WELCOME PACKET
AFTERSCHOOL & SUMMER SPONSORS

Welcome to My Food Program!

Thank you for using My Food Program to manage the USDA Child and Adult Care Food Program and the Summer Food Service 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 and SFSP 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:
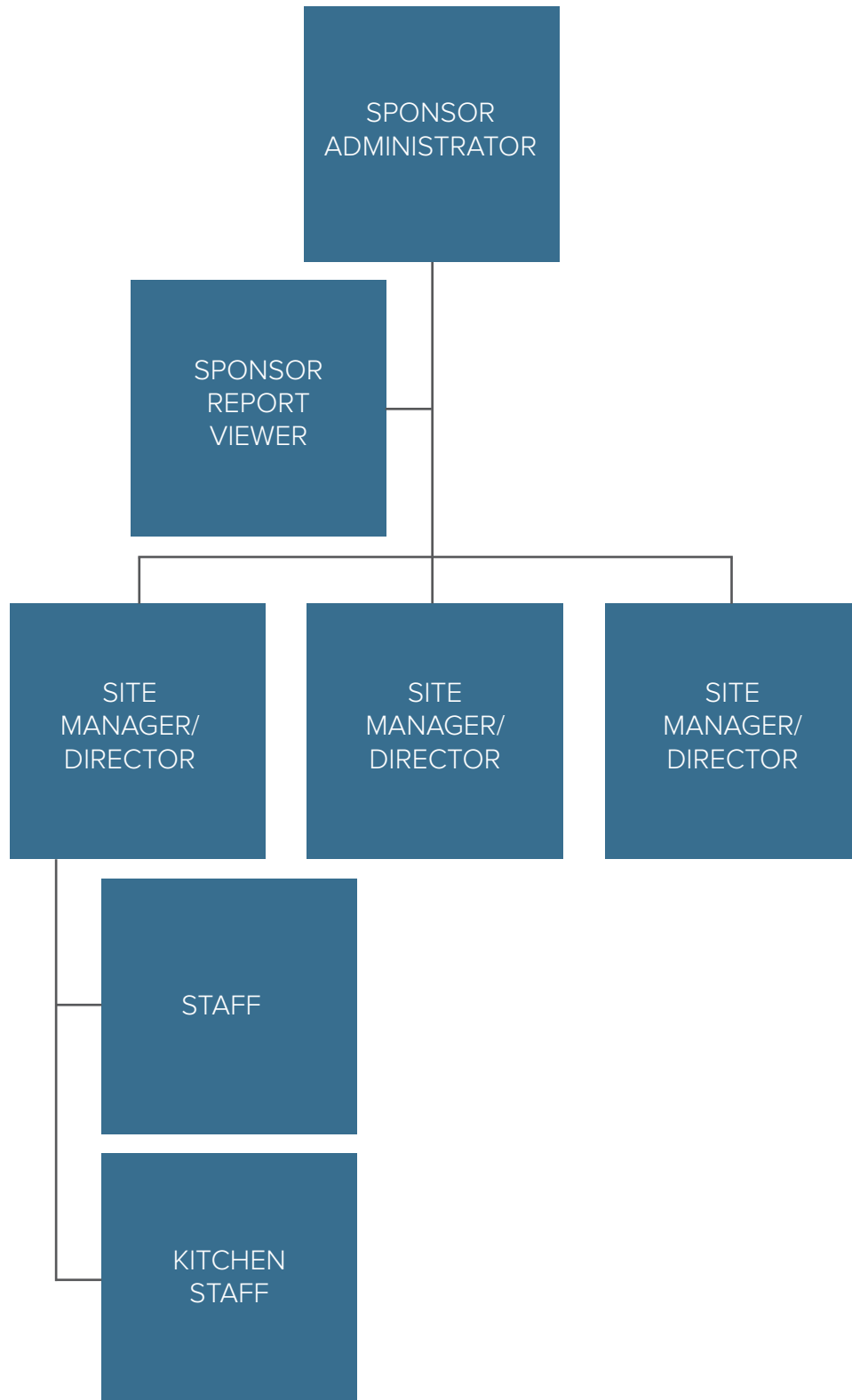
Email: info@myfoodprogram.com
Phone: 651-433-7345
Website: https://www.myfoodprogram.com/contact-us/

Thank you again for choosing My Food Program.

Let's get started!

My Food Program Software Setup

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.

SPONSOR
ADMINISTRATOR

SPONSOR
REPORT
VIEWER

SITE
MANAGER/
DIRECTOR

SITE
MANAGER/
DIRECTOR

SITE
MANAGER/
DIRECTOR

STAFF

KITCHEN
STAFF

MY FOOD PROGRAM FUNCTION

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

Sponsor Name:_____

Street:_____

City:_____State:_____Zip:_____

If you have more than 5 admins 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

Age Ranges (used in your state to determine licensed capacity)
Please leave blank if your sites are not required to be licensed.

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

MY FOOD PROGRAM

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

Site Details

Name:_____

Address:_____
City:_____State:_____Zip:_____

Email Address:_____

Site Identification Number (for CACFP/SFSP 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: ❑ Early Snack   ❑ Breakfast   ❑ AM Snack   ❑ Lunch
                        ❑ PM Snack   ❑ Supper   ❑ Evening Snack

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

Please complete the information below for your SITE.
You will need to make copies of these forms for each site,
unless the same menu is served at all sites.

Site Menus

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

BREAKFAST

Directions: Remember that meat/meat alternates can be served in place of grains for up to three times per week. Breakfast cereals and yogurt need to meet sugar limits. You must serve a whole grain-rich food once per day.

