5-Day Reconciliation

On April 4, 2018, USDA issued instructions ([CACFP 2018-10](#)) about 5-day reconciliations. The memo was formatted in a Q&A style. Questions 19 & 20 specifically state that sites using electronic systems such as My Food Program, that complete automated edit checks, are NOT REQUIRED to complete a separate 5-day reconciliation during a review. Below is a list of the USDA requirements for an automated system that would allow the state agency or sponsor monitor to forgo the 5-day reconciliation, along with an explanation of how My Food Program addresses each of the components.

USDA Requirement	How My Food Program meets this requirement
Collect enrollment data	Users must enroll participants into My Food Program in order to check them in for attendance or meal counts. In addition, the sponsor has the option of disallowing meals if an enrollment form is expired or missing.
Collect attendance data	Attendance is required for each day with a meal count. Attendance can be taken using in/out times or as simply present for the day. Attendance is required to be entered by name. Attendance cannot be a simple count. **In all cases, no users at any level can enter attendance in the future.**
Collect meal count data	Meal counts are collected either as a headcount or meal count by name. Sponsors can configure the site for meal counts in three different ways: 1. All site-level staff, *except* the director/manager, must enter meal counts at point-of- service (i.e. during the meal times indicated on their program application) 2. All site-level staff, *including* the director/manager, must enter meal counts at point of service 3. Site-level staff can enter meal counts for the current day (family day care homes) **In all cases, no users at any level can enter meal counts in the future.**

Separate attendance from meal counts	Attendance records and meal count records are completely separate. **My Food Program never generates meal counts from attendance data**.
Perform comparisons of enrollment, attendance, and meal counts that would detect potential problems in the claiming process	When a sponsor creates a claim, the data is processed and the following errors would appear: 1. Expired/missing enrollment form. If the site is configured to disallow meals for expired/missing enrollment forms, then all meals for a participant without a current enrollment form would be excluded from the claim. 2. Meal count exceeds attendance. For each meal on each day, My Food Program checks to ensure that attendance is the same or larger than the meal count. My Food Program also processes the enrollment, attendance and meal count data to ensure compliance with other Federal Regulations. Please contact us for a comprehensive list of claims processing cross-checks.