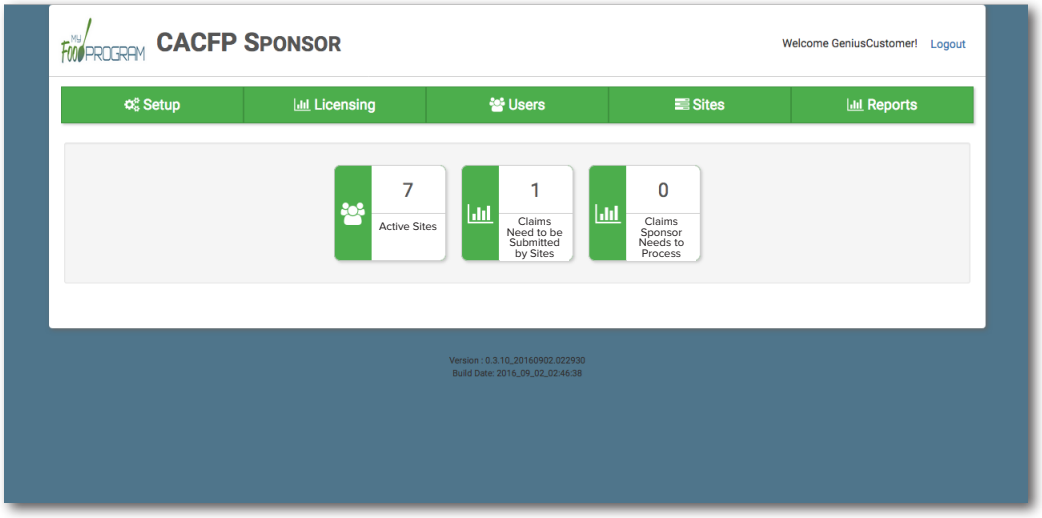
Sponsor Admin: User Guide

Welcome to My Food Program! This User Guide will help you navigate your way through the My Food Program website. You will find a section for each area of the website which includes instructions for getting up and running. This is meant to be the optimal method of setting up My Food Program. Certain features work better if you input data in a specific order, as it allows you to match up certain data fields. While there is no "wrong" way to enter data, this guide will walk you through in a way that will minimize your effort. If you still have questions, please don't hesitate to contact us at info@myfoodprogram.com or 651-433-7345.



Above is a sample of your My Food Program dashboard. You are able to add your company logo to further personalize this page by going to the Setup tab.

Table of Contents

Sponsor Admin Training Guide — Page

Access Levels 5
Permission Matrix 6
Sponsor Level 7
- Sponsor Setup 8
- Sponsor Licensing Setup 10
- Sponsor Users 11
- Permissions Matrix 13
- Adding Sites 14
- Sponsor Claims 15
- Sponsor Reports 16

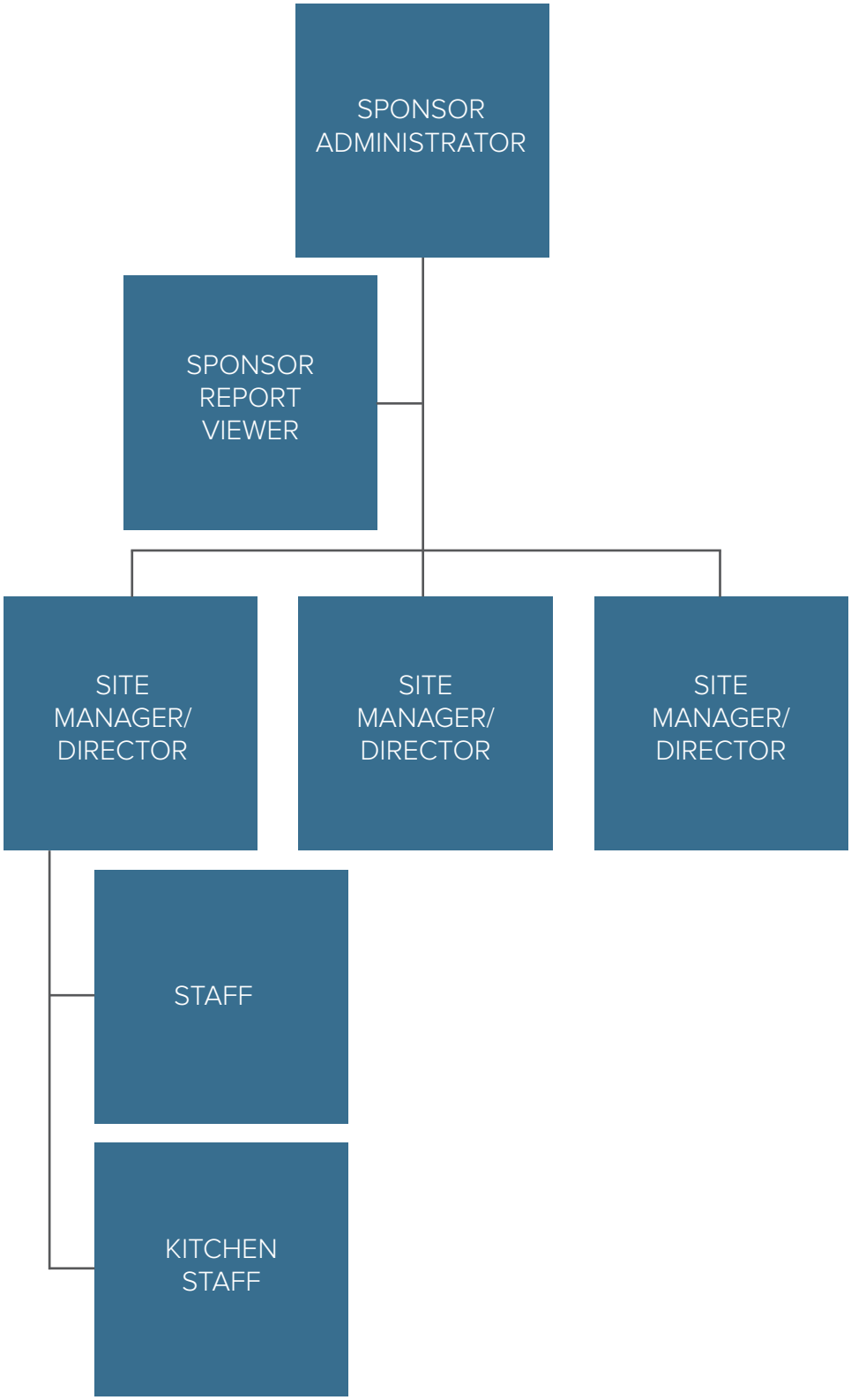
Menu 21
- Planning Menus 22
- Favorite Foods 27
- Saved Menus 28
- Copying Planned Menus 32
- Printing Menus 33
- Edit Meal Count from Menu Page 34
- Deleting a Menu 35
- Food Production 36

Attendance 41
- Taking Attendance Using Present Option 42
- Taking Attendance Using In/Out Option 43
- Attendance Required Before Meal Counts 47

Meal Count 51
- Taking Meal Counts by Name 52
- Taking Headcount Meal Counts 57
- Adding a Participant from the Meal Count Page 61
- Editing Meal Counts 62

Participants & Rosters **63**
Creating New Rosters 64
Deleting and Deactivating Rosters 65
Making Rosters Active 66
Managing Roster Assignments 67
Households & Participants 68
Printing List of Active Children 94
Using Participant Search Function 95
Staff **96**
Add an Existing Staff Member to a Site 97
Add a New Staff Member 101
Site Details **102**
Site Configuration 103
Meal Shifts 106
Attendance Records Kept Outside of MFP 107
Paper Attendance and Meal Counts are Master 108
After School Program (ARAM) 109
Invoicing Feature 110
Site Licensing 112
Site Principals 114
Closure/Field Trip **115**
Adding and Viewing a New Closure/Field Trip 116
Expenses **117**
Tracking Expenses 118
Review Disallowed Meals **119**
Claims Step 1: Meal Validation by Site 120
Claims Step 2: Review of Errors by Site 122
Claims Step 3: Submit to Sponsor by Site 123
Process Claim **124**
Claims Step 4: Review of Errors & Meal Disallowances by Sponsor 125
Claims Step 5: Processing Claims by Sponsor 130
Rolling Back Claims 131

Reports **132**
Participants 133
Claims 140
Staff 161
Expenses 164
Food Production 166
Visits **169**
Adding a New Visit 170
Viewing and Deleting Visits 175


SPONSOR ADMINISTRATOR
SPONSOR REPORT VIEWER
SITE MANAGER/ DIRECTOR
SITE MANAGER/ DIRECTOR
SITE MANAGER/ DIRECTOR
STAFF
KITCHEN STAFF

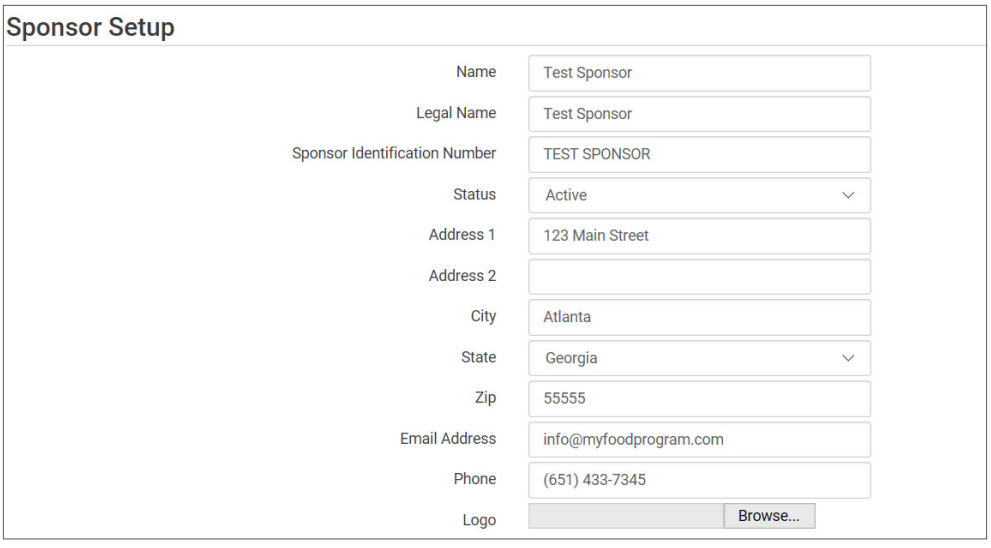
MY FOOD PROGRAM FUNCTION	OWNER/ SPONSOR ADMINS	OWNER/ SPONSOR REPORTS	SITE ADMIN/ DIRECTOR	SITE STAFF	SITE KITCHEN STAFF
Add/Delete/Edit/Remove Sites	✓				
Add and Remove Admin Users	✓				
Edit Sponsor Setup Information	✓				
Add/Delete/Edit Admin Principals	✓				
Add/Delete/Edit Organization Licensing 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	✓				

Sponsor Level

The Sponsor Setup tab has all the essential information about your sponsorship.

All fields below are required:

- Name: the name that you would like to appear on all forms
- Legal Name
- Sponsor Identification Number: typically assigned by the state agency
- Status: active/inactive
- Address, City, State, ZIP
- Email Address: this is the primary email contact for the sponsorship
- Phone
- Logo: the logo you upload here will be the one your sites see when they login to My Food Program. If you do not upload a logo here, then your sites will see the My Food Program logo when they login.
- Allowed Meal Types: these are the meal types that are possible to be added by sites. For example, if "Early Snack" is not a meal that is eligible for reimbursement in your state, then leave this box unchecked and no sites can add an early snack in error.

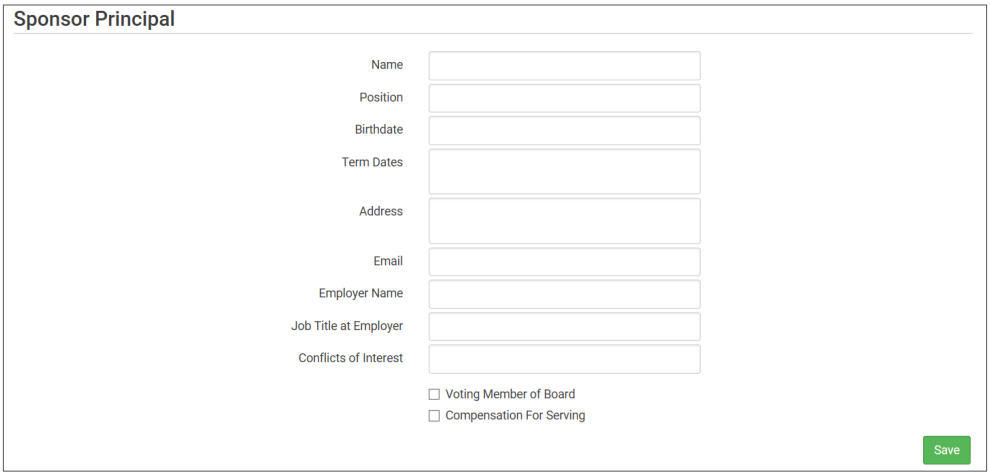


Sponsor Principals:

If you wish to track sponsor principal individuals and their training, you can do that here.

To add a sponsor principal::

- Click on “Setup” from the main sponsor dashboard.
- Click the blue “Add” button.
- Complete the fields:
  - **Name (required)**: include the name as it appears on official documents.
  - **Position (required)**: job title or position on the Board of Directors (for non-profit).
  - **Birthdate (required)**
  - Term Dates (optional): for members of the Board of Directors.
  - **Address (required)**: assists with identification.
  - **Email Address (required)**
  - Employer (optional): if Board Member.
  - Job Title at Employer (optional).
  - Conflicts (optional): record conflicts of interest.
  - Checkboxes for “Can Vote” and “Receives Compensation” (optional).
- Click “Save”.

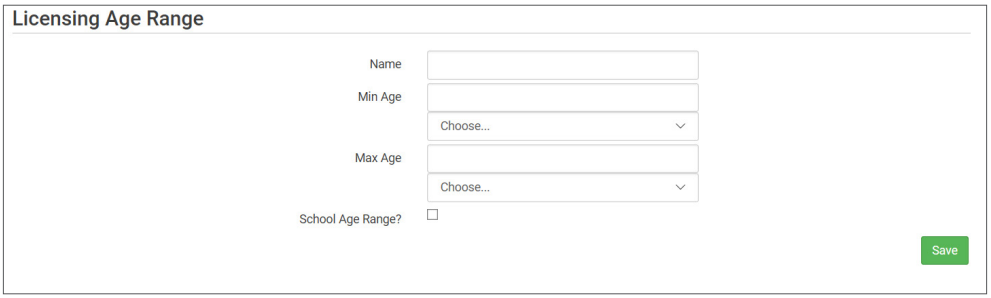


Sponsor:
Sponsor Licensing Setup

The Sponsor Licensing tab allows you to configure the licensing age ranges according to the state regulations. If you are not using My Food Program to confirm that attendance and meal counts are within licensed capacity, you can skip this step.

To configure licensing age ranges:

- Click on “Licensing” on the main sponsor dashboard.
- Click the blue “Add” button.
- Create all the age ranges.
    - Age ranges cannot overlap unless one is marked as a “school age” and one is marked as “non-school age”.
    - Use the overlapping age ranges if the state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states “school age” means a child who is 5 years or older. In other states, the term “school age” means a child who is enrolled in school, which may or may not include 5 and 6 year olds.
    - If you use overlapping age ranges, then you MUST use the “Is enrolled or attending school” box in participant information.

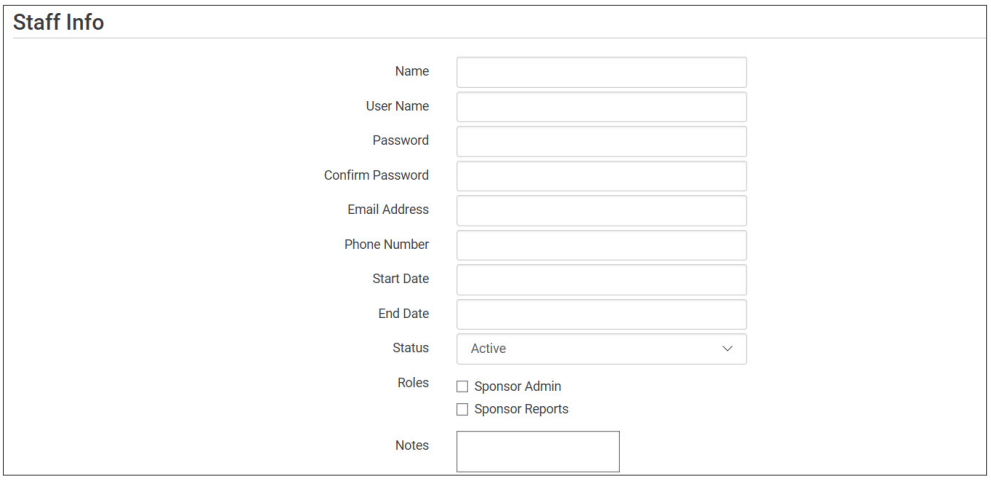


Sponsor:
Sponsor Users

Sponsor users are employees or contractors with the sponsoring organization that should have access to information about all sites under a sponsorship. If you would like an individual to only have access to some sites, you should add them as site-level users instead. See separate instructions for details.

To add a sponsor user:

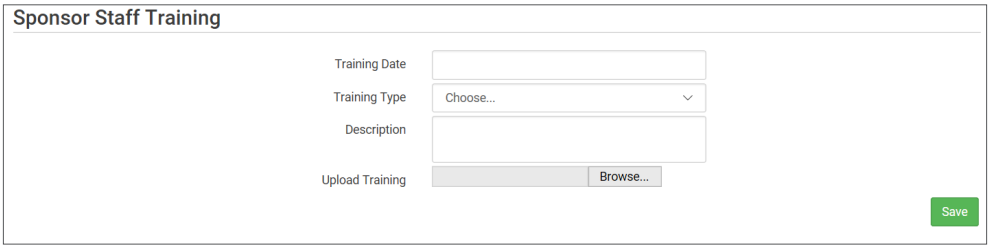
- Click on “Users” on the main sponsor dashboard.
- Click on the blue “Add” button.
- Enter the fields:
  - **Name (required)**
  - **Username (required)**
  - **Password (required)**: must be at least 12 characters.
  - **Confirm Password (required)**
  - Email Address (optional)
  - Phone Number (optional)
  - Start Date (optional)
  - End Date (optional)
  - Status: active/inactive. A sponsor user marked as inactive will not be able to log in.
  - **Role (required)**: select “Sponsor Admin” which gives full permission to all sponsor and site-level information or “Sponsor Reporter” which is mostly read-only. For more information, refer to the Permissions Matrix.
  - Notes: for your records.



- Training: enter training here if you would like to use My Food Program to track training by sponsor staff.

To add a new sponsor staff training:

- Click on “Users” on the main sponsor dashboard.
- Click on the name of the sponsor user.
- Click the blue “Add” button in the training section.
- Enter the fields:
  - **Training Date (required)**
  - **Training Type (required)**
  - Description (optional): for your records.
  - Upload a scan or photo of the training agenda and/or signed training roster (optional).



Sponsor: Permissions Matrix

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	✓				

Sites can be added to My Food Program either individually or uploaded in bulk.

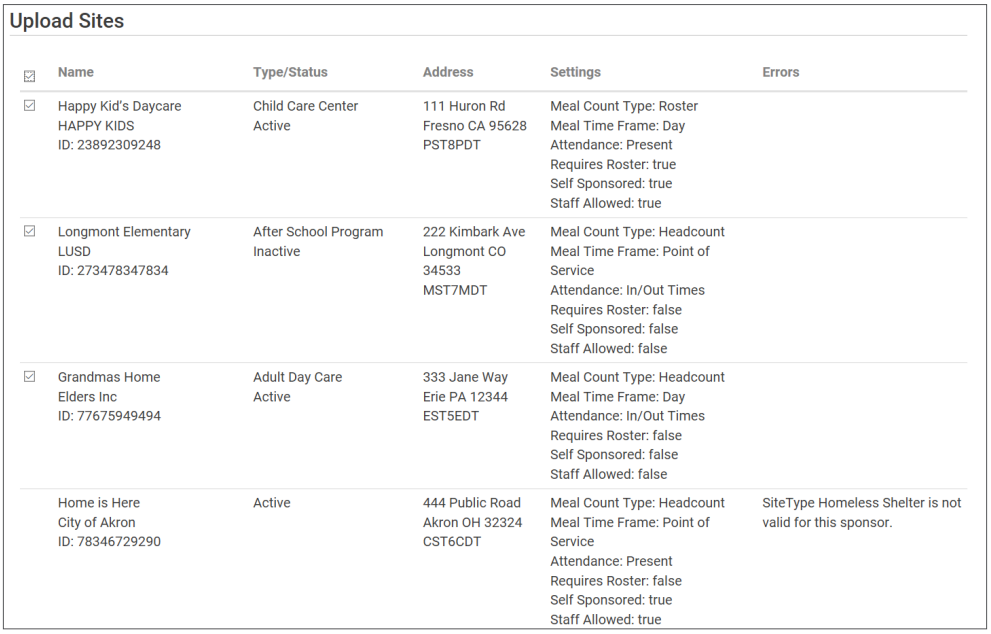
To add a single site:

- Click on “Sites” on the main sponsor dashboard.
- Click on the blue “Add” button in the upper right corner.
- Enter the Site Details. For information about how to set up a site, reference the guide on Site Configuration.
- Click “Save”.

Sponsors that are going to use My Food Program for multiple sites can save time by creating sites using our import feature rather than creating each site individually.

To bulk import sites:

- Download the Site Import Template.
- Enter the information for your sites using copy/paste or by renaming the columns in your own spreadsheet.
- Save the document and ensure that you retain the .csv file extension. Files with Excel .xlsx extensions will not work.
- Click the blue “Upload Sites” button.
- Locate the file in with the site information.
- You will now see a list of sites. Click on the checkbox next to the word “Name” to mark all sites for upload. If you only wish to upload some sites, click them in individually. Any errors will be displayed on the far-right column; sites with errors will not be uploaded.
- Click “Save” and your sites will be uploaded.



Upload Sites

☑	Name	Type/Status	Address	Settings	Errors
☑	Happy Kid’s Daycare HAPPY KIDS ID: 23892309248	Child Care Center Active	111 Huron Rd Fresno CA 95628 PST8PDT	Meal Count Type: Roster Meal Time Frame: Day Attendance: Present Requires Roster: true Self Sponsored: true Staff Allowed: true	
☑	Longmont Elementary LUSD ID: 273478347834	After School Program Inactive	222 Kimbark Ave Longmont CO 34533 MST7MDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
☑	Grandmas Home Elders Inc ID: 77675949494	Adult Day Care Active	333 Jane Way Erie PA 12344 EST5EDT	Meal Count Type: Headcount Meal Time Frame: Day Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
	Home is Here City of Akron ID: 78346729290	Active	444 Public Road Akron OH 32324 CST6CDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: Present Requires Roster: false Self Sponsored: true Staff Allowed: true	SiteType Homeless Shelter is not valid for this sponsor.

Site claims can be run individually or for all sites under a sponsorship at once. To run a claim individually, refer to the guides on claims processing. Claims that have been “Submitted to Sponsor” (i.e. through step 3 in the claims process) will be included when processing claims in bulk.

To run claims in bulk:

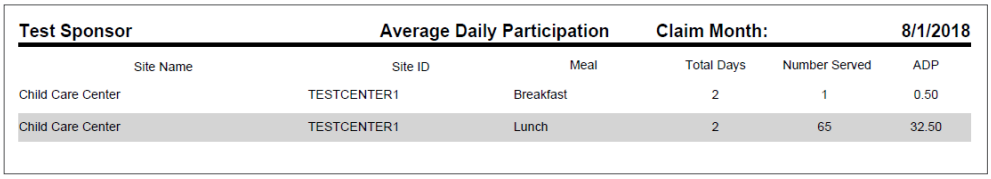
- Click on “Claims” on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green “Create Claims” button. The claims creation process may take several minutes depending on the size of the sites and their configuration.
- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

Sponsor: Sponsor Reports: Average Daily Participation

The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites. The **Average Daily Participation Report** shows the average daily participation for meals. It is most often used by sponsors in Texas, but can be used by any sponsor.

To run the Average Daily Participation Report:

- Click on “Reports” on the main sponsor dashboard.
- Click the hyperlink for Average Daily Participation Report.
- Select the month/year for the report.
- Click the green “Run Report” button. A hyperlink will appear - click the link to download or view the report.



Test Sponsor		Average Daily Participation	Claim Month:		8/1/2018
Site Name	Site ID	Meal	Total Days	Number Served	ADP
Child Care Center	TESTCENTER1	Breakfast	2	1	0.50
Child Care Center	TESTCENTER1	Lunch	2	65	32.50

Sponsor: Sponsor Reports: CLiCS

The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites. The **CLiCS Report** generates a .txt file that can be directly uploaded into the Minnesota state agency claiming system, CLiCS.

To run the CLiCS Report:

- Click on “Reports” on the main sponsor dashboard.
- Click the hyperlink for CLiCS Report.
- Select the month/year for the report and add comments.
- Click the green “Generate File” button. A hyperlink will appear - click the link to download the file.

Sponsor: Sponsor Reports:
Claim Summary Report for Sponsors of Unaffiliated Centers

The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites. The **Claim Summary Report for Sponsors of Unaffiliated Centers** shows claim summary for unaffiliated centers. It includes the amount of funds going to the sponsor (15% of meal reimbursement), the amount of funds going to the site (85% of meal reimbursement plus full cash-in-lieu payment).

To run the Claim Summary Report for Sponsors of Unaffiliated Centers:

- Click on “Reports” on the main sponsor dashboard.
- Click the hyperlink for Claim summary report for sponsors of unaffiliated centers.
- Select the month/year for the report.
- Click the green “Run Report” button. A hyperlink will appear - click the link to download or view the report.
- The report is in Excel format with the following fields:
    - Claim Date
    - Site Name
    - Site ID
    - Claim Type (CACFP or ARAM)
    - Food Service Funds (payment to center)
    - Admin Funds (payment to sponsor)
    - Total Claim

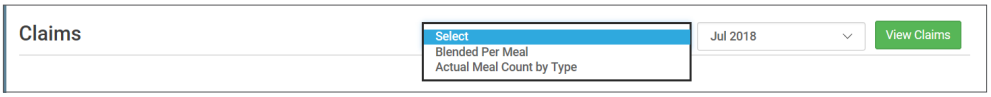
Claim Date	Site Name	Site Id	Claim Type	Food Service Funds	Admin Funds	Total Claim Cost
7/1/2018	Child Care Center	TESTCENTER1	CACFP	$90.60	$13.46	$104.06

Sponsor: Sponsor Reports: Sponsor Claims Report

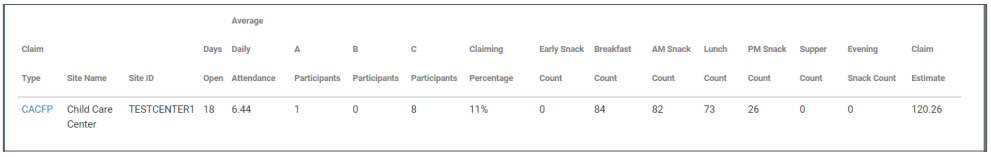
The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites.

To view information about site claims across a sponsorship:

- Click on the “Reports” tab on the main sponsor dashboard.
- Select the claiming method and the month/year for which you would like to view claims.

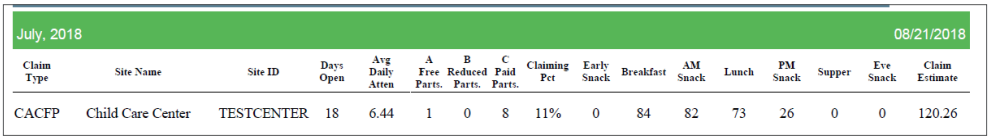


- Click on the green “View Claims” button.
- A summary of the claims will appear below.



Claim Type	Site Name	Site ID	Days Open	Average Daily Attendance	A Participants	B Participants	C Participants	Claiming Percentage	Early Snack Count	Breakfast Count	AM Snack Count	Lunch Count	PM Snack Count	Supper Count	Evening Snack Count	Claim Estimate
CACFP	Child Care Center	TESTCENTER1	18	6.44	1	0	8	11%	0	84	82	73	26	0	0	120.26

- If you wish to print the report, click on the blue hyperlink for “Download PDF”.



July, 2018 08/21/2018

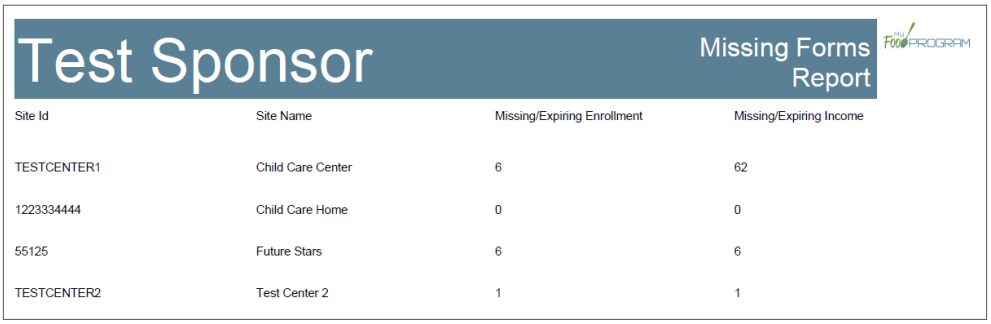
Claim Type	Site Name	Site ID	Days Open	Avg Daily Atten	A Free Parts.	B Reduced Parts.	C Paid Parts.	Claiming Pct	Early Snack	Breakfast	AM Snack	Lunch	PM Snack	Supper	Eve Snack	Claim Estimate
CACFP	Child Care Center	TESTCENTER	18	6.44	1	0	8	11%	0	84	82	73	26	0	0	120.26

Sponsor: Sponsor Reports: Sponsor Missing Forms Report

The majority of reports are contained in site-level reports. Sponsor-level reports are those that aggregate data across multiple sites. The Missing Forms Report at the sponsor level lists all active sites and provide a simple count of the number of missing enrollment and income forms. This may be helpful for sponsors to direct resources toward sites that need assistance with paperwork completion.

To run a sponsor-level Missing Forms Report:

- Click on Reports on the main sponsor dashboard.
- Click the hyperlink for the Missing Forms report.
- Click the green “Run Report” button.
- Click the blue hyperlink for “Download Report” to open or save the file.



Test Sponsor

Missing Forms Report

Site Id	Site Name	Missing/Expiring Enrollment	Missing/Expiring Income
TESTCENTER1	Child Care Center	6	62
1223334444	Child Care Home	0	0
55125	Future Stars	6	6
TESTCENTER2	Test Center 2	1	1

Menu

To plan a new menu:

- Click on "Menu" on the main dashboard.
- Click on the date and meal type for which you want to enter a menu.
- To plan a menu for children ages 1 and older:
    - Click on the blue "Edit Menu" button.
    - Enter the "Description for Print View". Note that whatever is entered in this box is what will appear when you print a menu. If you are planning to print and post a menu for parents, we strongly recommend that you use this description feature.
    - If you wish to use a saved menu, select it from the "Menu" drop-down, then make any changes and click Save
    - If you want to enter food items without using a saved menu:
        - Go through each of the required components and select the food item that you are using to meet that meal pattern requirement.
        - You must have a food item for each required meal component in order to save the menu.
        - You may add food items using the drop-down "favorite foods" list or you may search for items. If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
        - If you select a food item by mistake, simply click the red "Remove" button.
        - When you are done, click "Save". If there the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

To plan a menu for infants:

- Click on the blue "Edit Infant Menu" button.
- Under "Description" select the infant age range for which you want to plan a menu. **Note: the system prompts you to select the age range of the OLDEST infant in care. If you have only infants 5 months and younger, select the choice "Oldest Infant in Care 0-5 months". If you select this choice, you not be entering items other than formula/breast milk. If you have any infants at all that are 6 months or older, select "Oldest Infant in Care 6-11 months". Then you will be prompted to enter food items in addition to formula/breast milk.**
- Select the food items that you are using to satisfy the infant meal components. You are not required to enter anything other than formula/breast milk since it may be possible that an infant is not developmentally ready for food items.
- You may enter as many food items as you want.
- If you need to record which specific foods were consumed by each specific infant, then you should enter all the foods offered and use the Infant Food Serving Report to match each infant to the specific food they ate.
- When you are done, click "Save". If there the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

Menus can be edited unless:

1. A food production record has been created. If you want to edit a menu and a food production record has already been created based off that menu, then you need to delete the food production record before you can edit the menu.
2. A claim has been processed for the month. If you want to edit a menu and a claim has been created, you need to roll-back the claim, edit the menu, and then re-process the claim.

To edit a planned menu:

- Click on “Menu” on the main dashboard.
- Click on the date and meal you wish to edit.
- Remove, add or substitute the food items.
- Click “Save”. If the menu you planned meets the meal pattern requirements, then you will be re-directed to the Meal Details page. If your menu does not meet the meal pattern requirements, you will see info boxes in red that will identify the errors.

Menu: Planning Menus: Milk Types for Age Ranges

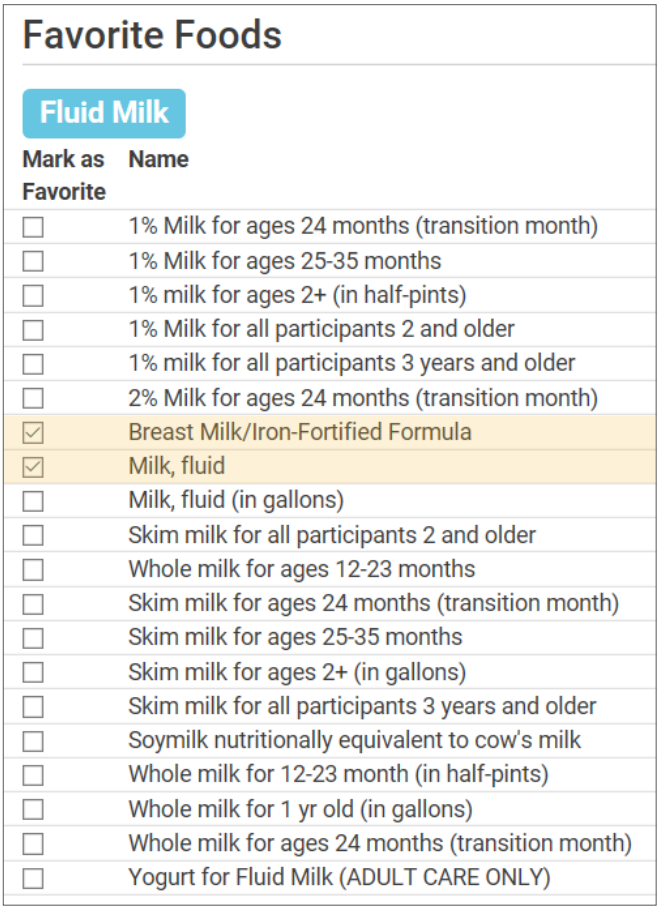
My Food Program allows flexibility when it comes to recording fluid milk. Please review the two options below and begin using the milk type that works best for the requirements in your state.

Option #1:

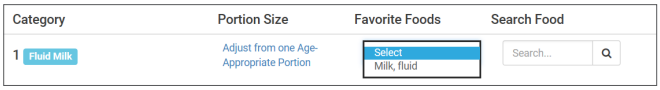
Your State Agency does not require menus or food production records to be specific about the types of fluid milk served. When planning menus, you should use the menu item “Milk, fluid”. Using this as your menu item indicates to the state agency that children are receiving milk in the appropriate fat percentage for their age category, but does not track amounts by separate milk types.

Your menu will say “Milk” and your Food Production Record will indicate how many total cups of milk of all types you served.

Favorite Foods



Menu Planning



Option #2:

Your State Agency requires menus and/or food production records to be specific about the types of milk served. Before you being recording menus, **you should set all the types of fluid milk that you use as "Favorite Foods"**.

