



The purpose of My Food Program is to help protect Food Program integrity while making it easy to participate. Below is a summary of how My Food Program helps uphold the Federal Regulations governing the CACFP (7 CFR 226).

| Regulation | How does My Food Program help? | How does it work? | Documentation |
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| <p>7 CFR 226.7(b)(3)</p> <p>Reimbursement must not be claimed for more than two meals and one snack or one meal and two snacks provided daily to each child.</p> | <p>The claim processing function ensures that the daily claim limit is not exceeded</p> | <p>When the sponsor admin processes a claim after the completion of the claiming month, the system goes through each child and assesses their daily meals. Meals and snacks are disallowed in a manner that maximizes their reimbursement.</p> | <p>Meal Disallow Report</p> |
| <p>7 CFR 226.7(b)(4)</p> <p>Each child care center participating in the Program shall claim only the meal types specified in its approved application</p> | <p>Programs cannot claim meals for which they are not approved</p> | <p>The sponsor admin determines which meal types a site is allowed to claim. This is determined in the site details and cannot be changed by the site.</p> | <p>Site Details Screen</p> |
| <p>7 CFR 226.7(b)(4)</p> <p>For-profit child care centers may not claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced price meals or were title XX beneficiaries.</p> | <p>My Food Program tracks the effective and expiration dates of income eligibility forms and automatically places meals served to children into the correct category</p> | <p>On the household screen, the sponsor admin places participants into the correct category according to the household income eligibility form. As part of processing the claim, the sponsor generates a Participant Report that includes each participant that attended at least once during the claiming month and pulls the correct category.</p> | <p>Household Screen Participant Report</p> |



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| <p>7 CFR 226.15(e)(2) & 7 CFR 226.7(b)(7)</p> <p>Child care centers shall collect and maintain documentation of the enrollment of each child</p> | <p>My Food Program tracks the effective and expiration dates of child enrollment forms. Meals served to children without current enrollment forms are disallowed from the claim.</p> | <p>There is a field on the participant screen that allows site managers or teachers to enter the effective and expiration date of a child enrollment form as well as upload a scan of the form itself. When the claim is processed, the system checks to determine if the child has a current enrollment form. If the child does not, all meals are disallowed effective the day after the enrollment form expiration date.</p> | <p>Participant Screen Meal Disallow Report</p> |
| <p>7 CFR 226.15(e)(4) & 7 CFR 226.7(b)(9)</p> <p>Each child care center must maintain daily records of time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled children</p> | <p>Meal counts cannot be taken by site teachers outside of the meal times approved on the site application.</p> | <p>The option to take meal counts only appear at the specific time indicated on the Site Details screen. If a site teacher attempts to take a meal count outside of the meal service time, an error appears indicating that the meal time has passed. Users are not allowed to put meal counts in the future.</p> | <p>Meal Count Screen</p> |
| <p>7 CFR 226.7(b)(10) & 7 CFR 226.15(e)(12)</p> <p>Each child care center must require key staff, as defined by the State agency, to attend Program training prior to the center's participation in the Program, and at least annually thereafter</p> | <p>My Food Program tracks the date of site staff training</p> | <p>On the Staff screen, there is the ability for each staff to enter a training date and upload a copy of the training and signed agenda with participant names. Users can generate a report of staff training dates using any date range they wish. In addition, there is a dashboard icon that alerts them of overdue training.</p> | <p>Staff Screen Site Staff Training Report Site Dashboard</p> |



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| <p>7 CFR 226.15(e)(6)</p> <p>Copies of invoices, receipts, or other records required by the State agency financial management instruction</p> | <p>My Food Program has an expense tracking and reporting feature</p> | <p>From the main page, the site can click on the Expenses button. This allows them to enter the date, vendor and amount of the purchase as well as upload a picture of the receipt. Users can generate an Expense by IRS Category Report for annual reporting.</p> | <p>Expenses Page</p> <p>Expense by IRS Category Report</p> |
| <p>7 CFR 226.15(e)(7)</p> <p>Copies of all claims for reimbursement submitted to the State agency;</p> | <p>My Food Program has a claims summary report including an estimated reimbursement based on the claiming method (blend rate, fixed rate or actual counts)</p> | <p>After a claim has been processed, the summary data is included in a report</p> | <p>Claims Summary Report</p> |
| <p>7 CFR 226.15(e)(10) & 7 CFR 226.20</p> <p>Copies of menus, meal pattern requirements</p> | <p>My Food Program stores infant and child menus. Meals without menus are disallowed from claims.</p> <p>My Food Program only includes creditable food in the database. Only menus with all required food components are approved for inclusion in a claim.</p> | <p>Users must enter a menu for each day and each age group (infant or child) that is included in the claim. Users are prompted to plan menus that meet meal pattern requirements. When the sponsor processes the claim, the system checks to ensure that a creditable menu is included for each meal and snack for which reimbursement is being claimed.</p> | <p>Menu Planning Screen</p> <p>Meal Disallow Report</p> |



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| <p>7 CFR 226.20(b)(2)(i)</p> <p>A parent or guardian may choose to accept the offered formula, or decline the offered formula and supply expressed breastmilk or an iron-fortified infant formula instead.</p> | <p>Tracks parent preference for center-supplied or parent-supplied components for all infants</p> | <p>On each participant screen, the site has the option to upload a copy of an infant meal notification letter that document parent preference.</p> | <p>Participant Screen</p> |
| <p>7 CFR 226.20(g)(1)</p> <p>Reasonable substitutions must be made on a case-by-case basis for foods and meals described in paragraphs (a), (b), and (c) of this section for individual participants who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet.</p> | <p>Tracks Special Diet Statements and provides allergy reminders</p> | <p>Within the details on each participant, there is an option to upload a copy of the Special Diet Statement when applicable. If a child has a special diet (disability or otherwise), there is a special indicator on the mobile app to remind the site of the special dietary need.</p> | <p>Participant Screen Mobile Application</p> |
| <p>7 CFR 226.15(d)(4)</p> <p>Required facility reviews</p> | <p>A customizable mobile application for reviewers coupled with review tracking on a facility basis</p> | <p>Reviewers use the mobile application to create specific elements required by their state agency. Reviewers conduct and log the site visit on the site page.</p> | <p>Visits</p> |