



Sponsor:  
Permissions Matrix

FUNCTION	OWNER OR SPONSOR ADMINS	SPONSOR REPORTER	SITE ADMIN/DIRECTOR	SITE STAFF	KITCHEN STAFF OR INFANT TEACHER
<b> MENUS</b>					
Manage Available Foods	✓				
Create/Edit/Delete Menus	✓		✓		✓
Manage Favorite Foods*	✓		✓		✓
Copy Menus	✓		✓		✓
Print Menus	✓		✓		✓
Create/Edit/Finalize/Delete Food Production Record	✓		✓		✓
Create/Edit/Finalize/Delete Meal Order*	✓		✓		✓
<b> ATTENDANCE AND MEAL COUNTS</b>					
Enter a Meal Count at Point of Service	✓		✓	✓	✓
Edit Meal Counts for a Month without a Claim*	✓		✓		
Allow Sites to Claim Meals Outside of Participant Schedule	✓				
Enter Attendance for the Current Day	✓		✓	✓	✓
Edit Attendance for a Month without a Claim*	✓		✓		
<b> PARTICIPANTS &amp; ROSTERS</b>					
Create/Delete/Inactivate a Roster	✓		✓	✓	✓
Add or Withdraw a Child	✓		✓	✓	✓
Change a Child's Roster or Schedule*	✓		✓	✓	✓
Print an Income or Enrollment Form for the Parent to Sign	✓		✓	✓	✓
Certify Income or Enrollment Forms	✓				
Add an Infant Meal Notification	✓		✓	✓	✓
Designate an Infant as Developmentally Ready for Solid Foods	✓		✓	✓	✓
Indicate that a Child has Special Dietary Needs	✓		✓	✓	✓
Move a Child to a Different Household	✓		✓	✓	✓
Merge Duplicate Children	✓		✓	✓	✓

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<b>👤 STAFF/USERS</b>					
Add/Inactivate a New Sponsor-Level User	✓				
Change a Sponsor User Password	✓				
Add/Inactivate a New Site-Level User	✓		✓		
Change a Site-Level Users Password	✓		✓		
Add a Signature to be Applied to Attendance and Meal Count Forms			✓		
<b>🏠 SITE DETAILS</b>					
View Site Details	✓		✓		
Modify Site Settings	✓				
<b>🚌 CLOSURE/FIELD TRIPS</b>					
Record a Closure or Field Trip	✓		✓		
<b>🥛 MILK AUDIT</b>					
Manage Milk Audit Settings	✓				
Create/Edit/Delete a Milk Audit*	✓		✓		✓
<b>🏢 EXPENSES</b>					
Set Expense Categories	✓				
Record Expenses to Demonstrate a Nonprofit Meal Service	✓		✓		✓
Manage Opening and Closing Balances in Nonprofit Meal Service Account	✓				

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<b>📁 CLAIMS</b>					
Check for Claim Errors Before Submitting*	✓		✓		
Submit a Claim	✓		✓		
Set a Site's Licensed Capacity	✓				
Designate Days that a School Age Child can be Claimed for Lunch on ARAM	✓				
Manage Claim Batches	✓				
Create or Rollback a Claim	✓				
View a Claim Summary	✓	✓	✓		
<b>📊 REPORTS</b>					
View Reports for a Single Site	✓	✓	✓		✓
View Reports for All Sites	✓				
Record Hours Worked	✓		✓	✓	✓
<b>☰ VISITS</b>					
Add a Review Visit	✓	✓	✓		
View a Review Visit Summary	✓	✓	✓		