

CENTRO USER GUIDE

Version 3.0

Last Updated: September 2025



GETTING STARTED IN CENTRO

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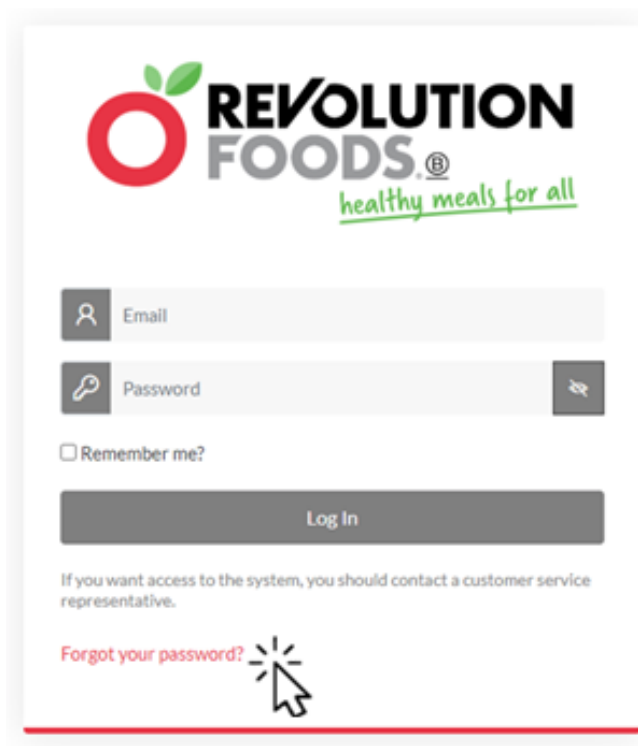
LOGGING IN

**Colors and fonts may be different than the live environment.*

Website: <https://centro.order.revfoods.com/>

All users will receive a link to create a login and password. Please check your spam folder. Many organizations might also block the email all together.

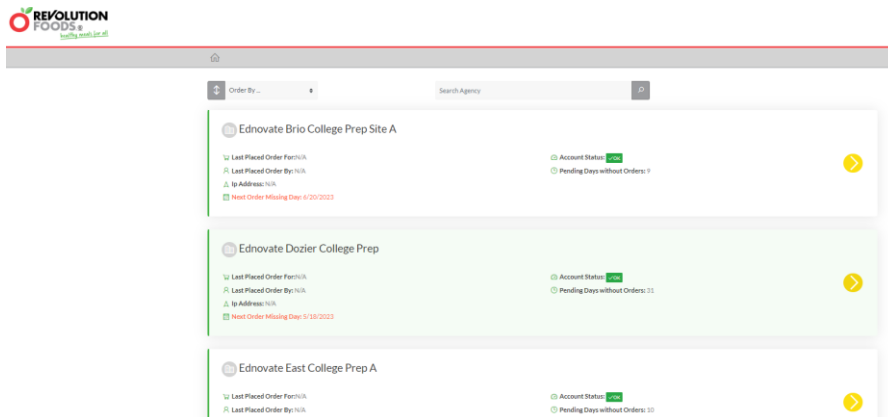
The link is only available for 24 hours. If you do not receive an email, you can go directly to the website and click “**Forgot your password?**” to register without the link. If the link is expired, an error message of ‘Invalid Token’ will populate.

The image shows a login form for Revolution Foods. At the top is the logo, which consists of a red circle with a green leaf on top, followed by the text "REVOLUTION FOODS.®" in bold black letters, and the tagline "healthy meals for all" in a green script font below it. Below the logo are two input fields: "Email" with a person icon and "Password" with a key icon. There is a "Remember me?" checkbox below the password field. A grey "Log In" button is positioned below the checkboxes. Below the button, there is a line of text: "If you want access to the system, you should contact a customer service representative." At the bottom left, there is a link that says "Forgot your password?" in red text, with a mouse cursor icon pointing at it. A red horizontal line is at the very bottom of the form area.

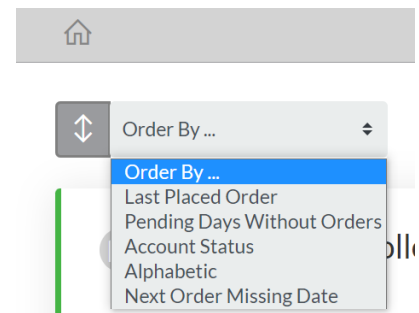
- Your login username will be your email.
- The Password must be at least 6 and at max 100 characters long. Passwords must have at least one non-alphanumeric character.

LOGIN LANDING PAGE AND DASHBOARD

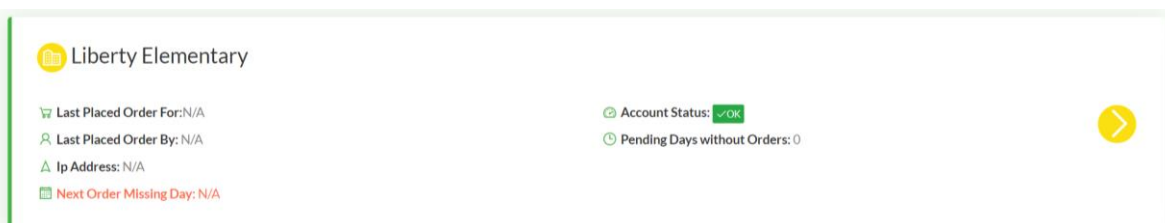
Once logged in you will go straight to the **Centro Dashboard** or if you place orders for more than one delivery site, you will first select the delivery site, then you will be taken to the Dashboard. For example:



You can use the search bar to find the delivery site you are looking for or click on the “Order By” drop down for these options:



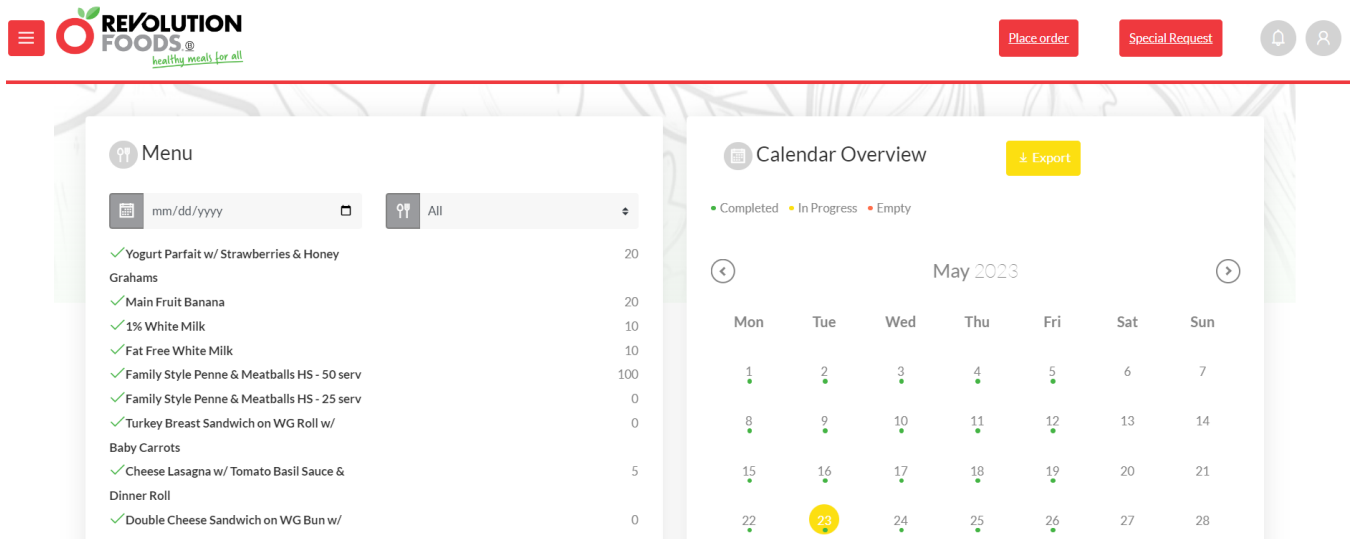
The following information can be found on the Multiple Delivery Site Dashboard:



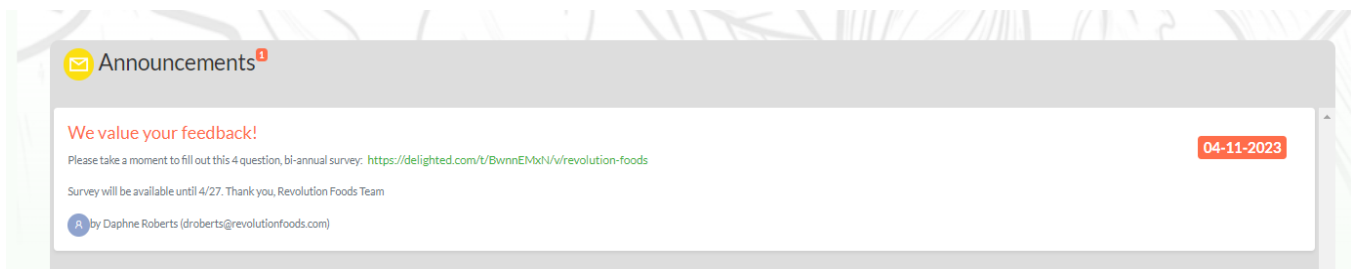
1. Date of the last order that was placed for the site.
2. Who last placed the order.
3. The IP Address of the user who last placed the order.
4. Next Order Missing Date
5. Account Status
6. Pending Days without Orders

DELIVERY SITE ORDER PAGE DASHBOARD

Once you have selected the delivery site, you will be taken to the Delivery Site Order Page Dashboard.

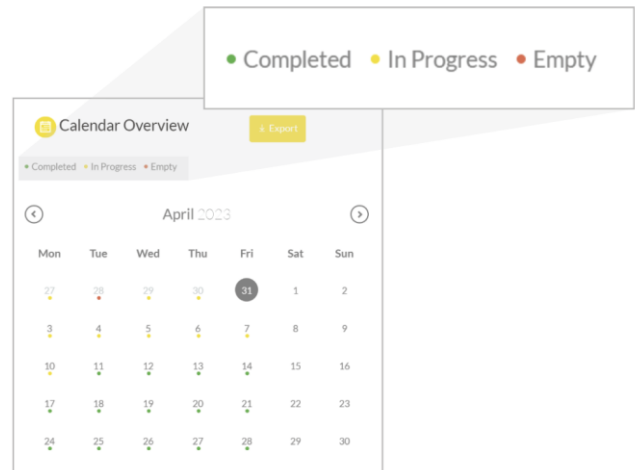


From time to time, you may see a notification on the top of the dashboard with pertinent information about your orders and other customer information.



CALENDAR OVERVIEW

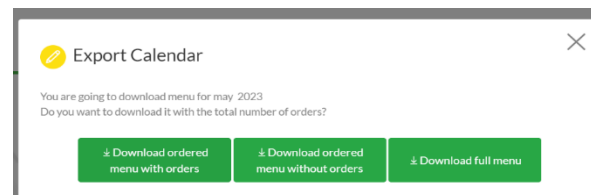
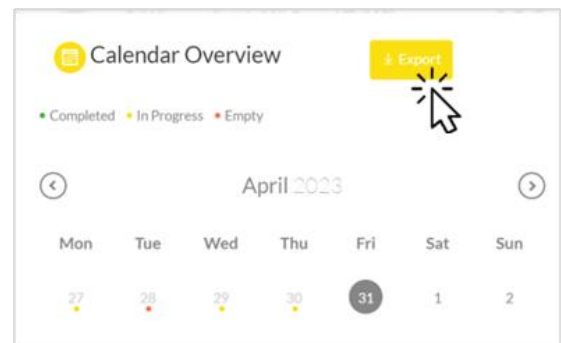
The Calendar Overview shows you a snapshot of the current month's orders. Dates with a green dot have orders placed for all meal types, yellow dots show dates that only some of the meal types have orders, red dots are no orders have been placed. A grey circle over a date represents a holiday where no meals are being offered.



EXPORT CALENDAR

There are 3 options to export the monthly calendar. The month you are viewing will be the menus downloaded:

- 1) Download ordered menu with orders
 - a) Downloads your selected meals with order quantities
- 2) Download ordered menu without orders
 - a) Downloads your selected meals without order quantities
- 3) Download full menu
 - a) Downloads all meals offered during the selected month.



PLACING ORDERS



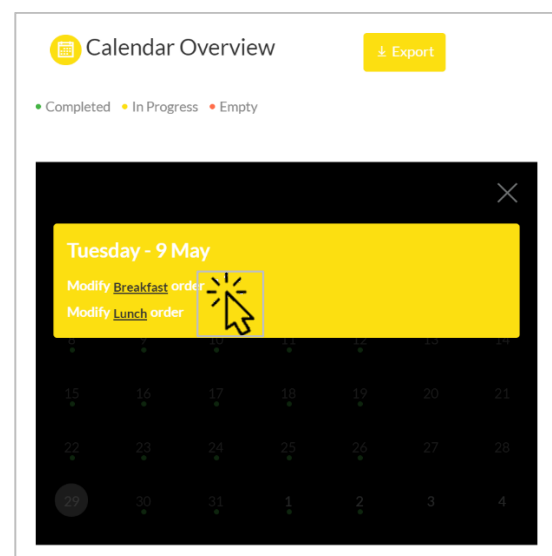
Place order

Special Request

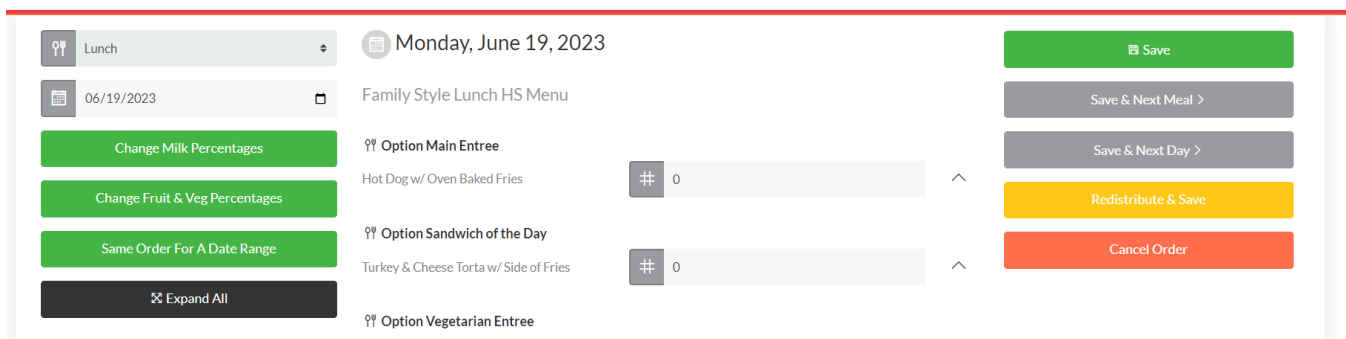


You can begin placing orders by selecting the Place Order button on the top right corner of the page.

