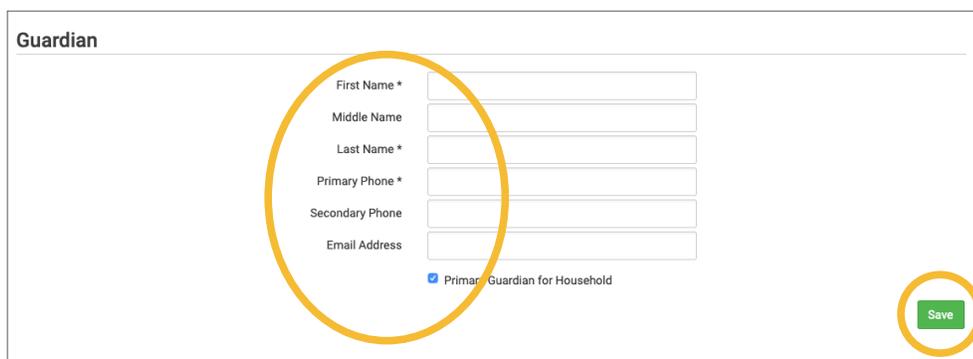When a new family enrolls in a site, a new household should be created. Remember that all children in a household are linked to a single income form, parent/guardian and household address.

To add a new household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the blue "Add New Household" button.
- Enter the household address and click "Save".
- Click the blue "Add Guardian" button.
- Complete the first name (required), last name (required), phone number and email for the parent/guardian.
- The "Primary Guardian for Household" is checked by default. You can uncheck this box if this guardian is not the primary guardian.
- Click "Save".

- The household is now ready to be completed with the children's' information and the household income form. Please see separate instructions for those tasks.

Sometimes you need to add a new child to an existing household. The most common scenario for this function is when an enrolled family has a new child and enrolls the infant in the center.

To add a new child to an existing household:

- Click on "Participants & Rosters" on the main dashboard
- Locate the existing household by either:
    - Clicking on the name of the Parent/Guardian for the household from the main participant page
      OR
    - Clicking on the orange "Add to Existing Household" button from the main participant page.
- Click the blue "Add Participant" button
- Complete the required fields and click "Save".

Before adding a new children, ensure that you are not creating a duplicate. My Food Program will prevent the creation of a child with the same first name, last name and date of birth of an existing child, but just one typo and a duplicate child could be created.

To add a new participant:

- Click on "Participants & Rosters" on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a child (see separate instructions).
- From the Household Info page, click the blue "Add Participant" button.
- Complete the fields as described:
  ○ **First name (required)**
  ○ Middle name (optional)
  ○ **Last name (required)**
  ○ Birthdate estimated: this checkbox should be used if you are adding a child and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
  ○ **Birthdate (required)**
  ○ Is enrolled or attends school (optional): you should check this box if it is a school age child and your state has school enrollment status rather than calendar age as a licensing age range. See separate instructions for further explanation of this feature.
  ○ **Start Date (required)**: this is the date that the child should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
  ○ Date Withdrawn (optional): this is for your recordkeeping only. Active children checked in for meals/ snacks after this date will not be disallowed solely because of a withdraw date.
  ○ Gender (optional): for your recordkeeping.
  ○ **Status (required, but no change required if you accept default to "Pending"):** A status of Active, Pending or Incomplete are for your recordkeeping purposes. A status of Inactive will remove the child from lists of meal counts and attendance. See separate instructions for further explanation of this feature.
  ○ Allergies (optional): you can record any allergies or special dietary needs in this text box. Any text you enter here will be emailed to the sponsor and also show up as a pop-up alert on the mobile app for the roster to which this child is assigned.
  ○ **Roster Assignment (required, but will default to "Default Roster" if you do nothing):** see separate instructions about how to create and manage rosters. Remember that a child can be added to more than one roster and My Food Program will prevent any double-counting.
  ○ Racial Identity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  ○ Ethnicity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  ○ Rate Type (optional): this option only displays with the invoicing featured turned on. Select whether your rate is by the hour, day or week.