If you **do not serve a different type of milk only to those children in the "transition month"**, you will need to select **two types of milk** each time you plan a menu:

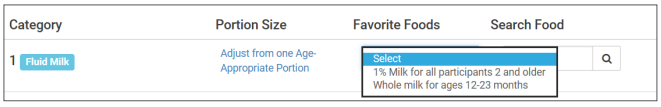
Fluid Milk Combination: Whole milk for ages 12-23 months and 1% milk for all participants 2 and older

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☑	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT BOTH



Fluid Milk Combination: Whole milk for ages 12-23 months and skim milk for all participants 2 and older

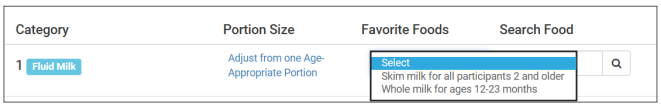
Favorite Foods

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☑	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT BOTH



Menu: Planning Menus: Milk Types for Age Ranges

If you **do serve a different type of milk only to those children in the "transition month"**, you will need to select **four types of milk** each time you plan a menu:

Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 2% Milk
25–35 months: 1% Milk
36 months and older: 1% Milk

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☑	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☑	1% milk for all participants 3 years and older
☑	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL

Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 2% Milk
25–35 months: Skim Milk
36 months and older: Skim Milk

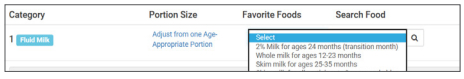
Favorite Foods

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☑	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☑	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☑	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL



Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 1% Milk
25–35 months: Skim Milk
36 months and older: Skim Milk

Favorite Foods

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☑	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
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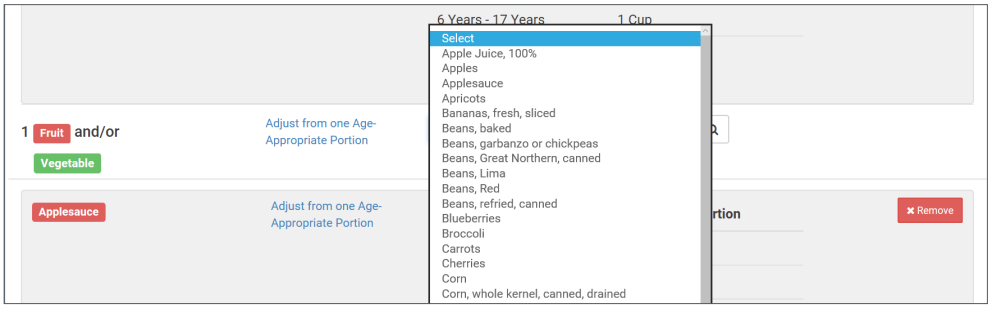
☐	Skim milk for ages 24 months (transition month)
☑	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☑	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL

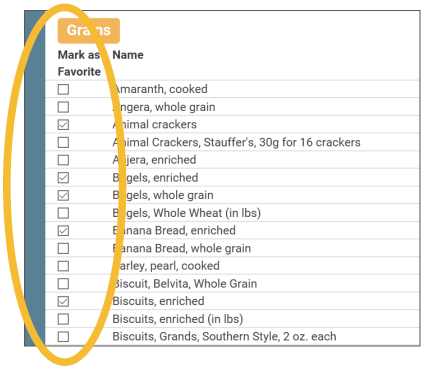
Menu:
Favorite Foods

As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the drop-down menu when planning menus.



A few items are automatically set to be favorites. To add or remove items from your favorite foods list:

- Click on "Menu" from the main dashboard.
- Click on "Favorite Foods" in the upper-left corner.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click "Save".

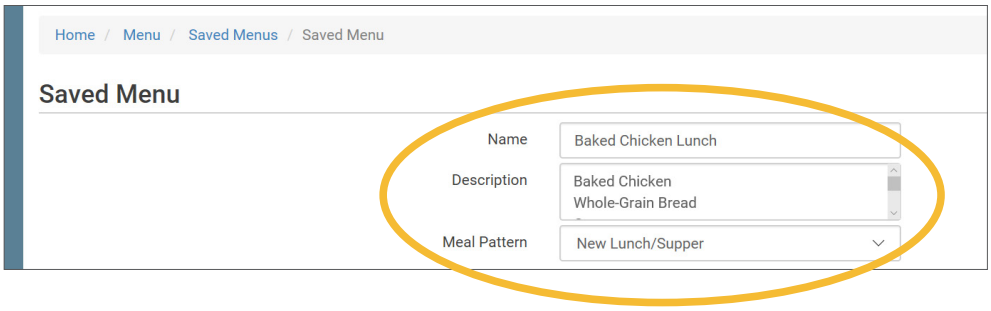


Menu: Saved Menus: Create New Saved Menu

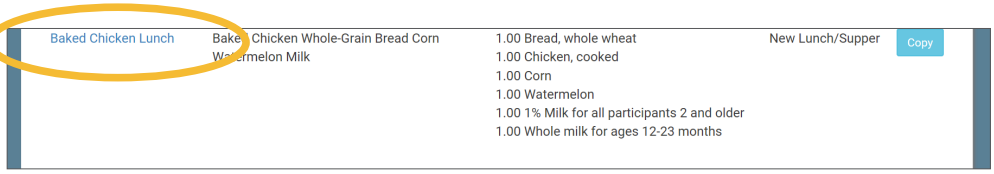
Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #1 to Create a New Saved Menu:

- Click on “Menu” from the main dashboard.
- Click on “View Menus”.
- Click on the blue “Add Menu” button on the upper-right corner.
- Complete the fields for:
    - Name: this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with just an entree, for example “Baked Chicken Lunch”, or with a list of the food items, for example “Yogurt and Crackers” or with the information from a cycle menu plan, for example “Monday Breakfast Week 1”.
    - Description: the description is what will appear on the printed version of your menu. If you do not enter any text in the “Description” box, then the names of the food items will appear on the printed version of your menu. If you plan to print and post your menu, it would be best to complete the description.
    - Meal Pattern: this is a required field. Select whether you are planning a breakfast, snack or lunch/supper so that the correct meal pattern appears during menu planning.



- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

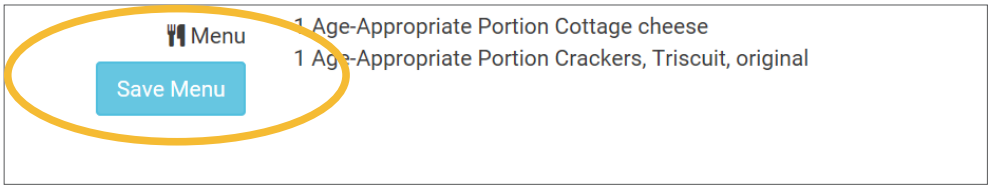


Menu: Saved Menus: Create New Saved Menu

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #2 to Create a New Saved Menu:

- Click on “Menu” from the main dashboard.
- Click on the date and meal type that you want to plan, for example, lunch on July 27.
- Complete the steps to plan a menu by adding required food items using favorite foods and/or the food item search function.
- Click “Save” to return to the Meal Details screen.
- Click the blue “Save Menu” button underneath the Menu.



- Make any edits and click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

Menu: Saved Menus: Modify an Existing Saved Menu

A saved menu can be edited at any time. Be aware that any meals that were recorded using that saved menu in the past **will not be changed**. If you need to change the food items served on a particular day, you will need to edit the planned menu.

To edit a saved menu:

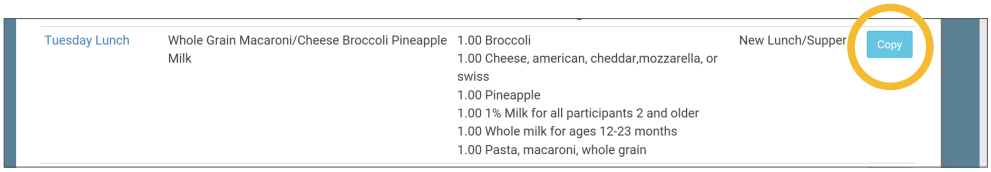
- Click on “Menu” from the main dashboard.
- Click on “View Menus” in the upper-left corner.
- Click on the name of the saved menu that you want to edit.
- Make any changes to the menu that you need by removing and/or adding items. You can also change the Name and Description of the menu. You should not change the Meal Pattern associated with the saved menu.
- When you are done making changes, click “Save”.
- The edited saved menu is now available on your list.

Menu: Saved Menus: Copying a Saved Menu

A saved menu can be copied. You would use this feature if you are creating a new saved menu with food items that are substantially the same. For example, if you have a saved menu of Pancakes, Applesauce and Milk and you want to create a new saved menu with Waffles, Applesauce and Milk. Copying the saved menu with pancakes may be faster than creating a new saved menu.

To copy a saved menu:

- Click on “Menu” on the main dashboard.
- Click on “View Menus” in the upper-left corner.
- Locate the saved menu that you want to copy and click on the blue “Copy” button on the far right side.



- Make any changes to the saved menu. Note: you need to give each saved menu a unique name. You should not change the Meal Pattern associated with the saved menu.
- Click “Save”.
- Your new saved menu is now available for menu planning.

Menu:
Copying Planned Menus

Menus can be copied from one week to any other week and within sites under the same sponsor.

To copy a menu:

- Click on “Menu” from the main dashboard.
- Scroll to the bottom of the menu calendar page to the section titled “Copy Weekly Menu”.

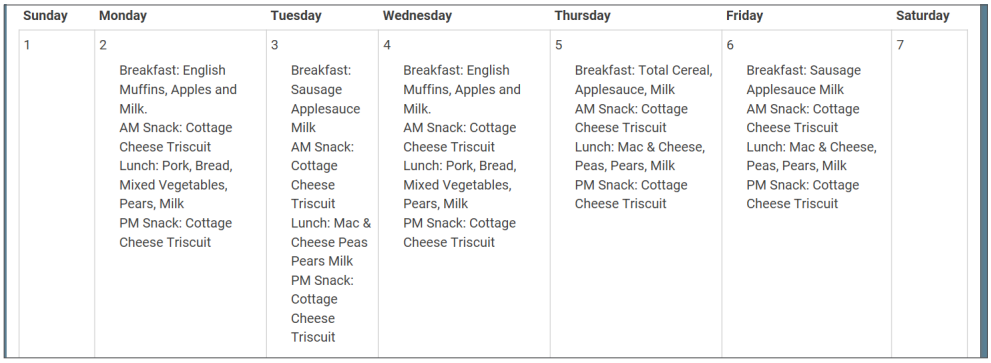
- All fields are required:
  - Week Start Date: this is the week that is your master copy. Only Sundays will be able to be selected. **You can only copy by the week. You cannot copy only one day to another day.**
  - Start Date to Copy to: this is where your new menu will appear. **The week that you are copying TO must be empty.** If you attempt to copy a menu to a week with any menus planned, you will get an error.
  - Number of weeks: you may choose to copy up to 6 weeks of menus to another period of 6 weeks. This is especially helpful for programs that use a rotating menu.
  - Destination Site (**note**: this option does not appear for any site-level staff. This option is only available to sponsor admin users): the drop-down menu defaults to the current site. If you wish to copy menus from one site to another site, then select the destination site here.
- Click “Copy Meal Menus”.
- You can confirm that the menus were copied by looking for the icons on the menu calendar page.

Menu:
Printing Menus

A menu can be printed directly from the My Food Program web app or by exported into Excel. **Note: the words that appear in print view are from the "Description" field in each day's menu if that is completed. If the "Description" field is left blank, then the name of the food item is placed on the printed menu.** If you are planning to post a menu for parents to see, we highly recommend completing the "Description" field on each day's menu.

To print a menu:

- Click on "Menu" on the main dashboard.
- Select the month and year that you would like to print.
- Scroll to the bottom and select one of the following:
    - "Print View" will open a print-friendly web page. Use your web browser's print function to generate a printed version of your menu. Landscape orientation is usually best.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Breakfast: English Muffins, Apples and Milk. AM Snack: Cottage Cheese Triscuit Lunch: Pork, Bread, Mixed Vegetables, Pears, Milk PM Snack: Cottage Cheese Triscuit	3 Breakfast: Sausage Applesauce Milk AM Snack: Cottage Cheese Triscuit Lunch: Mac & Cheese Peas Pears Milk PM Snack: Cottage Cheese Triscuit	4 Breakfast: English Muffins, Apples and Milk. AM Snack: Cottage Cheese Triscuit Lunch: Pork, Bread, Mixed Vegetables, Pears, Milk PM Snack: Cottage Cheese Triscuit	5 Breakfast: Total Cereal, Applesauce, Milk AM Snack: Cottage Cheese Triscuit Lunch: Mac & Cheese, Peas, Pears, Milk PM Snack: Cottage Cheese Triscuit	6 Breakfast: Sausage Applesauce Milk AM Snack: Cottage Cheese Triscuit Lunch: Mac & Cheese, Peas, Pears, Milk PM Snack: Cottage Cheese Triscuit	7

- "Export to Excel". After you click "Export to Excel" a report will be generated and the page will refresh. Click on "Download Excel Report" and save the Excel document in your location of choice. Once in Excel, you can modify the food items, fonts, column widths and add your own logo and images. Note that any changes you make to the menu in Excel will not be transferred to My Food Program. Substitutions and menu changes must be recorded directly in My Food Program.

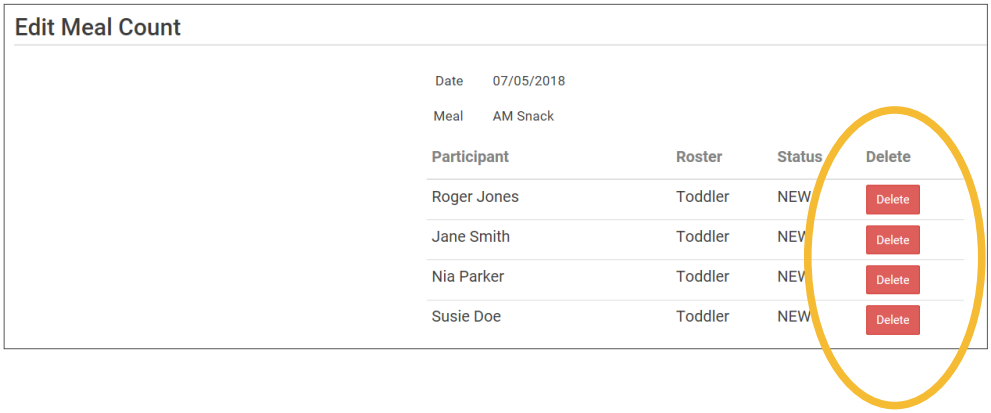
Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Cereal, Juice, Milk	Cereal, Juice, Milk	Cereal, Juice, Milk	Cereal, Juice, Milk	Cereal, Juice, Milk
AM Snack	AM Snack	AM Snack	AM Snack	AM Snack
Animal Crackers Milk	Cheez Its & Milk	Animal Crackers Milk	Goldfish Crackers Milk	Goldfish Crackers Milk
Lunch	Lunch	Lunch	Lunch	Lunch
Chicken Legs Enriched White Rice Bananas Mixed Vegetables Milk	Macaroni Beef Mixed Vegetables Fruit Cocktail Milk	Macaroni Beef Mixed Vegetables Fruit Cocktail Milk	Beef Stew Mixed Vegetables Banana Dinner Roll Milk	Chicken Quesadilla French Fries Fruit Cocktail Milk

Menu:
Edit Meal Count from Menu Page

Meal counts can always be edited by going to the main dashboard and clicking on “Meal Count”. There is also a shortcut to editing meal counts from the menu page.

To edit meal counts from menu page:

- Click on “Menu” on the main dashboard.
- Click on the date and meal that you want to edit.
- Click on the blue button on the right side that says “Edit Meal Count”.
- The “Edit Meal Count” page appears. From here you can view which children were checked in for that meal and on which roster. You can delete meal check-in’s by clicking the red “Delete” button.

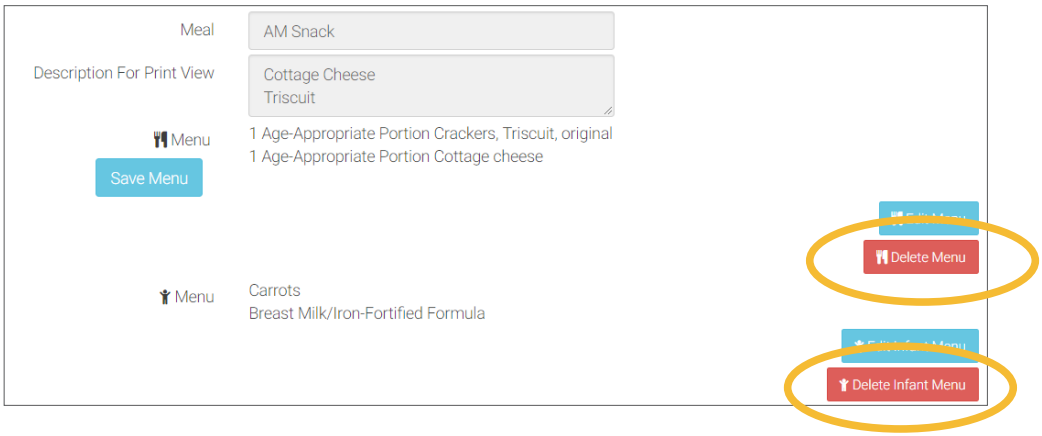


Menu:
Deleting a Menu

You may delete a menu as long as the meal has not been included in a claim. If a food production record has been created based on the menu, deleting the menu will ALSO delete the food production record. This is to ensure that the menu and food production record always match.

To delete a menu:

- Click on Menu on the main dashboard.
- Click on the date and meal that you want to delete.
- Click the red “Delete Menu” or “Delete Infant Menu” button.
- The menu is now deleted and the fork/knife icon disappears from the menu calendar.



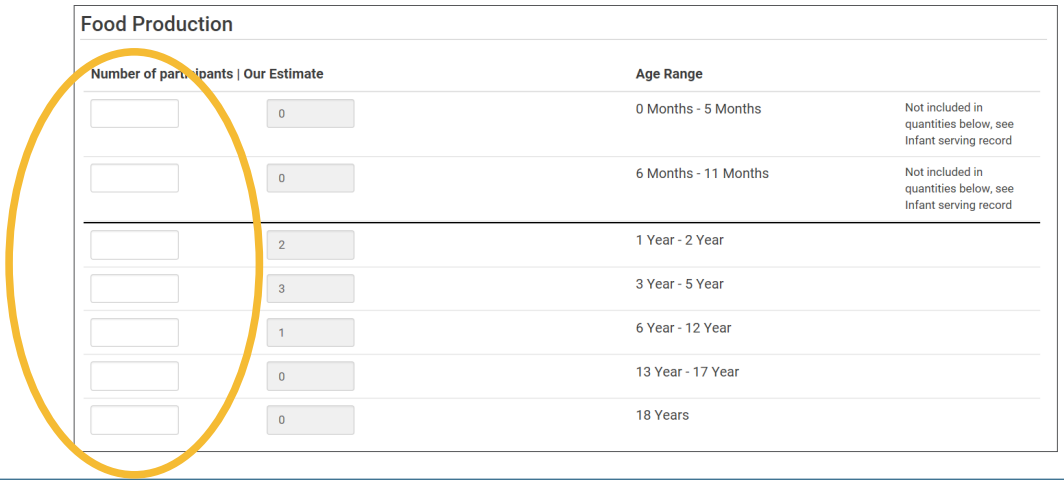
Menu: Food Production: Creating New Food Production Records

Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button “Edit Food Production” will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.

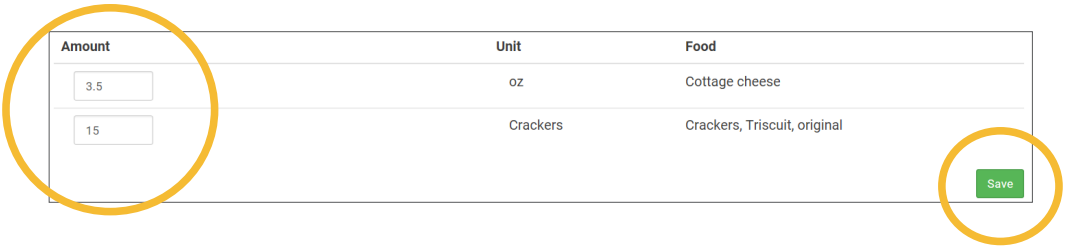
To create a new food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to generate a food production record.
- Click on the blue “Edit Food Production” button in the lower right corner.
- The food production screen is divided into two parts: Food Production and Milk Production. It is separate because the age ranges for milk are different than the age ranges for food.
    - Food production has three columns:
        1. Number of participants: this is the column that will be used to generate the food production estimates. My Food Program will multiply the number of participants in each age range by the minimum portion size requirements associated with that age range. Note: the two infant age ranges are listed, but food for infants is not included in the food production estimates. The system disregards any numbers entered in the first two rows.
        2. Our Estimate: this column is greyed-out because it cannot be edited. Numbers appear here in two circumstances:
            - Based on participant schedule: if information about participant schedules are completed, My Food Program can estimate how many children in each age range are likely to be attending the meal.
            - Based on meal counts: if meal counts have already been taken for the meal, then it will display the number of children in each age range that were checked in.
        3. Age Range: A list of the CACFP age ranges.

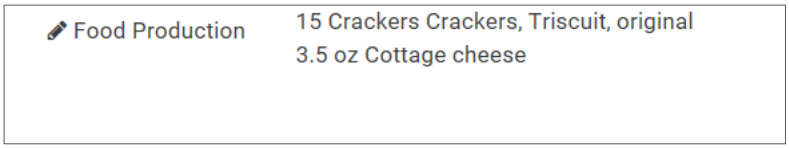


- Milk production also has three columns and they behave in the same manner as the food production section. You will note that milk is divided into different age ranges:
    1. 12-23 months: all these children should be receiving whole milk unless there is a special dietary need or they are still receiving breastmilk.
    2. 24 months: CACFP regulations allow for a transition month. Milk of any fat percentage can be served during this period.
    3. 25-35 months: Once a child is 25 months old, they must be receiving skim or 1% milk.

- Complete the fields for “Number of Participants”. If there are no participants in a particular age range, you can leave it blank. It is not necessary to type a zero into those fields.
- Click the blue “Estimate Production” button and the estimates will appear at the bottom. To generate the estimates, My Food Program multiplies the number of participants in each age range by the minimum portion size requirements associated with that age range.



- **NOTE: the units used in the food production records are tied to the food item that you selected on the menu.** If you wish to change the units, you must go back to the menu and select a different food item. For example, if you want your food production record to be pounds, then you need to select a food item with “(in lbs)” in the description. Otherwise, the units will default to those used in the meal pattern requirements (cups, servings, and ounces).
- Edit the estimates to reflect the actual amount of food and fluid milk produced and click “Save” to be returned to the Meal Details screen. You will now see the food production amounts listed on the Meal Details screen.



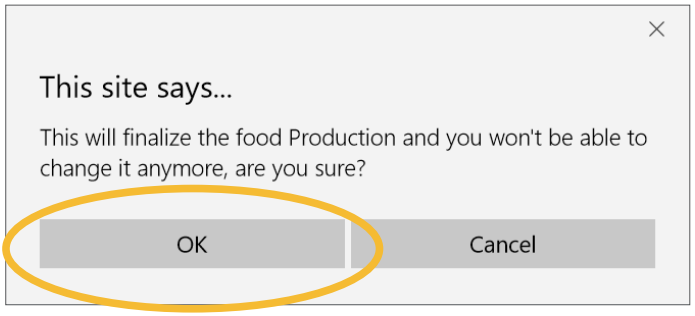
Menu: Food Production: Finalizing Food Production Records

Once a food production estimate is created, you can see it in Food Production Reports and on the Meal Details page. However, a food production record is not locked-in until it is finalized. Advantages of taking the extra step of finalizing a food production record:

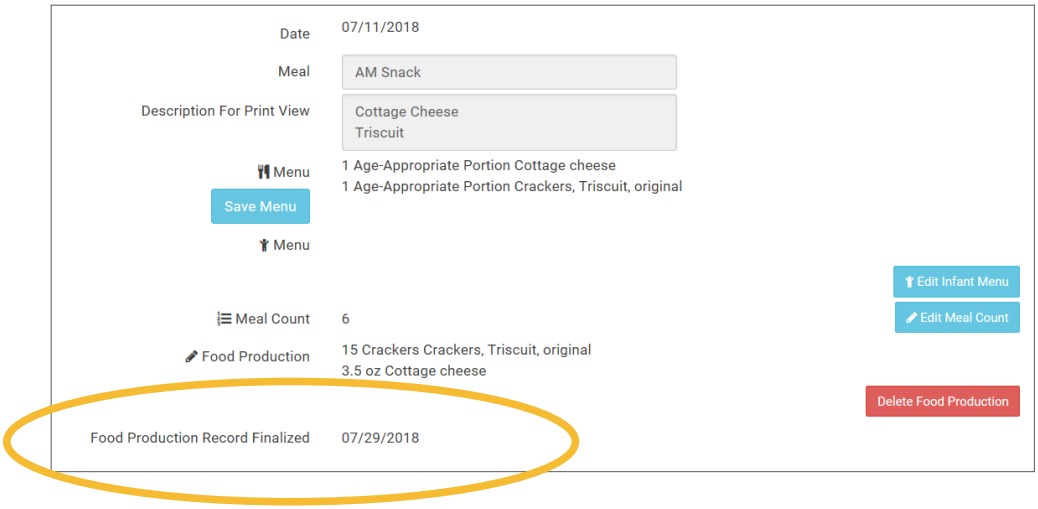
1. The menu is locked after a food production record is finalized. This means that menus cannot be edited unless the food production record is deleted. Finalizing food production records ensures that your menu will always match your food production records.
2. A date/time stamp will be associated with a finalized food production record. This assists sponsors in ensuring that food production records were created in a timely manner.

To finalize a food production record:

- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to finalize a food production record.
- Click on the blue "Finalize Food Production Record" in the lower right corner.
- A warning box will appear. Click "OK".



- You will now be returned to the Meal Details screen. You will note that the "Edit Menu" button is now gone and a date and time stamp is displayed for the finalized food production record.



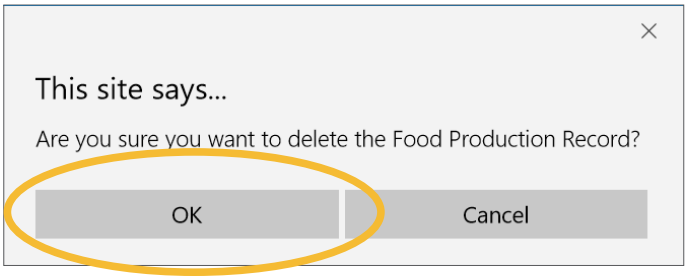
Menu: Food Production: Deleting Food Production Records

You may wish to delete a food production record under the following circumstances:

1. You had a last-minute change to your menu and the food production record is now incorrect.
2. You made an error in the original food production record.

To delete a food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to delete a food production record.
- Click on the red “Delete Food Production Record” in the lower right corner.
- You will see a warning box. Click “OK”.



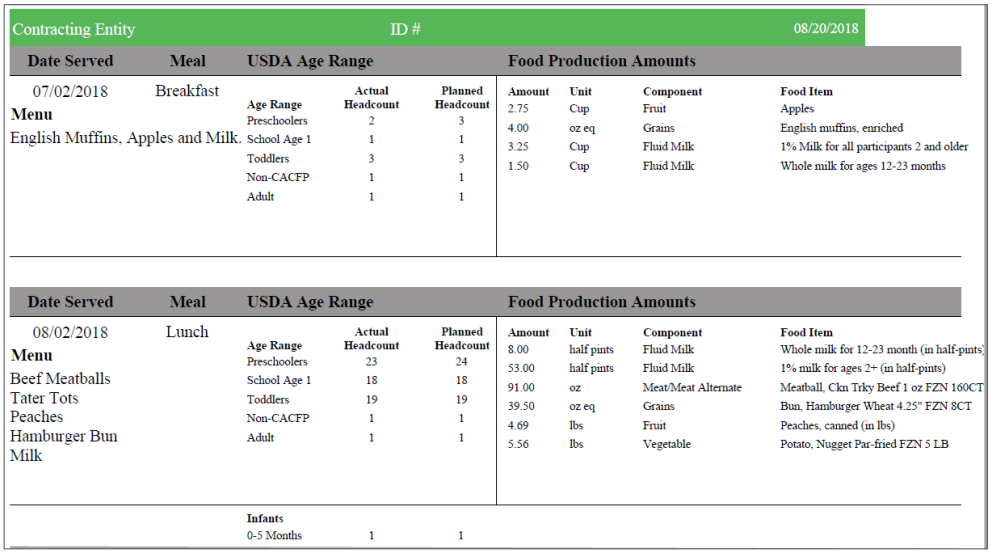
- You will be returned to the Meal Details screen. You will note that the “Edit Menu” button has now returned (unless a claim has already been processed for that month) and the time/date stamp associated with the original finalized food production record is gone.

Menu: Food Production: Food Production Report

This is an output of the food production information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared for each menu item.

The only selection required for the Food Production Report is the date range.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Contracting Entity | ID # | 08/20/2018

Date Served	Meal	USDA Age Range			Food Production Amounts			
07/02/2018	Breakfast							
Menu		Age Range	Actual Headcount	Planned Headcount	Amount	Unit	Component	Food Item
English Muffins, Apples and Milk.		Preschoolers	2	3	2.75	Cup	Fruit	Apples
		School Age 1	1	1	4.00	oz eq	Grains	English muffins, enriched
		Toddlers	3	3	3.25	Cup	Fluid Milk	1% Milk for all participants 2 and older
		Non-CACFP	1	1	1.50	Cup	Fluid Milk	Whole milk for ages 12-23 months
		Adult	1	1				

Date Served	Meal	USDA Age Range			Food Production Amounts			
08/02/2018	Lunch							
Menu		Age Range	Actual Headcount	Planned Headcount	Amount	Unit	Component	Food Item
Beef Meatballs		Preschoolers	23	24	8.00	half pints	Fluid Milk	Whole milk for 12-23 month (in half-pints)
Tater Tots		School Age 1	18	18	53.00	half pints	Fluid Milk	1% milk for ages 2+ (in half-pints)
Peaches		Toddlers	19	19	91.00	oz	Meat/Meat Alternate	Meatball, Ckn Trky Beef 1 oz FZN 160CT
Hamburger Bun		Non-CACFP	1	1	39.50	oz eq	Grains	Bun, Hamburger Wheat 4.25" FZN 8CT
Milk		Adult	1	1	4.69	lbs	Fruit	Peaches, canned (in lbs)
					5.56	lbs	Vegetable	Potato, Nugget Par-fried FZN 5 LB
		Infants						
		0-5 Months	1	1				

Attendance

Attendance:
Attendance Required Before Meal Counts

Attendance records and meal count records are always kept separately in My Food Program. However, sponsors do have two options about the relationship between attendance and meal counts:

1. Attendance is required to be taken before meal counts can be generated, only participant checked in for a meal will show up on the meal count roster. This is the default for all sites.
2. A separate system is used to record attendance such as your site management software or paper forms and attendance will be generated from meal counts. **Note: even with this option, attendance records are separate from meal counts as a double-check and can be manipulated independently. It is possible to check a child in for attendance and not check them in for a meal. While meal count records are used to generate attendance records, the reverse is never true. Attendance records are never used to generate meal counts.**

Regardless of the settings, attendance must always equal or be greater than meal counts. If not, the system triggers an error for "Meal count greater than number of participants" and the claim cannot be processed. These options are configured in "Site Details".

☐ **If the box that says "Attendance Records Kept Outside of My Food Program" is UNCHECKED**

then attendance is required before meal counts can be generated. Only children who are checked in for attendance will appear on the meal count screen. **Note:** this is the default setting.

Method

Attendance must be taken in order for meal counts to be entered (default).

Children Displayed on Meal Count Screen

Only those checked in for attendance.

☑ **If the box that says "Attendance Records Kept Outside of My Food Program" is CHECKED**

then meal counts will be used to generate attendance. **Note:** using this option may mean that you must conduct a manual 5-day reconciliation on review visits using attendance records from outside of My Food Program, for example through parent sign in/sign out sheets. Follow instructions from your state agency.

Method

A separate system is used for attendance and meal counts are used to generate attendance. Attendance can also be entered manually.

Children Displayed on Meal Count Screen

All children.

Attendance:
Taking Attendance Using Present Option using Web App

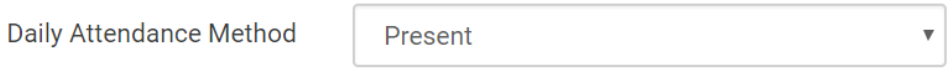
Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in “Site Details”.

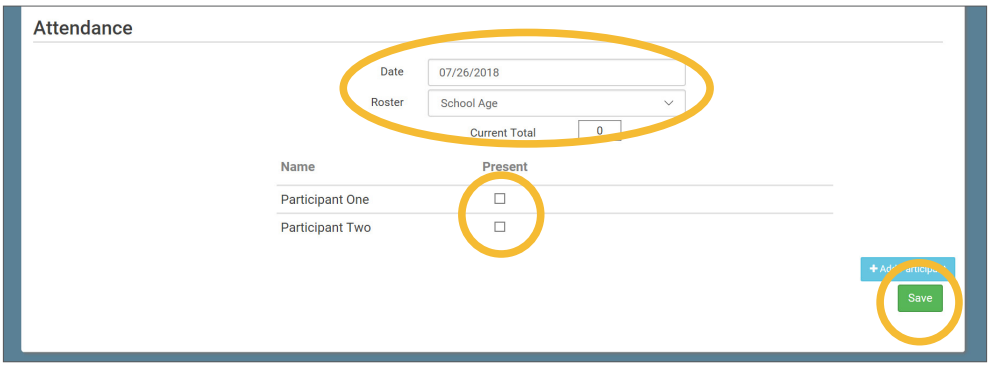
1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

If you would like to take attendance using the “Present” option, make sure that in Site Details, you have “Daily Attendance Method” set to “Present”.



To Take Attendance:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Click the box next to the name of each participant in attendance.
- Click “Save”.



Attendance:
Taking Attendance Using Present Option using Mobile App

Attendance and meal counts can be recorded three ways:

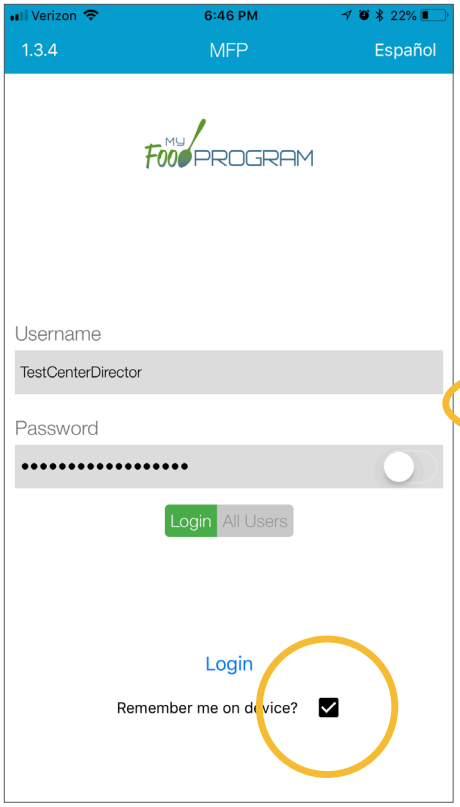
- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

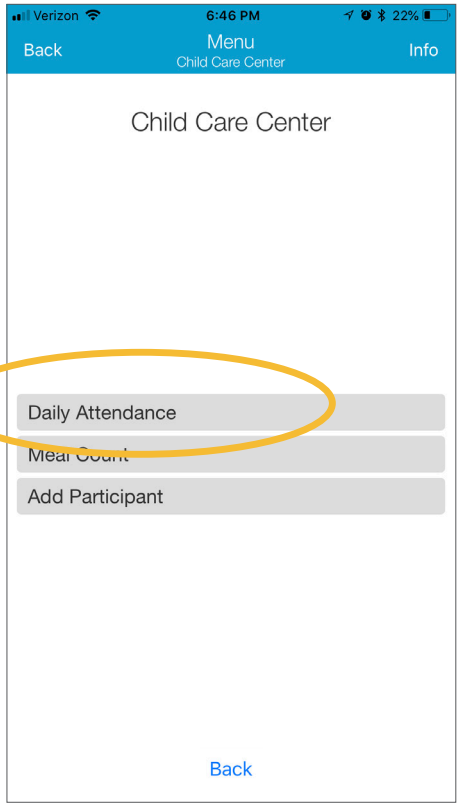
Attendance can be taken two different ways and the method is set in “Site Details”.