You can also click on the date you want to place an order in the Calendar Overview and select the meal type you would like to place orders.



Once in the ordering screen, you can also choose desired meal type or Extras Section from the meal drop down or the desired date from a calendar view.



MEAL PERCENTAGES / RATIOS

****If your site is "Serve Only" this next section will be blocked and all values will be set at 100%.***

The Menu & Nutrition team set minimum and maximum percentages to help our school partners meet meal program compliance requirements.

Setting meal percentages also allows for faster and easier ordering. Percentages are filled out for daily milk orders, fruit orders, and vegetable

orders. Once you select the percentages by meal type, you just need to place orders for the desired entrées and the percentages will be distributed by category (milks, fruits, vegetables).



Each new month you will see the red banner which means the meal percentages need to be placed for one or more menus. Meals cannot be placed until all percentages for the month are set up.

There is one Menu without percentages, please review it and fill them.

🍴 Breakfast

📅 09/09/2025

Change Milk Percentages

Change Fruit & Veg Percentages

Same Order For A Date Range

Expand All

📅 Tuesday, September 9, 2025

SOCAL Breakfast SBP Hot Delivery

🍴 Option Breakfast - Cold

Chocolate Chip Muffin Top

0

ⓘ

^

🍴 Option Breakfast - Cereal

Cheerios Cereal w/ Honey Grahams

0

ⓘ

^

🍴 Option Breakfast - Hot

Sausage & Cheese English Muffin Sandwich

0

ⓘ

^

Save

Save & Next Meal >

Save & Next Day >

DAILY MILK PERCENTAGES

The percentages you are setting in this section are for the **daily** offerings of milk.

Breakfast Milk

For breakfast, two (2) milk types are available to order daily: fat-free white milk and 1% white milk. In the School Breakfast Program (SBP), you must offer students at least two different options of fluid milk during meal service. Thus, you must order both fat free white and 1% white milk to have both offerings available for students.

% Change Percentages

Program Menu
Cold Breakfast Menu * Same Last Month Percentages

Milk:

Menu	Mon	Tue	Wed	Thu
1% Milk				
1% White Milk	% 70	% 70	% 70	%
Fat Free				
Fat Free White Milk	% 20	% 20	% 20	%
Total	✓ 90	✓ 90	✓ 90	✓

The lowest allowable percentage is 5%. The maximum allowable percentage total is 100%. You must put a value in both categories for breakfast. Once you're done entering your percentages, click save.

Lunch Milk

For lunch, three (3) milk types are available to order: fat-free white milk, fat-free chocolate and 1% white milk. In the National School Lunch Program (NSLP), you must offer students at least two different options of fluid milk, including unflavored milk during meal service.

% Change Percentages

Program Menu
Family Style Lunch HS Menu * Same Last Month Percentages

Milk:

Menu	Mon	Tue	Wed	Thu	Fri
1% Milk					
1% White Milk	% 15	% 15	% 15	% 15	% 15
Fat Free					
Fat Free White Milk	% 0	% 0	% 0	% 0	% 0
Fat Free Chocolate Milk	% 0	% 0	% 40	% 40	% 40
Total	✓ 15			✓ 55	✓ 55

The sum of Fat Free category is below the minimum percentage. The minimum value is 5.

The lowest allowable percentage is 5%. The maximum allowable percentage total is 100%. You must put a value in both categories for lunch. You will always need to order the minimum of 5% of the 1% white milk. You have the choice to offer one or both of the fat-free milk types (white or chocolate).

If you add a number less than the minimum quantity, you will get an error message. Simply click on the error message to clear it. Once you're done entering your percentages, click save. If you add a total that is higher than 100%, you will get an error message.

FRUIT PERCENTAGES

Fruit must be offered during all meal services. All fruit portions offered on the breakfast, lunch, and supper menus are equivalent to $\frac{1}{2}$ cup serving of fruit. For the snack program, $\frac{3}{4}$ cup equivalent fruit portions are offered.

The percentages you are setting in this section are for all the fruits that appear on the menu throughout the month. Thus, each time the fruit appears on the menu, the elected percentage is used for the fruit distribution.

Breakfast Fruit

In the School Breakfast Program (SBP), you must offer students 1 cup of fruit daily. Our menus are designed to offer 2 fruits (each a $\frac{1}{2}$ cup portion) daily. Each breakfast meal must include a $\frac{1}{2}$ cup of fruit (1 portion) to be compliant.

In the breakfast fruit percentages section, you will see all fruit that will be offered that month. You must enter a percentage between 5% to 100% for each fruit. Setting these percentages helps prevent under-ordering of either fruit option. Once you're done entering your percentages, click save.

Change Percentages

Program Menu



NORCAL Breakfast SBP SFUSD

Same Last Month Percentages

Fruit:

Menu	Percentage
FRUIT BRKFST Banana 1/2cp 0823	 100
FRUIT BRKFST Pear 1/2cp (2nd) 0823	 5
FRUIT BRKFST Pear 1/2cp 0823	 100
FRUIT BRKFST Apple 1/2cp (2nd) 0823	 5
FRUIT BRKFST Orange 1/2cp 0823	 100

On occasion, there will be a breakfast entrée offering with the fruit included (i.e. yogurt parfait w/ berries).

In these cases, any additional entrées offered on the same day will also have a fruit included in the meal. These fruits are not reducible.

On these dates you will only see 1 fruit offered in the fruit section.

Lunch Fruit

For lunch, you must offer students $\frac{1}{2}$ cup of fruit (1 portion) if they are in grades K-8 or 1 cup (2 portions) if they are in grades 9-12. Unlike the breakfast program, for a compliant meal students can take 3 of the 5 offered components, including $\frac{1}{2}$ cup of fruit OR $\frac{1}{2}$ cup of vegetable.

You must enter a percentage between 5% to 100% for each fruit. Setting these percentages helps prevent under-ordering of the daily fruit option. Once you're done entering your percentages, click save.

☞ Option Main Entree
Yogurt Parfait w/ Strawberries & Honey Grahams # 0

☞ Option Daily Cereal
Apple Jacks w/ Honey Grahams & Whole Fruit # 0

🍌 Fruit
Main Fruit
Main Fruit Banana # 0

% Change Percentages

Program Menu
☞ Family Style Lunch HS Menu Same Last Month Percentages

Fruit:	Menu	Percentage
	100% Fruit Juice	% 50
	Main Fruit Apple	% 0
	Orange	% 50
	Apple	% 50
	Banana	% 50
	Pear	% 50
	Craisins	% 50
	Raisins	% 50

between 5% and 10%



VEGETABLE PERCENTAGES

For lunch, you must offer students $\frac{3}{4}$ cup of vegetables if they are in grades K-8 or 1 cup if they are in grades 9-12. Unlike the breakfast program, for a compliant meal students can take 3 of the 5 offered components, including $\frac{1}{2}$ cup of fruit OR $\frac{1}{2}$ of vegetable.

You must enter a percentage between 5% to 100% for each fruit. Setting these percentages helps prevent under-ordering of the daily vegetable option. It also helps prevent food waste.

