



WELCOME PACKET

Welcome to My Food Program!

Thank you for using My Food Program to manage the USDA Child and Adult Care Food Program. We want to make this transition as easy as possible for you. We understand that you are busy and importing data can be a struggle. We are here to help! Complete this packet with your data, return it to us and we will be happy to enter it for you. Then you will be ready to start using My Food Program to successfully process your CACFP claims.

There are three ways to receive and return the Welcome Packet. Please choose the one that works best for you:

- Fill Out PDF Online
- Download PDF and Fill Out by Hand
- Printed Packet (via mail)

All of these methods will work to get you setup in My Food Program, but keep in mind that the fastest way is filling out the PDF online.

If at any time you have questions, please don't hesitate to contact us. There are many ways to get in touch, including:

Email: info@myfoodprogram.com

Phone: 651-433-7345

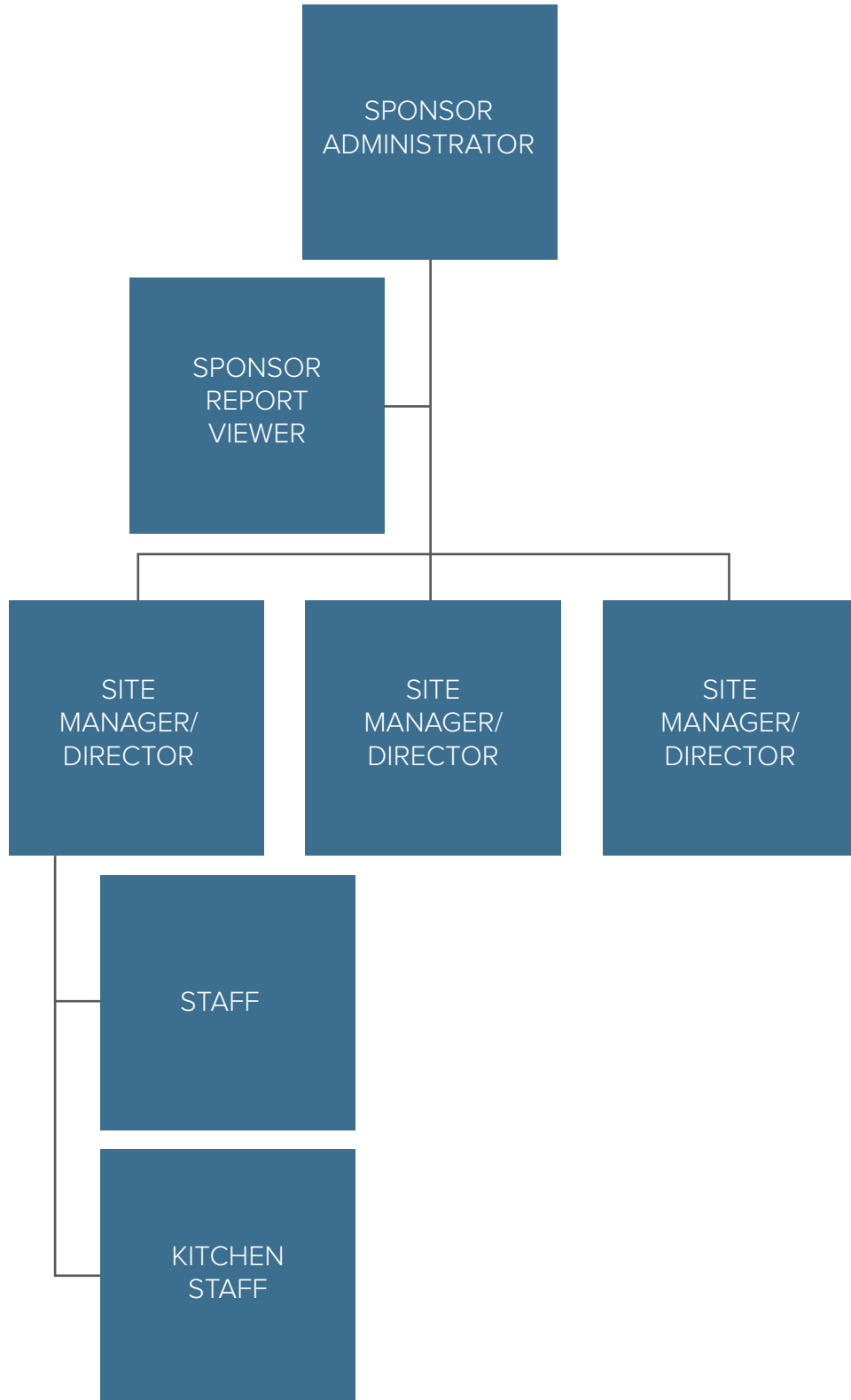
Website: <https://www.myfoodprogram.com/contact-us/>

Thank you again for choosing My Food Program.