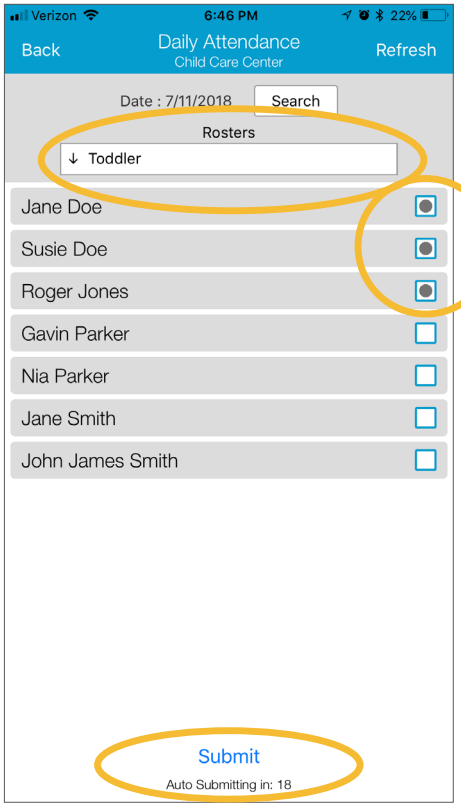
1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To take attendance using the present option using the mobile app:

- Download the My Food Program mobile app in iTunes or Google Play by using the search term “My Food Program” and installing.
- Login to the mobile app using the same username and password that you use for the web app. If you’d like to only enter your password once, check the box that says “Remember me on device”.
- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select those that are present.
- Click “Submit”. Other people who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.







Attendance:
Taking Attendance Using Present Option using Paper Method

Attendance and meal counts can be recorded three ways:

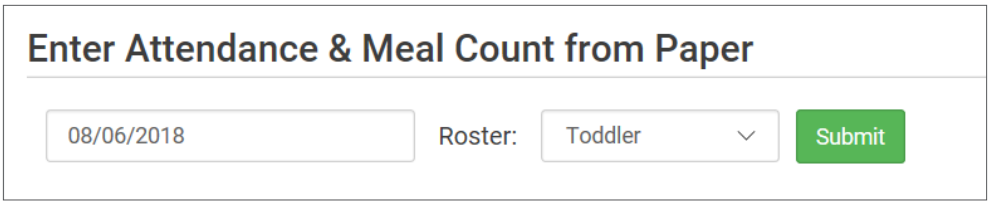
- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

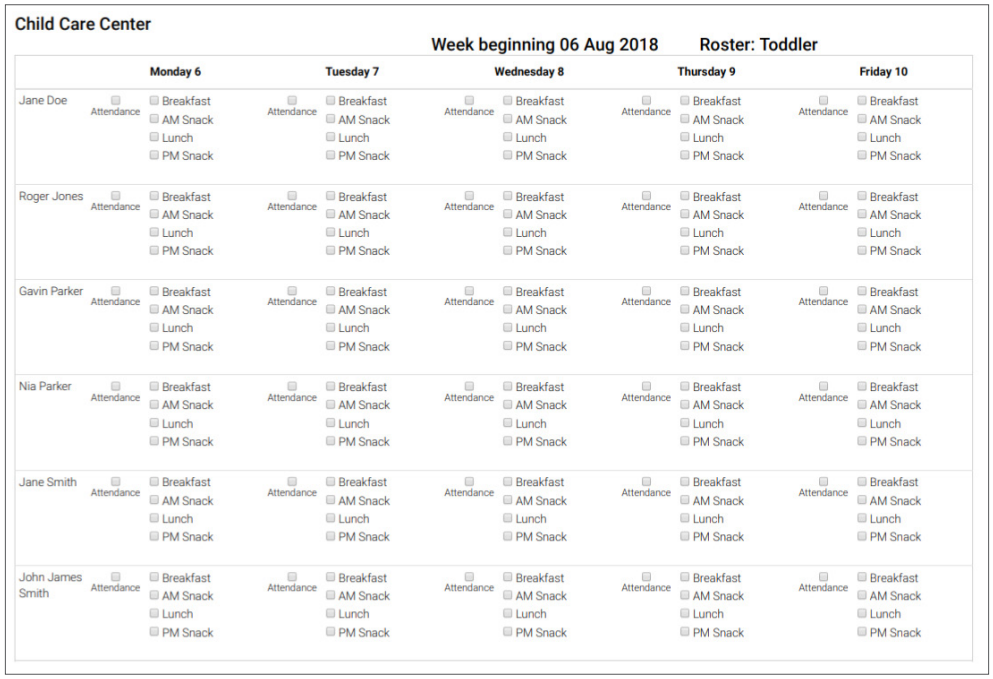
To record attendance using present option on paper:

- Print the meal count and attendance sheets from the web app by clicking on "Enter Attendance & Meal Count from Paper" on the main dashboard.
- Select the date and roster for which you would like to print the paper forms and click "Submit".



- You will now see a list of children that are assigned to that roster along with a list of the meals served. Scroll to the bottom of the page and click the green "Print" button on the bottom-left corner.
- My Food Program will generate a PDF document to print. You may need to adjust your printer setting, especially the "fit to page" to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the "Reports" section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Attendance:
Taking Attendance Using Present Option using Paper Method



Child Care Center

Week beginning 06 Aug 2018 **Roster: Toddler**

	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10
Jane Doe	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Roger Jones	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Gavin Parker	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Nia Parker	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Jane Smith	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
John James Smith	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack

- Record attendance on the paper forms by placing an “X” or checkmark in the box for each child that attended on each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the date and roster that matches the completed paper form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Attendance:
Taking Attendance Using In/Out Option using Web App

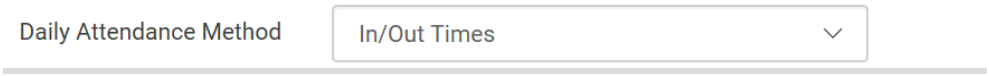
Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

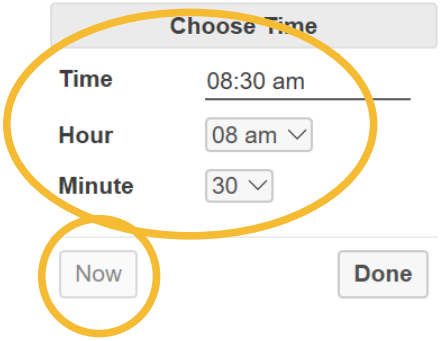
Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

If you would like to take attendance using the "In/Out" option, make sure that in Site Details, you have "Daily Attendance Method" set to "In/Out Times".

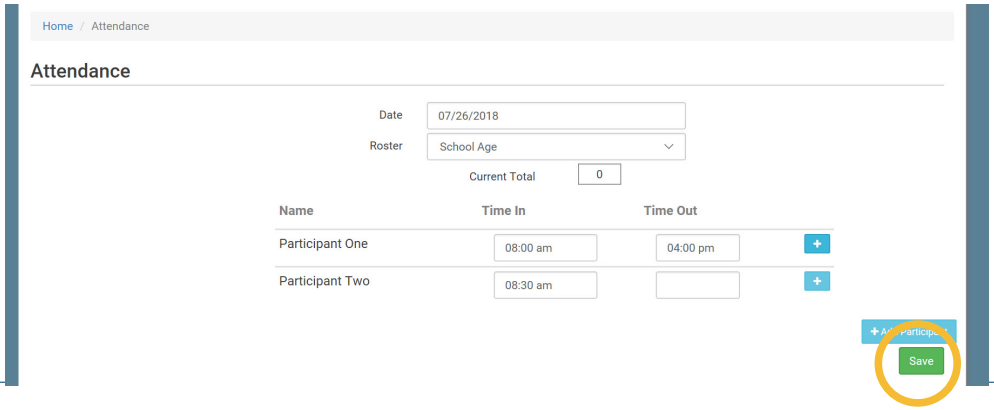


To Take Attendance:



- Click on the "Attendance" button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- When the child arrives, use the time-picker function to enter the Time In, or simply click the button that says "Now" from within the time-picker to auto-fill the current time.
- Click "Done" to save the time and then click the green "Save" button to record the time entry.
- When the child departs, use the time-picker function to record the Time Out.
- Click "Save".
- If a child arrives and departs more than once in a day (for example, a child attends the center before school and then again after school), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.

Note: If you do not enter an arrival time and a participant is checked in for a meal, the "Time In" will automatically be set to the time at which the first meal or snack for the day was recorded. **Note:** If you do not enter a departure time, the system will record the departure at 11:59pm.



Attendance:
Taking Attendance Using In/Out Option using Mobile App

Attendance and meal counts can be recorded three ways:

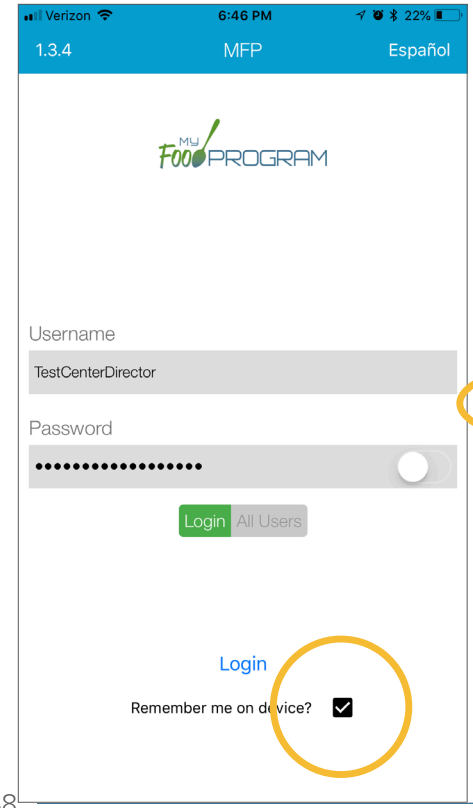
- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

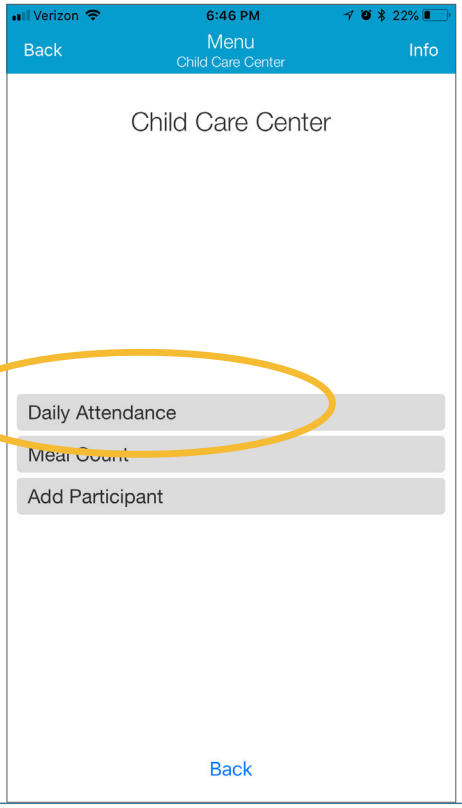
Attendance can be taken two different ways and the method is set in “Site Details”.

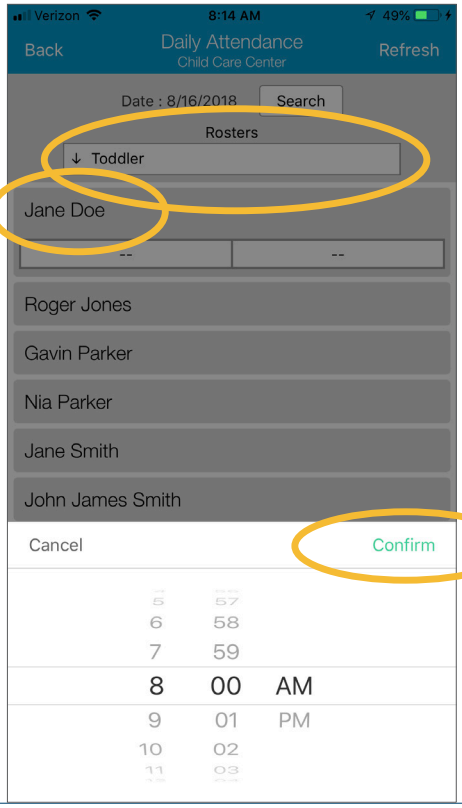
1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To take attendance using the in/out option using the mobile app:

- Download the My Food Program mobile app in iTunes or Google Play by using the search term “My Food Program” and installing.
- Login to the mobile app using the same username and password that you use for the web app. If you’d like to only enter your password once, check the box that says “Remember me on device”
- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select the name of the child and click on the left box to enter a “time in”. Use the selector to enter the time the child arrived. Click “Confirm”.
- Click “Submit”. Other people who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.







Attendance:
Taking Attendance Using In/Out Option using Paper Method

Attendance and meal counts can be recorded three ways:

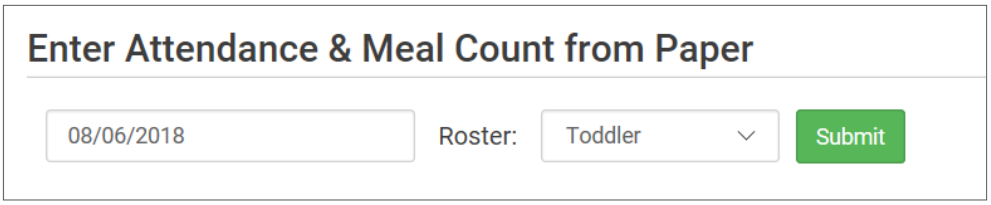
- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in “Site Details”.

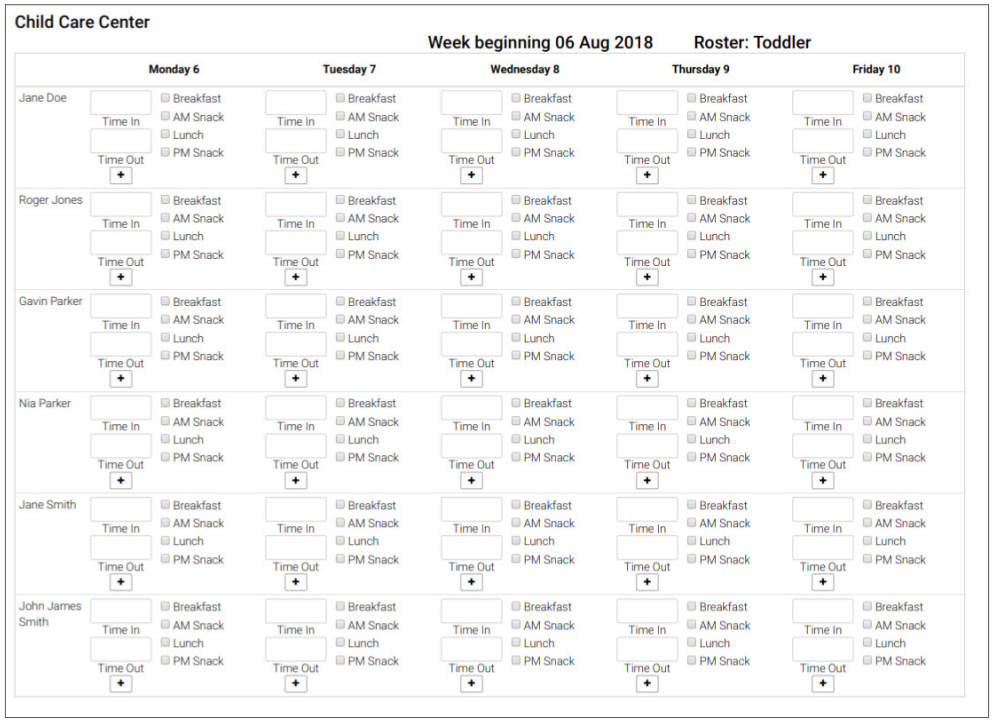
1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To record attendance using in/out option on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the date and roster for which you would like to print the paper forms and click “Submit”.



- You will now see a list of children that are assigned to that roster along with a list of the meals served. Scroll to the bottom of the page and click the green “Print” button on the bottom-left corner.
- My Food Program will generate a PDF document to print. You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



Child Care Center

Week beginning 06 Aug 2018 Roster: Toddler

	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10
Jane Doe	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack
Roger Jones	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack
Gavin Parker	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack
Nia Parker	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack
Jane Smith	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack
John James Smith	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack	Time In / Time Out; Breakfast, AM Snack, Lunch, PM Snack

- Record attendance on the paper forms by writing the arrival and departure time for each child that attended on each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the date and roster that matches the completed paper form)
- Input the in/out times on the screen that correspond to those recorded on the paper form.
- Click “Save”.
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Meal Count

Meal Count:
Taking Meal Counts by Name using Web App

Attendance and meal counts can be recorded three ways:

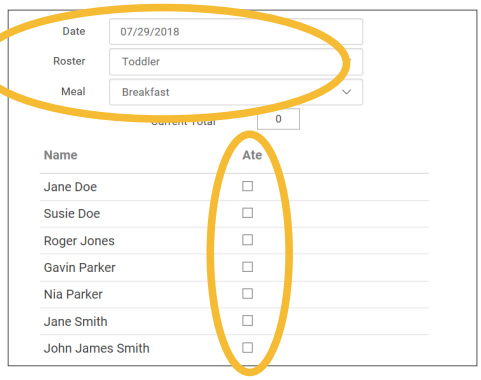
- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

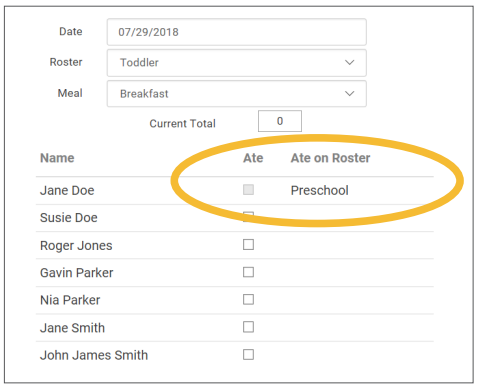
There are two ways to take meal counts:

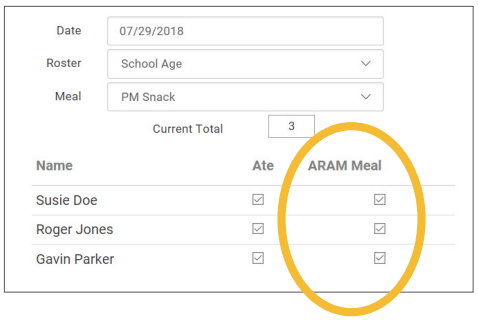
1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take a meal count by name:

- Click on "Meal Count" on the main dashboard.
- Select the date and roster for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Click the "Ate" button next to the name of each child in attendance at the meal.
    - **Note:** if a child is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
    - **Note:** if a child care center is also operating the at-risk afterschool meals program (ARAM), there will be a second column that says "ARAM" if the following conditions are met:
        - The site is marked as eligible for ARAM in Site Details.
        - The meal type (lunch, PM snack, etc.) is marked as eligible for ARAM in Site Details.
        - The child is marked as participating in ARAM in their participant details. Marking a child in for ARAM automatically marks the "Ate" box.
- Click "Save" and you will see a confirmation message at the top of the screen that confirms meal counts were saved.







Meal Count:
Taking Meal Counts by Name using Mobile App

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

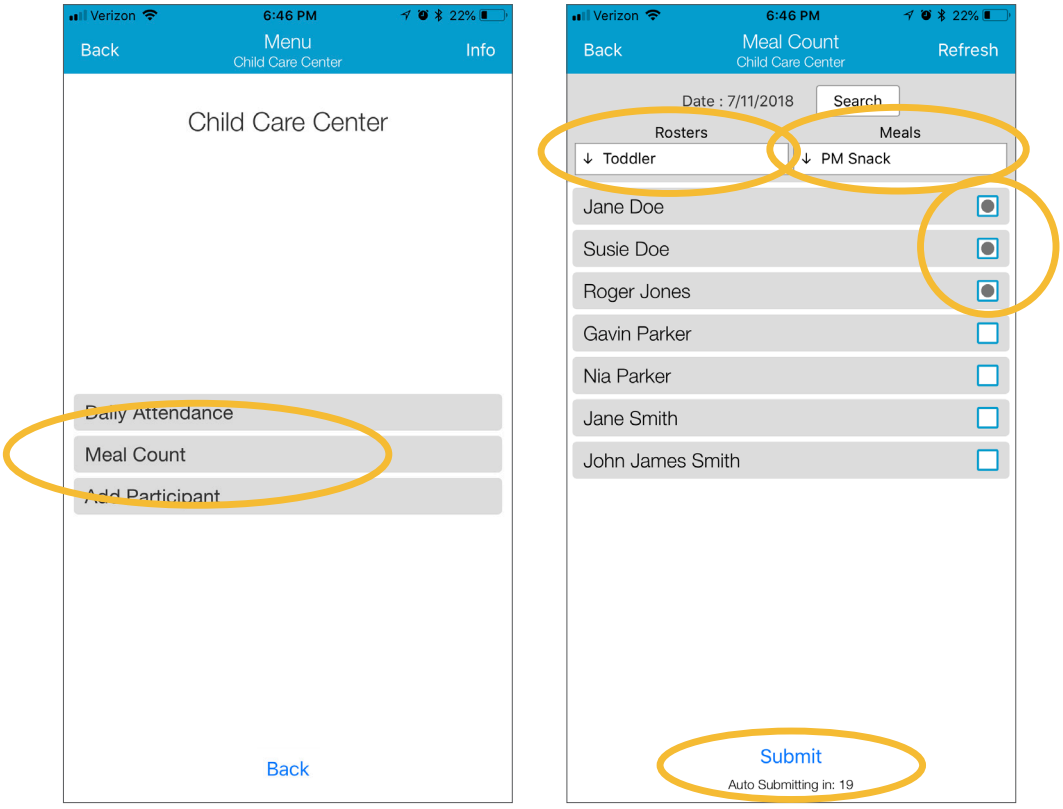
There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

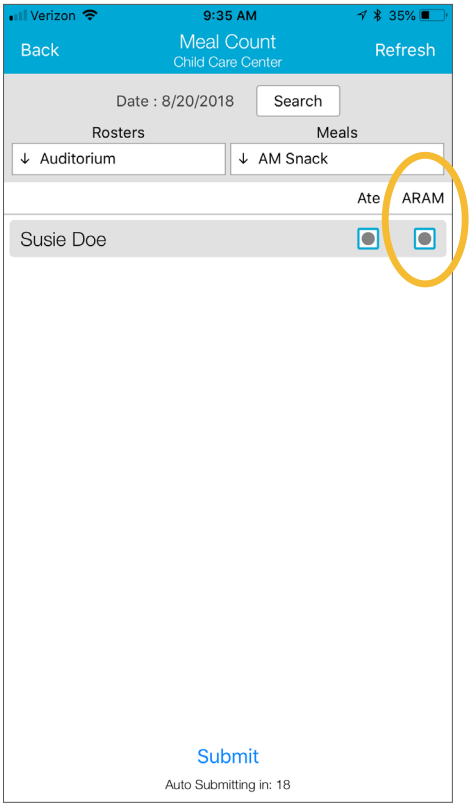
To take meal count by name using mobile app:

- Click on the "Meal Count" button and select the correct roster and meal. A list of children will now be loaded. Check the box to the right of the child's name for all of the children that ate the meal and click "Submit".
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the "Meal" drop down menu, you are serving a meal outside of the scheduled meal time.



- **Note:** if a child has been checked in on another roster, you will see the check box already filled for their name. My Food Program prevents users from checking in the same participant twice for the same meal
- **Note:** if a child care center is also operating the at-risk afterschool meals program (ARAM), there will be a second column that says “ARAM” if the following conditions are met:
    - The site is marked as eligible for ARAM in Site Details.
    - The meal type (lunch, PM snack, etc.) is marked as eligible for ARAM in Site Details.
    - The child is marked as participating in ARAM in their participant details. Marking a child in for ARAM automatically marks the “Ate” box.



Meal Count:
Taking Meal Counts by Name using Paper

Attendance and meal counts can be recorded three ways:

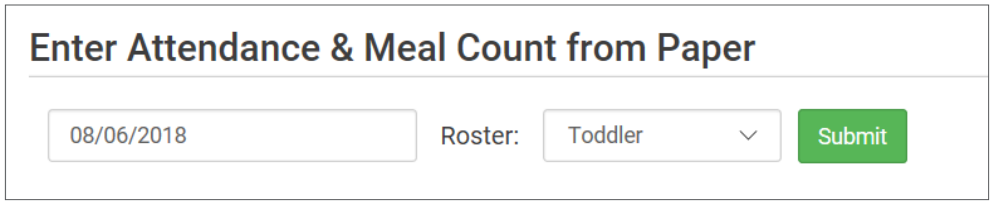
- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To record meal counts by name on paper:

- Print the meal count and attendance sheets from the web app by clicking on "Enter Attendance & Meal Count from Paper" on the main dashboard.
- Select the date and roster for which you would like to print the paper forms and click "Submit".



- You will now see a list of children that are assigned to that roster along with a list of the meals served. Scroll to the bottom of the page and click the green "Print" button on the bottom-left corner.
- My Food Program will generate a PDF document to print. You may need to adjust your printer setting, especially the "fit to page" to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the "Reports" section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Meal Count:
Taking Meal Counts by Name using Paper

Child Care Center

Week beginning 06 Aug 2018 **Roster: Toddler**

	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10
Jane Doe	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Roger Jones	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Gavin Parker	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Nia Parker	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
Jane Smith	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack
John James Smith	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack	Attendance; Breakfast; AM Snack; Lunch; PM Snack

- Record meal counts on the paper forms by checking the box for each meal that each child ate on each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the date and roster that matches the completed paper form).
- Input the meal counts on the screen that correspond to those recorded on the paper form.
- Click “Save”.
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Meal Count:
Taking Headcount Meal Counts using Web App

Attendance and meal counts can be recorded three ways:

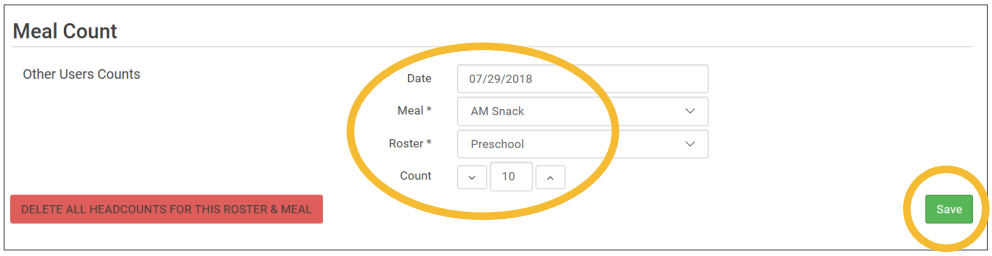
- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take a headcount meal count:

- Click on “Meal Count” on the main dashboard.
- Select the date, meal and roster for which you want to take a count.
- Use the up/down arrows or type a number into the box.
- Click “Save” to record the meal counts.



Note: headcount meal counts from other users will appear on the upper-left corner. If two users enter counts for the same meal on the same day, they will add together. If using headcount meal counts, we strongly recommend having only one person assigned to entering meal counts. Multiple users are less of a problem with meal count by name since the system prevents a child from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular children, it can cause confusion if multiple people enter counts.

Meal Count:
Taking Headcount Meal Counts using Mobile App

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

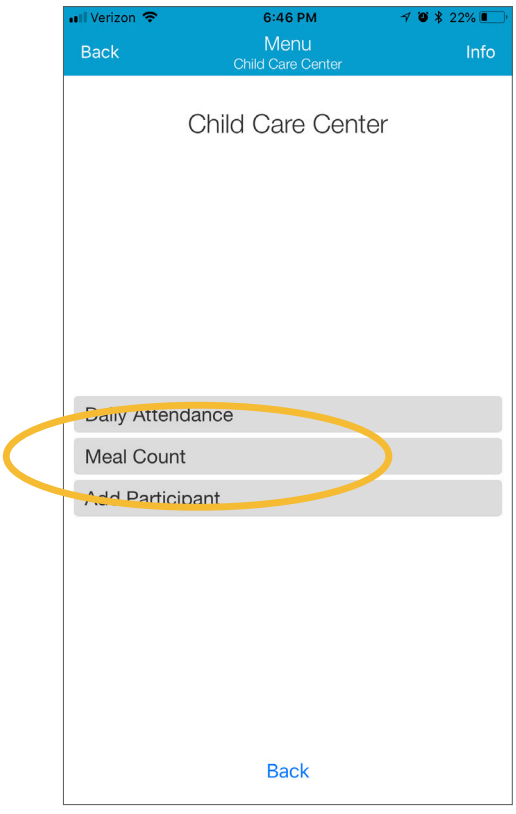
There are two ways to take meal counts:

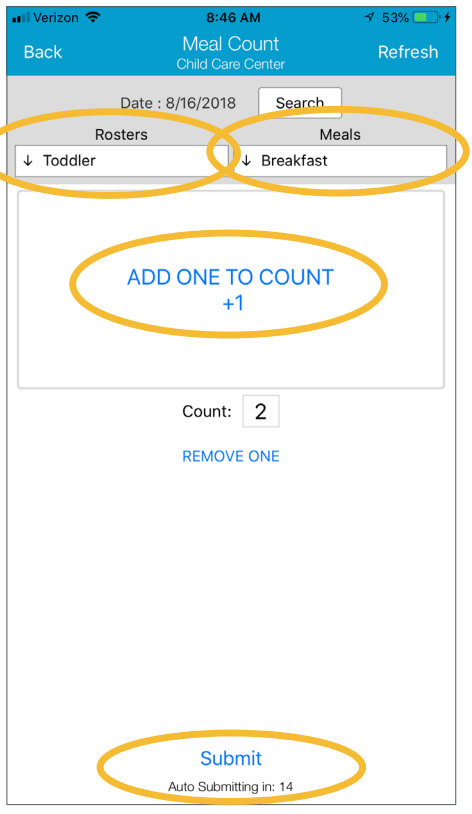
1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take headcount meal count using mobile app:

- Click on the "Meal Count" button and select the correct roster and meal.
- Click the "Add One to Count" button until you reach the number of children eating the meals.
- Click "Submit".
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the "Meal" drop down menu, you are serving a meal outside of the scheduled meal time.





Meal Count:
Taking Headcount Meal Counts using Paper

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
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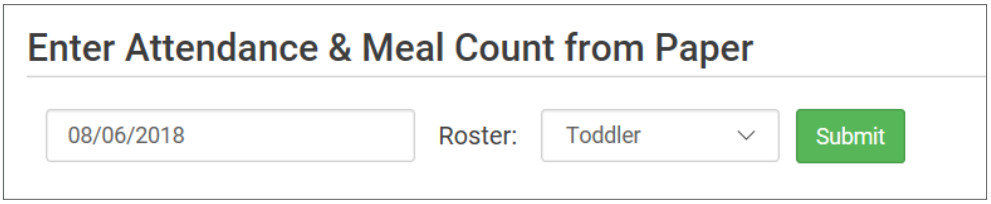
There are two ways to take meal counts:

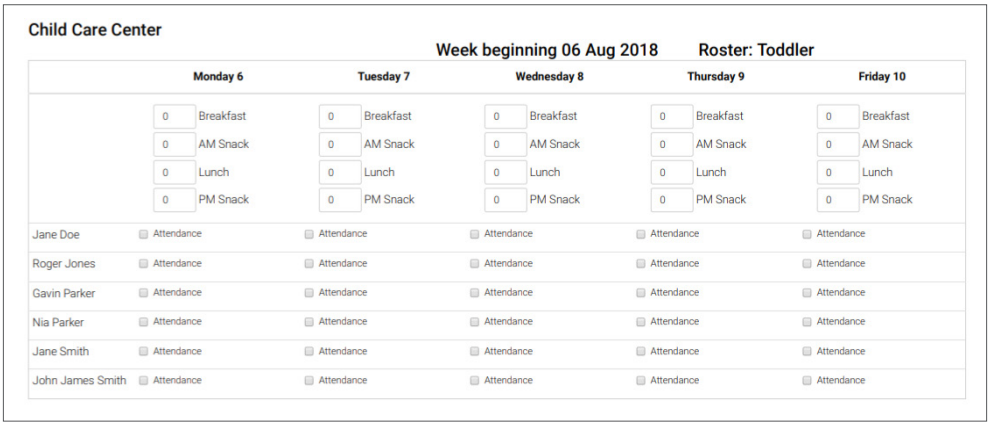
1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To record meal counts by name on paper:

- Print the meal count and attendance sheets from the web app by clicking on "Enter Attendance & Meal Count from Paper" on the main dashboard.
- Select the date and roster for which you would like to print the paper forms and click "Submit".



- You will now see a list of children that are assigned to that roster. Scroll to the bottom of the page and click the green "Print" button on the bottom-left corner.
- My Food Program will generate a PDF document to print. You may need to adjust your printer setting, especially the "fit to page" to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the "Reports" section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



Child Care Center

Week beginning 06 Aug 2018 Roster: Toddler

	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10
	0 Breakfast	0 Breakfast	0 Breakfast	0 Breakfast	0 Breakfast
	0 AM Snack	0 AM Snack	0 AM Snack	0 AM Snack	0 AM Snack
	0 Lunch	0 Lunch	0 Lunch	0 Lunch	0 Lunch
	0 PM Snack	0 PM Snack	0 PM Snack	0 PM Snack	0 PM Snack
Jane Doe	Attendance	Attendance	Attendance	Attendance	Attendance
Roger Jones	Attendance	Attendance	Attendance	Attendance	Attendance
Gavin Parker	Attendance	Attendance	Attendance	Attendance	Attendance
Nia Parker	Attendance	Attendance	Attendance	Attendance	Attendance
Jane Smith	Attendance	Attendance	Attendance	Attendance	Attendance
John James Smith	Attendance	Attendance	Attendance	Attendance	Attendance

- Record meal counts on the paper forms by writing the total number of children eating each meal each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the date and roster that matches the completed paper form).
- Input the meal counts on the screen that correspond to those recorded on the paper form.
- Click “Save”.
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Meal Count:
Adding a Participant from the Meal Count Page

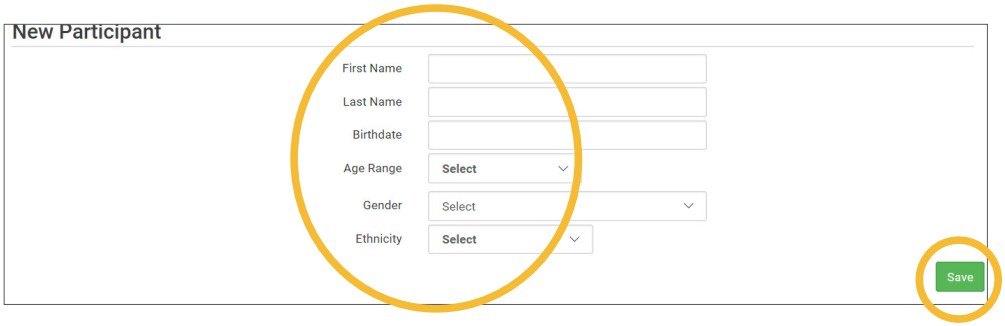
Participants are normally added from the “Participants & Rosters” section. Adding a participant from the meal count screen is a shortcut that can be used by teachers if a new child arrives at the center and should be included in a meal count, but the site manager/director has not added them to My Food Program yet.