Although setting percentages is a mandatory step every month, there is a button to use the "Same as Last Month Percentages" for an even faster ordering process.

If there are new milk types, fruits or vegetables that were not offered in the previous month's menu, those will still need to be set. This also applies if a new item is offered during the month.

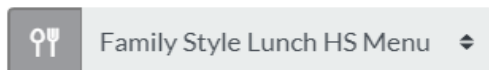
Veg:

Lettuce, Tomato, Pickle Kit	%	40
Baby Carrots	%	5
Salad Bar Kit 4	%	0
Salad Bar Kit 6	%	5
Fruitable Juice	%	5
Garbanzo Bean & Corn Salad	%	5
Celery Sticks	%	5
Side Salad w/ Ranch Dressing	%	5

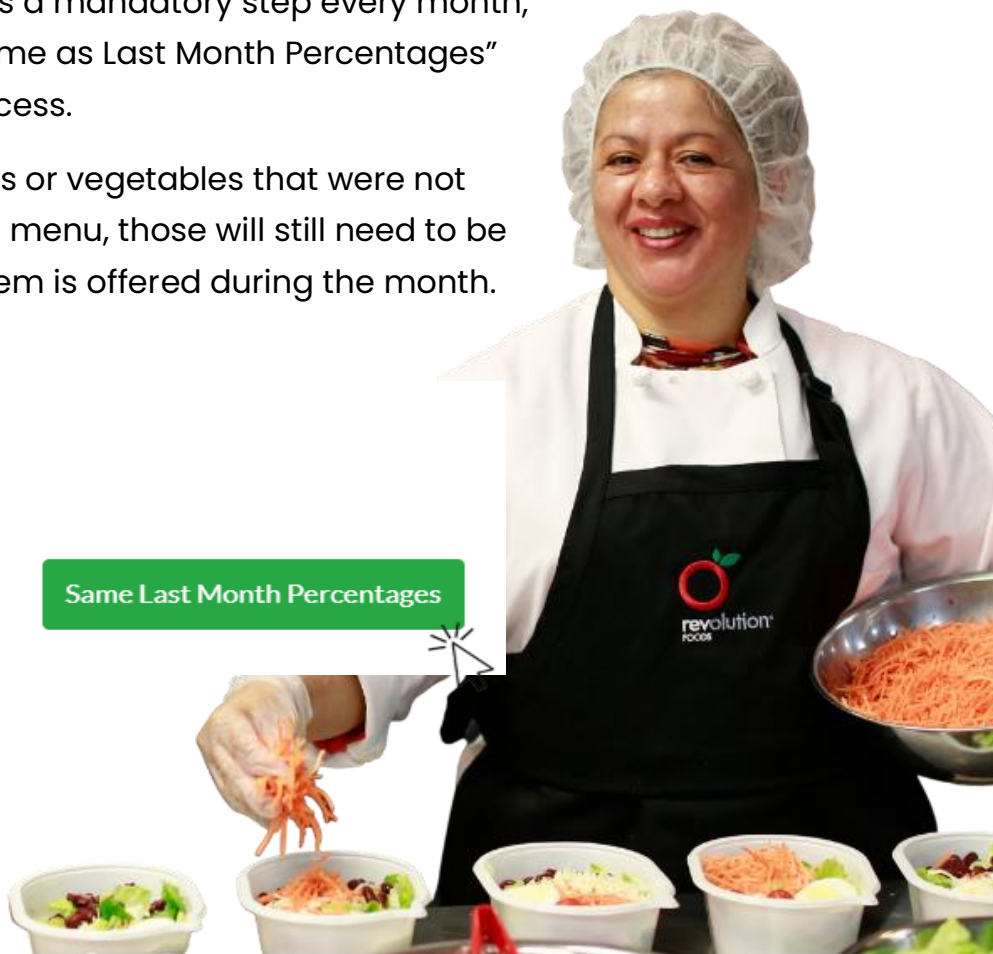
between 5% and 100%

% Change Percentages

Program Menu



Same Last Month Percentages



REDISTRIBUTE & SAVE

If at any time during the month you decide to update your percentages, the new percentages **WILL NOT** automatically distribute to any orders already placed. The new percentages will only apply to **NEW** orders.

If you would like to apply the new percentages to your existing orders, there is a button called “Redistribute & Save.” You can go to each day with placed orders and use this button to update the fruit, vegetables, and milk with the new percentages.

The screenshot displays the Revolution Foods app interface. At the top, the logo for Revolution Foods is visible, along with navigation buttons for 'Place order' and 'Special Request'. The main content area shows a menu for 'Monday, June 19, 2023' under the 'Family Style Lunch HS Menu'. The menu includes sections for 'Option Main Entree' (Hot Dog w/ Oven Baked Fries) and 'Option Sandwich of the Day' (Turkey & Cheese Torta w/ Side of Fries). On the right side of the screen, a vertical list of action buttons is shown: 'Save', 'Save & Next Meal >', 'Save & Next Day >', 'Redistribute & Save' (highlighted with a yellow background and a cursor icon), and 'Cancel Order'.

A photograph of a young girl with blonde hair in a ponytail, wearing a brown hoodie, reaching for a carton of milk in a school cafeteria. The counter is filled with various milk cartons, including 'Low Fat Milk' and 'Fat Free Milk'. In the background, a person is visible, and there are bananas on the counter.

ORDERING MEALS

Once all percentages are set you can place meal orders.

Select the meals you want to order. When you save the order, the percentages will distribute to the fruits, vegetables and milk. Note: You can still change the number of fruits, vegetables or milk but you will not be allowed to order less than the required minimum in accordance with the amount of entrées ordered.

Once you have completed the selection for a given day, there are a few options to continue:

1. Save – Saves your order for the day and keeps you in the same day.
2. Save & Next Meal – Takes you to the same order date for the next meal (i.e. if you are ordering breakfast, then it takes you to lunch for the same day).
3. Save & Next Day – Takes you to the next order date for the same meal.

The screenshot displays the meal ordering interface. On the left, there is a sidebar with a menu type selector set to 'Lunch' and a date selector set to '09/15/2025'. Below these are two green buttons: 'Change Milk Percentages' and 'Change Fruit & Veg Percentages', and a dark grey button at the bottom labeled 'Expand All'. The main content area shows the date 'Monday, September 15, 2025' and the meal selection 'SOCAL Lunch NSLP 9-12 Buffet'. Under the heading 'Option Lunch - Hot Buffet', there is a list item 'Hamburger w/ Oven Baked Fries (20 meals per pan)' with a quantity of 8 and a total of 160. Below this, under the heading 'Option Lunch - Cold', there is a list item 'Mantecada Muffin w/ Yogurt & String Cheese & Tajin Corn' with a quantity of 15. To the right of the meal selection, there is a large white arrow pointing right with the text 'Steps 1-3' above it. On the far right, there is a vertical stack of five buttons: a green '1 Save' button, a grey '2 Save & Next Meal >' button, a grey '3 Save & Next Day >' button, a yellow 'Redistribute & Save' button, and a red 'Cancel Order' button.

Steps 1-3

1 Save

2 Save & Next Meal >

3 Save & Next Day >

Redistribute & Save

Cancel Order

ADJUSTING DAILY FRUIT, VEGETABLE AND MILK

Once your meal order is placed and saved, the amount ordered will distribute to the fruit, vegetables and milk offered on that day. You can override these amounts after they have been distributed.

🍷 Vegetable	
Baby Carrots	# 75
🍏 Fruit	
🍎 Main Fruit	
Orange	# 50
🥛 Milk	
🥛 1% Milk	
1% White Milk	# 90
🥛 Fat Free	
Fat Free White Milk	# 5
Fat Free Chocolate Milk	# 0

SOLD OUT ITEMS

To ensure that substitutions are kept to a minimum and our vendors have ample time to ship our orders, there are some meal entrées that will have a limited number of orders available.

In these cases, you may see an item that shows “Sorry, this item is sold out.” The order area will be greyed out and you must choose another item.

We encourage you to place your orders for the entire month as soon as menus are made available to avoid missing out on these items.

🍷 Breakfast

📅 05/02/2023

Change Milk Percentages

Change Fruit & Veg Percentages

Same Order For A Date Range

🔍 Expand All

Tuesday, May 2, 2023

Breakfast Menu A

🍷 Option Main Entree

Strawberry Pancake Bowl

0

Sorry, this item is sold out

🍷 Option Daily Cereal

Apple Jacks w/ Honey Grahams & Whole Fruit

0

Save

Save & Next Meal 2

Save & Next Day 3

🍷 Option Main Entree

Strawberry Pancake Bowl

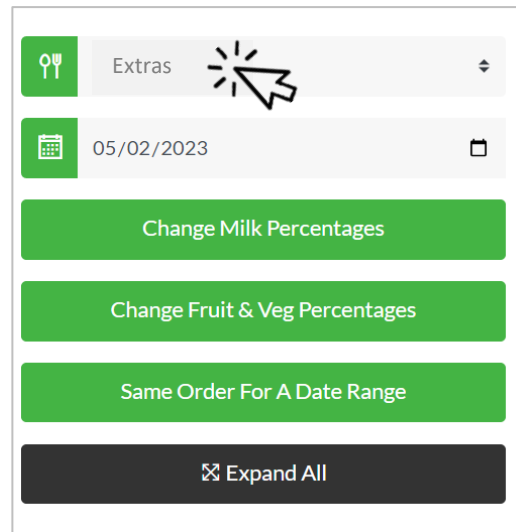
0

Sorry, this item is sold out

EXTRAS

All sites will have access to a section called Extras. The following items are under the Extras category:

1. Ketchup
2. Mustard
3. Mayonnaise
4. Hot Sauce
5. Sporks
6. Meal Service Trays
7. Syrup



These items can only be ordered by the case for delivery. These are provided at no additional charge. Deliveries are made on Tuesdays for Day-Ahead Delivery sites and Wednesday for Same-Day Delivery sites.

There will be a maximum number of cases per item that can be ordered depending on the number of meals ordered weekly.

Example: A case of ketchup has 500 packets, if you order an average of 2,000 meals a week, you will be able to order a maximum of 4 cases.

SPECIAL REQUEST OPTIONS

Special Requests are requests for meals that fall outside the normal day-to-day meal service.

At the top of the Dashboard, next to the Place Orders button you will see the Special Request button.

[Place order](#)[Special Request](#)

There are 3 Special Request categories:

1. Meals
2. Last Minute Requests
3. Allergy Friendly Meals Enrollment

Meals ●

 Pending Approval: 0

 History



 Last 5 Meals Request

Last Minute Request ●

 Pending Approval: 0

 History

 Last 5 Last Minute Request

 1. 6 / 19 / 2024

 2. 6 / 14 / 2024

 3. 6 / 13 / 2024

 4. 6 / 12 / 2024

 5. 6 / 11 / 2024

Allergy Friendly Enrollment ●

 Create new request

 View All Therapeutic

 Pending Approval: 0

 History

 Last 5 Allergy Friendly Enrollment Request

SPECIAL REQUEST MEALS

Under the Meals section, there are options for Field Trip Lunch Requests, Pizza Requests, and Grill Day Requests.

Field Trip Lunch Request ●

▼ Pending Approval: 0

🔍 History

📅 Last 5 Field Trip Request

✓ 1.7 / 17 / 2024

✓ 2.5 / 29 / 2024

✓ 3.5 / 24 / 2024

✓ 4.4 / 12 / 2024

✓ 5.2 / 9 / 2024



>

Pizza Request ●

▼ Pending Approval: 0

🔍 History

📅 Last 5 Pizza Request

>

Grill Day Request ●

▼ Pending Approval: 0

🔍 History

📅 Last 5 Grill Day Request

✓ 1.12 / 6 / 2023

>

A photograph showing three food service workers in a commercial kitchen. They are wearing white chef coats, black aprons, and hairnets. The worker in the foreground is smiling and holding a red plastic tray filled with several brown cardboard pizza boxes. The boxes have the 'revolution' logo on them. In the background, two other workers are standing behind a stainless steel counter, which is covered with various food items including boxes of tomatoes, lemons, and other produce. The kitchen has stainless steel walls and equipment.

SPECIAL REQUEST MEALS – FIELD TRIP LUNCH REQUESTS

Sack lunches for field trips will not be available on your daily meal orders page. You must submit the Field Trip Request form to have these meals added to your menu.

The request form must be filled out in its entirety before submitting.

Fruits and vegetables will all be packaged together in the field trip meal and are not reducible.

You may request allergy friendly meals (free of the top 9 allergens) to take on your field trip. Add in the notes how many of these meals you need.

Field Trip Lunch Request Information Sheet

Field Trip Day Requested *	 08/21/2024
Meal Type *	 Lunch

SOCAL Lunch NSLP K-8 Field Trip

Field Trip- Turkey & Cheese Torta Sandwich w/ Fruit & Veg	 0
Allergy Friendly Lunch	 0
Field Trip- Seedbutter & String Cheese w/ Fruit & Veg	 0
1% Low Fat White	 0
Fat Free White Milk	 0
Fat Free Chocolate Milk	 0

IMPORTANT! If you have already placed meal orders, it is the school's responsibility to deduct meals from the regular lunch orders. Credits will not be applied for over-ordering of meals due to field trips. Once the request is approved or denied, you will receive an email.

SPECIAL REQUEST MEALS – PARTY PIZZA DAY REQUESTS

Party Pizza Day is when pizza is ordered directly from a 3rd party pizza vendor. Revolution Foods delivers fruit, vegetables, and milk; the main entrée is delivered directly by the pizza store location.

Requests must be submitted with a minimum of 2 weeks' notice but can be submitted as soon as the monthly menus are released. There is a maximum

capacity of orders for each store, so it is recommended that you place your request as soon as possible.

Things to consider when placing your requests:

- The earliest delivery time will be 10:30AM
- Sites must order by the pizza pie. One pie = 8 slices
- Toppings available are cheese and pepperoni.
- We can accommodate up to 2 individual deliveries of pizza. These 2 deliveries must be an hour apart.
- We will need a 2-week lead time and can accommodate order adjustments with 1 week lead time. Adjustments must be processed by the Customer Experience team (customerservice@revolutionfoods.com) do not make changes directly in Centro.
- Sites should not communicate with pizza stores for any purpose, all communication will be through Rev Foods.

The pizza form will calculate the number of meals based on the pies ordered for each delivery. Then you must add the amount of fruit, vegetable of the day, and milk desired on the date of your request added. Select save to submit your form.

Before submitting the form, you must agree to the terms and condition statement at the end of the request and the additional \$0.56 per meal fee.

Terms and Conditions

Terms and Conditions: I understand that our school is requesting Revolution Foods to utilize a 3rd Party to deliver the pizza portion of our lunch order. Revolution Foods commits to do everything possible to assure that the complete order is delivered at the desired time, but our school recognizes and accepts that anytime a 3rd party is requested, delays outside of Revolution Foods's control may arise. Although rare, should any delay occur, Revolution Foods commits to do everything within its power to remedy the situation as quickly as possible.

Orders will be charged an additional 0.56 per slice/meal directly to my monthly invoice.

← Back

Next →

Once the request is approved or denied, you will receive an email.



Let's have
a Pizza Party!

ORDER NOW!



Pizza Request Information Sheet



Place your order

● Time of 1st Lunch *	Select a time
● How many Pepperoni *	
● How many Cheese *	
● # of Whole Pizzas for 1st lunch	 (1 Whole pizza = 8 slices)
● Time of 2nd Lunch	Select a time
● How many Pepperoni	0
● How many Cheese	0
● # of Whole Pizzas for 2nd lunch	0 (1 Whole pizza = 8 slices)
● # of Whole Pizzas	0
● # of Whole Slices	0

← Back

Next →

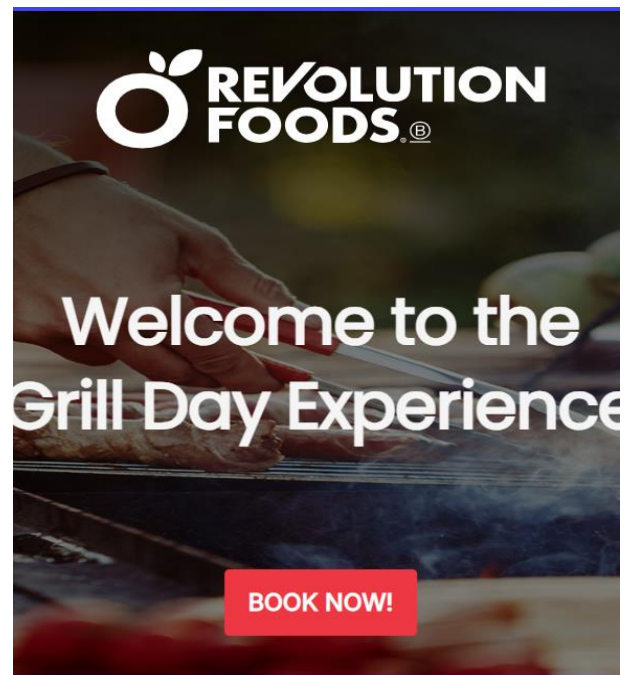
SPECIAL REQUEST MEALS – Grill Day REQUESTS

Grill Days events are an exciting reimbursable meal option. Our Grill team will grill on-site at your school. There are limited events available daily and dates are on a first come first serve basis. A minimum of 2 weeks is required for requests.

Offerings may vary by region. Grill Days are not available on Mondays. Check with your Customer Service Manager for details.

To request a Grill Day, Select Book Now!
Choose a date on the BBQ Calendar. Fill out the form.

**Grill Day's may be subject to a service fee.*



Let's get your order!

● — ● — ● — ● — ●

General Information

● Request date

● Grill day type

● Location

● Where on campus do you want us to set up the Grill Cooking Station?

● Where on campus do you want us to set up the Serving Station?

● How many serving times you would like to have?

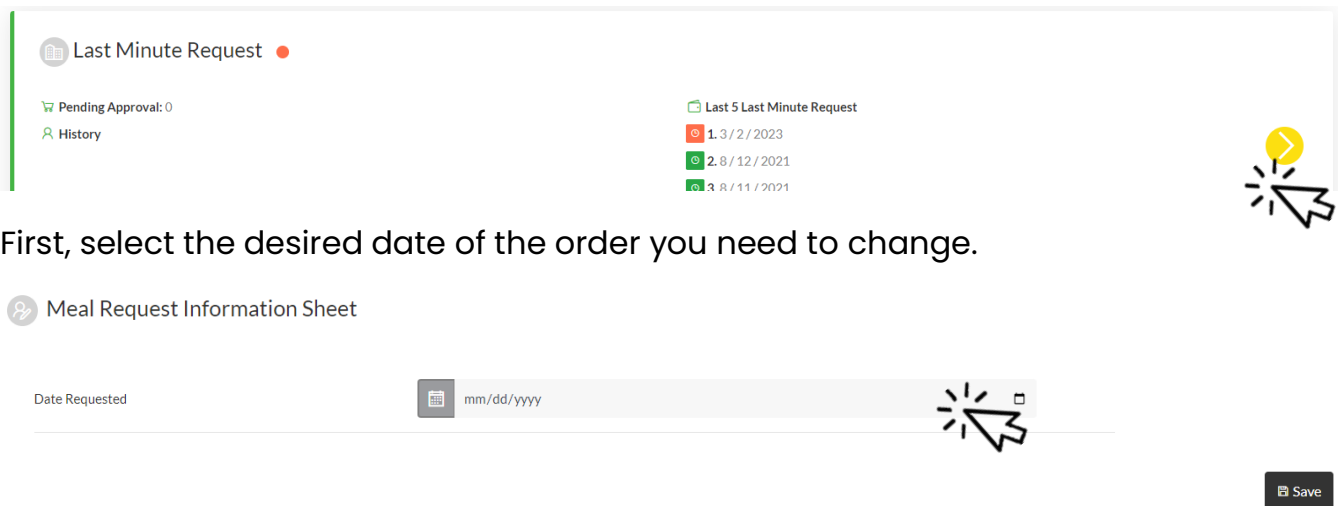
● 1st Serving Time

● Is there anything we should know about the cooking or serving location?

SPECIAL REQUESTS – LAST MINUTE REQUESTS

Meal orders should be placed monthly, but changes can be made to Centro directly before Monday at 5PM for the following week's orders.

Should an urgent matter arise, and you need to modify an order after the cut-off date, you may submit a Last Minute Request.



Last Minute Request ●

▼ Pending Approval: 0

🔍 History

Last 5 Last Minute Request

- 1. 3 / 2 / 2023
- 2. 8 / 12 / 2021
- 3. 8 / 11 / 2021

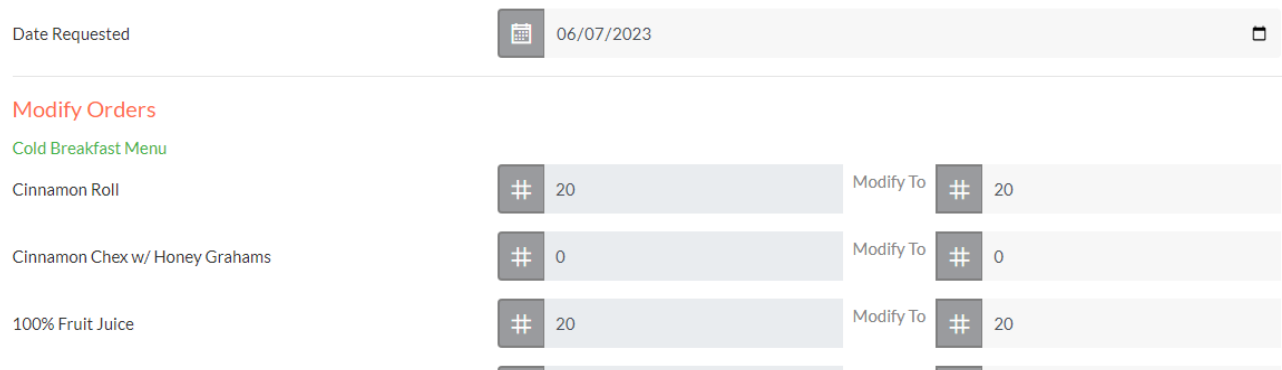
Date Requested

Save

First, select the desired date of the order you need to change.

