My Food Program

Training Guide:

My Food Program for REVIEWERS
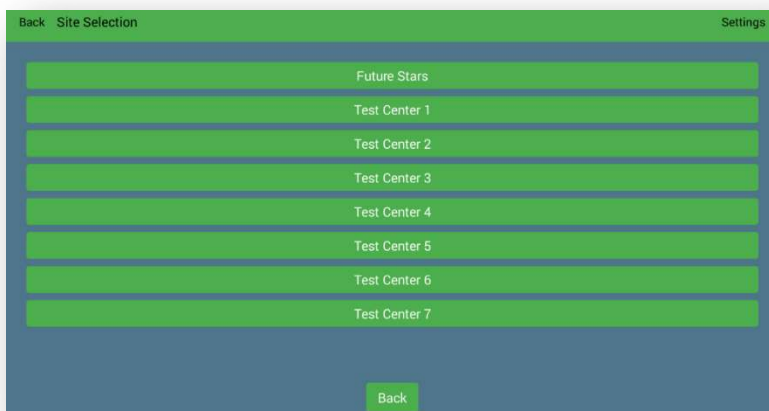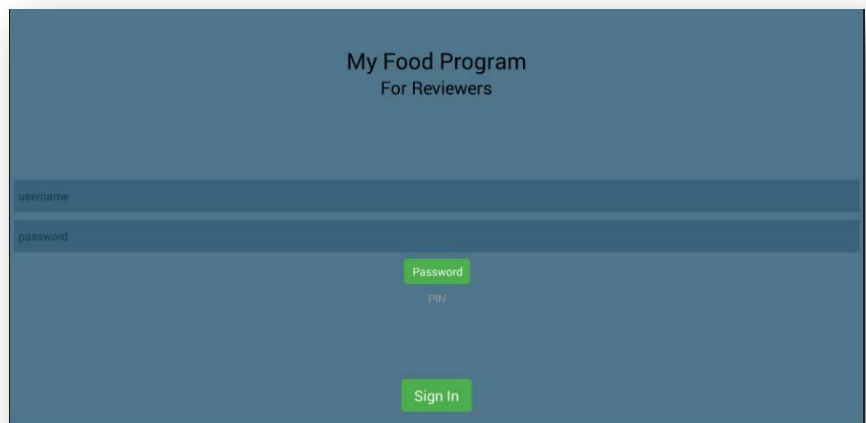
The My Food Program for Reviewers app is intended for sponsors to conduct and record monitoring visits to their sites to monitor compliance with CACFP regulations. The mobile application is available for free from both Google Play and the Apple Store. Search for "MyFoodProgram Reviewers" to locate the app most quickly.

Getting Started

Logging In

Begin by opening the mobile application and log in using the normal username and password that you use on the web portal for My Food Program or the meal count mobile application. Note that only users with Sponsor Admin status can use the My Food Program for Reviewers app and you must be connected to the internet for initial log in.
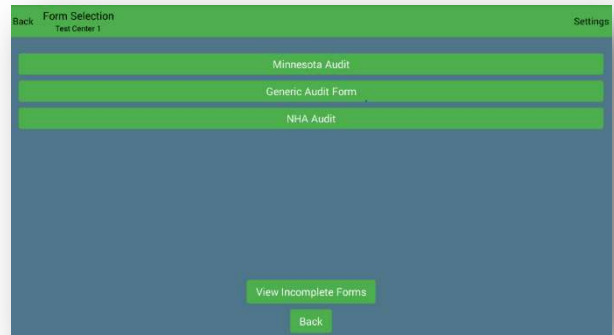

Site Selection

If you sponsor more than one site, a site selection screen will appear. Click on the site for which you'd like to conduct a monitoring visit.

Audit Form Selection

My Food Program is loaded with a generic audit form. We are happy to load a custom for just for you! Just contact us with a copy of your audit form and we will create a form to match the questions exactly. Select the form that you wish to complete.

Completing the Form

Main Menu

The main menu will list all of the sections or categories of the audit form. After completing questions within any section, you will return to this main menu. Remember that you may need to scroll down to view all of the categories.

Individual Sections

Within each section, answer all the questions as Met, Unmet or N/A. Add any comments or observations and complete each text box as appropriate. You can answer all the questions in a section or just one. If you miss any questions, the app will remind you before saving that you have missed some questions. When you are done, click "Back" to save and return to the main menu.

Saving the Audit

When you have finished answering the questions in all of the sections, click "Submit Form" (note that you should be connected to the Internet for this step. If you do not have Internet, select Save to Device and then submit the form when you have regained Internet access). If you did not respond to a question, the app will flag it and ask if you wish to continue saving the form. If you would like to save the form to complete later, click "Save to Device" and you can access the saved version from the Site Selection screen by clicking "View Incomplete Forms".

Viewing the Form

Access the Form

To view the completed audit form, log into the web version of My Food Program. Select the site for which you just completed a monitoring visit. Then click on "Visits" from the main dashboard. You will see a list of review visits. Click on the date you wish to view and the screen shown below will appear.

To view the Audit Report, click on "Audit Report". The screen that appears is a record of your responses to the questions, along with your comments or observations. This can be printed as a record of your monitoring visit.

Example of a portion of the Audit Report:

Site	Future Stars
Audit Date	2018-01-17 10:58:18.676
Site Audit Type	Minnesota Audit

	General		
2	Date	01/17/2018	
3	Time In	04:58	
4	Time out	06:58	
5	Visit Type	Scheduled Visit	
6	Meal was	Prepared on site	
7	Time Meal Served	06:58	
9	Meal Served	Breakfast	
10	Food is served	Pre-plated	

Questions?

Do you need assistance using the My Food Program for Reviewers App or have a custom audit form you would like loaded? We would love to hear from you!

- Email: info@myfoodprogram.com
- Call: 651-433-7345
- Web Chat: www.myfoodprogram.com