Adding a participant using this method has two disadvantages to be aware of:

1. Only first name, last name, birthdate and ethnicity is recorded for a child. The site manager/director should go back and enter comprehensive information for the child based on the enrollment form.
2. It is tempting for teachers to misuse this function if a child is not found on the roster they are looking at. For example, if a child is transitioning from the infant room to the toddler room, but is only listed on the infant roster, the toddler teacher may use this feature to create a duplicate participant instead of either asking the site director/manager to add the child to the toddler roster or checking the child in on the infant roster.

To add a participant from the meal count page:

- Click on “Meal Count” on the main dashboard.
- Click on the date and meal for which you are taking a meal count.
- Click on the blue “Add Participant” button in the lower-right corner.
- Complete the information: first name, last name, birthdate, age range, gender and ethnicity.
- Click “Save” and the participant will be added to the current roster and checked in for the meal.



Meal Count:
Editing Meal Counts

Meal counts can be edited in the past for months for which a claim has not been processed by users with the following permissions:

1. Sponsor Administrators
2. Site Manager/Director (if allowed by sponsor)

No users of any permission level can edit a meal count in a month for which a claim has been processed. In order to edit meal counts if a claim has been processed, the claim must be rolled back.

To edit a meal count:

- Click on “Meal Count” on the main dashboard.
- Click on the date and meal for which you need to edit a meal count.
- Click in additional children or “uncheck” children entered in error. **Note: if you “uncheck” a child for a meal, you may also have to “uncheck” them for attendance depending on your site configuration.** This extra step is necessary for sites that use meal counts to generate attendance (i.e. have the box “Attendance records kept outside of My Food Program” checked in Site Details).
- Click “Save”.

Participants & Rosters

Participants & Rosters: Creating New Rosters

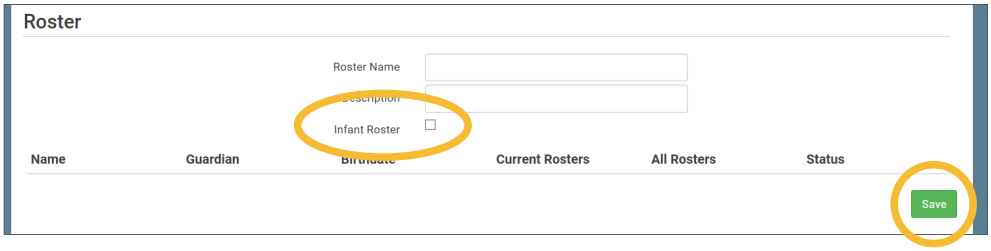
Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.** Different centers use rosters in different ways. Here are some examples:

1. The most common way to use rosters is to have them be a list of children by classroom. For example: infant, toddler, preschool and school-age.
2. Creating lists based on schedules. For example: a roster of children who attend on Monday, Wednesday, and Friday and another roster of children who attend on Tuesday and Thursday.
3. Sorting children according to the shifts run by the center. For example: a weekday roster and a weekend roster.

There is no limit to the number of rosters you can create or the number of children who can be on a roster.

To create a new roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “New Roster” button in the upper-right.
- Give your roster a name and description. Click the box that says “Infant Roster” for any rosters that are for infants. Checking this box will allow teachers to take meal counts at any time during the day (although never before a meal has occurred). This flexibility is allowed because centers are to follow infant feeding preferences rather than strict meal times.
- Click “Save”.
- Your new roster is now available.



Rosters can always be renamed by clicking on the name of the roster, typing the new name and clicking “Save”.

Participants & Rosters: Deleting and Deactivating Rosters

Rosters can only be deleted if no participant has ever been checked in for attendance or a meal on that roster. This restriction is in place because there are reports that can be run by roster and deleting a roster would corrupt those reports.

To delete a roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the red “Delete Roster” button.
- You will get a warning message. Click “OK” to continue.
- The roster is now deleted.

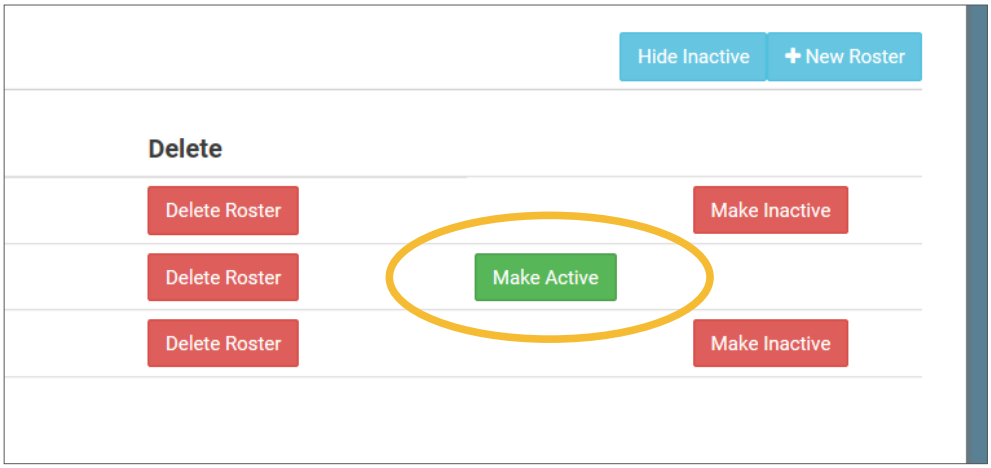
If you have a roster that you cannot delete, you can make it inactive.

To make a roster inactive:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the red “Make Inactive” button.
- The roster is now inactive and will not appear on attendance or meal count screens. However, the roster will still be available on historical reports.

To reactivate a roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue button “Show Inactive” in the upper-right corner.
- Any rosters that were inactive will appear with a green button that says “Make Active”. Click on the green “Make Active” button to have a roster appear on the attendance and meal count screens again.

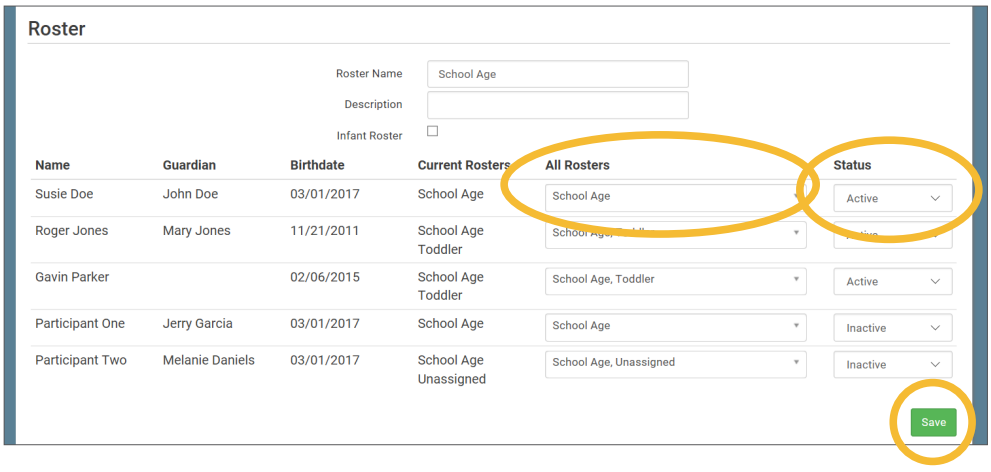


Participants & Rosters: Managing Roster Assignments

The children that are assigned to each roster can be managed individually on each participant's information page. If you need to move a lot of children and don't wish to click them individually, you can manage roster assignments easily on the roster page.

To manage roster assignments for multiple participants:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the roster that contains the children you need to manage.
- On the roster page, you will see the following columns:
    - Name
    - Guardian
    - Birthdate
    - Current Rosters
    - All Rosters
    - Status
- Use the drop-down menus in the "All Rosters" column to change roster assignments of multiple participants. For example, when a group of preschoolers enroll in school and are promoted to the school-age roster.
- Use the drop-down menus in the "Status" column to change the status of multiple participants quickly. For example, if you have a roster of children who only attend during the summer and now they will be inactive.
- Click "Save" and all changes will be applied to all the children with altered roster assignments or status.

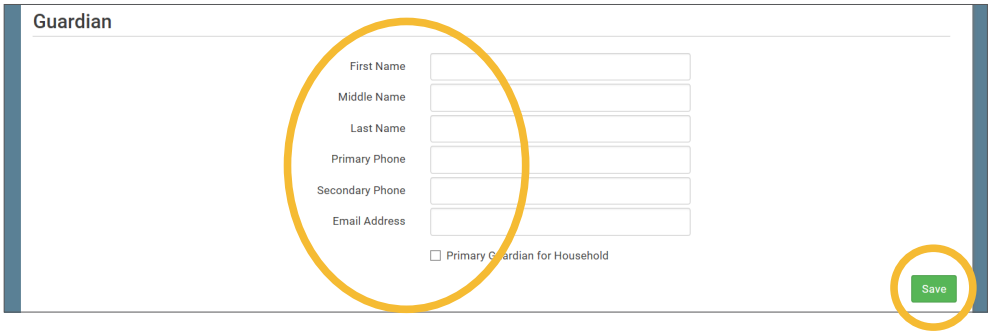


Participants & Rosters: Households & Participants: Creating New Households

When a new family enrolls in a site, a new household should be created. Remember that all children in a household are linked to a single income form, parent/guardian and household address.

To add a new household:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “Add New Household” button.
- Enter the household address and click “Save”.
- Click the blue “Add Guardian” button.
- Complete the first name (required), last name (required), phone number and email for the parent/guardian. If this is the primary parent/guardian, then click the box to indicate this. Click “Save”.



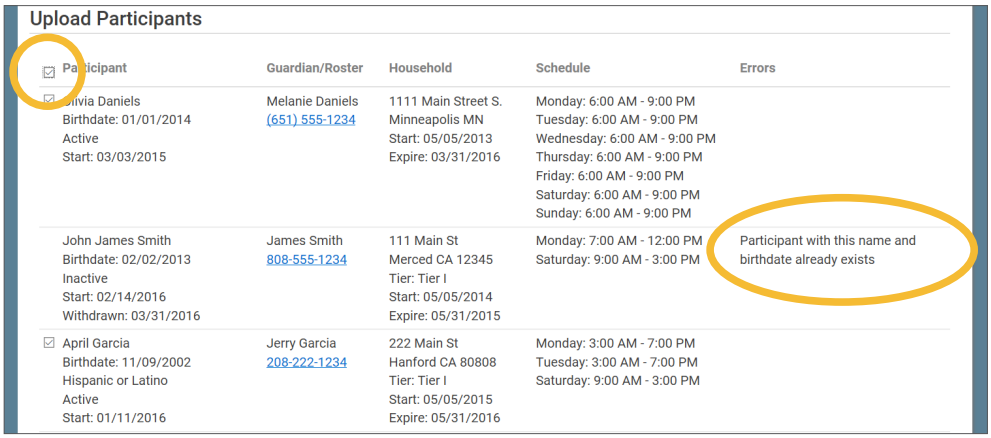
- The household is now ready to be completed with the children’s’ information and the household income form. Please see separate instructions for those tasks.

Participants & Rosters: Households & Participants: Adding Children: Uploading Participants

If you have a new site and a list of participants in an Excel spreadsheet, you can use the upload feature instead of creating each child individually.

To upload participants to My Food Program:

- Download the correct template below. There are two versions.
  - The first version is best if you have children sorted with first name and last name in separate columns
  - Use the second version if you have the children's names entered as "last name, first name".
- Copy the information from your spreadsheet into the template.
- Save the template. Be sure to keep the original file extension ".csv". Excel files like ".xlsx" will not work.
- Log into My Food Program and click on "Participants & Rosters" on the main dashboard.
- Click on the green "Upload Participants" button.
- Use the file explorer to locate the file with participant information and click "Open".
- To import all participants on your spreadsheet, click the checkbox next to the word "Participant" in the upper-left corner. This will select all participants on the list.
- If any participants cannot be imported, there will be an error message on the far right corner. You can either proceed with the upload and add those participants manually or cancel the upload and fix the errors in the spreadsheet.
- Once you have selected all the participants you wish to import, scroll to the bottom of the page and click "Save".
- Your participants are now entered into My Food Program. Note: the import feature creates each child in an individual household. If you wish to group children into households, you will need to use the function of changing households.



Participants & Rosters: Households & Participants: Adding Children: Adding New Children to Existing Households

Sometimes you need to add a new child to an existing household. The most common scenario for this function is when an enrolled family has a new child and enrolls the infant in the center.

To add a new child to an existing household:

- Click on “Participants & Rosters” on the main dashboard
- Locate the existing household by either:
    - Clicking on the name of the Parent/Guardian for the household from the main participant page OR
    - Clicking on the orange “Add to Existing Household” button from the main participant page.
- Click the blue “Add Participant” button
- Complete the required fields and click “Save”.

Participants & Rosters: Households & Participants: Adding Children: Adding New Children

Before adding a new children, ensure that you are not creating a duplicate. My Food Program will prevent the creation of a child with the same first name, last name and date of birth of an existing child, but just one typo and a duplicate child could be created.

To add a new participant:

- Click on "Participants & Rosters" on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a child (see separate instructions).
- From the Household Info page, click the blue "Add Participant" button.
- Complete the fields as described:
    - **First name (required)**
    - Middle name (optional)
    - **Last name (required)**
    - Birthdate estimated: this checkbox should be used if you are adding a child and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
    - **Birthdate (required)**
    - Is enrolled or attends school (optional): you should check this box if it is a school age child and your state has school enrollment status rather than calendar age as a licensing age range. See separate instructions for further explanation of this feature.
    - **Start Date (required)**: this is the date that the child should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
    - Date Withdrawn (optional): this is for your recordkeeping only. Active children checked in for meals/ snacks after this date will not be disallowed solely because of a withdraw date.
    - Gender (optional): for your recordkeeping.
    - **Status (required, but no change required if you accept default to "Pending"):** A status of Active, Pending or Incomplete are for your recordkeeping purposes. A status of Inactive will remove the child from lists of meal counts and attendance. See separate instructions for further explanation of this feature.
    - Allergies (optional): you can record any allergies or special dietary needs in this text box. Any text you enter here will show up as a pop-up alert on the mobile app for the roster to which this child is assigned.
    - **Roster Assignment (required, but will default to Unassigned if you do nothing):** see separate instructions about how to create and manage rosters. Remember that a child can be added to more than one roster and My Food Program will prevent any double-counting.
    - Racial Identity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
    - Ethnicity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.

- CACFP (optional): this box is checked by default. Having this box checked means that the child is enrolled in CACFP and their meal and snack counts should be included in a claim for reimbursement. If this box is unchecked, the meals and snacks for this child will not be included in a claim. See separate instructions for further explanation of this feature.
- Received Subsidized Care (optional): this box is unchecked by default. If your state agency requires that you track both the A-Free/B-Reduced/C-Paid status based on household income eligibility forms AND the percentage of children that are eligible for subsidized care (child care assistance), then you should use this feature. If you are only required to track A-Free/B-Reduced/C-Paid status, then you can ignore this box.
- After School Program (ARAM) (Optional): this box is unchecked by default. You should check this box if the child is enrolled in the traditional child care and also the At-Risk Afterschool Meals Program. See separate instructions for further explanation of this feature.
- Participant Notes (optional): for your recordkeeping.
- External Group ID (optional): use this feature if you wish to assign a group ID to your participants. The group ID will appear on the Participant Report.
- External Site ID (optional): use this feature if you wish to assign an ID to each participant for tracking. The site ID will appear on the Participant Report.
- Participant Schedule (optional): use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.
- Enrollment (optional): enter the effective and expiration dates of child enrollment forms here. See separate instructions for further explanation of this feature.
- Infant Meal Notification (optional): enter the date, and upload a scan, of a form that tracks whether parents or the center are going to provide food and formula. See separate instructions for further explanation of this feature.
- Special Diet (optional): enter the date, summary, and upload a scan of any forms documenting special dietary needs. Entering a special diet statement here will automatically send an email to the sponsor admin to alert them that a form has been uploaded and may need approval. See separate instructions for further explanation of this feature.

- Click “Save”. You will get an error message if any required fields are missing or you are attempting to create a duplicate.

Participants & Rosters: Households & Participants: Adding Children: School Enrollment/Attendance

The "Is enrolled of attending school?" checkbox on the Participant Info page is important if two conditions are met:

1. You are using My Food Program to check that meal counts do not exceed licensed capacity (in "Site Details" the feature "Licensing Age Range Errors" is set to "Error" and not "Ignore").
2. The state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include a child who is 5 or 6 years old.

Before you designate a child as "Is enrolled or attending school?", ensure that your licensing age ranges are set up correctly. Licensing age ranges are configured at the sponsor level. You can create overlapping age ranges only if one is designated as a school age range and the other is not. For example, you may have a "preschool" age range that includes 3-6 year olds and a "school age" age range that include 5-12 year olds. Whether a child who is 5 years old or 6 years old is counted in the "preschool" age range or the "school age" range depends on whether the "Is enrolled or attending school?" box is checked. The table below summarizes what will happen with this licensing age range configuration:

☑ **If the box that says "Is enrolled or attending school?" is CHECKED**

4 Years Old
Will generate error "Participant Outside of Age Range".

5 Years Old
Counts in "School Age"

6 Years Old
Counts in "School Age"

7 Years Old or Older
Counts in "School Age"

☐ **If the box that says "Is enrolled or attending school?" is UNCHECKED**

4 Years Old
Counts in "Preschool"

5 Years Old
Counts in "Preschool"

6 Years Old
Counts in "Preschool"

7 Years Old or Older
Will generate error "Participant Outside of Age Range".

Participants & Rosters: Households & Participants: Adding Children: Participant Status

There are four potential participant statuses. **For the purposes of My Food Program, three of them are identical and are used only for your recordkeeping purposes.**

The following three participant statuses will include children on attendance and meal count lists:

- Active
- Pending
- Incomplete

Active

Many sponsors use “Active” to mean that all the required CACFP paperwork has been turned in. For example, an enrollment form, an income form, an infant meal notification letter and special dietary statement (if applicable).

Pending

Many sponsors use “Pending” to mean that a child has been added to My Food Program, but they have not received any paperwork.

Incomplete

The “Incomplete” status is most often used if some of the required CACFP paperwork has been submitted, but some is still missing. For example, an enrollment form has been submitted, but it was missing a signature and has been returned to the center for proper completion.

Inactive

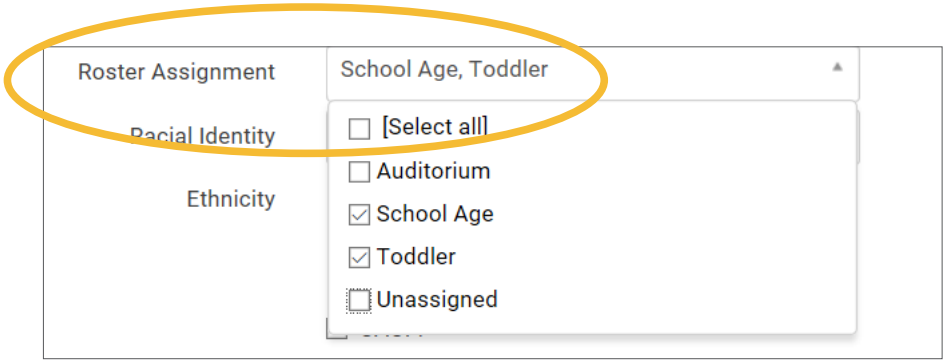
The status of “Inactive” will remove a child from appearing on attendance and meal count lists.

Participants & Rosters: Households & Participants: Adding Children: Participant Roster Assignments

Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.**

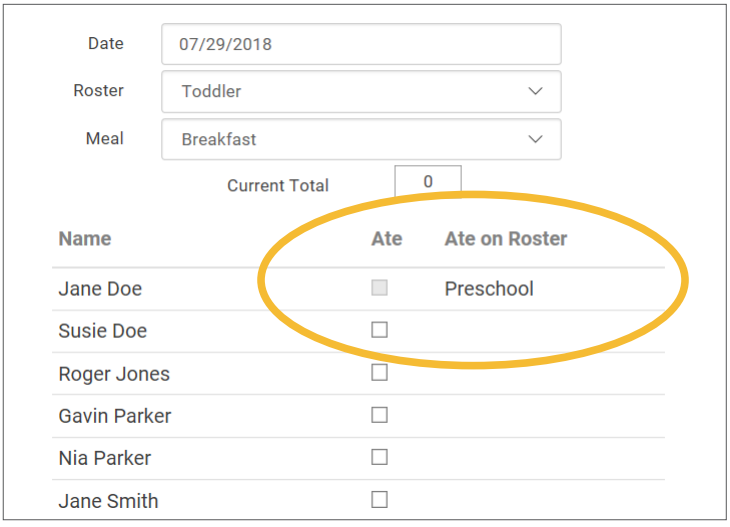
To assign a child to a roster or rosters:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the child.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the child added.
- Click “Save”.



How My Food Program prevents children on multiple rosters from being double-counted:

- **Web App:** If a child is on multiple rosters and has already been checked in on a meal on one roster, you will get a prompt that prevents you from checking them in for the same meal on a different roster:



- **Mobile App:** If a child has already been checked in on another roster, their name is already marked.
- **Paper:** When transferring paper attendance and meal counts to the website, My Food Program will alert user that child was already checked in.

Participants & Rosters: Households & Participants: Adding Children: Participant CACFP Checkbox

There may be instances in which you want to take meal counts for a participant, but do not want their counts included in a claim. The most common reason for using the feature is a child who brings their own meals. Another use of this feature is to include teachers in meal counts to properly account for the expense of feeding staff without including them in a claim.

On each participant page is a box that says "CACFP". **This box is checked by default when new participants are created.**

If the box that says "CACFP" remains CHECKED

then the meal counts will be included in claims.

If the box that says "CACFP" is UNCHECKED

then meal counts for this participant will NOT be included in claims.

When you have a mix of CACFP and non-CACFP participants, reports are more complicated. For many reports, you have a choice of "CACFP Meals Only" or "All.

- CACFP Meal Only reports will include only participants with the CACFP box marked. It will exclude any participants with the CACFP box unchecked.
- All report will include both CACFP and non-CACFP participants.

Take care when running the following reports:

- Participant Report
- Ethnicity/Racial Report
- Disallowed Meals Report
- Meal Count Summary
- Meal Count by Roster
- Meal Count by Name
- Meal Count by Roster Summary
- Five Day Meal Count Report
- Total Meal Count Report
- Claim Summary Report

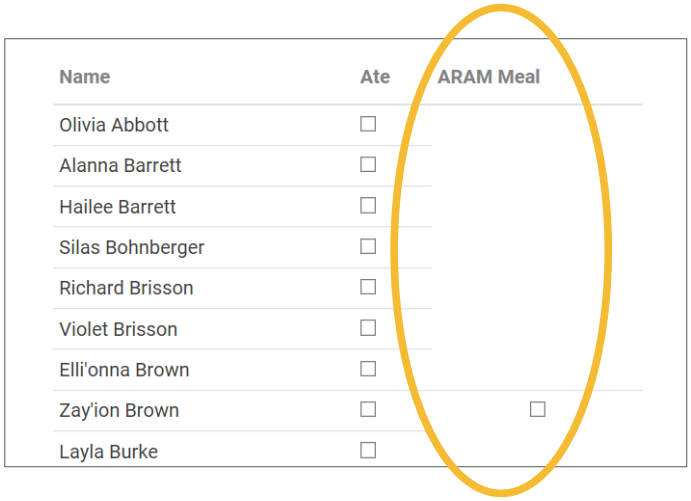
Participants & Rosters: Households & Participants: Adding Children: Participant ARAM Checkbox

The checkbox on the participant page “After School Program (ARAM)” is used by traditional child care centers that are also participating in the At-Risk Afterschool Meals Program. Centers that participant in both programs need to keep separate records, which can be accomplished in My Food Program. Note: for traditional child care centers to participate in ARAMS, meal counts must be taken by name. Headcount meal counts cannot be used with this configuration.

In order to check in a child for an ARAM meal, all of these conditions must be true:

1. The site is indicated as eligible for ARAM in Site Details.
2. The meal is designated as eligible for ARAM in Site Details.
3. The child is designated as enrolled in ARAM on their participant page.

When all three of those conditions are met, an extra column appears on the meal count page that says “ARAM Meal”:



Name	Ate	ARAM Meal
Olivia Abbott	☐	
Alanna Barrett	☐	
Hailee Barrett	☐	
Silas Bohnberger	☐	
Richard Brisson	☐	
Violet Brisson	☐	
Elli'onna Brown	☐	
Zay'ion Brown	☐	☐
Layla Burke	☐	

Checking this box will count the meal in the ARAM claim. During claim creation, My Food Program will ensure that only one meal and one snack (or two snacks) will be included in the ARAM claim and that the overall claim limit of two meals and one snack (or one meal and two snacks) for each participant will be met.

Traditional child care centers that are also participating in the At-Risk Afterschool Meals Program will have additional choices when running reports. Take care to run the report that includes the correct data.

To designate a child as participating in the At-Risk Afterschool Meals Program:

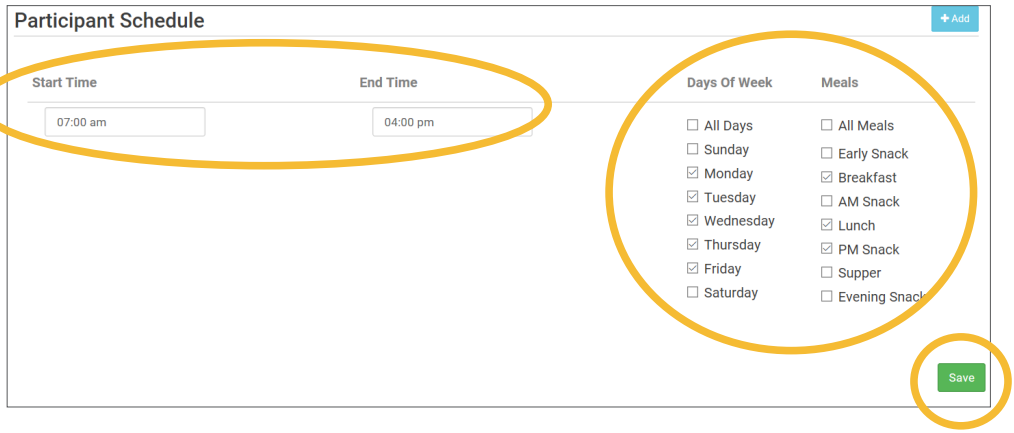
- Click on “Participants & Rosters” from the main dashboard.
- Click on the name of the child.
- Check the box that says “Afterschool School Program (ARAM)”.
- Click “Save”.

Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for food production.
- Including the child's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

To set a child's schedule:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the child is in care.
- Click the days of the week and typical meals eaten.
- If a child leaves during the day and then returns (for example, is enrolled in before-school care and after-school care) or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

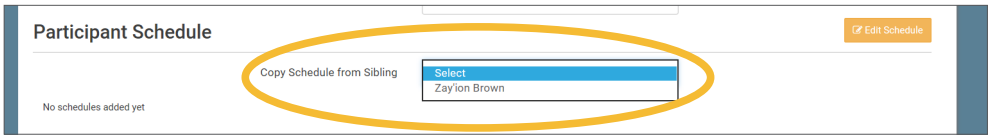


Participants & Rosters: Households & Participants: Adding Children: Schedules: Copying Schedules from Siblings

Since siblings often maintain the same schedule, there is a short-cut that allows users to copy the schedule of a sibling.

To copy a schedule from a sibling:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the child.
- Scroll down to Participant Schedule.
- Select the name of the sibling from the drop-down menu.
- The schedule will then be populated. If the sibling did not have any schedule information, then nothing will be copied.
- Click “Save”.



Participants & Rosters: Households & Participants: Adding Children: Enrollment Forms

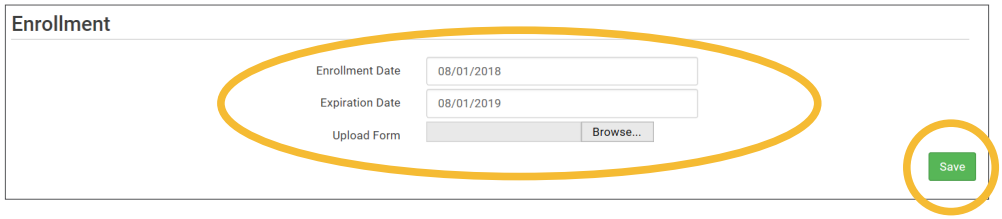
Enrollment information is a part of required recordkeeping for CACFP. Sponsors have the option, but are not required, to track enrollment forms in My Food Program.

Important settings related to enrollment forms:

- In Site Details, a sponsor can set My Food Program to either "Ignore" missing/expired enrollment forms or to "Disallow" for missing/expired enrollment forms. Follow the guidance of your state agency when configuring this setting.
- Enrollment forms are included as "missing CACFP paperwork" for the purposes of the dashboard button.
- Enrollment forms are tracked on a **per child** basis. (This is in contrast to income forms, which are tracked on a **per household** basis.)

To enter an enrollment form for a child:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the blue "Add Enrollment" button.
- Enter the enrollment form initial effective date and expiration date. **Note**: there is no minimum about of time that an enrollment form can be effective, but it is effective for a maximum of 12 months. Also, the expiration date cannot be before the initial effective date.
- Upload a scan or photograph of the enrollment form, if you wish.
- Click "Save".



To alter the dates of an enrollment form:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the hyperlink on enrollment date.
- Change the dates. Note: past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.
- Click "Save".

To delete an enrollment form for a child:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the red "Delete Document" button. **Note:** past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.

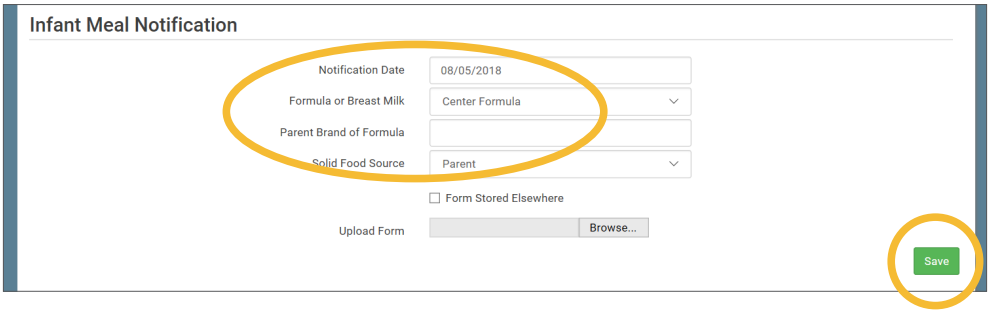
Participants & Rosters: Households & Participants: Adding Children: Infant Meal Notification Forms

Some states require that sponsors collect information from the parents of infants regarding who is providing formula and who is providing solid food. Note: CACFP regulations allow a parent to provide only one component of a meal. If a parent is providing both formula and food for an infant, they should not be included in meal counts submitted for reimbursement. If you wish to take meal counts for this infant as usual, the "CACFP" box should be unchecked. This will prevent the meals from being claimed and will not require special training for staff about which infants to include or exclude from meal counts.

To enter infant meal notification forms:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the Participant.
- Scroll down to Infant Meal Notification and click on the blue "Add" button.
- Enter the notification date and source of formula and food. You may also upload a scan or photograph of the form.
- Click "Save".

My Food Program does not have the ability to disallow meals for infants who are missing an infant meal notification letter. If your state requires that those meals be disallowed, we suggest unchecking the "CACFP" box for the infant participant missing the required letter. This will allow you to continue entering meal counts for the participant and include them in your monthly claiming percentage but the meal counts will not be included in the claim.

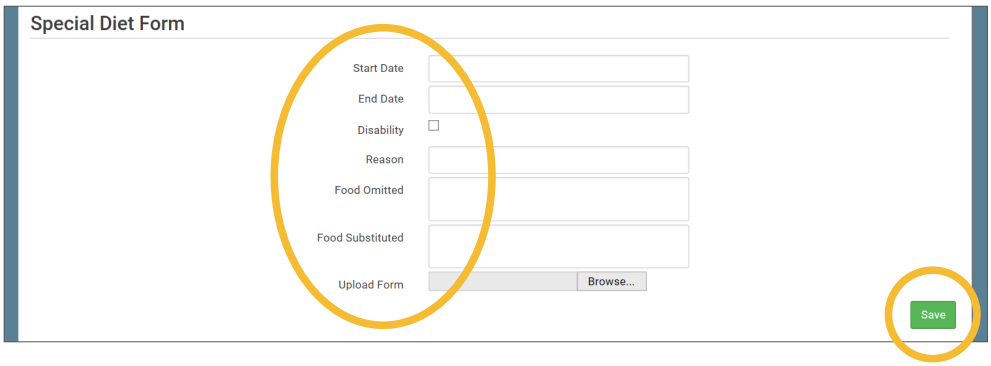


Participants & Rosters: Households & Participants: Adding Children: Special Diet Form

Documentation of special dietary needs can be tracked in My Food Program.

To add a special diet for a participant:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the child.
- Scroll down to “Special Diet” and click the blue “Add” button.
- Enter the fields:
    - Start date: effective date of the special dietary accomodation
    - End date: optional. Leave blank if this is an on-going dietary need
    - Disability checkbox: check if the special dietary need is related to a medical disability. This box being unchecked indicates that the dietary need is not related to a medical disability.
    - Reason: complete the reason for the special dietary need. For example, “Celiac Disease” or “Lactose Intolerance”.
    - Food Omitted: list the foods that the recognized medical authority has instructed the center to avoid serving the child
    - Food Substituted: list the foods that will be served in lieu of the omitted foods. Note: some state agencies require that foods substitutions be documented for every meal. In this case, you would want to add the additional food to your menus. If your state agency allows you to document an on-going substitution (for example, “every time strawberries are served, this child is offered peaches” you can designate that here.
- Upload a scan or photograph of the form, if desired.
- Click “Save”.



Note: when a special diet form is added, My Food Program automatically sends an email to the main sponsor contact to alert them. Sponsors should review the special diet form and provide technical assistance to the site regarding implementation.

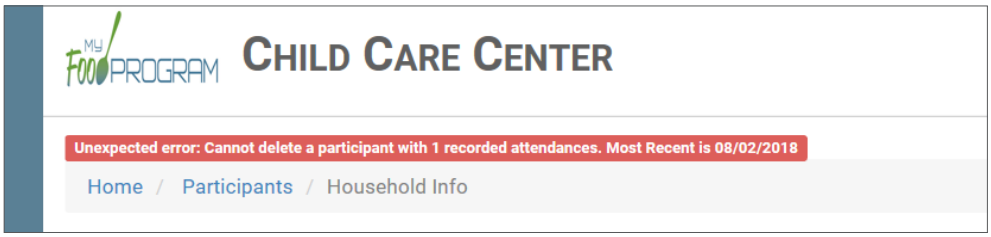
Participants & Rosters: Households & Participants: Deleting Children

My Food Program only allows you to delete children that **have not been entered in for <u>any</u> attendance or meal counts**. Alternatives to deleting a child include:

- Merging the child if you have created a duplicate.
- Setting the child'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 child'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 child, you will get a message that says "Participant Successfully Deleted". If the child 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."