- ○ Rate (optional): this option only displays with the invoicing featured turned on. Enter your rate for care, and know that this is hidden from sponsor staff.
- ○ School Day Rate (optional): this option only displays with the invoicing featured turned on. Enter your rate for care on school days.
- ○ Providers Child or Residential Child (optional): this box only displays for Family Day Care Homes. If this box is checked, you must have an income form on file and at least one other non-residential child must be present at the meal to receive reimbursment.
- ○ Include in claims (if unchecked, attendance and meal counts are recorded but not included in the claim) (optional): this box is checked by default. Having this box checked means that the child is enrolled in CACFP and their meal and snack counts should be included in a claim for reimbursement. If this box is unchecked, the meals and snacks for this child will not be included in a claim. See separate instructions for further explanation of this feature.
- ○ Received Subsidized Care (optional): this box is unchecked by default. If your state agency requires that you track both the A-Free/B-Reduced/C-Paid status based on household income eligibility forms AND the percentage of children that are eligible for subsidized care (child care assistance), then you should use this feature. If you are only required to track A-Free/B-Reduced/C-Paid status, then you can ignore this box.
- ○ After School Program (ARAM) (optional): this box is unchecked by default. You should check this box if the child is enrolled in the traditional child care and also the At-Risk Afterschool Meals Program. See separate instructions for further explanation of this feature.
- ○ Foster Child (optional): if this box is selected, this participant is automatically included as an "A" or "Tier I".
- ○ Special Needs - allowed to claim over age 13 (optional): if this box is selected, the participant can be claimed even if they are over the age of 13.
- ○ Related, Non-Residential (optional): use this feature for tracking licensed capacity checks.
- ○ Participant Notes (optional): for your recordkeeping.
- ○ Group ID (optional): use this feature if you wish to assign a group ID to your participants. The group ID will appear on the Participant Report.
- ○ Participant ID (optional): use this feature if you wish to assign an ID to each participant for tracking. The participant ID will appear on the Participant Report.
- ○ Participant Schedule (optional): use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.
- ○ Enrollment (optional): enter the effective and expiration dates of child enrollment forms here. See separate instructions for further explanation of this feature.
- ○ Infant Meal Notification (optional): enter the date, and upload a scan, of a form that tracks whether parents or the center are going to provide food and formula. See separate instructions for further explanation of this feature.
- ○ Special Diet (optional): enter the date, summary, and upload a scan of any forms documenting special dietary needs. Entering a special diet statement here will automatically send an email to the sponsor admin to alert them that a form has been uploaded and may need approval. See separate instructions for further explanation of this feature.
- Click "Save". You will get an error message if any required fields are missing or you are attempting to create a duplicate.

The "Is enrolled of attending school?" checkbox on the Participant Info page is important if two conditions are met:

1. You are using My Food Program to check that meal counts do not exceed licensed capacity (in "Site Details" the feature "Licensing Age Range Errors" is set to "Error" and not "Ignore").
2. The state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include a child who is 5 or 6 years old.

Before you designate a child as "Is enrolled or attending school?", ensure that your licensing age ranges are set up correctly. Licensing age ranges are configured at the sponsor level. You can create overlapping age ranges only if one is designated as a school age range and the other is not. For example, you may have a "preschool" age range that includes 3-6 year olds and a "school age" age range that include 5-12 year olds. Whether a child who is 5 years old or 6 years old is counted in the "preschool" age range or the "school age" range depends on whether the "Is enrolled or attending school?" box is checked. The table below summarizes what will happen with this licensing age range configuration:

☑ If the box that says "Is enrolled or attending school?" is CHECKED	☐ If the box that says "Is enrolled or attending school?" is UNCHECKED
4 Years Old Will generate error "Participant Outside of Age Range".	**4 Years Old** Counts in "Preschool"
5 Years Old Counts in "School Age"	**5 Years Old** Counts in "Preschool"
6 Years Old Counts in "School Age"	**6 Years Old** Counts in "Preschool"
7 Years Old or Older Counts in "School Age"	**7 Years Old or Older** Will generate error "Participant Outside of Age Range".

There are four potential participant statuses. **For the purposes of My Food Program, three of them are identical and are used only for your recordkeeping purposes.**

The following three participant statuses will include children on attendance and meal count lists:
- Active
- Pending
- Incomplete

Active
Many sponsors use "Active" to mean that all the required CACFP paperwork has been turned in. For example, an enrollment form, an income form, an infant meal notification letter and special dietary statement (if applicable).

