



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

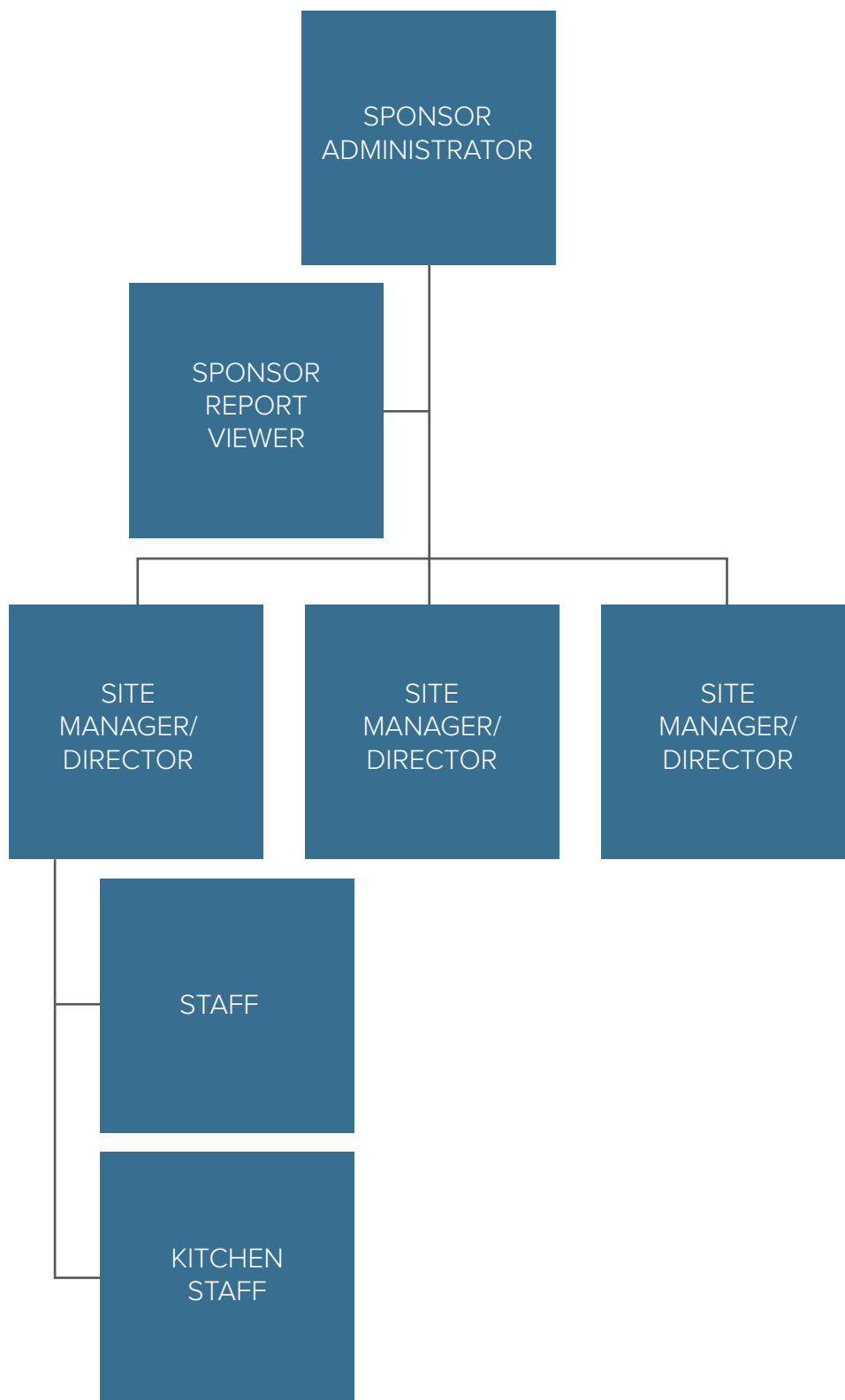
Website: <https://www.myfoodprogram.com/contact-us/>

Thank you again for choosing My Food Program.

Let's get started!

<i>My Food Program Software Setup</i>	<i>Page</i>
Access Levels	3
Permissions Matrix	4
Sponsor Level Data	5
Site Level Data	6
Employees and Participants & Rosters	7
Breakfast Menus	8
Lunch/Supper Menus	9
Snack Menus	10
Favorite Foods	11

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

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)

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

continued on next page »

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

Participants & Rosters

You may also attach separate documentation.

[illegible]

continued on next page »

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.

