

Participants & Rosters: Households & Participants: Deleting Participants



My Food Program only allows you to delete participants that **have not been entered in for any attendance or meal counts**. Alternatives to deleting a participant include:

- Merging the participant if you have created a duplicate.
- Setting the participant's status to "inactive" in order to remove their name from attendance and meal count rosters.

To delete a participant:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the red "Delete Participant" button.
- If no attendance or meal count records exist for this participant, you will get a message that says "Participant Successfully Deleted". If the participant has any attendance or meal count information, you will get a red error that says "Unexpected error: Cannot delete a participant with XX recorded attendances. Most Recent is MM/DD/YYYY."