Let's get started!

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Note: Complete site data, employees, participants & rosters, menus and favorite foods for each of your sites. You will need to make copies of these forms for each site. This data will be kept secured and can be deleted after 30 days if requested.



MY FOOD PROGRAM FUNCTION	OWNER/ SPONSOR ADMINS	OWNER/ SPONSOR REPORTS	SITE ADMIN/ DIRECTOR	SITE STAFF	SITE KITCHEN STAFF
Add/Delete/Edit/Remove Sites	✓				
Add and Remove Admin Users	✓				
Edit Sponsor Setup Information	✓				
Add/Delete/Edit Admin Principals	✓				
Add/Delete/Edit Organization Licensing Age Ranges	✓	✓			
View Claims	✓	✓	✓		
Edit Claims	✓		✓		
View Reports	✓	✓	✓		
Add/Delete/Edit Site Staff	✓		✓		
Plan Menus	✓		✓		✓
Generate Food Productions Records	✓		✓		✓
Record Attendance	✓		✓	✓	✓
Record Meal Counts	✓		✓	✓	✓
View Participants and Rosters	✓		✓	✓	
Delete/Edit Participants and Rosters	✓		✓	✓	
View Site Details	✓		✓		
Delete/Edit Site Details	✓				
View Expenses	✓		✓		
Add/Edit Expenses	✓		✓		
Submit a Claim	✓		✓		
View a Claim	✓		✓		
Edit a Submitted Claim	✓				

Please complete the information below for the SPONSOR.

Sponsor Address

Business Name: _____

Street: _____

City: _____ State: _____ Zip: _____

If you have more than 5 admins, reporters or age ranges please attach additional details on a separate sheet.

Sponsor Admins (review the Permissions Matrix on page 4 to see which level is appropriate)

All passwords need to be 12-24 characters. No other requirements.

Name	Username	Password	Email	Phone

Sponsor Reporters (review the Permissions Matrix on page 4 to see which level is appropriate)

All passwords need to be 12-24 characters. No other requirements.

Name	Username	Password	Email	Phone

Age Ranges (used in your state to determine licensed capacity)

Group Name	Start Age	Time Period (weeks/months/years)	End Age	Time Period (weeks/months/years)
<i>i.e.: Infants</i>	6	<i>weeks</i>	18	<i>months</i>

Please complete the information below for your SITE.
You will need to make copies of these forms for each site.

Site Details

Legal Name: _____

Address: Same as Sponsor

Street: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Status: Non-Profit For-Profit

Site Identification Number (for CACFP purposes): _____

Site Policies

Daily Attendance: Present Time In/Out

Normal Hours:

Day of the Week	Open Time	Close Time	Second Open Time	Second Close Time

CACFP Meals Served: Breakfast AM Snack Lunch PM Snack Supper

Age Ranges (used in your state to determine licensed capacity):

Group Name	Start Age	Time Period (weeks/months/years)	End Age	Time Period (weeks/months/years)
<i>i.e.: Infants</i>	6	weeks	18	months

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Site Employees (review the Permissions Matrix on page 4 to see which level is appropriate)

All passwords need to be 12-24 characters. No other requirements.

Name	Access Level (Site Manager/Director, Staff, Kitchen Staff)	Username	Password

Participants & Rosters

You may also attach separate documentation.

Roster	Full Name	Date of Birth

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**Please complete the information below for your SITE.
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Site Menus

Please fill out the following tables with your menus. You may also attach separate documentation.

BREAKFAST

Directions: Plan three food components at breakfast. Meat/meat alternate at breakfast is not required. Choose foods with a variety of colors, textures, shapes, flavors and temperatures.

Food Components	Monday	Tuesday	Wednesday	Thursday	Friday
Grains/Breads					
Vegetable/Fruit					
Milk					
Grains/Breads					
Vegetable/Fruit					
Milk					
Grains/Breads					
Vegetable/Fruit					
Milk					
Grains/Breads					
Vegetable/Fruit					
Milk					

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Site Menus

Please fill out the following tables with your menus. You may also attach separate documentation.

LUNCH/SUPPER

Directions: Plan food items from each of the four food components at lunch and supper. Include two different items from the vegetable/fruit component. Begin planning the main entrée and continue with grains, vegetables, fruit and milk. The main entrée may include the meat/meat alternate and the grains/breads component as in a hamburger on a bun. Choose foods with a variety of colors, textures, shapes, flavors and temperatures.