Meal Request Information Sheet

Once the date is selected, all available meal options and your current orders will appear.



Date Requested

Modify Orders

Cold Breakfast Menu

Cinnamon Roll	# 20	Modify To	# 20
Cinnamon Chex w/ Honey Grahams	# 0	Modify To	# 0
100% Fruit Juice	# 20	Modify To	# 20

The first column that is greyed out is the current order placed in Centro, you will enter your new or updated request in the “Modify to” area. Select save to submit the request. You will receive an email once your request is approved or denied.

You will be able to see the pending, approved, or denied requests on the Special Requests main page.

SPECIAL REQUESTS – ALLERGY FRIENDLY MEALS ENROLLMENT

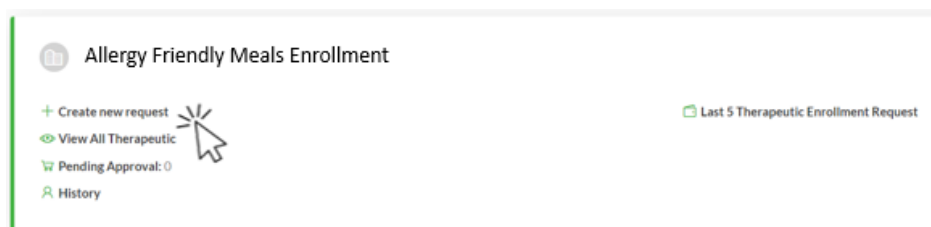
Our Allergy Friendly meal program is designed to provide meals for students who have an allergy to any of the top 9 major food allergens as defined by the FDA.

1. Milk
2. Eggs
3. Fish
4. Crustacean Shellfish
5. Tree Nuts
6. Peanuts
7. Wheat
8. Soybeans
9. Sesame



If a student has an allergy to any of the top 9 allergens their meal service can be accommodated within our program. For a full guide on Allergy Friendly Meal Policy please see the customer handbook.

To create a new request for Allergy Friendly Meals, click on “+Create new request” within the Allergy Friendly Meals Enrollment section.



The formal documentation must be managed by the school site. Revolution Foods does not require schools to submit specific student Medical Statements for privacy reasons.

Allergy Friendly Meal Student Information Sheet

Please review and sign the **Allergy Friendly Meals Policy**. Email the signed document to nutrition@revolutionfoods.com

Student's Name*

Student's Name

School Meals Contact Person*

Email

Which meals does this student need each day?

Breakfast ☐
 Lunch ☐
 Extras ☐

I have fully read and understand the Allergy Friendly Meals Policy and SOP.
 ☐

Save

The Medical Statement Form must be uploaded, and all fields must be completed to submit a request. When the request is submitted, documents will be reviewed for approval or rejection. Once your enrollment is approved, the meals will be made available to order on your daily order screen.

To view your enrolled students, select “View All”. In this section you will see the starting date, active meals, and status of enrolled students. If a student is no longer participating, you can request to unsubscribe students from this area.

Enrolled Therapeutics

Name

Show 10 entries

☐	↑↓ Name	↑↓ Starting Date	↑↓ Grade	↑↓ Allergies	↑↓ Active Meals	↑↓ Status	↑↓ Reason
No Therapeutics Available							

Showing 1 to 1 of 1 entries

Prev 1 Next

Unsubscribe therapeutic

Name	Status
------	--------

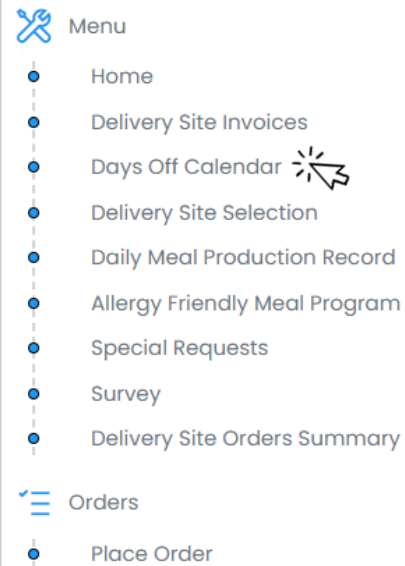


SUBMITTING DAYS OFF

Submitting days off is an important step to ensure that you are placing orders successfully. A Day Off is any day that your site will not need to order meals.

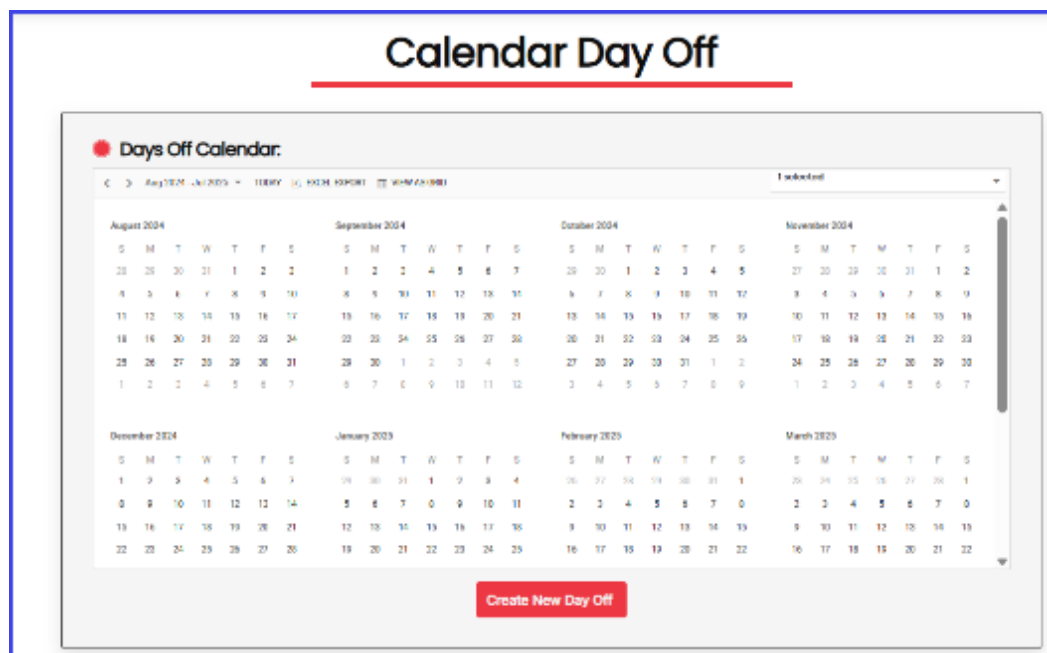
This is a crucial step because:

1. Enables Rev to plan for overall meal demand.
2. Prevents you from ordering meals when you do not need them.
3. Opens more options for “out of the norm” delivery dates.
4. Additional information provided enables a calculator to determine **whether your delivery could be eligible for more meal options, rather than only shelf stable!**



To get started, click on Hamburger Icon at the top left corner of home page to select the Days Off option. In this area you can see the previously approved days off as well as submit new days off.

To submit a new day off, click on actions and “Create New Day Off.”



Choose Delivery Site, can choose multiple if same days off are needed

Create Day Off

Delivery sites

⚠ A day off will be created for the following delivery sites, are you sure?

	Delivery Site Name
☒	Animo City of Champions
☒	Animo Compton - After School
☒	Animo Compton Charter School
☒	Animo Ellen Ochoa - After School
☒	Animo Ellen Ochoa Charter Middle School

To add a new day off, add the start date and end date. Select reason from drop-down list. Click on submit

New Day Off

⚠ Reason: * Professional Development Day

⚠ Start Date: * 2025-09-15

⚠ End Date: * 2025-09-15

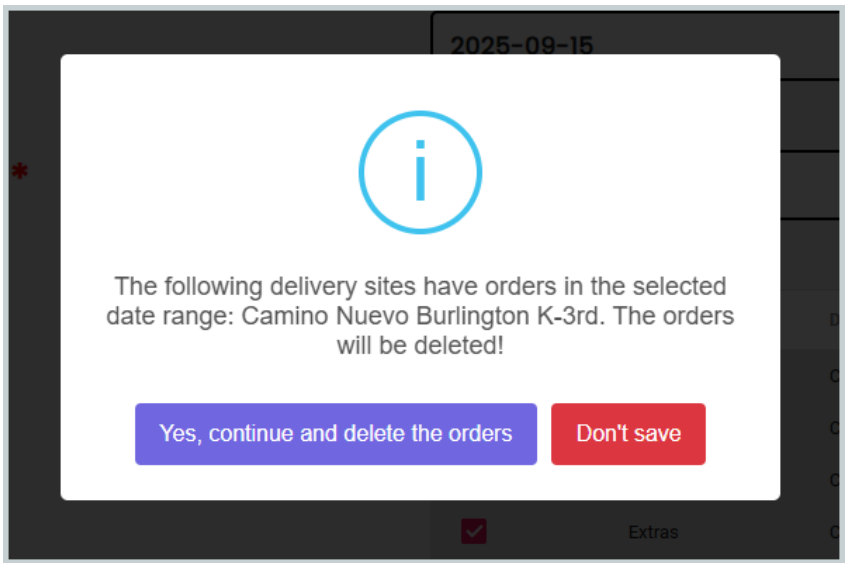
⚠ First Day Back: * 2025-09-16

⚠ Meal Type: *

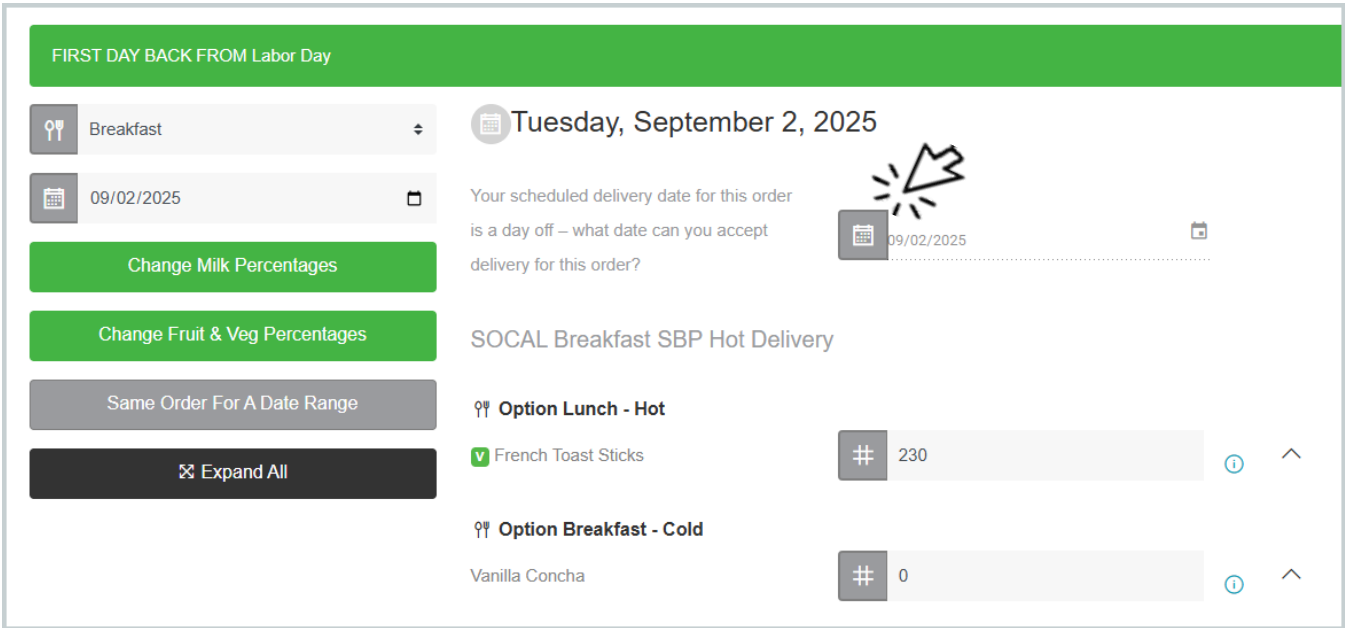
	Meal Type	Delivery Site Name
☒	Breakfast	Animo City of Champions
☒	Lunch	Animo City of Champions
☒	Extras	Animo City of Champions
☒	A La Carte	Animo City of Champions

[← Back](#) [Submit](#)

If a site has meals ordered online for a day off – the system will show the following message.



Alternate Delivery Date is required, click on calendar and select appropriate date
This is required for same date of delivery



DAILY MENU PRODUCTION RECORDS

Daily menu production records (MPR) are available to access from the main menu. Records up to 2 days in the future can be downloaded. It is recommended that you print your records daily and use them to record the number of meals received, overages, shortages and leftovers. Sites should also be recording the condiments used from their Extras “inventory” for the day’s meal service.

Fill out desired range date, menu type and meal type. Select search records, you can download one at a time or choose to download all.

Date Range

2023-05-22 - 2023-05-23

Type

All

Menu Type

All

Search Records

Download All

Agency Name	Date	Mealtype	Menu Type	...
Ednovate Brio College Prep Site A	05/22/2023	Lunch	Program Menu	
Ednovate Brio College Prep Site A	05/22/2023	Breakfast	Program Menu	
Ednovate Brio College Prep Site A	05/23/2023	Lunch	Program Menu	

DELIVERY SITE INVOICES

Invoices can be downloaded directly from Centro for all your assigned delivery sites. Select Delivery Site Invoices from the main menu. You can see and download your invoices in various ways.

You can select one Delivery Site, multiple or all. You can specify a date range to search for invoices. The default range is the last 2 months of invoices.

NOTE: When selecting the date range, you must select the entire month to populate that month’s invoices. For example, January 1- 31, must be selected to populate the January invoices. Selecting only a partial month’s date range (i.e. January 2-10) will not return any results.

Once your selection is done, press the red search button. You can download one invoice at a time by clicking the download button next to the invoice, or you can select the download all feature.

[Home](#) > [Palmdale Aerospace Academy High School](#) > [Delivery Site Invoices](#)

🕒

Delivery Site

📄

×

All

📅

Date Range

📅

2024-03-04 - 2024-03-29

🔍

Search

⬇️

Download All

Depending on the number of invoices you have, the Download All feature will take a few minutes to complete. Once completed, you will get a Zip file with all the invoices requested.