Food Components	Monday	Tuesday	Wednesday	Thursday	Friday
Grain or Meat/Meat Alternate					
Vegetable/Fruit					
Milk					
Grain or Meat/Meat Alternate					
Vegetable/Fruit					
Milk					
Grain or Meat/Meat Alternate					
Vegetable/Fruit					
Milk					
Grain or Meat/Meat Alternate					
Vegetable/Fruit					
Milk					
Grain or Meat/Meat Alternate					
Vegetable/Fruit					
Milk					

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

Site Menus

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

LUNCH/SUPPER

Directions: Remember that you need to serve a whole grain-rich food once per day.

Breakfast cereals and yogurt need to meet sugar limits.

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

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

Site Menus

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

SNACK
Directions: Remember that you need to serve a whole grain-rich food once per day. Breakfast cereals and yogurt need to meet sugar limits.

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					
Meat/Meat Alternate Grains/Breads Vegetable/Fruit Milk					

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

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. The foods listed below are generic to get you started. Our database of foods is very large and you can customize your favorite foods at any time.

MEAT/MEAT ALTERNATE

- ❑ Beans, baked
- ❑ Beans, black
- ❑ Beans, garbanzo or chickpeas
- ❑ Beans, Great Northern, canned
- ❑ Beans, Kidney
- ❑ Beans, Pinto
- ❑ Beans, Red
- ❑ Beans, refried, canned
- ❑ Beef
- ❑ Beef Pattie
- ❑ Cheese,american, cheddar,mozzarella, or swiss

- ❑ Cheese, parmesan or romano
- ❑ Chicken
- ❑ Chicken nuggets or tenders, CN
- ❑ Cottage cheese
- ❑ Eggs
- ❑ Fish
- ❑ Fish sticks, CN
- ❑ Frankfurters,without byproducts, cereals, or extenders
- ❑ Ham
- ❑ Hummus, CN-labeled
- ❑ Peanut butter

- ❑ Pork
- ❑ Ricotta cheese
- ❑ String Cheese, 1 oz. stick
- ❑ Sunflower seed butter
- ❑ Tofu, 5g per 1/4 cup
- ❑ Tuna
- ❑ Turkey
- ❑ Yogurt; Specify Brands:
  _____

GRAINS

- ❑ Animal crackers
- ❑ Bagels
- ❑ Barley
- ❑ Biscuits
- ❑ Bread
- ❑ Breading
- ❑ Bread sticks
- ❑ Breakfast Cereal; Specify Brands:
  _____
- ❑ Buns (hamburger, hot dog)
- ❑ Crackers; Specify Brands:
  _____
- ❑ Cornbread
- ❑ Croissant

- ❑ Croutons
- ❑ English muffins
- ❑ French toast
- ❑ French Toast Sticks
- ❑ Graham crackers
- ❑ Granola
- ❑ Muffins
- ❑ Oatmeal, cooked
- ❑ Pancakes
- ❑ Pasta; Specify Types:
  _____
- ❑ Pita bread
- ❑ Pizza crust
- ❑ Pretzels

- ❑ Rice
- ❑ Rice cakes
- ❑ Rolls
- ❑ Taco shells
- ❑ Toast
- ❑ Tortilla chips
- ❑ Tortillas
- ❑ Waffles

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

FRUIT

- ❑ Apple Juice, 100%
- ❑ Apples
- ❑ Applesauce
- ❑ Apricots
- ❑ Bananas
- ❑ Blueberries
- ❑ Cantaloupe
- ❑ Cranberry Juice, 100%

- ❑ Fruit cocktail, canned, drained
- ❑ Grape Juice, 100%
- ❑ Grapes
- ❑ Honeydew Melon
- ❑ Orange Juice, 100%
- ❑ Oranges
- ❑ Peaches
- ❑ Pears

- ❑ Pineapple
- ❑ Raisins
- ❑ Strawberries
- ❑ Tropical Fruit
- ❑ Watermelon
- ❑ White Grape Juice 100%

VEGETABLE

- ❑ Beans, baked
- ❑ Beans, black
- ❑ Beans, garbanzo or chickpeas
- ❑ Beans, Great Northern, canned
- ❑ Beans, Kidney
- ❑ Beans, Pinto
- ❑ Beans, Red
- ❑ Beans, refried, canned
- ❑ Broccoli
- ❑ Cabbage
- ❑ Carrots
- ❑ Cauliflower

- ❑ Celery
- ❑ Corn
- ❑ Cucumbers
- ❑ French fries
  (must be fried off-site)
- ❑ Green beans
- ❑ Hashbrowns
  (must be fried off-site)
- ❑ Lettuce
- ❑ Mixed Vegetables
- ❑ Onions
- ❑ Peas & Carrots

- ❑ Peas, green
- ❑ Peppers, Bell
- ❑ Potatoes
- ❑ Soup, tomato, condensed,
  prepared with water
- ❑ Spinach
- ❑ Squash
- ❑ Tater Tots
- ❑ Tomatoes
- ❑ Tomato Juice, 100%
- ❑ Tomato sauce
- ❑ Zucchini

FLUID MILK

- ❑ 1% Milk for all participants
  2 and older
- ❑ Skim milk for all participants
  2 and older
- ❑ Whole milk for ages
  12-23 months

INFANT CEREAL

- ❑ Infant Cereal, iron-fortified

Our on-staff dietitian will enter your menus and your favorite foods.
We will be in touch with any questions or clarifications.