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					

continued on next page »

**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					

continued on next page »

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					

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Beans, baked | <input type="checkbox"/> Cheese, parmesan or romano | <input type="checkbox"/> Pork |
| <input type="checkbox"/> Beans, black | <input type="checkbox"/> Chicken | <input type="checkbox"/> Ricotta cheese |
| <input type="checkbox"/> Beans, garbanzo or chickpeas | <input type="checkbox"/> Chicken nuggets or tenders, CN | <input type="checkbox"/> String Cheese, 1 oz. stick |
| <input type="checkbox"/> Beans, Great Northern, canned | <input type="checkbox"/> Cottage cheese | <input type="checkbox"/> Sunflower seed butter |
| <input type="checkbox"/> Beans, Kidney | <input type="checkbox"/> Eggs | <input type="checkbox"/> Tofu, 5g per 1/4 cup |
| <input type="checkbox"/> Beans, Pinto | <input type="checkbox"/> Fish | <input type="checkbox"/> Tuna |
| <input type="checkbox"/> Beans, Red | <input type="checkbox"/> Fish sticks, CN | <input type="checkbox"/> Turkey |
| <input type="checkbox"/> Beans, refried, canned | <input type="checkbox"/> Frankfurters, without byproducts, cereals, or extenders | <input type="checkbox"/> Yogurt; Specify Brands: _____ |
| <input type="checkbox"/> Beef | <input type="checkbox"/> Ham | |
| <input type="checkbox"/> Beef Pattie | <input type="checkbox"/> Hummus, CN-labeled | |
| <input type="checkbox"/> Cheese, american, cheddar, mozzarella, or swiss | <input type="checkbox"/> Peanut butter | |

GRAINS

- | | | |
|--|--|---|
| <input type="checkbox"/> Animal crackers | <input type="checkbox"/> Croutons | <input type="checkbox"/> Rice |
| <input type="checkbox"/> Bagels | <input type="checkbox"/> English muffins | <input type="checkbox"/> Rice cakes |
| <input type="checkbox"/> Barley | <input type="checkbox"/> French toast | <input type="checkbox"/> Rolls |
| <input type="checkbox"/> Biscuits | <input type="checkbox"/> French Toast Sticks | <input type="checkbox"/> Taco shells |
| <input type="checkbox"/> Bread | <input type="checkbox"/> Graham crackers | <input type="checkbox"/> Toast |
| <input type="checkbox"/> Breeding | <input type="checkbox"/> Granola | <input type="checkbox"/> Tortilla chips |
| <input type="checkbox"/> Bread sticks | <input type="checkbox"/> Muffins | <input type="checkbox"/> Tortillas |
| <input type="checkbox"/> Breakfast Cereal; Specify Brands: _____ | <input type="checkbox"/> Oatmeal, cooked | <input type="checkbox"/> Waffles |
| <input type="checkbox"/> Buns (hamburger, hot dog) | <input type="checkbox"/> Pancakes | |
| <input type="checkbox"/> Crackers; Specify Brands: _____ | <input type="checkbox"/> Pasta; Specify Types: _____ | |
| <input type="checkbox"/> Cornbread | <input type="checkbox"/> Pita bread | |
| <input type="checkbox"/> Croissant | <input type="checkbox"/> Pizza crust | |
| | <input type="checkbox"/> Pretzels | |

continued on next page »

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

FRUIT

- | | | |
|--|--|---|
| <input type="checkbox"/> Apple Juice, 100% | <input type="checkbox"/> Fruit cocktail, canned, drained | <input type="checkbox"/> Pineapple |
| <input type="checkbox"/> Apples | <input type="checkbox"/> Grape Juice, 100% | <input type="checkbox"/> Raisins |
| <input type="checkbox"/> Applesauce | <input type="checkbox"/> Grapes | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Apricots | <input type="checkbox"/> Honeydew Melon | <input type="checkbox"/> Tropical Fruit |
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Orange Juice, 100% | <input type="checkbox"/> Watermelon |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Oranges | <input type="checkbox"/> White Grape Juice 100% |
| <input type="checkbox"/> Cantaloupe | <input type="checkbox"/> Peaches | |
| <input type="checkbox"/> Cranberry Juice, 100% | <input type="checkbox"/> Pears | |

VEGETABLE

- | | | |
|--|---|--|
| <input type="checkbox"/> Beans, baked | <input type="checkbox"/> Celery | <input type="checkbox"/> Peas, green |
| <input type="checkbox"/> Beans, black | <input type="checkbox"/> Corn | <input type="checkbox"/> Peppers, Bell |
| <input type="checkbox"/> Beans, garbanzo or chickpeas | <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Potatoes |
| <input type="checkbox"/> Beans, Great Northern, canned | <input type="checkbox"/> French fries
(must be fried off-site) | <input type="checkbox"/> Soup, tomato, condensed,
prepared with water |
| <input type="checkbox"/> Beans, Kidney | <input type="checkbox"/> Green beans | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Beans, Pinto | <input type="checkbox"/> Hashbrowns
(must be fried off-site) | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Beans, Red | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Tater Tots |
| <input type="checkbox"/> Beans, refried, canned | <input type="checkbox"/> Mixed Vegetables | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Onions | <input type="checkbox"/> Tomato Juice, 100% |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Peas & Carrots | <input type="checkbox"/> Tomato sauce |
| <input type="checkbox"/> Carrots | | <input type="checkbox"/> Zucchini |
| <input type="checkbox"/> Cauliflower | | |

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.**