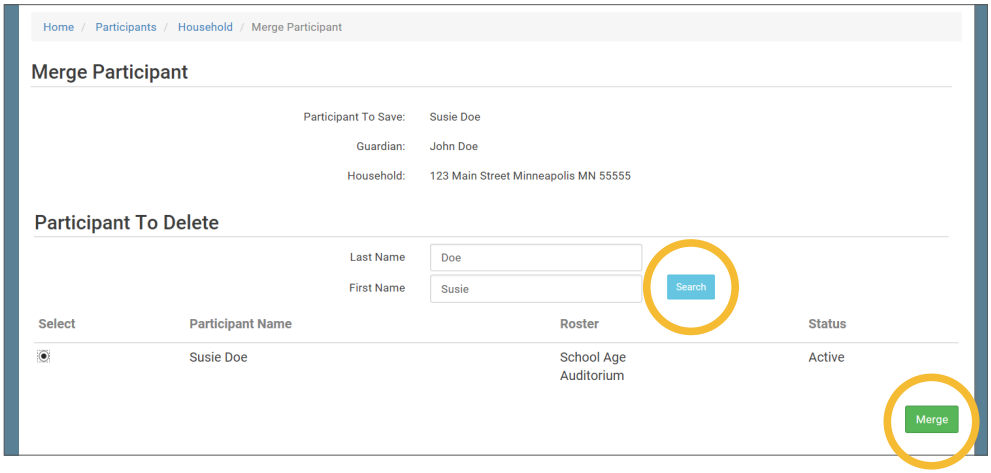


Participants & Rosters: Households & Participants: Merging Duplicate Children

My Food Program prevents users from creating children with the exact same name and birthdate. However, if a duplicate child is created in error, it is possible to merge them together **As long as neither child has been included in a claim**. If either the "original" child or the duplicate child have been included in a claim, then a merge is not possible. In that instance, we recommend contacting My Food Program customer support for additional assistance. We can assist with manually moving the meal counts from the duplicate child to the original child and then deleting the duplicate. If both the original child and duplicate child have been included in a claim, then the only way to resolve the situation is to roll-back the claim, correct the meal counts, and then re-process the claim.

To merge participants:

- 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 child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Merge with Participant" button.
- Input the information for the duplicate child in the "Participant to Delete" section and click the blue "Search" button.
- Select the child you wish to delete. Click the green "Merge" button.
- If the merge is successful, you will get a blue confirmation message at the top. If either the "Participant to Save" or "Participant to Delete" have been included in a claim, you will get a red error message and the merge will not proceed.



Note: when you merge participants, they are added to the household of the "Participant to Save" and the Participant Information (such as birthdate, roster assignment, enrollment form dates, etc.) is the same as the "Participant to Save".

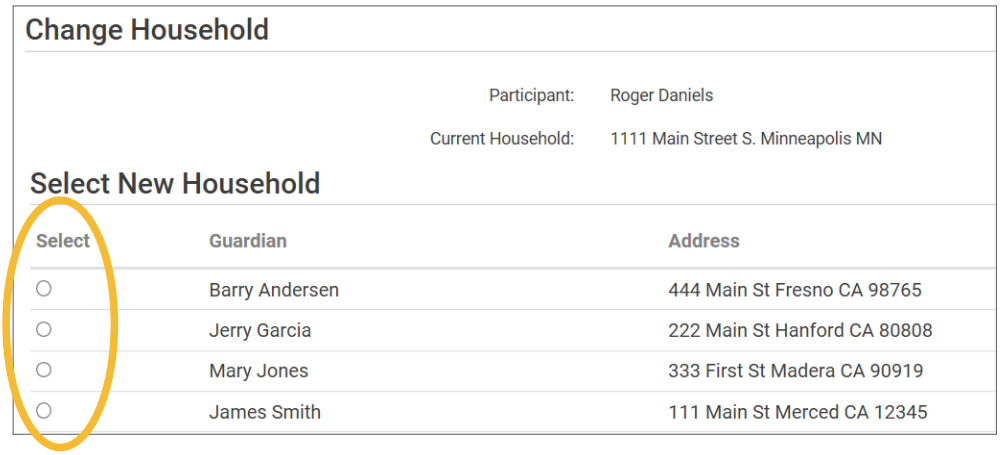
Participants & Rosters: Households & Participants: Moving Children to Different Households

Children can be moved to different households at any time. However, when a claim is processed, a child's income eligibility status (A-Free, B-Reduced or C-Paid) is determined by the income form associated with the household they were in **at the time of the claim processing**. So take care in moving children to different households if they have been included in a claim.

Also note that if a household does not have any children listed in it, it will be automatically deleted. If you are moving the only child in a household to another household, take care that this action is desired as the household will be deleted after the move.

To move a child to a different household:

- 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 child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Change Household" button to bring up a list of households.
- Select the household that you want to move the child to, scroll down to the bottom and click "Save".

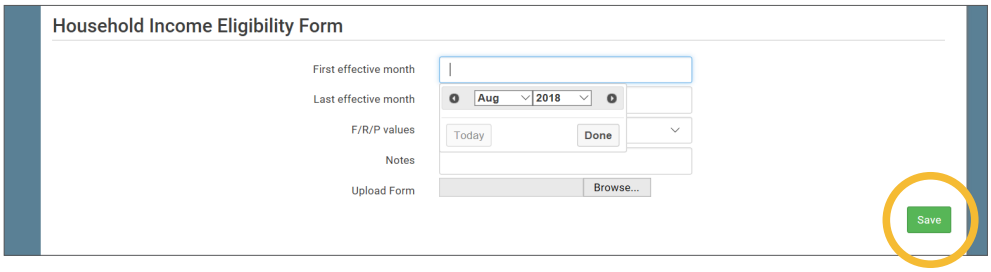


Participants & Rosters: Households & Participants: Adding Household Income Forms

Household income forms are associated with every participant in a household. The effective dates of the income form will determine the income eligibility status (A-Free, B-Reduced, C-Paid) for each child in a household.

To add a household income form:

- 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 child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Scroll down to "Household Income Statement" and click the blue "Add Income Form" button.
- Complete the fields:
    - First effective month: **use the date picker and click "Done"** to select the first month in which the form is active. **Note: if a claim has already been processed for a month, you cannot make an income form eligible for that month** because it would change the claiming percentage for that month. If you wish to add the income form, you must rollback the claim, add the new income form, then reprocess the claim and submit a claim adjustment to your state agency.
    - Last effective month: **use the date picker and click "Done"** to select the last month in which the form is active. There is no minimum amount of time an income form can be active, but there is a maximum of 13 months.
    - Select the F/R/P value for the income form. My Food Program does not automatically calculate the F/R/P status based on income and household size, however **we have a spreadsheet available to assist with these calculations**. To receive the spreadsheet, send an email to info@myfoodprogram.com and we will send it to you.
    - If you select "A-Free" as the status, select the reason. If the reason is a Case Number, enter the Case Number
    - Notes: for your recordkeeping.
- Upload a scan or photograph of the form, if desired.
- Click "Save".



Participants & Rosters: Households & Participants: Editing Existing Household Income Forms

It is possible to edit the effective dates of a household income form at any time, except **you cannot change the status for a month for which a claim is already processed.**

To edit an existing income form:

- 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 child’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Click on the hyperlink for the income form.
- Change the fields.
- Click “Save”. You will get an error message if you are attempting to change the income status for a month in which a claim has already been processed.

Participants & Rosters: Households & Participants: Deleting an Income Form

You may delete an income form as long as it was effective for a month in which a claim has not been processed.

To delete an income form:

- Click on Participants & Rosters on the main dashboard.
- Click on the name of the primary guardian for the household OR click on the name of a participant and then navigate to “Household” using the breadcrumbs menu at the top.
- Click the blue hyperlink that says “Delete Income Form” next to the form you’d like to remove. **NOTE:** if you don’t see this hyperlink, it is because the income form is not eligible to be deleted because it was in effect during a month that has been claimed.
- The income form is now removed.

First effective month	Last effective month	Category	View	Delete
08/01/2018	07/31/2019	C-Paid		Delete
06/01/2017	06/30/2018	A-Free		

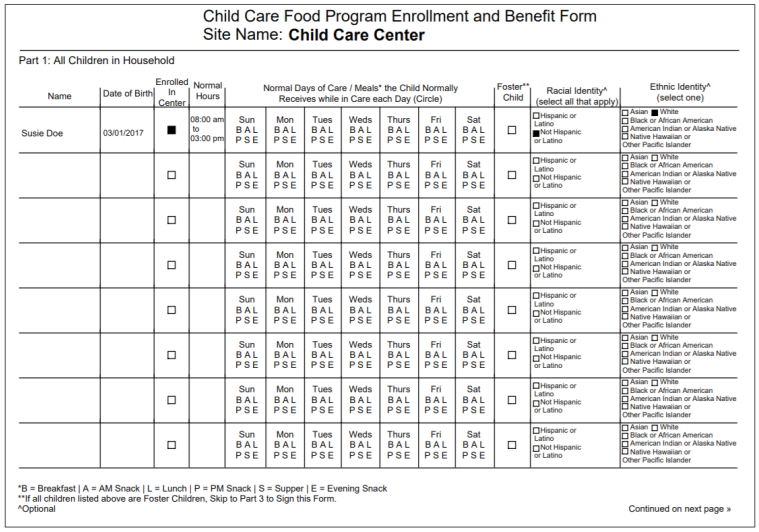
Participants & Rosters: Households & Participants: Printing Pre-Filled Income and Enrollment Forms

We've designed a single form that collects all the enrollment information required by USDA (participant's normal days and hours in care as well as the meals normally received) along with the income information needed to place a household in an income category. **Before using this form, we strongly recommend that you send it to your state agency for approval.**

To generate a pre-filled income and enrollment form for a household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the parent/guardian.
- At the bottom of the page, click on the blue "Download Form" button.
- A blue hyperlink called "Download Report" will appear on the lower-left corner of the screen. Click on "Download Report" and a PDF will be saved to your default download location.

- The form will be prefilled with the following information:
  - Child's First and Last Name (all the children in the household)
  - Date of Birth
  - "Enrolled in Center" will be marked if a child is included in My Food Program. If there are additional children in the household that are not enrolled in the center, instruct the parent/guardian to write those children in on any remaining rows.
  - Normal Hours
  - Race/Ethnicity
  - Parent/Guardian Name and Phone Number
  - Household Address



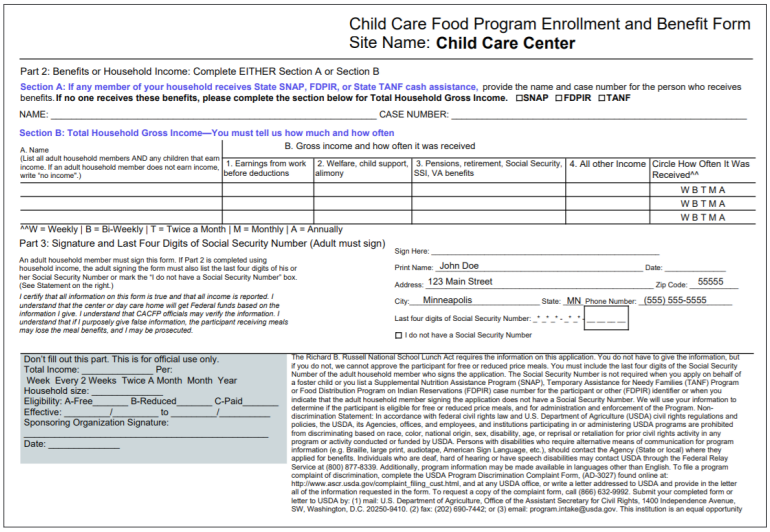
Child Care Food Program Enrollment and Benefit Form
Site Name: **Child Care Center**

Part 1: All Children in Household

Name	Date of Birth	Enrolled In Center	Normal Hours	Normal Days of Care / Meals* the Child Normally Receives while in Care each Day (Circle)	Foster** Child	Racial Identity^ (select all that apply)	Ethnic Identity^ (select one)
Susie Doe	03/01/2017	■	08:00 am to 03:00 pm	Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ■Not Hispanic or Latino	☐ Asian ■ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
		☐		Sun B A L P S E; Mon B A L P S E; Tues B A L P S E; Weds B A L P S E; Thurs B A L P S E; Fri B A L P S E; Sat B A L P S E	☐	☐Hispanic or Latino ☐Not Hispanic or Latino	☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

*B = Breakfast | A = AM Snack | L = Lunch | P = PM Snack | S = Supper | E = Evening Snack
**If all children listed above are Foster Children, Skip to Part 3 to Sign this Form.
^Optional

Continued on next page »



Child Care Food Program Enrollment and Benefit Form
Site Name: **Child Care Center**

Part 2: Benefits or Household Income: Complete EITHER Section A or Section B

Section A: If any member of your household receives State SNAP, FDPIR, or State TANF cash assistance, provide the name and case number for the person who receives benefits. **If no one receives these benefits, please complete the section below for Total Household Gross Income.** ☐SNAP ☐FDPIR ☐TANF

NAME: _____ CASE NUMBER: _____

Section B: Total Household Gross Income—You must tell us how much and how often

A. Name (List all adult household members AND any children that earn income. If an adult household member does not earn income, write "no income".)	B. Gross income and how often it was received: 1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All other Income	Circle How Often It Was Received^^
					W B T M A
					W B T M A
					W B T M A

^^W = Weekly | B = Bi-Weekly | T = Twice a Month | M = Monthly | A = Annually

Part 3: Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 2 is completed using household income, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Statement on the right.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign Here: _____
Print Name: John Doe Date: _____
Address: 123 Main Street Zip Code: 55555
City: Minneapolis State: MN Phone Number: (555) 555-5555
Last four digits of Social Security Number: *-*-*-__-__-__-__
☐ I do not have a Social Security Number

Don't fill out this part. This is for official use only.
Total Income: _____ Per:
Week Every 2 Weeks Twice A Month Month Year
Household size: _____
Eligibility: A-Free_____B-Reduced_____C-Paid_____
Effective: _____/_____/_____ to _____/_____/_____
Sponsoring Organization Signature: _____
Date: _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program. Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity

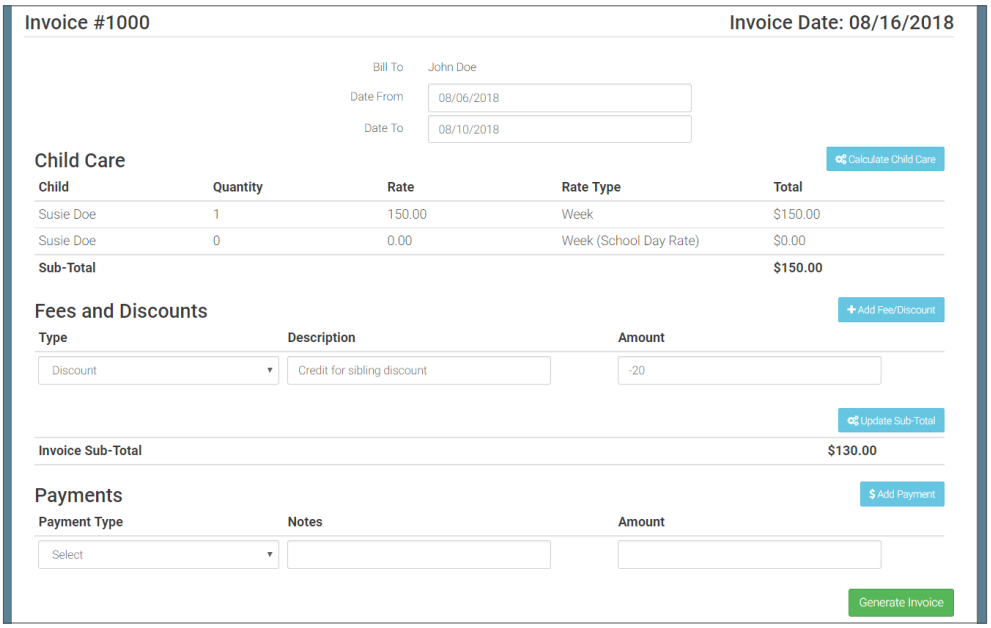
Participants & Rosters: Households & Participants: Invoicing Households: Creating Invoices

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

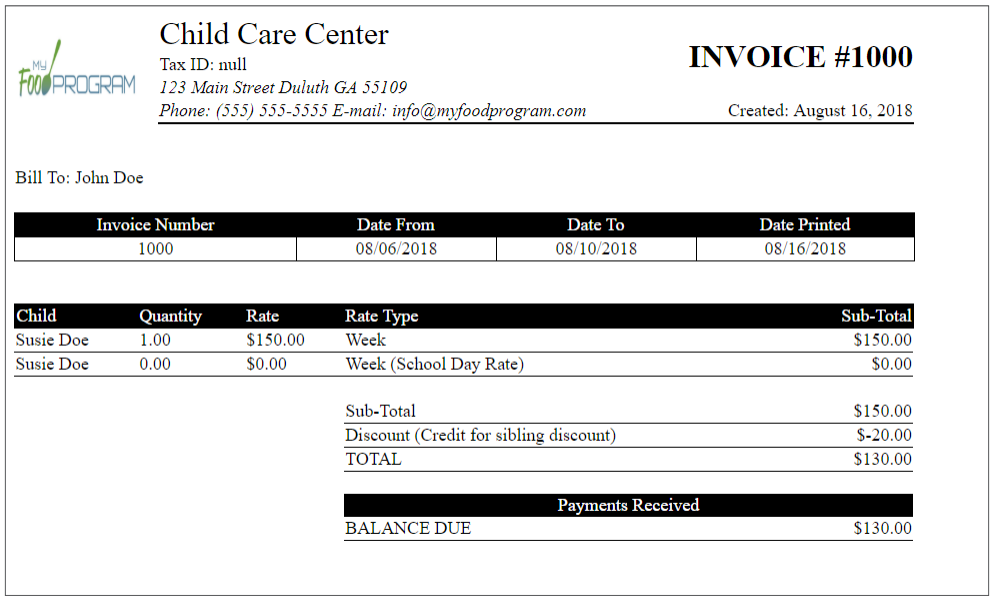
Before attempting to create an invoice, be sure that the "Invoicing Feature" is turned on in Site Details and you have entered a fee schedule for each participant you will be invoicing for.

To create an invoice:

- Click on "Participants & Households" on the main dashboard.
- Select the name of the Parent/Guardian you want to invoice.
- Click on the orange "Invoice" button to the right of the name of the Parent/Guardian.
- Complete the fields as follows:
    - **Date From (required)**: this is the first date for the invoice.
    - **Date To (required)**: this is the last date for the invoice.
- Click the blue "Calculate Child Care" and My Food Program will automatically calculate the total fees due for child care based on the attendance recorded for the child and their individual fee schedule.
- Add additional fees or record discounts by selecting the appropriate choice from the dropdown and a description. **Note: if you are entering a discount, the "amount" item should be entered as a negative number. For example -20 for a $20 discount.**
- Click the blue "Update Sub-Total" button.
- If you are receiving immediate payment, you can record it at the time. If you are creating the invoice to send click on "Generate Invoice"



- Your invoice will now appear under the list of outstanding invoices.
- If you would like to view the invoice in your web browser, click the “View” link next to the invoice.



Child Care Center
Tax ID: null
123 Main Street Duluth GA 55109
Phone: (555) 555-5555 E-mail: info@myfoodprogram.com

INVOICE #1000

Created: August 16, 2018

Bill To: John Doe

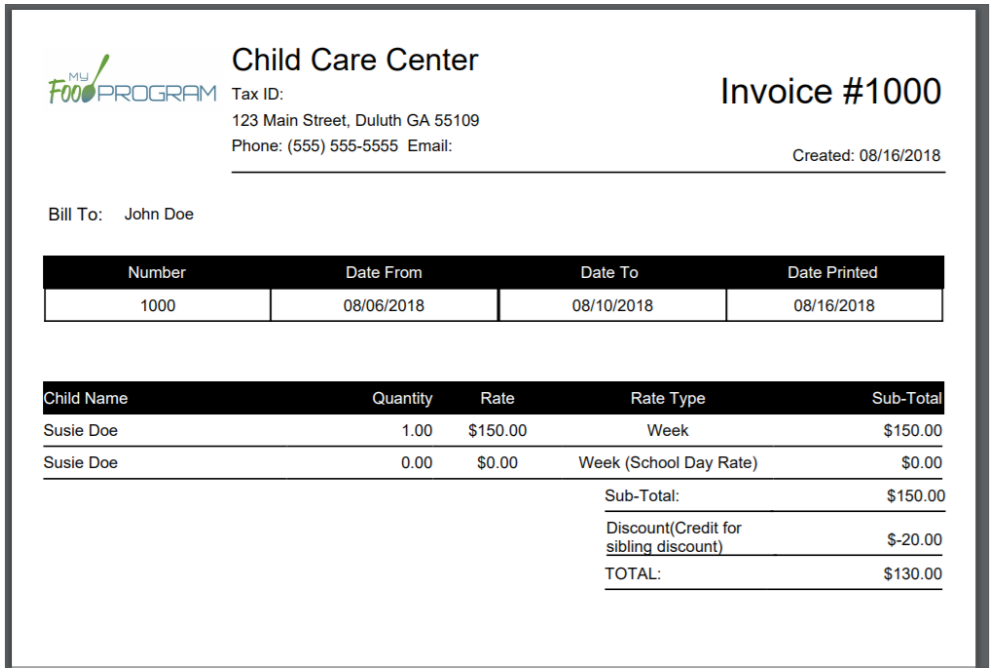
Invoice Number	Date From	Date To	Date Printed
1000	08/06/2018	08/10/2018	08/16/2018

Child	Quantity	Rate	Rate Type	Sub-Total
Susie Doe	1.00	$150.00	Week	$150.00
Susie Doe	0.00	$0.00	Week (School Day Rate)	$0.00

Sub-Total	$150.00
Discount (Credit for sibling discount)	$-20.00
TOTAL	$130.00

Payments Received	
BALANCE DUE	$130.00

- If you are printing or emailing the invoice, click the “Download” link next to the invoice to generate a print-friendly PDF.



Child Care Center
Tax ID:
123 Main Street, Duluth GA 55109
Phone: (555) 555-5555 Email:

Invoice #1000

Created: 08/16/2018

Bill To: John Doe

Number	Date From	Date To	Date Printed
1000	08/06/2018	08/10/2018	08/16/2018

Child Name	Quantity	Rate	Rate Type	Sub-Total
Susie Doe	1.00	$150.00	Week	$150.00
Susie Doe	0.00	$0.00	Week (School Day Rate)	$0.00

Sub-Total:	$150.00
Discount(Credit for sibling discount)	$-20.00
TOTAL:	$130.00

Participants & Rosters: Households & Participants: Invoicing Households: Deleting an Invoice

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

To delete an invoice:

- Click on “Participants & Households” on the main dashboard.
- Select the name of the Parent/Guardian.
- Scroll down to the list of invoices.
- Click on the red “Delete Invoice” button to the right of the invoice. Note: once a payment has been recorded on an invoice, it can do longer be deleted.
- Click “OK” when the system prompts you to confirm.

Participants & Rosters: Households & Participants: Invoicing Households: Recording Payments on Invoices

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

To record a payment on an invoice:

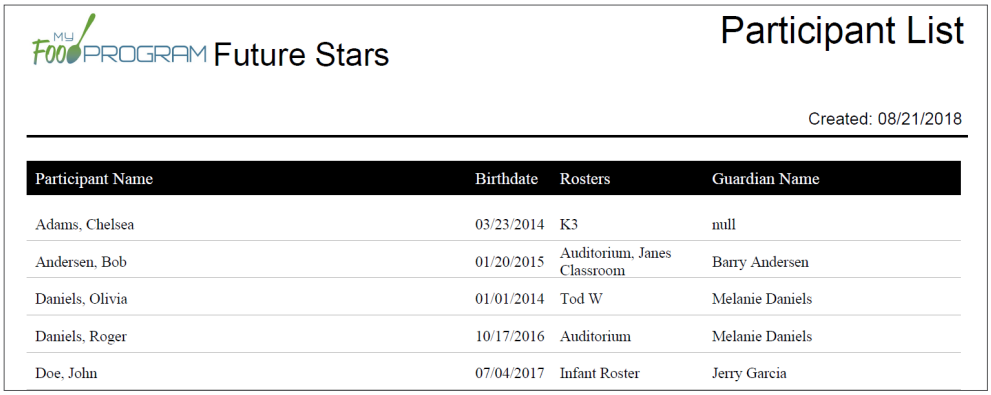
- Click on “Participants & Households” on the main dashboard.
- Select the name of the Parent/Guardian.
- Click on the blue “Add Payment” button to the right of the invoice.
- Scroll to the bottom of the page and complete the “Payment” fields as follows:
    - **Payment Method (required)**: select how payment was received.
    - Notes: for your recordkeeping.
    - **Amount (required)**: the amount of the payment.
- Click the blue “Update” button or the green “Save” button.
- The payment is now linked to the invoice. The invoice cannot be deleted after a payment has been received.

Participants & Rosters: Printing List of Active Children

Lists of children can be printed from multiple places, including on each roster page or from the main participant page.

To print a list of active children as a PDF:

- Click on “Participants & Rosters” on the main dashboard.
- Click the green “Print Participant List” button.
- Save or print the generated PDF.
- Fields included on the form are:
    - Participant Name
    - DOB
    - Roster Assignment
    - Parent/Guardian



MY FOOD PROGRAM Future Stars

Participant List

Created: 08/21/2018

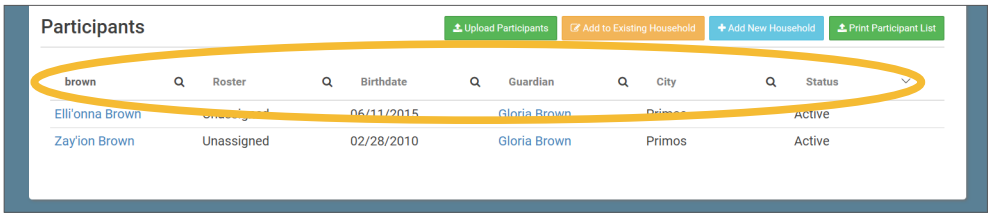
Participant Name	Birthdate	Rosters	Guardian Name
Adams, Chelsea	03/23/2014	K3	null
Andersen, Bob	01/20/2015	Auditorium, Janes Classroom	Barry Andersen
Daniels, Olivia	01/01/2014	Tod W	Melanie Daniels
Daniels, Roger	10/17/2016	Auditorium	Melanie Daniels
Doe, John	07/04/2017	Infant Roster	Jerry Garcia

Participants & Rosters: Using Participant Search Function

On the main participant screen, you can use the search function to quickly find children.

Below are the options for using the participant search function:

- Participant, Roster, Birthdate, Guardian & City are all fields that can be searched by typing a word or words. **Note that an exact match is required.** We recommend you use the shortest string of characters as possible in order to broaden search results.
- Status can be filtered by the four available statuses (Active, Inactive, Incomplete, Pending).



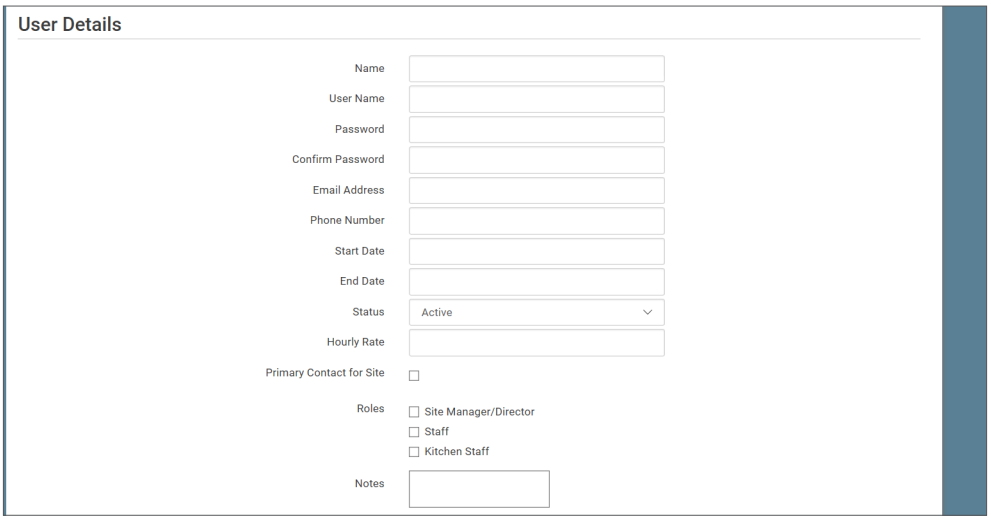
Staff

Staff: Adding Staff: Creating a New Site User

When you create a new site, you also need to create new users who can access the site. Some centers choose to have each staff person be assigned their own username and password. The main advantage to individualized login information is that you can track who is entering meal counts (or forgetting to!). On the downside, it can be difficult to manage if people routinely forget their login credentials.

To create a new site-level user:

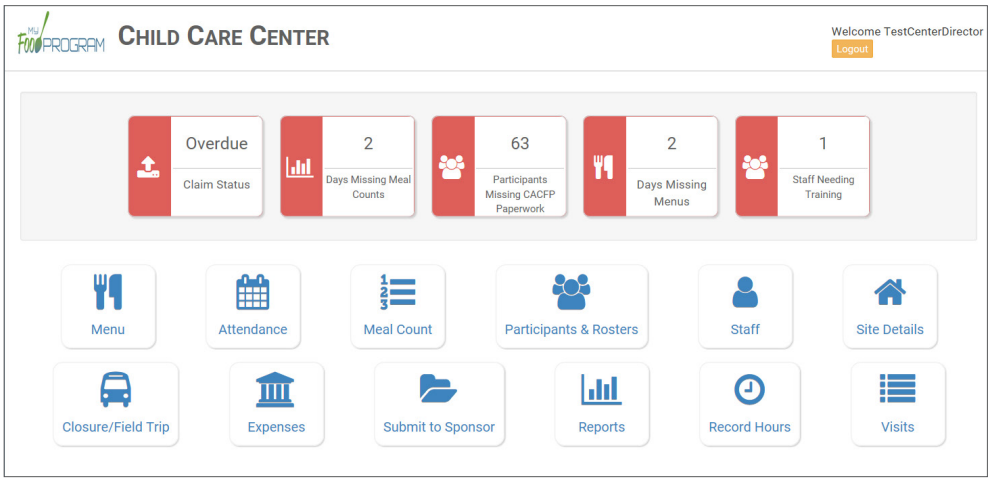
- Click on "Staff" on the main dashboard.
- Click on the blue "Add" button in the upper-right corner.
- Enter the fields:
  - **Name (required)**
  - **User Name (required)**: this will be part of their login credentials.
  - **Password (required)**: a minimum of 12 characters. There is no requirement for upper-case, lower-case, numbers or special characters.
  - **Confirm Password (required)**: retype password.
  - Email Address (optional)
  - Phone Number (optional)
  - Start Date (optional)
  - End Date (optional)
  - **Status (required)**: a status of "active" will allow the user to login. A status of "inactive" will prevent a login
  - Hourly Rate (optional): if you are using My Food Program to track payroll expenses for the purpose of demonstrating a nonprofit meal service, enter an hourly rate here.
  - Primary Contact for Site (optional)
  - **Roles (required)**: select one of three roles. See additional materials for further explanation. Manager/director can access all site information, Staff can access meal counts, participants & rosters and record hours. Kitchen staff can access menus, meal counts, participants & rosters and record hours.
  - Notes (optional): for your recordkeeping.
- Click "Save".



Site-level users can be assigned one of three roles:

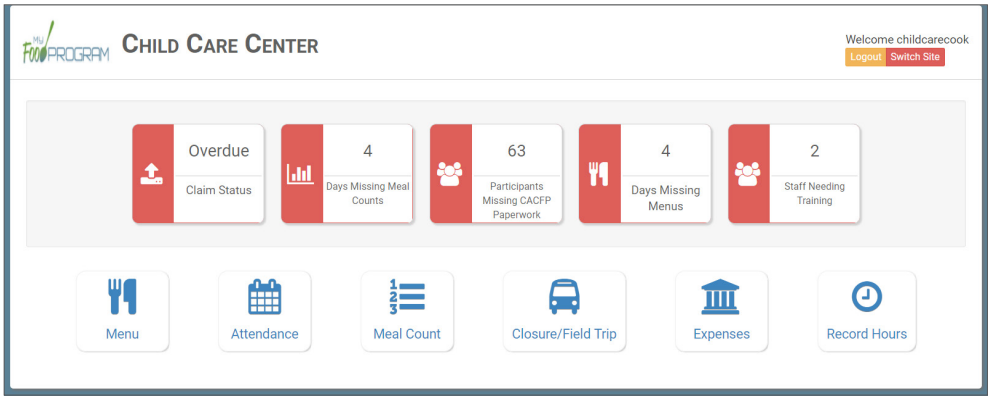
- Site Manager/Director
- Staff
- Kitchen Staff

The dashboard for a Site Manager/Director looks like this:

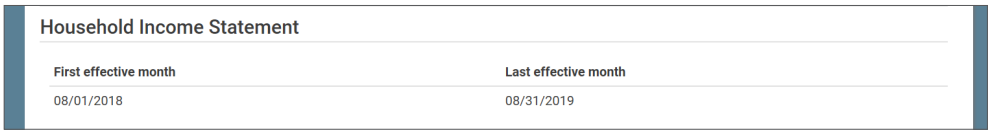


Site Manager/Directors have full access to all features, including the ability to view confidential household income eligibility status information.

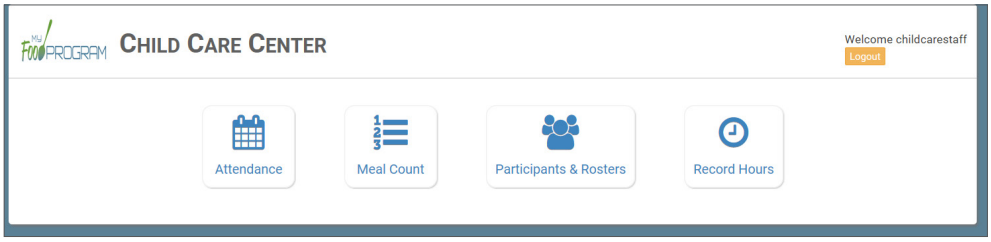
The dashboard for a Kitchen Staff looks like this:



While kitchen staff have access to the “Participants & Rosters” button, they do not have the ability to view confidential household income eligibility status information. They are able to see the effective dates of an income form, but not the status (A-Free/B-Reduced/C-Paid). They are also not able to add an income form. This is what their Household Income view looks like:



The dashboard for a Staff looks like this:



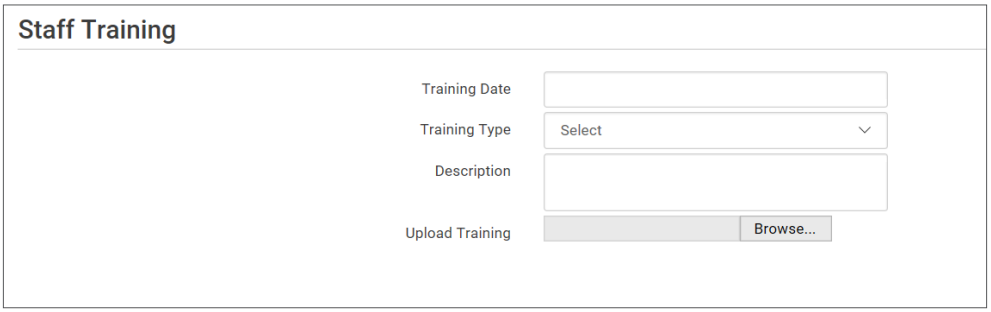
As with kitchen staff users, staff cannot see confidential household income eligibility status information. Refer to the permissions matrix for a detailed list of the functionality for each user type.

Staff: Adding Staff: Tracking Staff Training

Annual staff training on Civil Rights and Food Program duties and responsibilities are a required part of participation in the CACFP. 7 CFR 226.16 states "At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program's meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system."

To track documentation of staff training:

- Click on "Staff" on the main dashboard.
- Click on the name of the staff person who participated in training.
- Scroll to the bottom and click the blue "Add" button in the Training section.
- Enter the fields as follows:
    - **Training Date (required)**: use the date picker or type in the date on which the training occurred.
    - **Training Type (required)**: select Civil Rights Training or Other.
    - Description (optional): for your recordkeeping.
    - Upload Training: you may wish to upload a copy of the training agenda, training materials and/or a signed training roster.
- Click "Save".

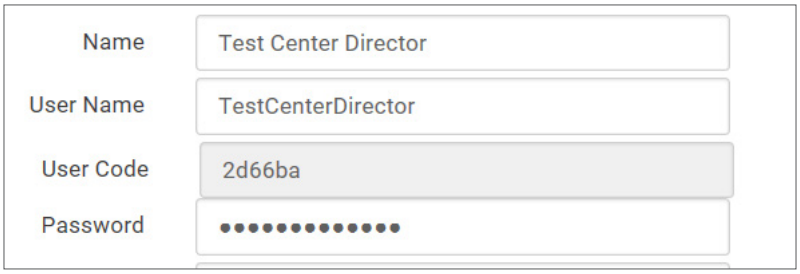


Staff:
Add Existing Staff Members to a Site

One staff person can be assigned to more than one site. The most common scenario for this configuration is a caterer that provides meals for multiple sites and needs access to My Food Program in order to complete food production records.

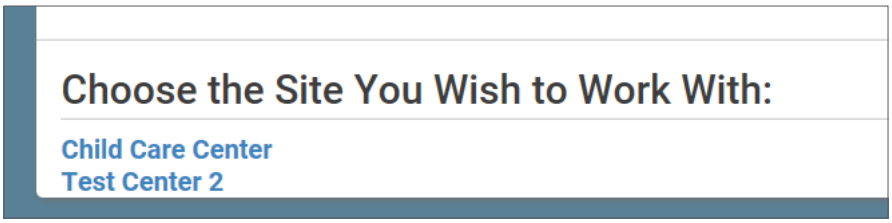
To add an existing staff member to a new site:

- On the site on which the staff person already has a username, click on “Staff” on the main dashboard
- Click on the name of the staff person and copy their username and user code.



- On the site that you want to add the user to, click on “Staff” on the main dashboard
- Click the blue “Add Existing User” button on the upper-left corner
- Type their username and user code and indicate the permission level
- Click “Save”.

Now when that staff person logs into My Food Program, the system will prompt them to select the site that they want to access:



Site Details

Site Details: Site Configuration

To create a new site within your sponsorship:

- Click “Sites” on the main sponsor dashboard.
- Click the blue “Add” button in the upper-left corner. (You can also upload sites in bulk, see separate instructions).
- Complete the fields as follows:

REQUIRED	FIELD	DESCRIPTION
✓	**Name**	enter the name of the site that you want to appear on your site list and all reports.
✓	**Type**	select the type of program (adult care, child care, afterschool program, emergency shelter). **Note:** only the types of programs that you sponsor are included as options.
✓	**Legal Name**	
	Pre-Qualifying Month	if the site is a for-profit organization, you can track the month used to demonstrate that at least 25% of the participants in attendance in the month were from low-income households (as demonstrated by household income statements or beneficiaries of assistance programs).
	Intended Start Date	for your recordkeeping.
	Actual Start Date	for your recordkeeping.
	End Date	for your recordkeeping.
✓	**Profit Status**	indicate if the site is for-profit or non-profit.
✓	**Site Identification Number**	you may use any string of letters, numbers and symbols that you wish for the site identification number. For many sponsors, the site identification number is assigned by their state agency.
	Tax Identification Number	for your recordkeeping for the distribution of tax documents
	Food Contracting Entity	if your state agency assigns an ID to vended meal contractors, you can enter that here and it will appear on food production record reports.
✓	**Status**	a status of “active” will allow users to login. A status of “inactive” will prevent any users from logging in.
✓	**Address, City, State, Zip**	
	Email Address	
	Phone	
✓	**Daily Attendance Method**	select “Present” or “In/Out”. See topics “Taking Attendance Using Present Option” and “Taking Attendance Using In/Out Option” in the Attendance section for further information on how these options will impact attendance entry.
✓	**Meal Count Time Frame**	select “Point of Service” or “Day”. If “Point of Service” is selected, then meal counts can only be entered during the meal time frame by staff. If “Day” is selected, then meal counts can be entered any time during the day. Meal counts can never be entered before a meal has started, regardless of the choice of meal count time frame.

REQUIRED	FIELD	DESCRIPTION
	Restrict All Site Staff Meal Count Times (defaults to unchecked)	this requires even Site Director/Managers to enter meal counts within the specified time frame. If you have this box checked, then Site Director/Managers cannot go back and correct meal counts from prior days or times.
✓	**Time Zone**	ensure that you select the correct time zone for the site as meal times are locked in accordance with the time zone adjustments.
✓	**Meal Count Method**	select "Headcount" or "Roster". See topics "Taking Meal Counts by Name" and "Taking Headcount Meal Counts" in the Meal Counts section for further information on how these options will impact meal count entry.
	Shifts are an option for Meal Times (defaults to unchecked)	this allows users to record participants in shifts for meals. See separate instructions for details.
	Hide option for staff to take attendance (defaults to unchecked)	if this button is checked, staff can only take meal counts and not attendance. See separate instructions for details.
	Paper Attendance and Meal Counts are Master (defaults to unchecked)	if this button is checked, the dashboard buttons "Attendance" and "Meal Counts" collapse into one and it allows the entry of meal counts in bulk. See separate instructions for details.
	Ignore Meal Validation (2016 Meal Pattern; defaults to unchecked)	if this button is checked, meals are not checked for validation at all. This means that menus can be missing all together or contain non-creditable foods. Use this feature with care and it means that you are turning off all validation of creditable meals.
	Ignore Whole Grain Meal Errors (2016 Meal Pattern; defaults to unchecked)	if this box is checked, then meal validation will occur with the exception of the requirement for one whole grain-rich food per day. **Note:** this feature will be removed after September 30, 2018, which marks the end of the grace period for the implementation of the new meal pattern requirements.
	Site is Self-Sponsored (defaults to unchecked)	use this box if you are a single-site sponsor. See separate instructions for details.
	Invoicing Feature (defaults to unchecked)	checking this box turns on the ability for a site to generate invoices for children based on their number of hours or days in care and the daily rates. See separate instructions for details.
	Hide Submit to Sponsor Button (defaults to unchecked)	some sponsors find that sites prematurely and accidently click the "Submit to Sponsor" button, which then locks them out of entering meal counts or menus. If you would like to hide the "Submit to Sponsor" button until a calendar month is complete (and therefore prevent this mistake from happening), then select this feature. The downside of this feature is that sites may wish to submit their meal counts to their sponsor prior to the completion of a calendar month (for example, the final day of a calendar month lands on a weekend).
	Attendance Records Kept Outside of My Food Program (defaults to unchecked)	if this box is checked, then all participants appear on meal count rosters and meal counts are used to generate attendance. See separate instructions for details.

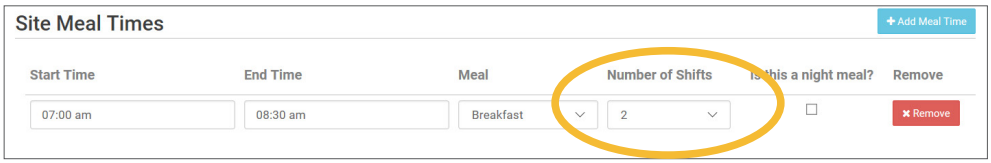
REQUIRED	FIELD	DESCRIPTION
	Allow Staff to Add Participants on Mobile	this box is checked by default. Uncheck the box if you'd like staff to be restricted from adding participants using the mobile app.
	Space/Time Percentage	entering a number in this field will mean that only a percentage of your expenses will be included in expense reports. See separate instructions for details.
✓	**Licensing Age Range Errors**	if you want My Food Program to validate that meal counts do not exceed licensed capacity, then you should select "Error". If you have an alternate method of ensuring that meal counts do not exceed licensed capacity, then select "Ignore".
✓	**Enrollment Form Errors**	if you want My Food Program to disallow meals if a child is missing an enrollment form, then you should select "Error". If your state agency doesn't require enrollment forms or you have another way of tracking required CACFP enrollment information, then select "Ignore". If you set Enrollment Form Errors to "Ignore" the dashboard button for missing enrollment forms turns grey.
✓	**Missing Infant Menu Errors**	if you want infant meals disallowed if no infant menus are entered, select "Error". If you have an alternate way of tracking infant menus or are not required to keep infant menus, then select "Ignore".
	Logo	you can upload a logo in this spot. Typically, sponsors upload their own logo here to promote their sponsorship. If no logo is uploaded, then a blank box will appear in the upper-left corner of the site dashboard. The optimal size for a logo is 110x65 pixels. Allowed file types are .jpg and .png.
	Mobile Logo	you can upload a logo in this spot and it will be displayed if someone uses the My Food Program web app using a mobile browser.
	Site Hours (optional, but if you do not complete them, you cannot add meal times or take meal counts)	enter the times and days that the site is open using the blue "Add Hours" button on the right. If the site has different operating hours on different days of the week, you can indicate that by adding a second set of hours.
	Site Meal Times (optional, but if you do not complete them, you cannot enter menus or take meal counts)	enter the times that the site serves each meal. The amount of time that a meal lasts is not restricted, other than by the times that the site is open. However, meal times cannot overlap.
	Site USDA Dates	indicate the date that the new meal pattern was implemented at the site. Defaults to 10/1/2017.
	Site License	if you would like to use My Food Program to validate that meal counts do not exceed licensed capacity, then you should enter licensing information here. See separate instructions for details.
	Principals	use this section to track the key staff at each site, their role in the organization and the completion of their required training. See separate instructions for details.

Site Details: Meal Shifts

Some sites choose to serve meals in shifts. For example, school-age children arrive for breakfast then leave for school. Then the preschool children arrive and also are served breakfast. If you added the school-agers and the preschoolers together, it would appear that the meal counts for breakfast exceed the licensed capacity. Meal shifts allow sites to properly document meal counts and also verify that licensed capacity was not exceeded at any one time.

To assign shifts to a meal:

- Click on “Site Details” on the main site dashboard.
- Click the checkbox next to “Shifts are an option for Meal Times”. Once this box is checked, an additional column appears in Site Meal Times called “Number of Shifts”.



- Select the number of shifts for each meal. The minimum is 1 and the maximum is 3.
- Once a meal has been assigned as having more than 1 shift, the meal count screen changes. Each participant checked in for a meal must be assigned to a shift.

Name	Shift	Ate
Jane Doe	1	☐
Jane Doe	2	☐
Roger Jones	1	☐
Roger Jones	2	☐

- During meal validation, My Food Program will check that the total number of participants checked in for each shift does not exceed the licensed capacity.

Site Details:
Attendance Records Kept Outside of My Food Program

We have two options for the relationship between meal counts and attendance:

1. **Meal counts are used to generate attendance records.** The attendance records can still be manipulated separately, which satisfies the requirement about separate meal count and attendance records. For example, participants can be marked in for attendance without being entered in for meal and meal counts will not always equal attendance.

2. **Attendance entry is required prior to the entry of meal counts.** With this configuration, ONLY the children marked in for attendance will appear on a meal count screen (it "filters" the children and only shows those that are checked-in and hides children that are not).For those sponsors that struggle with sites checking in the wrong participants for meals or have lengthy rosters, this could be a great option. However, be sure to train your sites carefully as they may be tempted to create a duplicate participant if they forget to mark a participant in for attendance and therefore don't see them on the meal count list.

Note: USDA memo CACFP10-2018 specified that sponsors using electronic systems can forgo the five-day reconciliation. However, meal counts cannot be used to generate attendance records for the purposes of the 5-day reconciliation. Check with your state agency before skipping the five-day reconciliation.

To change the relationship between meal counts and attendance:

- Click on "Site Details" on the main dashboard.
- Change the checkbox "Attendance records kept outside of My Food Program".

☐ **If the box is UNCHECKED**

then only children marked as "in attendance" will appear on the meal count screen.

☑ **If the box is CHECKED**

then all active participants show up on the meal count screen and checking in a child for a meal will automatically check them in for attendance.

- Click "Save".

Site Details:
Paper Attendance and Meal Counts are Master

My Food Program was designed to be used completely electronically. However, if a site needs to use paper records as a transition to electronic recordkeeping, we are able to accommodate that. Note that we DO NOT have the option to scan in paper records. All attendance and meal counts entered on paper must be manually entered electronically.

To designate a site as using paper recordkeeping:

- Click on “Site Details” from the main dashboard.
- Check the box “Paper attendance and meal counts are master”.
- Click “Save”.

You will now note that the main dashboard collapses the icons for “Attendance” and “Meal Counts” into one:

Refer to the separate instructions for entering attendance and meal counts using this paper method.

Site Details:
After School Program (ARAM)

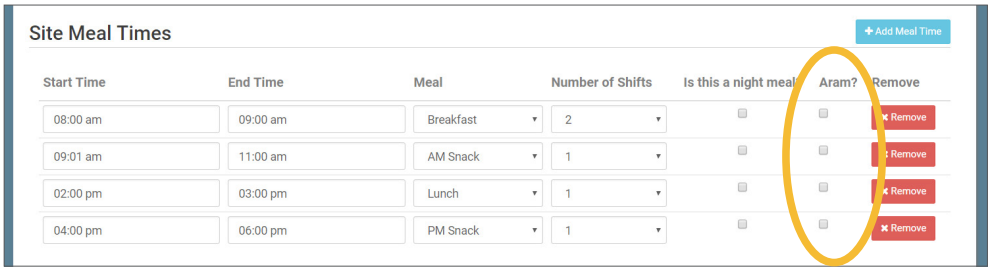
The checkbox on the Site Details Page “After School Program (ARAM)” is used by traditional child care centers that are also participating in the At-Risk Afterschool Meals Program. Centers that participant in both programs need to keep separate records, which can be accomplished in My Food Program. Note: for traditional child care centers to participate in ARAMS, meal counts must be taken by name. Headcount meal counts cannot be used with this configuration.

In order to check in a child for an ARAM meal, all of these conditions must be true:

1. The site is indicated as eligible for ARAM in Site Details.
2. The meal is designated as eligible for ARAM in Site Details.
3. The child is designated as enrolled in ARAM on their participant page.

To designate a site and meal as eligible for ARAM:

- Click on “Site Details” on the main dashboard.
- Check the box that says “After School Program (ARAM)”. When that box is checked, a column of checkboxes appear next to the meal types.
- Check the boxes next to the meals for which this site is eligible to claim as ARAM.
- Click “Save”.



Remember that you must also mark each child as eligible to participate in ARAM in order to take ARAM meal counts and create an ARAM claim.

Site Details: Invoicing Feature

My Food Program has the ability for sites to track invoices sent to parent/guardians and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

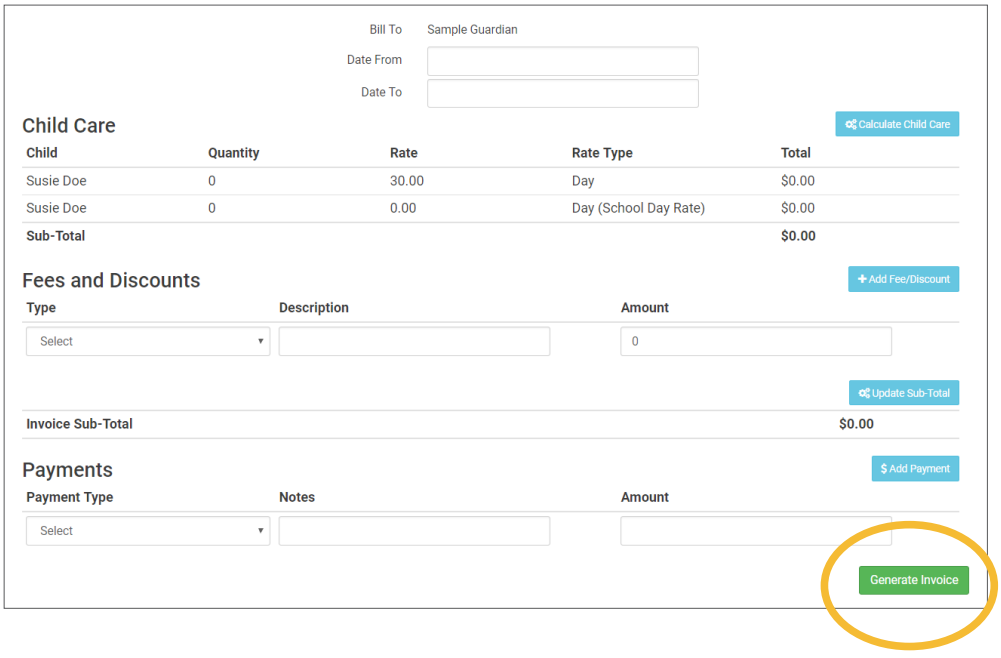
To turn on the invoicing feature:

- Click on Site Details on the main dashboard.
- Check the box that says “Invoicing Feature”.
- Click “Save”.

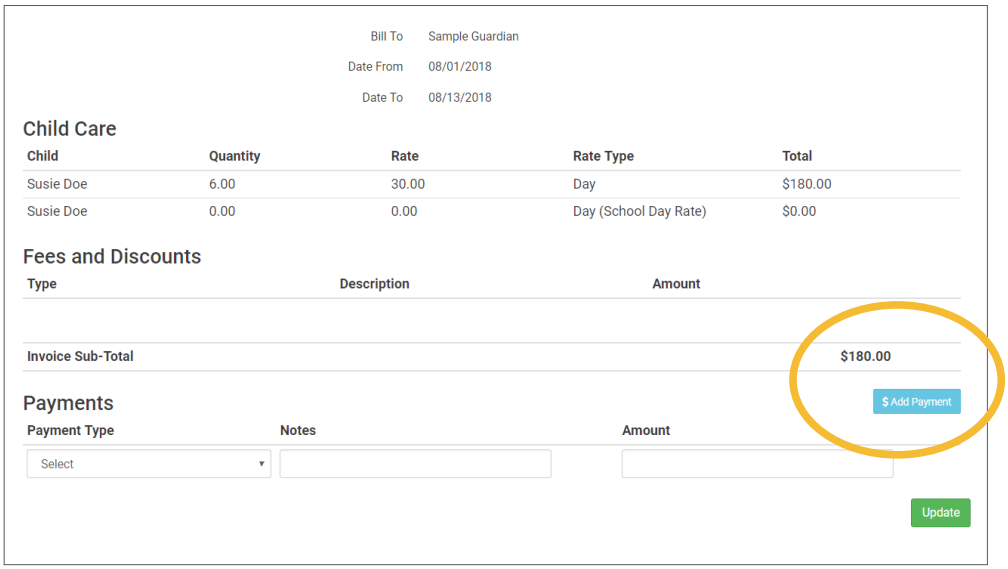
The following features are now made visible:

1. Ability to add a child care fee schedule to each child.

2. Ability to create invoices to parent/guardians based on actual attendance recorded in My Food Program for the specified date range.



3. Ability to record payment(s) against the outstanding invoices.



See separate instructions for the details on how to utilize the invoice feature.

Site Details: Site Licensing

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

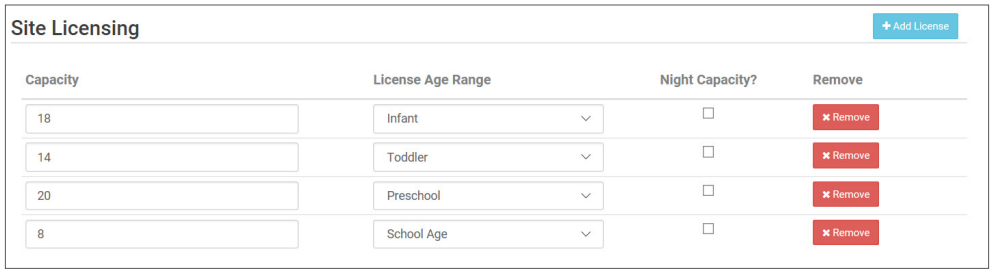
To configure this setting, use the "Licensing Age Range Errors" option in Site Details:

- 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".



Special case: Combination License

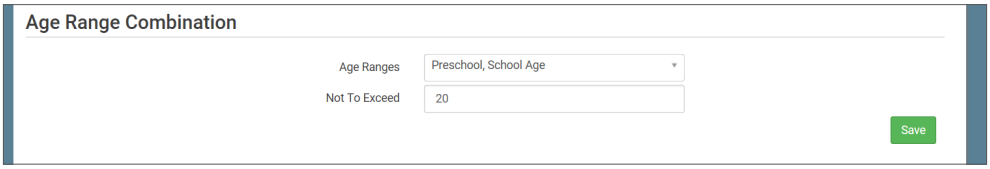
In some states, there are additional restrictions on licenses. For example, the facility license may say::

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

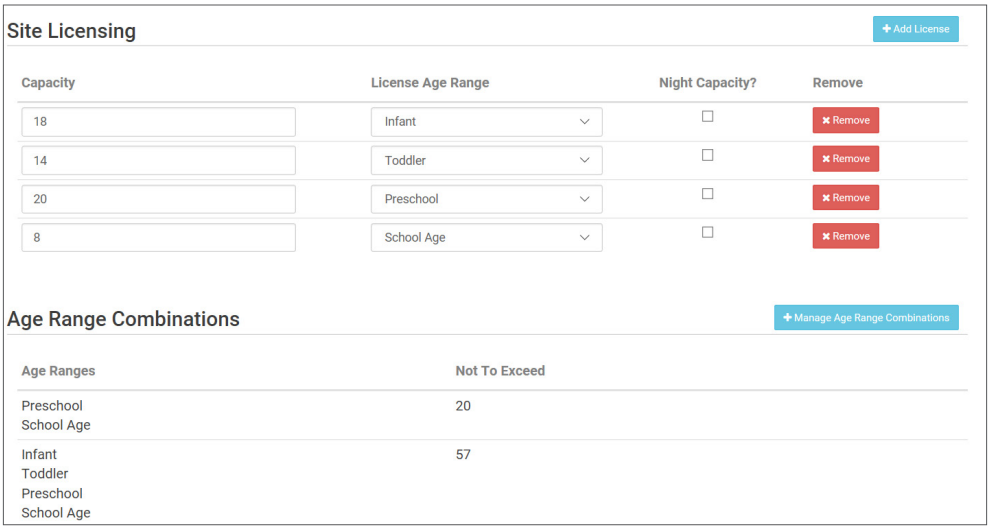
In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

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.



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

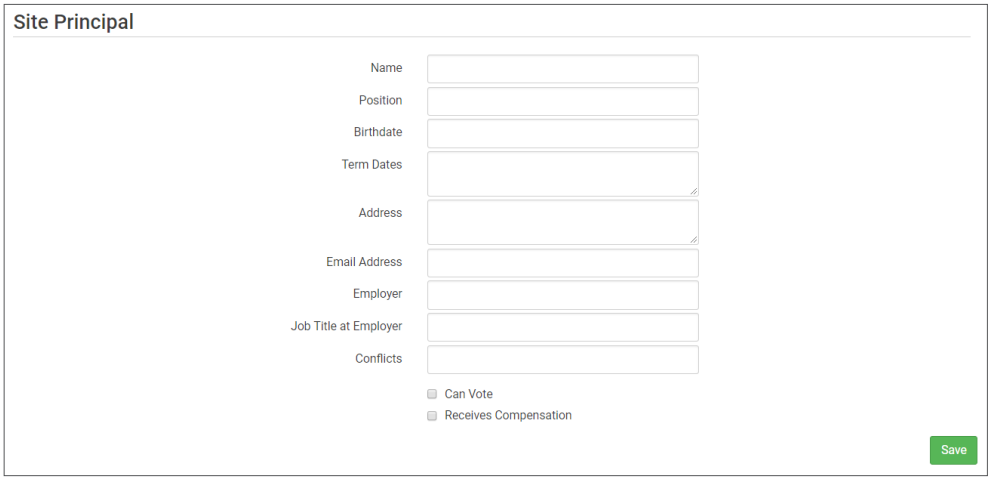


Site Details: Site Principals

Sites are required to identify the key staff that are responsible for the implementation of the CACFP and provide identifying information to the sponsor in order to ensure that no key staff person is on the National Disqualified List. Entering the site principals here is for one-time recording purposes. If you wish to track their participation in annual training separately, then they should be added as Site Staff members.

To enter Principals (key staff) for a site:

- Click on "Site Details' from the main dashboard.
- Scroll down to "Principals" and click the blue "Add Principals" button.
- Enter the fields:
    - **Name (required)**: include the name as it appears on official documents.
    - **Position (required)**: job title or position on the Board of Directors (for non-profit).
    - **Birthdate** (required)
    - Term Dates (optional): for members of the Board of Directors.
    - **Address** (required): assists with identification.
    - **Email Address** (required)
    - Employer (optional): if Board Member.
    - Job Title at Employer (optional)
    - Conflicts (optional): record conflicts of interest.
    - Checkboxes for "Can Vote" and "Receives Compensation" (optional)
- Click "Save".



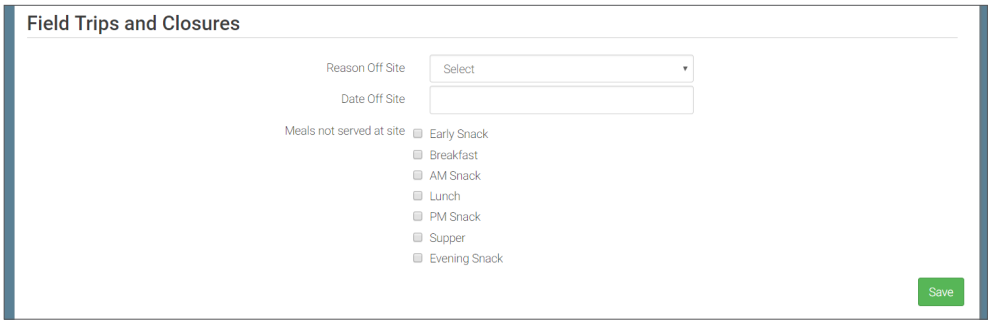
Closure/Field Trip

Closure/Field Trip:
Adding and Viewing a Closure/Field Trip

The "Closure/Field Trip" section of My Food Program is intended for sites to provide prior notification to their sponsor of a site closure or a time when the children will be away from the site at meal time. This is so that a sponsor does not attempt to conduct a review visit on a day when a meal cannot be observed.

To add a new closure/field trip:

- Click on "Closure/Field Trip" on the main dashboard.
- Click the blue "Add" button in the upper-right corner.
- Complete the fields:
  - **Reason (required)**
  - **Date (required)**
  - **Meals not served at site (must select at least one)**
- Click "Save".



Closures/Field Trips can be logged by either the sponsor or the site to indicate the dates when meals will not be served on-site and a review visit should not be conducted.

To view closures/field trips:

- Click on "Closure/Field Trip" on the main dashboard.
- Upcoming closures and fields trips will be displayed on the screen.
- To view past closures and field trips logged, check the box "Include Closures/Field Trips Before Today".

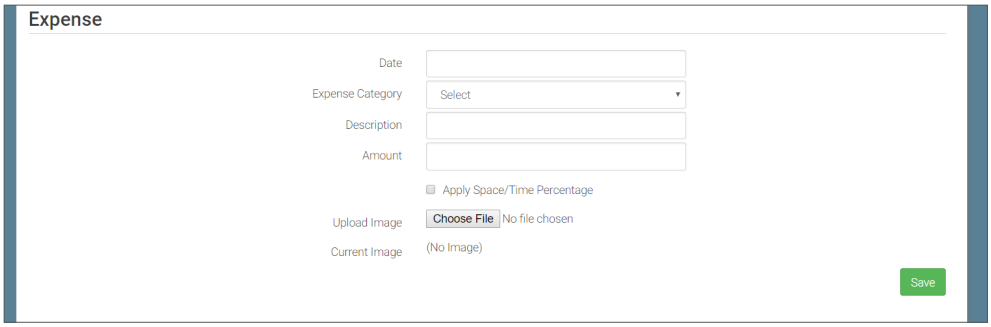
Expenses

Expenses:
Tracking Expenses

The “Expenses” feature of My Food Program is intended for sites to upload receipts and invoices to document a nonprofit meal service.

To add a new expense:

- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
    - **Date (required)**: the date the expense was incurred
    - **Expense Category (required)**: the most common category used is Food (Actual Receipts)
    - **Description (required)**: typically used to record the store at which the item was purchased and a summary of the expense. For example “Sam’s Club - paper goods”
    - **Amount (required)**
    - Apply Space/Time Percentage: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
        - Enter “50” as the space/time percentage in Site Details.
        - Enter the total amount spent on paper goods in the “Amount” field.
        - Check the box for “Apply Space/Time Percentage”.
    - Upload Image (optional, but recommended): upload a photograph or scan of the receipt.
- Click “Save” and the expense is now viewable and will be included in expense reports.



To delete an expense:

- Click on “Expenses” on the main dashboard.
- Click on the red “Delete”button next to the expense you wish to remove. **Note:** this action is permanent and also deletes any files uploaded to the expense. Use this feature with care.

Review Disallowed Meals

Review Disallowed Meals:
Claims Step 1: Meal Validation by Site

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

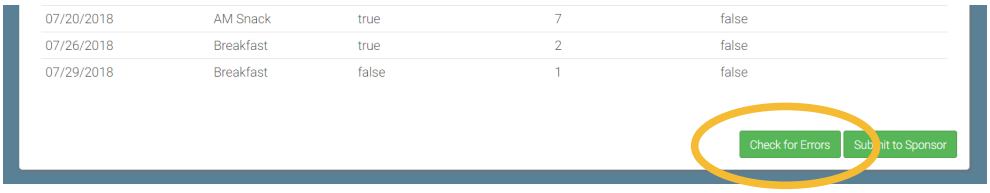
The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

To complete the first step in the claims creation process, meal validation ("check for errors"):

- Click on "Submit to Sponsor" on the main dashboard.
- Select the Month/Year from the upper-right drop-down menu.
- A list of meals that have not been validated appears on the screen with the following columns:
    - Date
    - Meal
    - Menu Entered: this will display "true" if a menu has been entered and "false" if a menu is missing. Depending on your site configuration, this might stop your claim from proceeding. Check site configuration for details.
    - Meal Count: the total number of children checked in for the meal across all rosters.
    - Food Production: this will display "true" if a food production record has been entered and "false" if there is no food production record. This is for information only, your claim will proceed without a food production record entered.

- Scroll to the bottom of the page and click "Check for Errors".



- The system will now run the meals through validation. This may take several minutes. You do not need to remain on this page for the meal validation process to continue. Depending on how you have the site configured, My Food Program will be checking that:
    - Meals were entered only for dates and times that the facility was open.
    - Licensed capacity was not exceeded.
    - Meal counts did not exceed attendance.
    - Menus meet meal pattern requirements.
    - All children were within the licensing age ranges of the facility.
    - Enrollment forms are current for all participants checked in for meals.
    - Infant menus were entered.
- Once the meal validation is complete, the list of meals will disappear and any errors generated will be displayed below. If there are no errors, the “Meal Errors” section will be blank. See separate instruction for details on how the site should review these errors prior to submitting their meal counts to their sponsor.

Review Disallowed Meals:
Claims Step 2: Review of Errors by Site

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once step 1 is completed, a list of errors will appear on the screen. There are 18 possible errors that can be generated during meal validation. **Sites must not resolve errors unless they are genuine, have documentation and a logical explanation. If errors are true violations of CACFP rules and not incorrect input, the corresponding meals will be disallowed in the claims creation process.**

Instructions for sites to resolve genuine errors is contained in the site-level guide for managers/directors.

Review Disallowed Meals:
Claims Step 3: Submit to Sponsor by Site

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

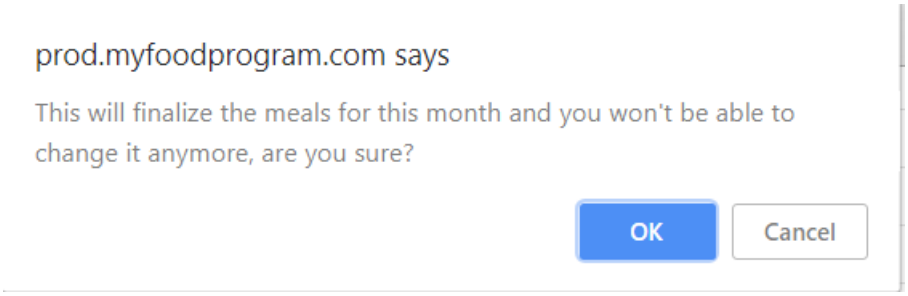
The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once meals have been validated by the site and any errors have been resolved, the site needs to complete step 3 to alert the sponsor that they are finished with their claim for reimbursement.

To submit a claim to a sponsor:

- Click on "Review Disallowed Meals" (logged in as sponsor) or "Submit to Sponsor" (logged in as site).
- Click on the green "Submit to Sponsor" button.
- A warning message will appear. Click "OK" to proceed.



- The system will not run through the validation process. Depending on the size of the site and the way the Site Details are configured, this may take several minutes.
- When claim submission is complete, the "Submit to Sponsor" button disappears. In addition, the site can no longer change menus or alter meal count or attendance records.

Process Claim

Process Claim: Claims Step 4: Review of Errors and Meal Disallowances by Sponsor

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once a site has indicated that they have completed the review of their meal counts and attendance for the month, the next step is for the sponsor to complete a second review and also disallow any meals. Any errors that have been identified by My Food Program are listed on the "Review Disallowed Meals" screen. Below is a list of all potential errors and the method used to resolve the errors if it is possible. You may be asking the site for additional documentation in order to clear errors. **Sponsors must not resolve errors unless they are genuine, have documentation and a logical explanation. If errors are true violations of CACFP rules and not incorrect input, the corresponding meals will be disallowed in the claims creation process.**

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
1	Meals claimed for children who are not enrolled in the program.	Site Details are configured to "Error" for Enrollment Form Errors AND child does not have an enrollment form entered into My Food Program.	Disallowed Meals Report will list the names of the children with missing enrollment forms. Also: the Missing Forms Report will show any missing or expired forms and can be run at any time.	Add an enrollment form for each child that is missing one. If no enrollment form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to "Ignore".
2	Meals claimed for children who have expired enrollments in the program.	Site Details are configured to "Error" for Enrollment Form Errors AND child has an expired enrollment form.	Disallowed Meals Report will list the names of the children with expired enrollment forms.	Update enrollment form dates for each child with an expired form. If no form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to "Ignore".

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
3	Meals/snacks claimed in excess of the approved total license capacity.	Site Details are configured to "Error" for Licensing Age Range Errors AND a meal or snack has more children checked in than is allowed by the total licensed capacity.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the total licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met:Change Site Details configuration to "Ignore" Licensing Age Range Errors.
4	Meals/snacks claimed outside of the operating days.	A meal count is entered for a meal or snack that is not on a day that the facility is open. **NOTE:** this can only occur if site days of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating days.	Verify the days and meals that the facility is open under "Site Details". Remove or disallow the meal/snack counts for the days that are outside of operating days.
5	Meals/snacks claimed outside of the operating hours.	A meal count is entered for a meal or snack that is during a time that the facility is not open. NOTE: this can only occur if site times of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating times.	Verify the times and meals that the facility is open. If accurate, meals must remain disallowed. Remove or disallow the meal/snack counts that are outside of operating hours.
6	Meals served to children over age 13* *This error only applies to child care facilities.	A child is checked in for a meal and their birthdate makes them 13 years or older.	Disallowed Meals Report will list the children that are 13 years or older.	Verify the birthdate of the child is correct. If they are over 13, meals must remain disallowed.
7	Meals/snacks claimed in excess of the approved age range license capacity.	Site Details are configured to "Error" for Licensing Age Range Errors AND a meal or snack has more children checked in in a specific age range than is allowed by licensing.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the age range licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met:Change Site Details configuration to "Ignore" Licensing Age Range Errors.

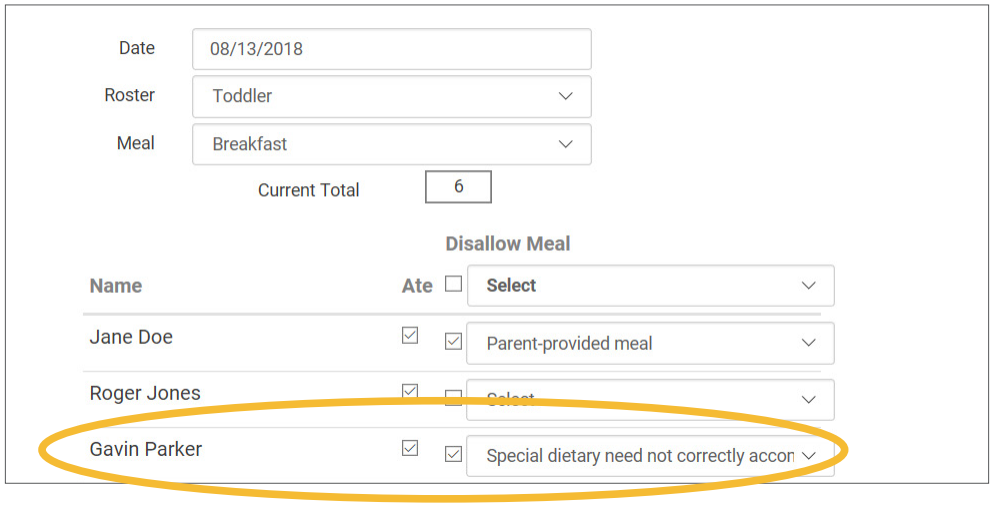
#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
8	Meals which do not meet the USDA meal pattern requirements.	Site Details are configured to validate menus AND a meal or snack does not meet the meal pattern requirements.	Disallowed Meals Report will list the meal(s) or snack(s) that are not creditable.	Verify that the meal or snack menu to accurate as to what components were served. If so, meals must remain disallowed. If you are using another system to track menus: Change Site Details configuration to “Ignore meal validation”.
9	Meals claimed that differ from those recorded by the field monitor at the time of the visit.	A meal recorded by a site differs from the meal recorded by a monitor.	Disallowed Meals Report will list the meal or snack that is a mis-match. Visits will have details about the menu recorded by the monitor while the Menus section will have the menu recorded by the site.	Revise the site menu to match that recorded by the field monitor. This is most likely related to specific callouts on units or product numbers. Ex: Blueberries, fresh, lbs VS Blueberries, cups.
10	Meals for which there are no menus.	Site Details are configured to enforce meal validation AND a meal count has been entered for a meal or snack and no menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) without menus.	Delete or disallow the meal counts. Add a creditable menu that matches what was actually served. If you are using another system to track menus: Change Site Details configuration to “Ignore meal validation”.
11	Meal total count greater than number of participants.	The number of children checked in for a meal is greater than the number of children checked in for attendance.	Disallowed Meals Report will list the meal(s) and snack(s) with meal counts greater than attendance.	Verify which count matches reality: the attendance or the meal count (requires another system such as a parent check-in at the door). Delete or disallow meal counts for children recorded in error, revise attendance if it can be proved.
12	Meal count is zero for head count based site.	A menu is entered but no children were marked in for the meal.	Disallowed Meals Report will list the meal(s) and snack(s) without a count entered.	Enter meal counts if they were recorded on a backup (ex: paper or other system), otherwise they must remain disallowed.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
13	No age range configured for participant on meal.	A child with a birthdate of an infant was checked in for a meal and then the birthdate was changed to be a non-infant.	Disallowed Meals Report will list the children with the birthdate that was changed.	Ensure the child's birthdate is correct, then remove their meal attendances and re-enter them with the correct birthdate.
14	Meals for which there is no infant menu.	Site Details are configured to Error for "Missing Infant Menu Errors" and an infant was checked in for a meal and no infant menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) that are missing an infant menu.	Enter an infant menu that matches what was actually served. Remove or disallow the infant meal counts. If you use another system to track infant menus: Change Site Details configuration to Ignore "Missing Infant Menu Errors".
15	No licensing age range for participant.	A child was checked in for a meal and their birthdate is outside the age ranges set in Site Details under Licensing.	Disallowed Meals Report will list the child that is outside the age range of the facility license.	Verify that the correct the birthdate of the child was input. Verify that the school attendance flag is correct. The "attends or is enrolled in school" check box determines which age range they are counted against. If you have another system to track licensing: Change Site Details configuration to Ignore "Licensing Age Range Errors".
16	Meal does not meet 2016 meal pattern (Juice).	Site Details are configured to validate menus and juice was included on the menu twice in one day.	Disallowed Meals Report will list the date on which juice was on the menu twice.	Verify that the menu matches what was served. If so, meals must remain disallowed.
17	Meal does not meet 2016 meal pattern (Proteins).	Site Details are configured to validate menus and meat/meat alternate was served instead of grain more than three times in a week.	Disallowed Meals Report will list the dates on which meat/meat alternate was substituted for grain.	Verify that the menu matches what was served, that ONLY a protein was served at breakfast more than three times in a week. If so, meals must remain disallowed.
18	No whole grain-rich food served on this date.	Site Details are configured to validate menus and no whole grain-rich foods were included on the menu.	Disallowed Meals Report will list the dates on which a whole grain-rich food was missing.	Verify that there wasn't an input error where an enriched food was input instead of a whole grain-rich. If not, meals must remain disallowed.

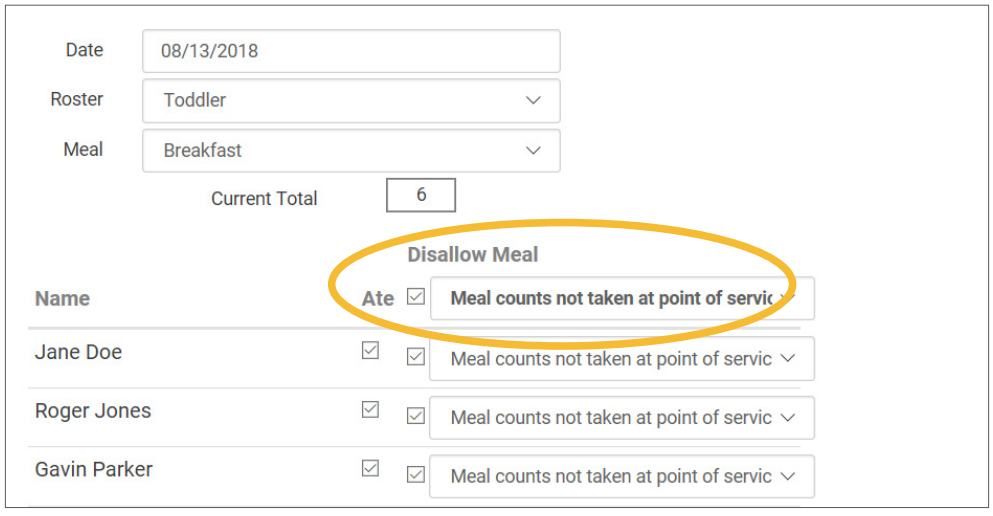
There are also instances in which a sponsor will need to disallow meals, even though they pass the My Food Program meal validation process.

To disallow meals:

- Click on "Meal Count" on the main dashboard.
- Select the date, meal and roster.
- Disallow meals as follows:
    - If you are disallowing only some of the meals (for example, at a review visit it was observed that a child brought a meal from home and should not have been included in the meal count) , or the meals are being disallowed for different reasons, then check the boxes next to the child's name and select the reason.



    - If you are disallowing all the meals for that date, meal and roster, then select the upper-most "Disallow Meal" box and select the reason. This will then select all the children's names and apply the reason to all of them.



    - Click "Save" and these meals will now be disallowed and appear on the Disallowed Meals Report with the special designator "Disallowed by Sponsor".

Process Claim: Claims Step 5: Processing Claims by Sponsor

NOTE: the dashboard icon “Review Disallowed Meals” is called “Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

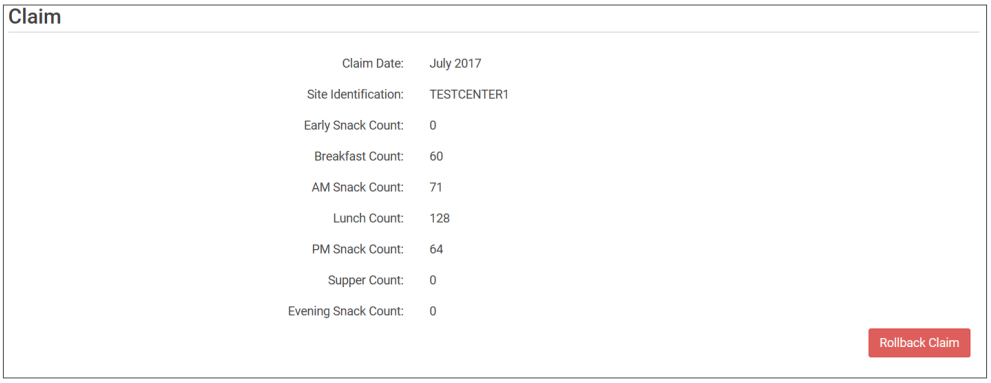
The claims process has five steps:

1. Meal validation (“check for errors”) by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Note: the instructions below are for creating a claim for an individual site. If you wish to process claims for multiple sites under the same sponsorship, this is more efficiently done using the Sponsor-level “Claims” tab. See separate instructions for details.

To create a claim:

- Click on “Process Claim” from the main dashboard.
- Select the correct month and year from the drop-down menu.
- Click “Create Claim”.
- My Food Program will now go through the meal validation process. Depending on the size and configuration of the site, this may take several minutes.
- When the claim is finished, you will be directed to the claim screen with a summary of payable meals.



- More details on a claim is available in the Report section. See separate instructions for details.

Process Claim: Rolling Back Claims

Claims can be rolled back in My Food Program, but this feature should be used with great care as no record of the claim will be retained. **If a claim has already been submitted to the state agency for reimbursement, then we strongly recommending printing or saving the following reports to substantiate the original claim prior to rolling back the claim:**

1. Meal Count by Name Report
2. Participant Report
3. Claim Summary Report

Common reasons to roll back a claim include:

- Receiving household income eligibility forms or enrollment forms for the prior month that should be included in the claim.
- Receiving additional paperwork to substantiate a claim or provide reason to disallow meals.

To roll back a claim:

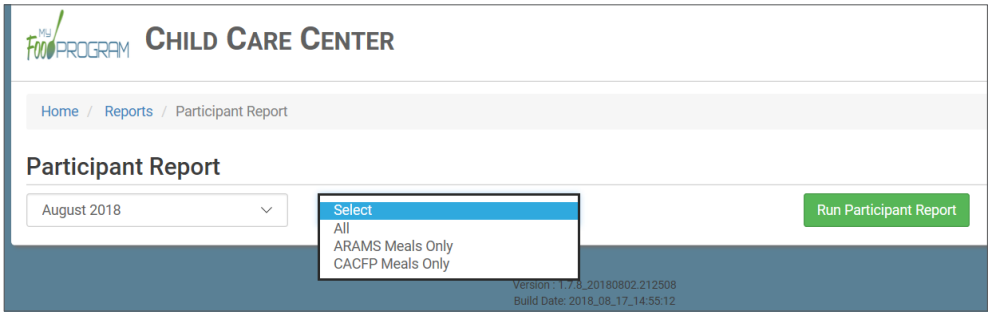
- Click on “Process Claim” on the main dashboard.
- Select the correct month/year from the drop down.
- Click on the red “Rollback Claim” button.
- Click “OK” when the system prompts you to confirm.
- The claim is now rolled back and the meals are set to new. Menus, meal counts, income forms, enrollment forms and other data can now be changed. To re-create a claim, start-over at step 1 of the claims process.

Reports

Reports: Participants: Participant Report

The Participant Report is a list of the children that attended during a calendar month and their F/R/P status. Note that a child must only be checked in for attendance to appear on this report, they do not necessarily need to have eaten a meal to be included in the report.

The choices on the Participant Report include the month/year and then up to three additional options:



- "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
- "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
- "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report. **In addition, the F/R/P status will appear as A-Free for ALL children regardless of the income form associated with the household.**

To run the report, make your selections for the month/year and the filter for children to include and click the green "Run Participant Report" button. A hyperlink "Download Report" will appear in the lower-left corner. Click the hyperlink to download or open the report. This is what the Participant Report looks like:

06/01/2018 - 06/30/2018

Name	Group ID	Site ID	Birth Date	F/R/P	Subsidy
Chelsea Adams	1		03/23/2014	B-Reduced	F
Bob Andersen	2		01/20/2015	C-Paid	F
Olivia Daniels	3		01/01/2014	B-Reduced	F
Roger Daniels	4		10/17/2016	B-Reduced	F
John Doe	5		07/04/2017	A-Free	T
April Garcia	6		11/09/2009	A-Free	T
Roger Jones	7		11/21/2011	A-Free	F

06/01/2018 - 06/30/2018 Total Participants 7 # A-Free 3 # B-Reduced 3 # C-Paid 1 F/R/P Ratio 85% Subsidy 28% (2/ 7) Page 1 of 1

Features of the Participant Report:

1. Children's names are listed alphabetically by last name.
2. If you have entered a Group ID or Site ID for each participant, it appears here. If no Group ID or Site ID was entered, these columns are blank.
3. Birth date is included for reference.
4. The "F/R/P" column will include the income eligibility category for any income forms that are associated with the household for that month. If no income form has been added, the child is automatically placed in the "C-Paid" category. The exception to this is a Participant Report for ARAM only. In this case, the income category for all children is "A-Free" regardless of the income form associated with the household.
5. The "Subsidy" column indicates whether the child has been marked as receiving subsidized care on their participant screen. (It is set to "T" for true if the box "Receives Subsidized Care" is checked in participant details. It is set to "F" for false if the box is unchecked). The percent of children receiving subsidized care is calculated separately from the percent of children in each income category.
6. In the footer of the report, there are several important details:
    a. Effective dates for the report.
    b. Total number of participants that were marked in attendance for the month.
    c. Number of participants in each income category.
    d. F/R/P ratio is (A+B)/(A+B+C) and then rounded DOWN.
    e. Subsidy ratio (Receiving Subsidized Care/Total Participants).

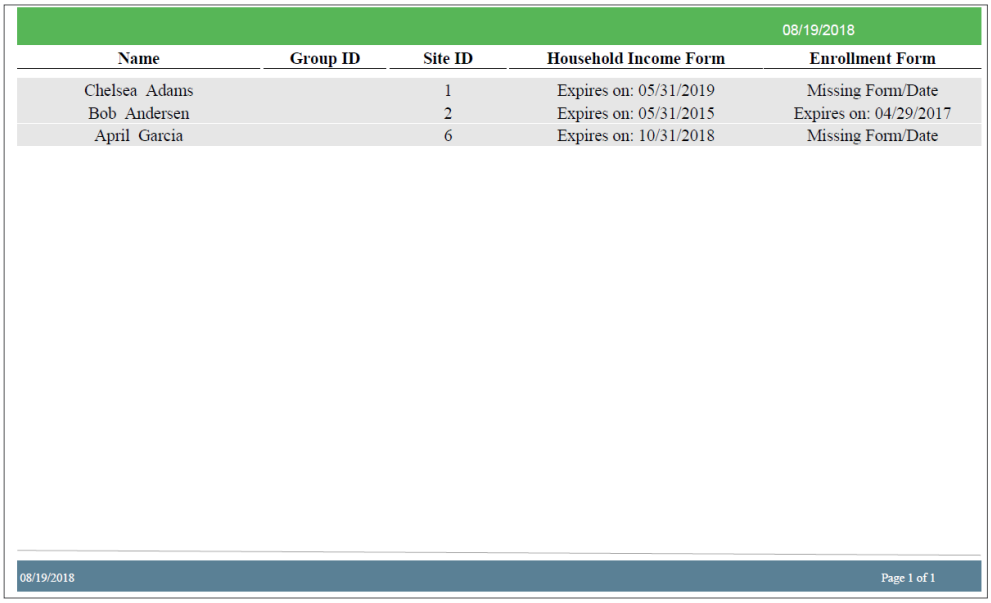
Reports: Participants: Missing Forms Report

The Missing Forms Report displays a list of participants missing Income Eligibility Forms or Enrollment Forms and those with forms that will expire within 60 days. The Missing Forms Report is a “real-time” report. It simply reports the status of income and/or enrollment forms at the current time.

The choices on the Missing Forms Report include:

- “All” which includes both income forms and enrollment forms.
- “Household Income Form” which includes income forms and excludes enrollment forms.
- “Enrollment Form” which includes enrollment forms and excludes income forms.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



08/19/2018

Name	Group ID	Site ID	Household Income Form	Enrollment Form
Chelsea Adams		1	Expires on: 05/31/2019	Missing Form/Date
Bob Andersen		2	Expires on: 05/31/2015	Expires on: 04/29/2017
April Garcia		6	Expires on: 10/31/2018	Missing Form/Date

08/19/2018 Page 1 of 1

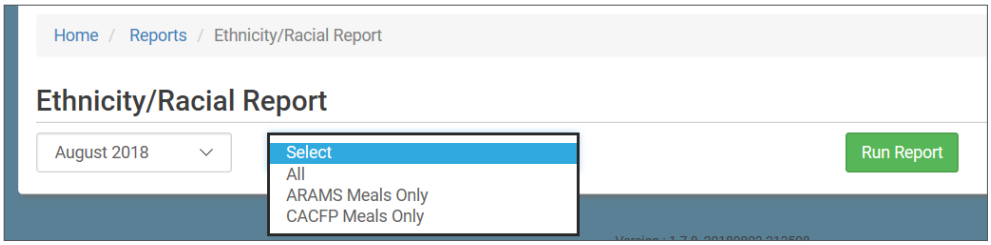
Features of the Missing Forms Report:

1. Children’s names are listed alphabetically by last name.
2. If you have entered a Group ID or Site ID for each participant, it appears here. If no Group ID or Site ID was entered, these columns are blank.
3. The expiration date or “Missing Form/Date” appear for the income and/or enrollment form column.

Reports: Participants: Ethnicity/Racial Report

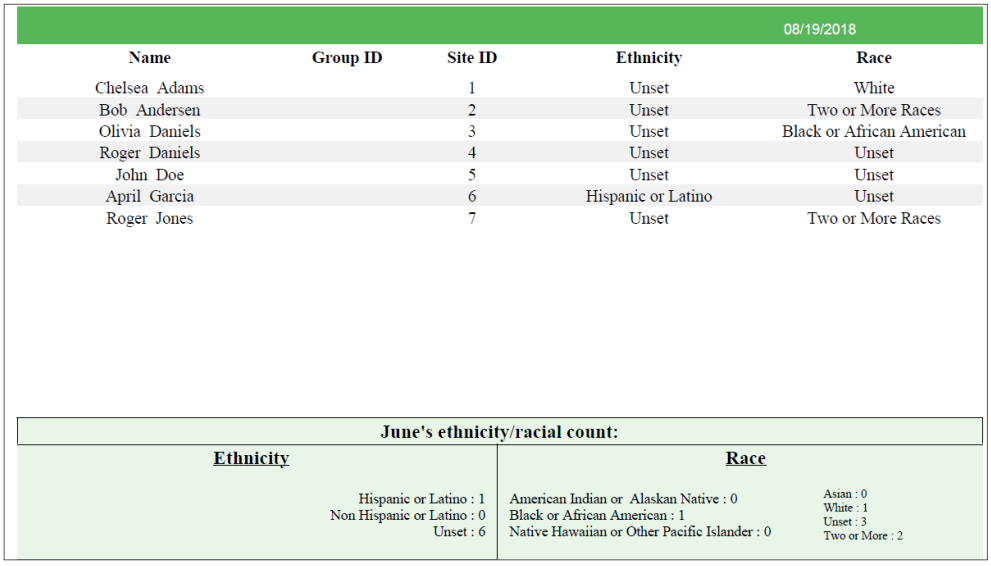
The Ethnicity/Racial Report is intended to assist sponsors with completing their required reporting on the race and ethnicity of the children served. It is a report by month of race and ethnicity information on each participant that attended that month. The Ethnicity/Racial Report is a "real-time" report. It simply reports the status of each participant's race and ethnicity category at the current time.

The choices on the Ethnicity/Racial Report include the month/year and then up to three additional options:



- "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
- "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
- "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.

To run the report, make your selections for the month/year and the filter for children to include and click the green "Run Report" button. A hyperlink "Download Report" will appear. Click the hyperlink to download or open the report. This is what the Ethnicity/Race Report looks like:



08/19/2018

Name	Group ID	Site ID	Ethnicity	Race
Chelsea Adams		1	Unset	White
Bob Andersen		2	Unset	Two or More Races
Olivia Daniels		3	Unset	Black or African American
Roger Daniels		4	Unset	Unset
John Doe		5	Unset	Unset
April Garcia		6	Hispanic or Latino	Unset
Roger Jones		7	Unset	Two or More Races

June's ethnicity/racial count:

Ethnicity		Race	
Hispanic or Latino : 1		American Indian or Alaskan Native : 0	Asian : 0
Non Hispanic or Latino : 0		Black or African American : 1	White : 1
Unset : 6		Native Hawaiian or Other Pacific Islander : 0	Unset : 3
			Two or More : 2

Reports: Participants: Ethnicity/Racial Report

Features of the Ethnicity/Racial Report:

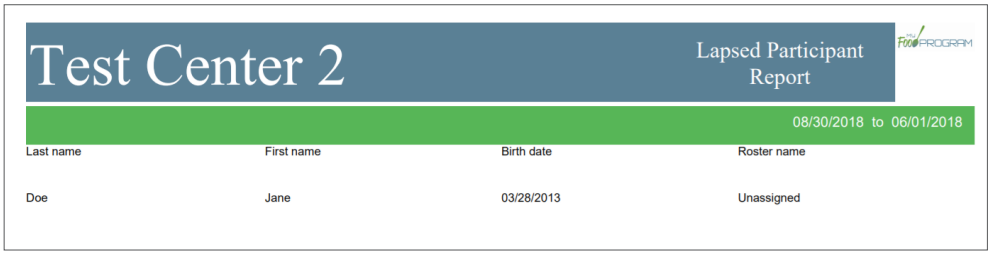
1. Children's names are listed alphabetically by last name
2. If you have entered a Group ID or Site ID for each participant, it appears here. If no Group ID or Site ID was entered, these columns are blank.
3. Ethnicity and Race columns include the selections made on the participant screen. If no race or ethnicity was set, the report says "Unset".
4. At the footer of the report is the summary information you need for reporting:
    a. Total counts for each ethnicity category.
    b. Total counts for each racial category.

Reports: Participants: Lapsed Participant Report

The Lapsed Participant Report provides a list of children who have not been checked in for attendance or meal count for at least 90 days. This will help sponsors and sites keep track of participants that should be set to “inactive”. The Lapsed Participant Report is a “real-time” report and includes all types of participants except those marked to “inactive”.

To run the report:

- Click the green “Run Report” button.
- A hyperlink will appear called “Download Report”.
- Click the hyperlink to download or view the report.


Test Center 2

Lapsed Participant Report

08/30/2018 to 06/01/2018

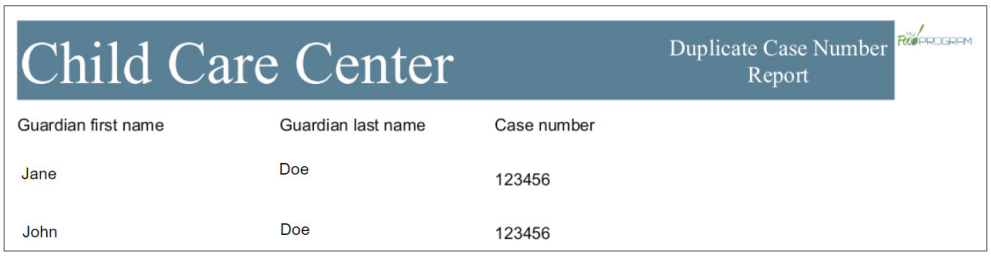
Last name	First name	Birth date	Roster name
Doe	Jane	03/28/2013	Unassigned

Reports: Participants: Duplicate Case Number Report

The Duplicate Case Number Report displays a list of households with case numbers that are the same. This is helpful if a sponsor is trying to identify duplicate households. The Duplicate Case Number Report is a “real-time” report.

To run the report:

- Click the green “Run Report” button.
- A hyperlink will appear called “Download Report”.
- Click the hyperlink to download or view the report.



Child Care Center

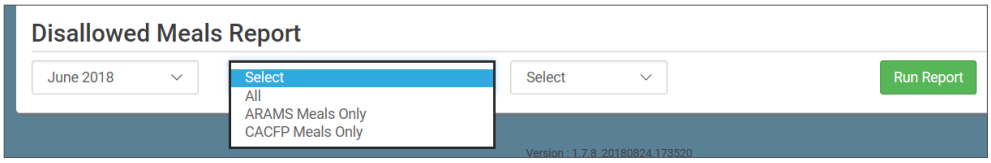
Duplicate Case Number Report

Guardian first name	Guardian last name	Case number
Jane	Doe	123456
John	Doe	123456

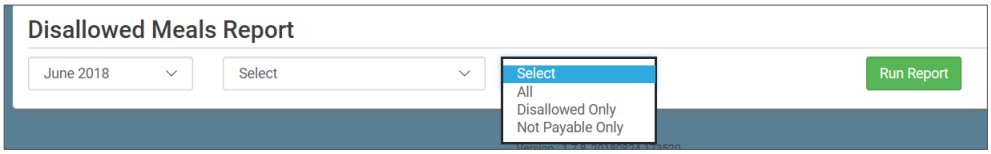
Reports: Claims: Disallowed Meals Report

The Disallowed Meals Report is a list of the meals that were not included in the claim for a calendar month. Includes the date, meal type, participant) and the reason for the disallow. **The Disallowed Meals Report changes every time you "Check for Errors".** If you are referencing this report to understand claims errors, be sure that you have clicked "Check for Errors" immediately before viewing this report.

The choices on the Disallowed Meals Report include the month/year and then the following additional options:

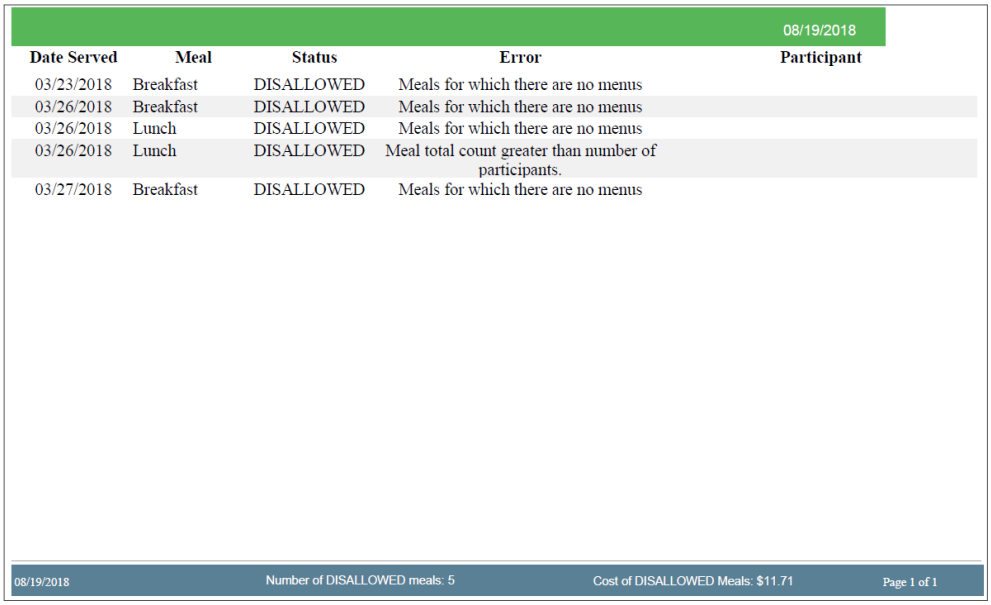


- "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
- "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
- "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



- "All" will give you a list of errors that are both "Disallowed"(there was an error or a sponsor disallow) and "Not Payable" (the number of meals/snacks that a child was checked in for exceeds the daily claim limit).
- "Disallowed Only" will give you a list of only meals excluded from a claim because of an error or sponsor disallow.
- "Not Payable" will give you a list of only meals excluded from a claim because they exceeded the daily claim limit.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



08/19/2018

Date Served	Meal	Status	Error	Participant
03/23/2018	Breakfast	DISALLOWED	Meals for which there are no menus	
03/26/2018	Breakfast	DISALLOWED	Meals for which there are no menus	
03/26/2018	Lunch	DISALLOWED	Meals for which there are no menus	
03/26/2018	Lunch	DISALLOWED	Meal total count greater than number of participants.	
03/27/2018	Breakfast	DISALLOWED	Meals for which there are no menus	

08/19/2018 Number of DISALLOWED meals: 5 Cost of DISALLOWED Meals: $11.71 Page 1 of 1

Features of the Disallowed Meals Report:

1. Date Served
2. Meal
3. Status: there are two status options. “Disallowed” means that there was an error or a sponsor disallow. “Not Payable” means that the number of meals/snacks that a child was checked in for exceeds the daily claim limit.
4. Error: this will list one of the 18 potential errors. For information on how the errors are generated, see the separate instructions.
5. Participant: if the meal is disallowed for a specific child, then their name will be listed here. For example, if a disallow is for a missing enrollment form, the child with the missing form will be listed.
6. In the footer of the report are two pieces of important information:
    a. The number of disallowed meals. **Note:** this does not include the “not payable” meals that were due to the claim limit.
    b. The cost of the disallowed meals: this can encourage the site to increase compliance with the CACFP regulations in order to maximize their reimbursement.

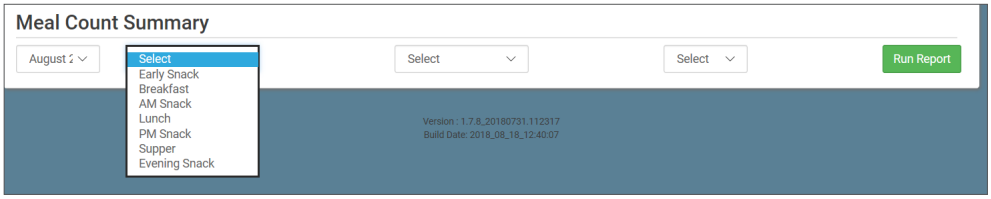
Reports: Claims: Meal Count Summary

The Meal Count Summary Report is most often used by sponsors who need to report claim information using actual meal counts by type (not a blended rate). **This report provides the number of "A-Free", "B-Reduced" and "C-Paid" meals on each date for each roster.** You can choose whether to display the raw counts, only those that were claimed or only those that were disallowed.

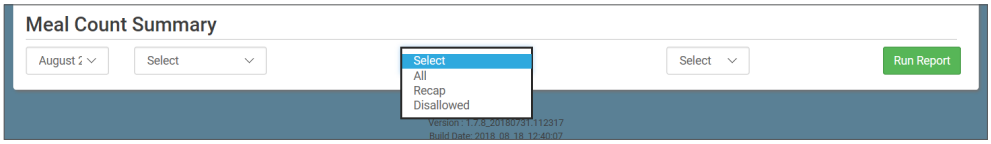
Note: the Meal Count Summary report separates the meal counts by income category (i.e. you served 24 lunches this month to children from households in the "B-Reduced" category). If you want the total number of meals/snacks for all income categories combined (i.e. you served 1,251 lunches this month), you will need to manually add them up using this report. We recommend that you run the "Claim Summary Report" instead.

The choices on the Meal Count Summary Report include the month/year and also the following options:

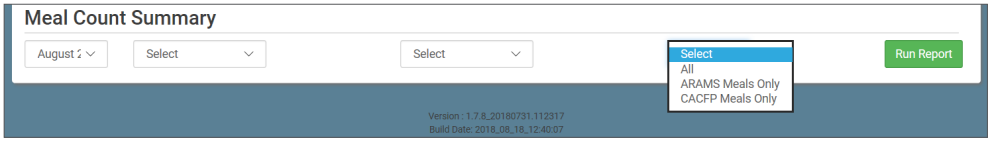
- Meal Selection: choose the meal or snack type.



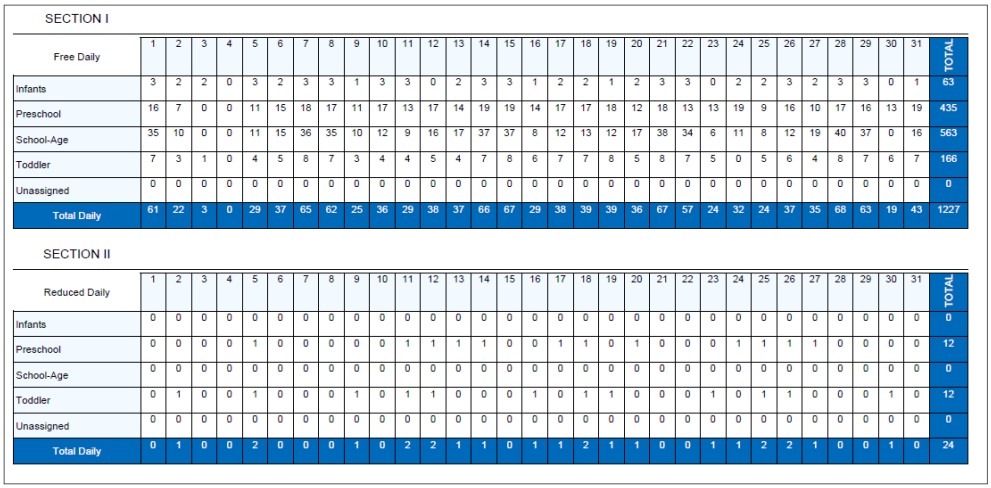
- Payable Status:
  - "All" includes all raw counts
  - "Recap" includes only payable meal counts and excludes non-payable and disallowed meals. This is the version that will match your Claim Summary Report.
  - "Disallowed" includes only non-payable and disallowed meals. This is the version that will match your Disallowed Meals Report.



- Types of Meals:
  - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.



SECTION I

Free Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Infants	3	2	2	0	3	2	3	3	1	3	3	0	2	3	3	1	2	2	1	2	3	3	0	2	2	3	2	3	3	0	1	63
Preschool	16	7	0	0	11	15	18	17	11	17	13	17	14	19	19	14	17	17	18	12	18	13	13	19	9	16	10	17	16	13	19	435
School-Age	35	10	0	0	11	15	36	35	10	12	9	16	17	37	37	8	12	13	12	17	38	34	6	11	8	12	19	40	37	0	16	563
Toddler	7	3	1	0	4	5	8	7	3	4	4	5	4	7	8	6	7	7	8	5	8	7	5	0	5	6	4	8	7	6	7	166
Unassigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Daily	61	22	3	0	29	37	65	62	25	36	29	38	37	66	67	29	38	39	39	36	67	57	24	32	24	37	35	68	63	19	43	1227

SECTION II

Reduced Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Infants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Preschool	0	0	0	0	1	0	0	0	0	0	1	1	1	1	0	0	1	1	0	1	0	0	0	1	1	1	1	0	0	0	0	12
School-Age	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Toddler	0	1	0	0	1	0	0	0	1	0	1	1	0	0	0	1	0	1	1	0	0	0	1	0	1	1	0	0	0	1	0	12
Unassigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Daily	0	1	0	0	2	0	0	0	1	0	2	2	1	1	0	1	1	2	1	1	0	0	1	1	2	2	1	0	0	1	0	24

Features of the Meal Count Summary Report:

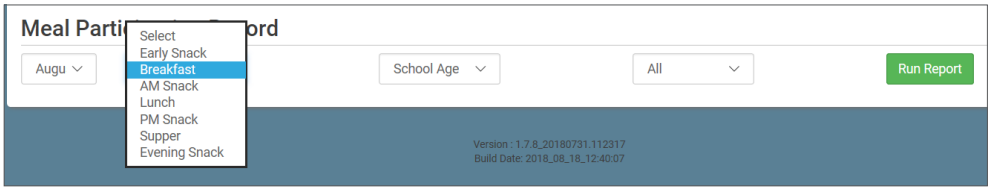
1. There are four sections to the report:
   a. Section I has the meal counts for children in the A-Free category.
   b. Section II has the meal counts for children in the B-Reduced category.
   c. Section III has the meal counts for children in the C-Paid category.
   d. Section IV has the meal counts for non-CACFP children.
2. The days of the month are in the header row.
3. The rosters are in the first column.

Reports: Claims: Meal Count by Roster

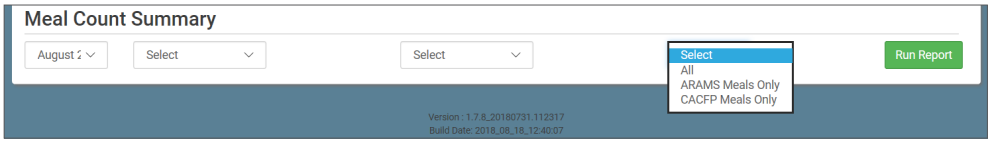
The Meal Count by Roster is most often used by sponsors who need to report claim information using actual meal counts by type (not a blended rate). **The Meal Count by Roster report is extremely detailed and must be run separately for each meal type (breakfast, lunch, etc.) and each roster.** It only includes raw counts.