Food Components	Monday	Tuesday	Wednesday	Thursday	Friday
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Vegetable/Fruit					
Milk					

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Site Menus

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SNACK

Directions: Plan two of the four food components for snack. Two vegetable/fruit items or two creditable beverages (e.g. milk and juice) cannot be served as the two food components for snack. Choose foods with a variety of colors, textures, shapes, flavors and temperatures. Consider planning water with snack when no other beverage is served. Water is not a reimbursable food component.

Food Components	Monday	Tuesday	Wednesday	Thursday	Friday
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Milk					
Meat/Meat Alternate					
Grains/Breads					
Vegetable/Fruit					
Milk					

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**Please complete the information below for your SITE.
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Favorite Foods

The “Favorite Foods List” is intended to contain only foods that your site serves repeatedly and makes building a menu much quicker and easier. Click the box the left of these foods to mark them as foods you commonly serve. This will make them quickly available later within the My Food Program software.

MEAT/MEAT ALTERNATE

- | | |
|---|---|
| <input type="checkbox"/> Almonds | <input type="checkbox"/> Ham |
| <input type="checkbox"/> Beans, baked | <input type="checkbox"/> Hazelnuts |
| <input type="checkbox"/> Beans, black | <input type="checkbox"/> Lamb, cooked |
| <input type="checkbox"/> Beans, black-eyed (or peas) | <input type="checkbox"/> Lentils, cooked |
| <input type="checkbox"/> Beans, garbanzo or chickpeas | <input type="checkbox"/> Macademia nuts |
| <input type="checkbox"/> Beans, Great Northern, canned | <input type="checkbox"/> Nut butter |
| <input type="checkbox"/> Beans, Kidney | <input type="checkbox"/> Ostrich, cooked |
| <input type="checkbox"/> Beans, Navy or Pea | <input type="checkbox"/> Peanut butter |
| <input type="checkbox"/> Beans, Pink | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Beans, Pinto | <input type="checkbox"/> Pecans |
| <input type="checkbox"/> Beans, Red | <input type="checkbox"/> Pine nuts |
| <input type="checkbox"/> Beans, refried, canned | <input type="checkbox"/> Pistashios |
| <input type="checkbox"/> Beef, cooked | <input type="checkbox"/> Pork, cooked |
| <input type="checkbox"/> Beef, ground, cooked | <input type="checkbox"/> Pork sausage, cooked |
| <input type="checkbox"/> Brazil nuts | <input type="checkbox"/> Ricotta cheese |
| <input type="checkbox"/> Buffalo, ground, cooked | <input type="checkbox"/> Salmon, canned |
| <input type="checkbox"/> Cashew nut butter | <input type="checkbox"/> Salmon, cooked |
| <input type="checkbox"/> Cashew nuts | <input type="checkbox"/> Shell eggs, fresh, large |
| <input type="checkbox"/> Cheese, american, cheddar,mozzarella, or swiss | <input type="checkbox"/> Shrimp |
| <input type="checkbox"/> Cheese, parmesan or romano | <input type="checkbox"/> Soup, bean or pea, commercially-prepared |
| <input type="checkbox"/> Chicken, canned | <input type="checkbox"/> Soy nut butter |
| <input type="checkbox"/> Chicken, cooked | <input type="checkbox"/> Soy nuts |
| <input type="checkbox"/> Chicken, ground, cooked | <input type="checkbox"/> Sunflower seed butter |
| <input type="checkbox"/> Chicken nuggets or tenders, CN | <input type="checkbox"/> Tuna, canned |
| <input type="checkbox"/> Clams | <input type="checkbox"/> Tuna, cooked |
| <input type="checkbox"/> Cottage cheese | <input type="checkbox"/> Turkey, cooked |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Veal |
| <input type="checkbox"/> Fish, cooked | <input type="checkbox"/> Venison (deer), cooked |
| <input type="checkbox"/> Fish sticks, CN | <input type="checkbox"/> Walnuts |
| <input type="checkbox"/> Frankfurters,without byproducts, cereals, or extenders | <input type="checkbox"/> Yogurt |
| <input type="checkbox"/> Goat, cooked | |

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Please complete the information below for your SITE.
You will need to make copies of these forms for each site.