Pending
Many sponsors use "Pending" to mean that a child has been added to My Food Program, but they have not received any paperwork.

Incomplete
The "Incomplete" status is most often used if some of the required CACFP paperwork has been submitted, but some is still missing. For example, an enrollment form has been submitted, but it was missing a signature and has been returned to the center for proper completion.

Inactive
The status of "Inactive" will remove a child from appearing on attendance and meal count lists. The Date Withdrawn will be automatically populated with the date the participant is changed to inactive in the system.

Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.**

To assign a child to a roster or rosters:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the child added.
- Click "Save".
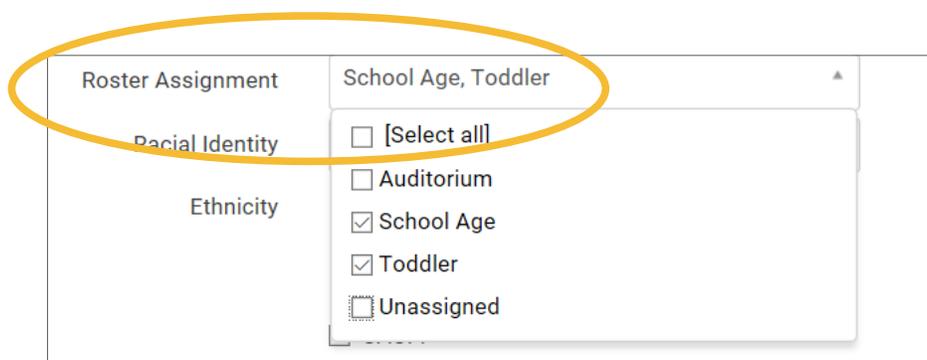
How My Food Program prevents children on multiple rosters from being double-counted:
- **Web App:** If a child is on multiple rosters and has already been checked in on a meal on one roster, you will get a prompt that prevents you from checking them in for the same meal on a different roster:
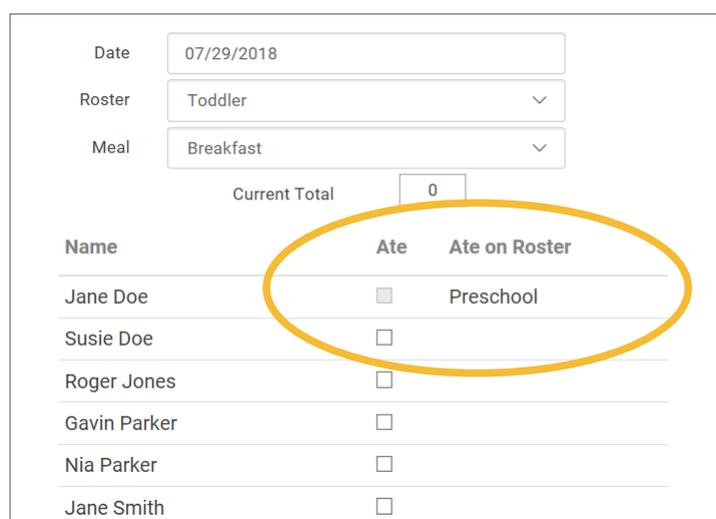
- **Mobile App:** If a child has already been checked in on another roster, their name is already marked.
- **Paper:** When transferring paper attendance and meal counts to the website, My Food Program will alert user that child was already checked in.

Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for food production.
- Including the child's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

To set a child's schedule:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the child is in care.
- Click the days of the week and typical meals eaten.
- If a child leaves during the day and then returns (for example, is enrolled in before-school care and after-school care) or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

You have the ability to create an alternate schedule for participants, which can be applied during summer holidays and school closures. The provider or center can simply record the days of a school closure or summer holiday and My Food Program will look at the alternate schedule for that participant.

To create an alternate schedule:

- From the Participant page, you can either click on "Copy Regular Schedule to Alternate Schedule" to have a starting point OR click "Edit Alternate Schedule" to build a new schedule from scratch.
- Enter the start and end time for when the child is in care.
- Click the days of the week and typical meals eaten.
- If a child leaves during the day and then returns (for example, is enrolled in before-school care and after-school care) or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

- This is what the Participant page will look like with both schedules listed: