rate:			
	Save			

To add a new effective date, press the plus button next to the rate name-

Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
× Billing on Schedule							
Add Meal Rate Detail	3 12/01/2016	3.50	1.00	3.50	1.00	3.50	1.00
× Free Cost							
	3 12/01/2016	0.00	0.00	0.00	0.00	0.00	0.00

Add the new effective date and rates for each meal, then press save.



If a rate needs to be deleted, press the red X button. When you select the red X button, this will remove the rate from the system entirely.

+ Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
Billing on Schedule							
Delete Meal Rate	2 12/01/2016	3.50	1.00	3.50	1.00	3.50	1.00
Free Cost							
	2 12/01/2016	0.00	0.00	0.00	0.00	0.00	0.00