Favorite Foods (continued)

GRAINS

- | | |
|--|--|
| <input type="checkbox"/> Amaranth, cooked | <input type="checkbox"/> Granola |
| <input type="checkbox"/> Animal crackers | <input type="checkbox"/> Granola bars |
| <input type="checkbox"/> Bagels | <input type="checkbox"/> Kasha, cooked |
| <input type="checkbox"/> Barley, cooked | <input type="checkbox"/> Lentils, cooked |
| <input type="checkbox"/> Biscuits | <input type="checkbox"/> Melba toast |
| <input type="checkbox"/> Bread, any type except whole wheat | <input type="checkbox"/> Millet, cooked |
| <input type="checkbox"/> Bread sticks, any type except whole wheat | <input type="checkbox"/> Muffins |
| <input type="checkbox"/> Bread sticks, whole wheat | <input type="checkbox"/> Oats, cooked |
| <input type="checkbox"/> Bread, whole wheat | <input type="checkbox"/> Pancakes |
| <input type="checkbox"/> Brownies | <input type="checkbox"/> Pasta |
| <input type="checkbox"/> Buckwheat, cooked | <input type="checkbox"/> Pita bread |
| <input type="checkbox"/> Bulgur, cooked | <input type="checkbox"/> Pizza crust |
| <input type="checkbox"/> Buns (hamburger, hot dog) | <input type="checkbox"/> Pretzels |
| <input type="checkbox"/> Cake | <input type="checkbox"/> Pumpkin seeds |
| <input type="checkbox"/> Cereal, ready-to-eat, not whole grain, flakes or rounds | <input type="checkbox"/> Quinoa, cooked |
| <input type="checkbox"/> Cereal, ready-to-eat, not whole grain, puffed | <input type="checkbox"/> Rice, brown, cooked |
| <input type="checkbox"/> Cereal, ready-to-eat, whole grain, flakes or rounds | <input type="checkbox"/> Rice cakes |
| <input type="checkbox"/> Cereal, ready-to-eat, whole grain, puffed | <input type="checkbox"/> Rice, white, cooked |
| <input type="checkbox"/> Chow mein noodles | <input type="checkbox"/> Rolls |
| <input type="checkbox"/> Cookies | <input type="checkbox"/> Rye wafers |
| <input type="checkbox"/> Cornbread | <input type="checkbox"/> Saltine crackers |
| <input type="checkbox"/> Corn chips | <input type="checkbox"/> Sesame seeds |
| <input type="checkbox"/> Corn grits, cooked | <input type="checkbox"/> Sunflower seeds |
| <input type="checkbox"/> Couscous, not whole grain, cooked | <input type="checkbox"/> Sweet rolls |
| <input type="checkbox"/> Couscous, whole grain, cooked | <input type="checkbox"/> Taco shells |
| <input type="checkbox"/> Croutons | <input type="checkbox"/> Toaster pastries |
| <input type="checkbox"/> Doughnuts | <input type="checkbox"/> Tortilla chips |
| <input type="checkbox"/> English muffins | <input type="checkbox"/> Tortillas |
| <input type="checkbox"/> Farina, cooked | <input type="checkbox"/> Waffles |
| <input type="checkbox"/> French toast | <input type="checkbox"/> Wheat berries, cooked |
| <input type="checkbox"/> Graham crackers | <input type="checkbox"/> Wild rice, cooked |
| <input type="checkbox"/> Grain fruit bars | <input type="checkbox"/> Zweiback |

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Please complete the information below for your SITE.
You will need to make copies of these forms for each site.

Favorite Foods (continued)

FRUIT

- | | |
|--|--|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Lemons |
| <input type="checkbox"/> Applesauce | <input type="checkbox"/> Limes |
| <input type="checkbox"/> Apricots | <input type="checkbox"/> Mangoes |
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Nectarines |
| <input type="checkbox"/> Blackberries (Boysenberries) | <input type="checkbox"/> Oranges |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Papaya |
| <input type="checkbox"/> Breadfruit | <input type="checkbox"/> Passion Fruit |
| <input type="checkbox"/> Cactus Fruit (Prickly Pear) | <input type="checkbox"/> Peaches |
| <input type="checkbox"/> Cantaloupe | <input type="checkbox"/> Pears |
| <input type="checkbox"/> Cherries | <input type="checkbox"/> Persimmons |
| <input type="checkbox"/> Clementines | <input type="checkbox"/> Pineapple |
| <input type="checkbox"/> Cranberries, dehydrated | <input type="checkbox"/> Plantain |
| <input type="checkbox"/> Cranberries, fresh | <input type="checkbox"/> Plums |
| <input type="checkbox"/> Cranberry Relish or Sauce, canned | <input type="checkbox"/> Pomegranate |
| <input type="checkbox"/> Currants | <input type="checkbox"/> Prunes |
| <input type="checkbox"/> Dates | <input type="checkbox"/> Raisins |
| <input type="checkbox"/> Figs | <input type="checkbox"/> Raspberries |
| <input type="checkbox"/> Fruit, Mixed | <input type="checkbox"/> Star fruit |
| <input type="checkbox"/> Grapefruit | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Grapes | <input type="checkbox"/> Tangelos |
| <input type="checkbox"/> Honeydew melon, | <input type="checkbox"/> Tangerines |
| <input type="checkbox"/> Juice, 100% | <input type="checkbox"/> Ugli fruit |
| <input type="checkbox"/> Kiwi | <input type="checkbox"/> Watermelon |

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Please complete the information below for your SITE.
You will need to make copies of these forms for each site.

