

My Food Program can be used to verify that attendance and meal counts do not exceed licensed capacity.

To configure this setting, use the “Licensing Age Range Errors” option in Site Details:

- Click on “Site Details” on the main dashboard.
- Make the appropriate selection on “Licensing Age Range Errors”:
 - “Ignore” means that My Food Program will not check that attendance and meal counts are within licensed capacity.
 - “Error” means that My Food Program will check that attendance and meal counts are within licensed capacity.
- Click “Save”.

Before adding the Site Licensing information in Site Details, ensure that the licensing age ranges are correctly configured at the sponsor level. See separate instructions for details.

To add site licensing capacity:

- Click on “Site Details” on the main dashboard.
- Click on the blue “Add License” button.
- Enter a number in the field for “Capacity” and select the appropriate license age range.
- Repeat the “Add License” process until all license age ranges have been entered.
- Click “Save”.

Site Licensing + Add License			
Capacity	License Age Range	Night Capacity?	Remove
<input type="text" value="18"/>	<input type="text" value="Infant"/>	<input type="checkbox"/>	<input type="button" value="✖ Remove"/>
<input type="text" value="14"/>	<input type="text" value="Toddler"/>	<input type="checkbox"/>	<input type="button" value="✖ Remove"/>
<input type="text" value="20"/>	<input type="text" value="Preschool"/>	<input type="checkbox"/>	<input type="button" value="✖ Remove"/>
<input type="text" value="8"/>	<input type="text" value="School Age"/>	<input type="checkbox"/>	<input type="button" value="✖ Remove"/>

Special case: Combination License

In some states, there are additional restrictions on licenses. For example, the facility license may say::

- Capacity: 57
- Infants: 18
- Toddlers: 14
- Preschool/School Age: 20
- Not to Exceed 8 School Age

In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

To add additional restrictions on licensed capacity that apply to more than one age group:

- Click on “Site Details” on the main dashboard.
- Click on the blue “Add Age Range Combination” button.
- Select the age ranges that apply to the restriction and the “not to exceed” value.

Age Range Combination

Age Ranges

Not To Exceed

[Save](#)

- Click “Save” and the additional restrictions will appear on the screen.

Site Licensing [+ Add License](#)

Capacity	License Age Range	Night Capacity?	Remove
<input type="text" value="18"/>	<input type="text" value="Infant"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="14"/>	<input type="text" value="Toddler"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="20"/>	<input type="text" value="Preschool"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="8"/>	<input type="text" value="School Age"/>	<input type="checkbox"/>	✕ Remove

Age Range Combinations [+ Manage Age Range Combinations](#)

Age Ranges	Not To Exceed
Preschool School Age	20
Infant Toddler Preschool School Age	57