Favorite Foods (continued)

VEGETABLE

- | | | |
|---|---|---|
| <input type="checkbox"/> Artichokes | <input type="checkbox"/> Cabbage, Green or Red, fresh, shredded | <input type="checkbox"/> Pepperocini |
| <input type="checkbox"/> Asparagus | <input type="checkbox"/> Cactus (Nopales) | <input type="checkbox"/> Peppers, Bell |
| <input type="checkbox"/> Avocados | <input type="checkbox"/> Carrots | <input type="checkbox"/> Pickles |
| <input type="checkbox"/> Bamboo shoots | <input type="checkbox"/> Cauliflower | <input type="checkbox"/> Pimientos |
| <input type="checkbox"/> Beans, baked | <input type="checkbox"/> Celery | <input type="checkbox"/> Poi, undiluted |
| <input type="checkbox"/> Beans, black | <input type="checkbox"/> Chayote (Mirliton) | <input type="checkbox"/> Potatoes, cooked (mashed, roasted, baked, etc) |
| <input type="checkbox"/> Beans, black-eyed (or peas) | <input type="checkbox"/> Chicory | <input type="checkbox"/> Pumpkin |
| <input type="checkbox"/> Beans, garbanzo or chickpeas | <input type="checkbox"/> Collard Greens | <input type="checkbox"/> Radishes |
| <input type="checkbox"/> Beans, Great Northern, canned | <input type="checkbox"/> Corn | <input type="checkbox"/> Rhubarb |
| <input type="checkbox"/> Beans, Green | <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Rutabagas |
| <input type="checkbox"/> Beans, Kidney | <input type="checkbox"/> Eggplant | <input type="checkbox"/> Salsa |
| <input type="checkbox"/> Beans, Lima | <input type="checkbox"/> Endive or Escarole | <input type="checkbox"/> Sauerkraut |
| <input type="checkbox"/> Beans, Mung | <input type="checkbox"/> French fries | <input type="checkbox"/> Soup, bean or pea, commercially-prepared |
| <input type="checkbox"/> Beans, Navy or Pea | <input type="checkbox"/> Grape leaves | <input type="checkbox"/> Soups, canned, all vegetable |
| <input type="checkbox"/> Beans, Pink | <input type="checkbox"/> Hashbrowns | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Beans, Pinto | <input type="checkbox"/> Jicama | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Bean sprouts | <input type="checkbox"/> Kale | <input type="checkbox"/> Succotash |
| <input type="checkbox"/> Beans, Red | <input type="checkbox"/> Kohlrabi | <input type="checkbox"/> Sweet potatoes |
| <input type="checkbox"/> Beans, refried, canned | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Swiss chard |
| <input type="checkbox"/> Beans, Soy, fresh (Edamame) | <input type="checkbox"/> Malanga (Taro) | <input type="checkbox"/> Tomatillos |
| <input type="checkbox"/> Beans, Wax | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Beet Greens, cooked | <input type="checkbox"/> Mustard greens | <input type="checkbox"/> Tomato sauce |
| <input type="checkbox"/> Beets | <input type="checkbox"/> Okra | <input type="checkbox"/> Turnip greens |
| <input type="checkbox"/> Bokchoy | <input type="checkbox"/> Olives | <input type="checkbox"/> Turnips |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Onions | <input type="checkbox"/> Vegetables, mixed |
| <input type="checkbox"/> Broccoli slaw | <input type="checkbox"/> Parsnips | <input type="checkbox"/> Water chestnuts |
| <input type="checkbox"/> Brussels Sprouts | <input type="checkbox"/> Peas, green | <input type="checkbox"/> Watercress |
| <input type="checkbox"/> Cabbage, Chinese, or Celery, fresh | <input type="checkbox"/> Peas, snow | <input type="checkbox"/> Yautia |
| <input type="checkbox"/> Cabbage, Green or Red, cooked | <input type="checkbox"/> Peas, sugar snap | <input type="checkbox"/> Yucca, (Cassava) |

FLUID MILK

- Breast Milk/Formula
- Milk, fluid

INFANT CEREAL

- Infant Cereal