The choices on the Meal Count by Roster include the month/year and also the following options:

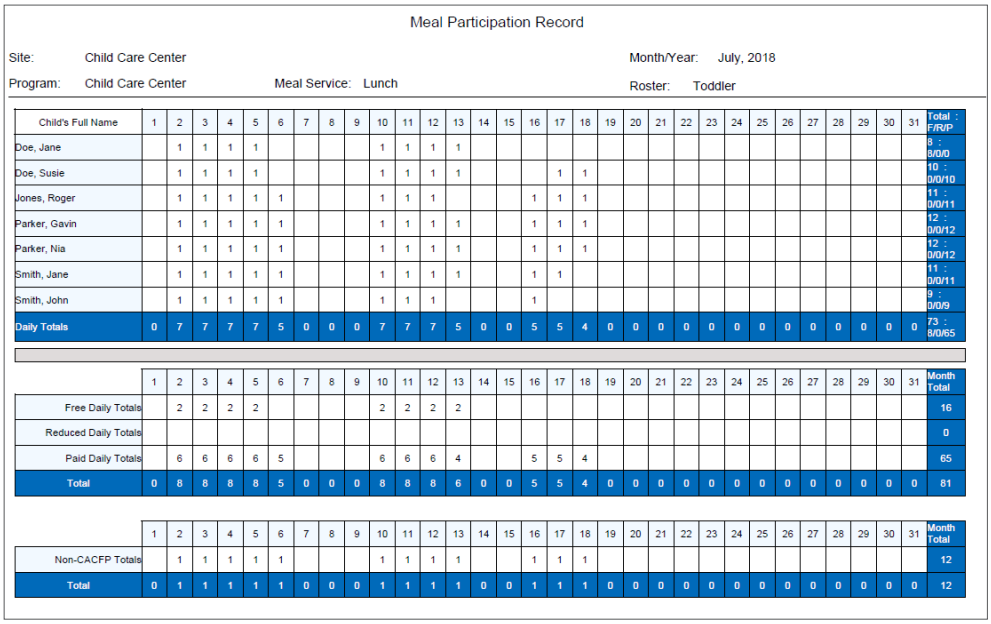
- Meal Selection: choose the meal or snack type.



- Roster
- Types of Meals:
  - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Meal Participation Record

Site: Child Care Center — Month/Year: July, 2018

Program: Child Care Center — Meal Service: Lunch — Roster: Toddler

Child's Full Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total : F/R/P
Doe, Jane		1	1	1	1					1	1	1	1																			8 : 8/0/0
Doe, Susie		1	1	1	1					1	1	1	1				1	1														10 : 0/0/10
Jones, Roger		1	1	1	1	1				1	1	1				1	1	1														11 : 0/0/11
Parker, Gavin		1	1	1	1	1				1	1	1	1			1	1	1														12 : 0/0/12
Parker, Nia		1	1	1	1	1				1	1	1	1			1	1	1														12 : 0/0/12
Smith, Jane		1	1	1	1	1				1	1	1	1			1	1															11 : 0/0/11
Smith, John		1	1	1	1	1				1	1	1				1																9 : 0/0/9
Daily Totals	**0**	**7**	**7**	**7**	**7**	**5**	**0**	**0**	**0**	**7**	**7**	**7**	**5**	**0**	**0**	**5**	**5**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**73 : 8/0/65**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month Total
Free Daily Totals		2	2	2	2					2	2	2	2																			16
Reduced Daily Totals																																0
Paid Daily Totals		6	6	6	6	5				6	6	6	4			5	5	4														65
Total	**0**	**8**	**8**	**8**	**8**	**5**	**0**	**0**	**0**	**8**	**8**	**8**	**6**	**0**	**0**	**5**	**5**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**81**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month Total
Non-CACFP Totals		1	1	1	1	1				1	1	1	1			1	1	1														12
Total	**0**	**1**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**1**	**1**	**1**	**1**	**0**	**0**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12**

Features of the Meal Count by Roster:

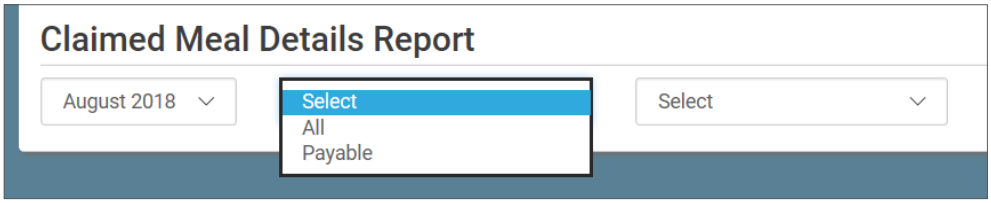
1. All children that we checked in on that day. Note: if you have children on multiple rosters, they will appear only on the roster that they were checked in on for that day, NOT on each roster to which they are assigned.
2. Summary grid of counts in each income category.

Reports: Claims: Meal Count by Name

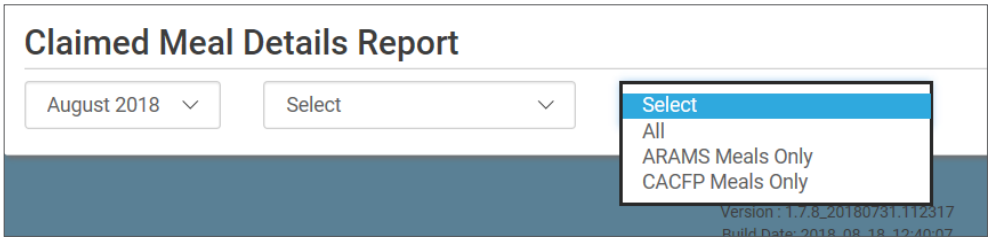
The Meal Count by Name is one of the most useful reports for detailed reconciliation of meal counts for individual children. **The Meal Count by Name report provides information on each child and which meals/snacks they were checked in for on each day of the month.** It also has a helpful summary grid at the bottom of the report.

The choices on the Meal Count by Name include the month/year and also the following options:

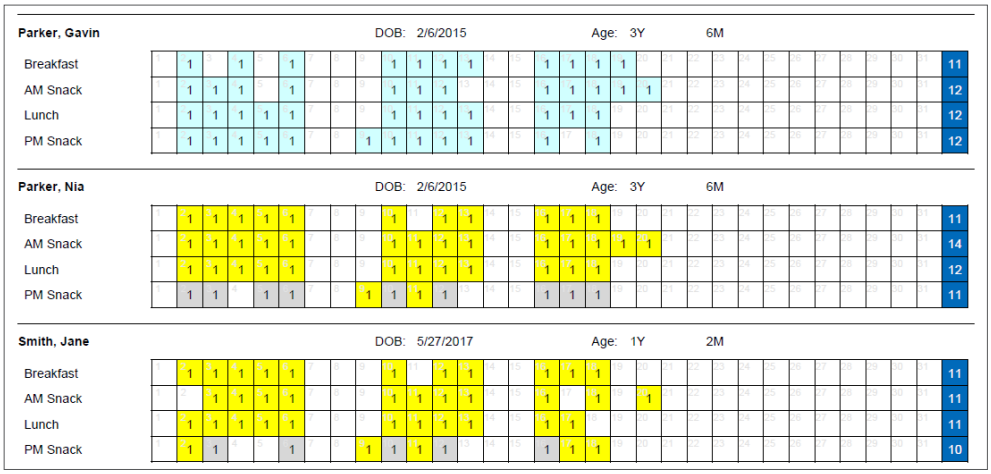
- Payable Status:
  - "All" includes all raw counts
  - "Payable" includes only payable meal counts and excludes non-payable and disallowed meals. **This is the version that will match your Claim Summary Report.**



- Types of Meals:
  - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Parker, Gavin DOB: 2/6/2015 Age: 3Y 6M

Breakfast	11
AM Snack	12
Lunch	12
PM Snack	12

Parker, Nia DOB: 2/6/2015 Age: 3Y 6M

Breakfast	11
AM Snack	14
Lunch	12
PM Snack	11

Smith, Jane DOB: 5/27/2017 Age: 1Y 2M

Breakfast	11
AM Snack	11
Lunch	11
PM Snack	10

Features of the Meal Count by Name:

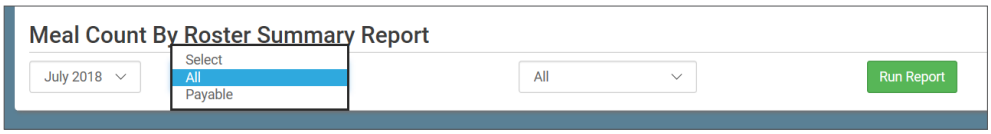
1. There is an individual grid for each participant.
2. Each square is color-coded:
    a. Yellow squares indicate meals that were PAYABLE (i.e. included in the claim).
    b. Gray squares indicate meals that were NON-PAYABLE (or DISALLOWED).
    c. Blue squares indicate meals that were for non-CACFP participants.
    a. White squares (no background) indicate that the meals were NOT VALIDATED. The most common reason for this is that they were disallowed by sponsor.
3. Meal count grand totals are at the bottom grid.

Reports: Claims: Meal Count by Roster Summary

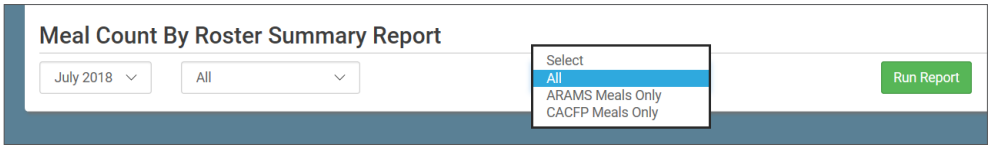
The Meal Count by Roster Summary is identical to the Meal Count by Name report except that the names are listed by roster first and then alphabetically. **The Meal Count by Roster Summary report provides information on each child and which meals/snacks they were checked in for on each day of the month and organized by roster.** It also has a helpful summary grid at the bottom of the report.

The choices on the Meal Count by Roster Summary include the month/year and also the following options:

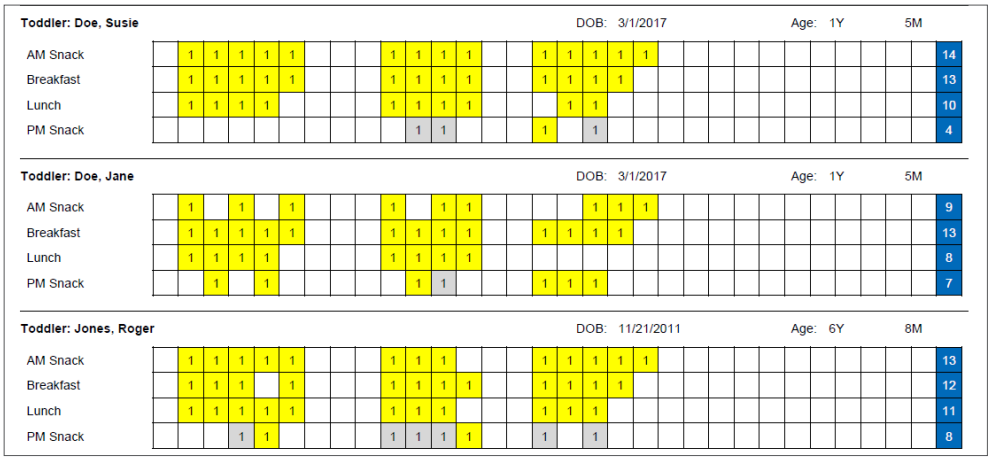
- Payable Status:
  - "All" includes all raw counts.
  - "Payable" includes only payable meal counts and excludes non-payable and disallowed meals. **This is the version that will match your Claim Summary Report.**



- Types of Meals:
  - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Toddler: Doe, Susie DOB: 3/1/2017 Age: 1Y 5M

AM Snack		1	1	1	1	1				1	1	1	1			1	1	1	1	1										14
Breakfast		1	1	1	1	1				1	1	1	1			1	1	1	1											13
Lunch		1	1	1	1					1	1	1	1				1	1												10
PM Snack											1	1				1		1												4

Toddler: Doe, Jane DOB: 3/1/2017 Age: 1Y 5M

AM Snack		1		1		1				1		1	1					1	1	1										9
Breakfast		1	1	1	1	1				1	1	1	1			1	1	1	1											13
Lunch		1	1	1	1					1	1	1	1																	8
PM Snack			1		1						1	1				1	1	1												7

Toddler: Jones, Roger DOB: 11/21/2011 Age: 6Y 8M

AM Snack		1	1	1	1	1				1	1	1				1	1	1	1	1										13
Breakfast		1	1	1		1				1	1	1	1			1	1	1	1											12
Lunch		1	1	1	1	1				1	1	1				1	1	1												11
PM Snack				1	1					1	1	1	1			1		1												8

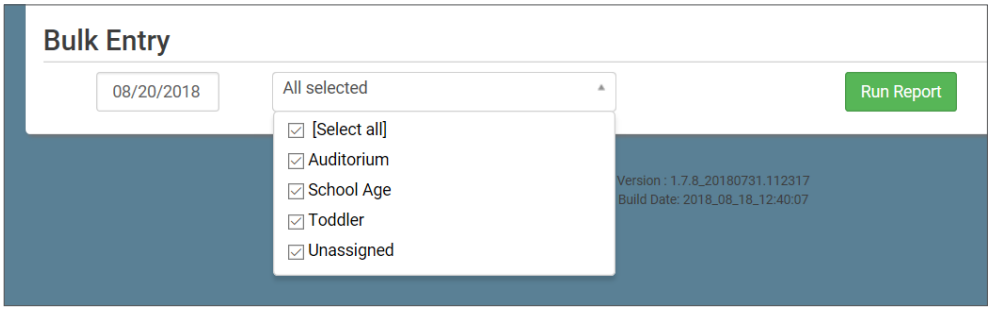
Features of the Meal Count by Roster Summary:

1. There is an individual grid for each participant.
2. Each square is color-coded:
    a. Yellow squares indicate meals that were PAYABLE (i.e. included in the claim).
    b. Gray squares indicate meals that were NON-PAYABLE (or DISALLOWED).
    c. Blue squares indicate meals that were for non-CACFP participants.
    a. White squares (no background) indicate that the meals were NOT VALIDATED. The most common reason for this is that they were disallowed by sponsor.
3. Meal count grand totals are at the bottom grid.

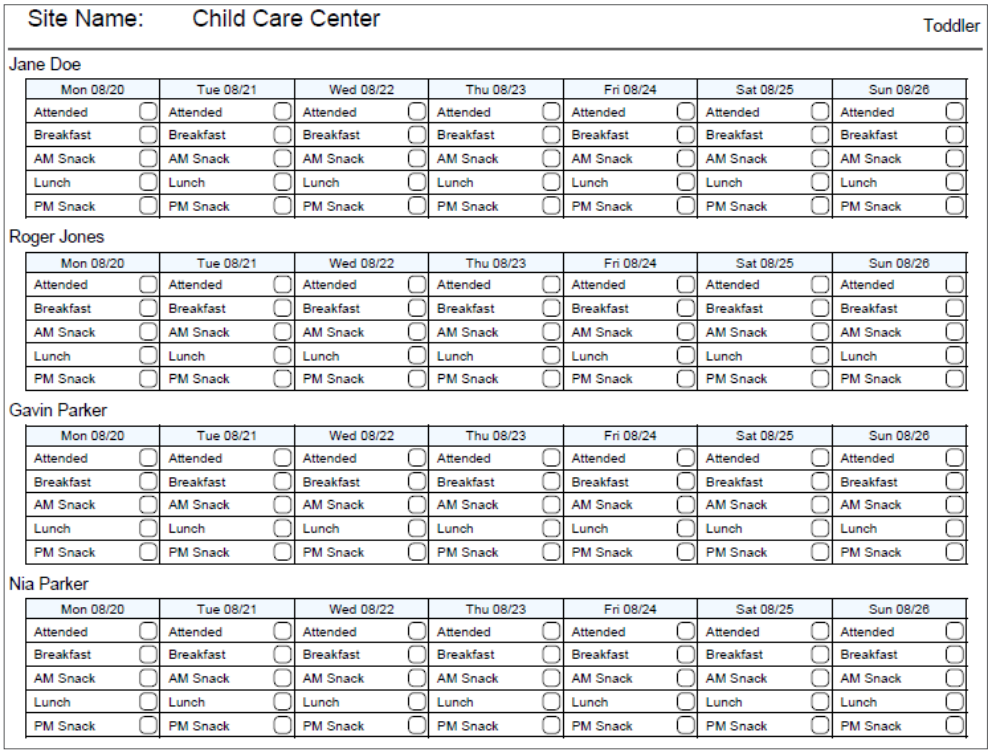
Reports: Claims: Bulk Entry Sheet

The Bulk Entry Sheet report is used only by sites using the paper method for attendance and meal count recording. Paper attendance and meal count sheets can be generated for individual rosters using the "Enter Attendance & Meal Count from Paper" dashboard button. **The Bulk Entry Sheet report allows you to generate the paper forms for all rosters in one PDF.** They have a slightly different appearance from those forms generated using the "Enter Attendance & Meal Count from Paper".

The choices on the Bulk Entry Sheet report include the date and the rosters. Select multiple rosters using the checkboxes or "Select All" to print sheets for all rosters.



To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.



Site Name: Child Care Center — Toddler

Jane Doe

Mon 08/20	Tue 08/21	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Sun 08/26
Attended	Attended	Attended	Attended	Attended	Attended	Attended
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack

Roger Jones

Mon 08/20	Tue 08/21	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Sun 08/26
Attended	Attended	Attended	Attended	Attended	Attended	Attended
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack

Gavin Parker

Mon 08/20	Tue 08/21	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Sun 08/26
Attended	Attended	Attended	Attended	Attended	Attended	Attended
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack

Nia Parker

Mon 08/20	Tue 08/21	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Sun 08/26
Attended	Attended	Attended	Attended	Attended	Attended	Attended
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack	AM Snack
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack	PM Snack

Reports: Claims:
Summary Report for Sites Using Headcount

The Summary Report for Sites using Headcount is a summary of the date, roster, and all meals and snacks that were entered for the month. This includes all raw data.

The only selection on the Summary Report for Sites using Headcount is the month/year.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

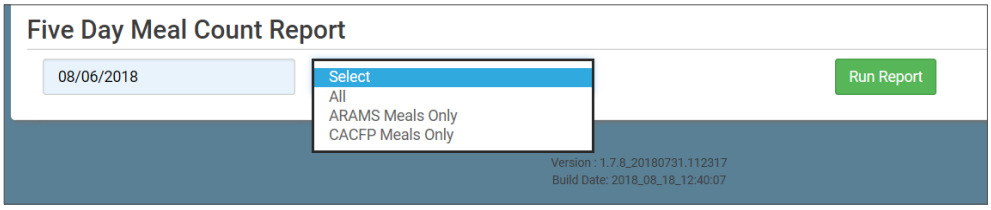
Date	Roster	Meal Type	Meal Count
07/02/2018	null	Breakfast	25
07/02/2018	null	Lunch	25
07/02/2018	null	PM Snack	25
07/03/2018	null	Breakfast	41
07/03/2018	null	Lunch	41
07/03/2018	null	PM Snack	41
07/04/2018	null	Breakfast	0
07/04/2018	null	Lunch	0
07/04/2018	null	PM Snack	0
07/05/2018	null	Breakfast	40
07/05/2018	null	Lunch	40
07/05/2018	null	PM Snack	40
07/06/2018	null	Breakfast	40
07/06/2018	null	Lunch	40
07/06/2018	null	PM Snack	40
07/09/2018	null	Breakfast	20
07/09/2018	null	Lunch	20
07/09/2018	null	PM Snack	20
07/10/2018	null	Breakfast	40
07/10/2018	null	Lunch	40
07/10/2018	null	PM Snack	40
07/11/2018	null	Breakfast	40

Reports: Claims: Five Day Meal Count Report

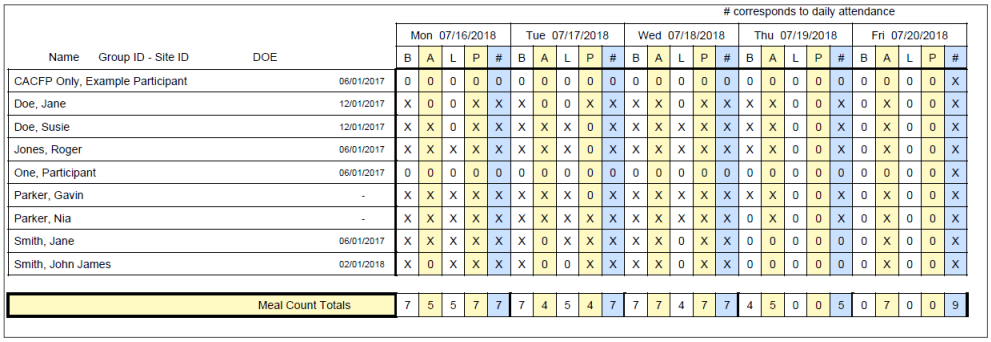
The Five Day Meal Count Report is used to reconcile attendance and meal counts while on a review/monitoring visit. It contains meal counts and attendance for each participant per meal for a given week organized alphabetically by last name.

The choices on the Five Day Meal Count Report include the date and type of meals:

- "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
- "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
- "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.



corresponds to daily attendance

Name	Group ID - Site ID	DOE	Mon 07/16/2018					Tue 07/17/2018					Wed 07/18/2018					Thu 07/19/2018					Fri 07/20/2018				
			B	A	L	P	#	B	A	L	P	#	B	A	L	P	#	B	A	L	P	#	B	A	L	P	#
CACFP Only, Example Participant		06/01/2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	X
Doe, Jane		12/01/2017	X	0	0	X	X	X	0	0	X	X	X	X	0	X	X	X	X	0	0	X	0	X	0	0	X
Doe, Susie		12/01/2017	X	X	0	X	X	X	X	X	0	X	X	X	X	X	X	X	X	0	0	X	0	X	0	0	X
Jones, Roger		06/01/2017	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	0	0	X	0	X	0	0	X
One, Participant		06/01/2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	X
Parker, Gavin		-	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	0	0	X	0	X	0	0	X
Parker, Nia		-	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X	0	0	X	0	X	0	0	X
Smith, Jane		06/01/2017	X	X	X	X	X	X	0	X	X	X	X	X	0	X	X	0	0	0	0	0	0	X	0	0	X
Smith, John James		02/01/2018	X	0	X	X	X	X	0	0	X	X	X	X	0	X	X	0	0	0	0	0	0	X	0	0	X
Meal Count Totals			7	5	5	7	7	7	4	5	4	7	7	7	4	7	7	4	5	0	0	5	0	7	0	0	9

Features of the Five Day Meal Count report:

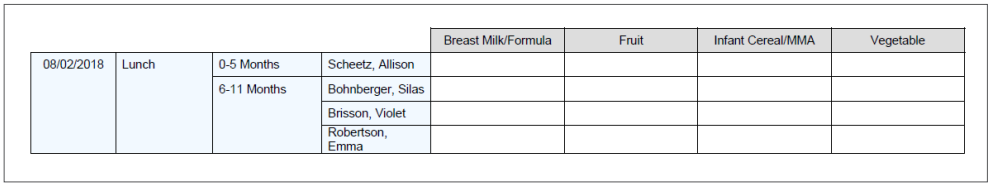
1. Names are listed alphabetically by last name.
2. If a child was marked in for a meal, there is an "X" in the box. If the child was not marked in for the meal, there is an "0" in the box.
3. The column "#" corresponds to attendance.
4. Meal count totals are at the bottom.

Reports: Claims: Infant Food Serving Report

The Infant Food Serving Report is used to generate paper sheets for infant menu recordkeeping. It contains a list of all the infants, divided into the two infant age ranges, with space to record the food items and amounts offered.

The only selection required on the Infant Food Serving Report is the date range.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



				Breast Milk/Formula	Fruit	Infant Cereal/MMA	Vegetable
08/02/2018	Lunch	0-5 Months	Scheetz, Allison				
		6-11 Months	Bohnberger, Silas				
			Brisson, Violet				
			Robertson, Emma				

Reports: Claims: Total Meal Count Report

The Total Meal Count Report is a legacy report that is not often used. The report can be run by date, by roster, by name or by age and contains simple summary counts by month. The counts in this report are not broken out by meal type (i.e. AM snack, lunch, etc.).

The choices on the Total Meal Count report include the month/year and also the following options:

- Sort method:
  - "By Date": sorts the meal counts by date.

Date	F/R/P	Count
08/02/2018	A	2
08/02/2018	C	64
		Total meals on 08/02/2018 : 66
08/05/2018	C	1
		Total meals on 08/05/2018 : 1

  - "By Roster": breaks out the counts by date and roster.

Date	Roster	Meal Count
08/02/2018	Auditorium	1
08/02/2018	School Age	2
08/02/2018	Toddler	5
08/02/2018	Unassigned	59
		Total meals on 08/02/2018 : 67
08/05/2018	Auditorium	1
08/05/2018	School Age	1
		Total meals on 08/05/2018 : 2

  - "By Name": breaks out the count by date and child's name. This is a longer-form version of the information found in the Meal Count by Roster report.

Date	Meal Name	Name
07/02/2018	Breakfast	Roger Jones
07/02/2018	Breakfast	Susie Doe
07/02/2018	Breakfast	Nia Parker
07/02/2018	Breakfast	John James Smith
07/02/2018	Breakfast	Jane Doe
07/02/2018	Breakfast	Jane Smith
07/02/2018	Breakfast	Gavin Parker
		07/02/2018 - Breakfast Total: 7

  - "By Age": breaks out the count by date and the USDA age ranges (**note:** not the age ranges set up in licensing).

Date	Age Category	Meal Count
07/02/2018	School Age 1 (6-12 yrs)	3
07/02/2018	Preschoolers	11
07/02/2018	Toddlers	9
		Total meals on 07/02/2018 : 23
07/03/2018	Toddlers	10
07/03/2018	Preschoolers	9
07/03/2018	School Age 1 (6-12 yrs)	3
		Total meals on 07/03/2018 : 22

- Types of Meals:
    - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
    - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
    - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.

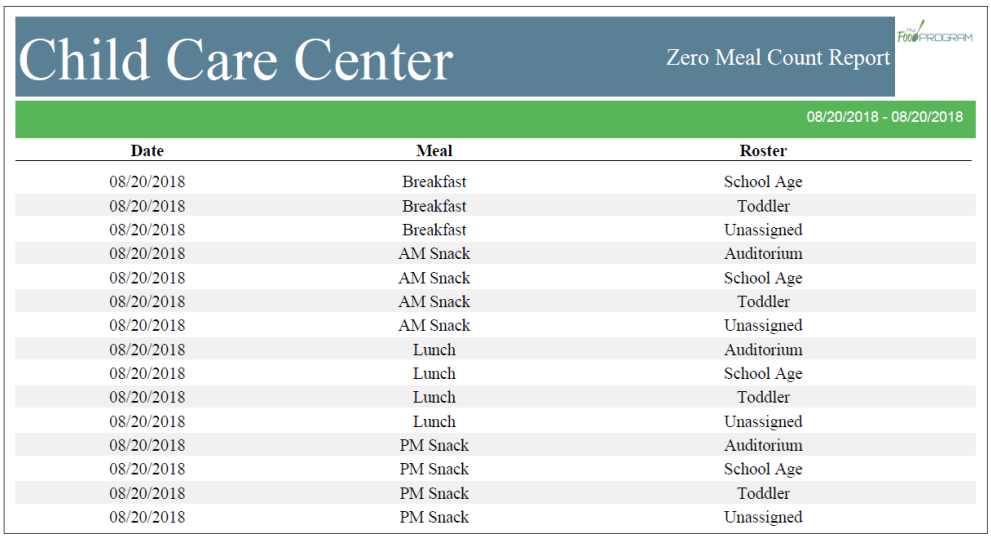
To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.

Reports: Claims: Zero Meal Count Report

The Zero Meal Count Report lists dates and meals where no meals have been entered. This is especially helpful for sponsors that provide meals and snacks to sites and retain more than 15% of the reimbursement.

The only selection required for the Zero Meal Count Report is the date range.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Child Care Center

Zero Meal Count Report

08/20/2018 - 08/20/2018

Date	Meal	Roster
08/20/2018	Breakfast	School Age
08/20/2018	Breakfast	Toddler
08/20/2018	Breakfast	Unassigned
08/20/2018	AM Snack	Auditorium
08/20/2018	AM Snack	School Age
08/20/2018	AM Snack	Toddler
08/20/2018	AM Snack	Unassigned
08/20/2018	Lunch	Auditorium
08/20/2018	Lunch	School Age
08/20/2018	Lunch	Toddler
08/20/2018	Lunch	Unassigned
08/20/2018	PM Snack	Auditorium
08/20/2018	PM Snack	School Age
08/20/2018	PM Snack	Toddler
08/20/2018	PM Snack	Unassigned

Reports: Claims: Total Attendance Report

The Total Attendance Report provides information about attendance only and does not include information about meal counts.

First, select the month/year and then choose from the following options:

- "By Date" provides a simple count of the number of attendance records recorded on each date.

Date	Count
07/02/2018	7
07/03/2018	7
07/04/2018	7
07/05/2018	7
07/06/2018	7
07/09/2018	4
07/10/2018	7
07/11/2018	7
07/12/2018	7
07/13/2018	7
07/16/2018	7
07/17/2018	7
07/18/2018	7
07/19/2018	5
07/20/2018	9
07/26/2018	2
07/29/2018	1
July's total attendance count: 105	

- "By Roster" provides a simple attendance count broken out by date and roster. Note: if a child is checked in on multiple rosters, this report will over-report attendance.

Date	Roster	Count
07/02/2018	Toddler	6
07/02/2018	Auditorium	1
07/02/2018	School Age	3
07/02/2018	Unassigned	1
		Total attendance on 07/02/2018 : 11
07/03/2018	Unassigned	1
07/03/2018	Toddler	6
07/03/2018	Auditorium	1
07/03/2018	School Age	3
		Total attendance on 07/03/2018 : 11

- "By Name" is a very long report broken out by date and individual child name.

Date	Participant
07/02/2018	Gavin Parker
07/02/2018	Jane Doe
07/02/2018	Jane Smith
07/02/2018	John James Smith
07/02/2018	Nia Parker
07/02/2018	Roger Jones
07/02/2018	Susie Doe
	Total attendance : 7

To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.

Reports: Claims: Claim Summary Report

The Claim Summary Report provides the information needed for sponsors to enter claims for reimbursement.

The choices on the Meal Count by Roster include the month/year and also the following options:

- Claiming Method:
  - Fixed Claiming Percentage: use this if your state calculates reimbursement by blend rate once per year (i.e. your blend rate does not change from month to month).
  - Blended per Meal: use this if you report the total number of meals/snacks and then a blended, or weighted average, is applied to the reimbursement rates.

F/R/P	Meal	Count	x	# of FRP / Total	x	Amount	=	Total
A	Breakfast count	73	x	1/ 9	x	$ 1.75	=	$ 14.19
B	Breakfast count	73	x	0/ 9	x	$ 1.45	=	$ 0.00
C	Breakfast count	73	x	8/ 9	x	$ 0.30	=	$ 19.47
A	(Early + AM + PM + Evening Snacks) count	92	x	1/ 9	x	$ 0.88	=	$ 9.00
B	(Early + AM + PM + Evening Snacks) count	92	x	0/ 9	x	$ 0.44	=	$ 0.00
C	(Early + AM + PM + Evening Snacks) count	92	x	8/ 9	x	$ 0.08	=	$ 6.54
A	Lunch/Supper count	61	x	1/ 9	x	$ 3.23	=	$ 21.89
B	Lunch/Supper count	61	x	0/ 9	x	$ 2.83	=	$ 0.00
C	Lunch/Supper count	61	x	8/ 9	x	$ 0.31	=	$ 16.81
	Cash In Lieu	61	x			$ 0.23	=	$ 14.18

A: 1 B: 0 C: 8 Avg Daily Attendance: 5.29 Days Open: 17 TOTAL CLAIM ESTIMATE = $ 102.08

Admin Funds: $ 13.18 Food Service Funds: $ 88.90

  - Actual Meal Count by Type: use this if your state requires that you report the actual number of A-Free, B-Reduced and C-Paid meals of each type each month.

F/R/P	Meal	Count	x	Amount	=	Total
A	Breakfast count	13	x	$ 1.75	=	$ 22.75
B	Breakfast count	0	x	$ 0.44	=	$ 0.00
C	Breakfast count	60	x	$ 0.31	=	$ 18.60
A	(Early + AM + PM + Evening Snacks)	15	x	$ 0.23	=	$ 3.49
B	(Early + AM + PM + Evening Snacks)	0	x	$ 0.23	=	$ 0.00
C	(Early + AM + PM + Evening Snacks)	77	x	$ 0.23	=	$ 17.90
A	Lunch/Supper	8	x	$ 0.23	=	$ 1.86
B	Lunch/Supper	0	x	$ 0.23	=	$ 0.00
C	Lunch/Supper	53	x	$ 0.23	=	$ 12.32
	Cash In Lieu	61	x	$ 0.23	=	$ 14.18

TOTAL CLAIM ESTIMATE = $ 90.87

Admin Funds: $ 11.57 Food Service Funds: $ 79.53

- Types of Meals:
    - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
    - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
    - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.

To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.

Features of the Claim Summary Report:

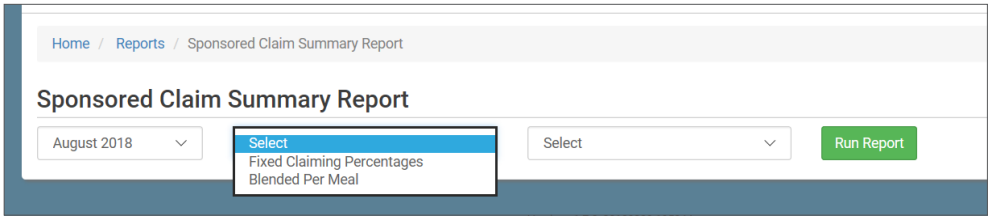
1. The number of A-Free, B-Reduced and C-Paid participants is included in the footer of the Fixed Claiming Percentage and Blended per Meal Version.
2. Average Daily Attendance is calculated by dividing the total attendance for the month by the number of days the site was open.
3. Days Open: if any child is checked in for attendance OR meal count for a day, then My Food program counts that as a "day open".
4. Total claim estimate is the meal counts multiplied by the weighted average reimbursement rate.
5. Admin funds is 15% of the value of the meal reimbursement.
6. Food Service funds is 85% of the value of the meal reimbursement plus the full cash-in-lieu of commodities.

Reports: Claims: Sponsored Site Claim Summary Report

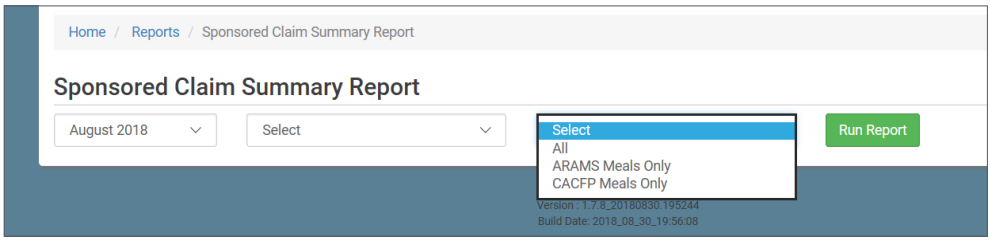
The Sponsored Site Claim Summary Report is meant to be used by sponsors of unaffiliated centers that retain 15% of meal reimbursement for administrative expenses. This report simplifies the claim information and only displays the amount of money that the site will receive in a check (i.e. the full cash-in-lieu plus 85% of the meal reimbursement).

The choices on the Meal Count by Roster include the month/year and also the following options:

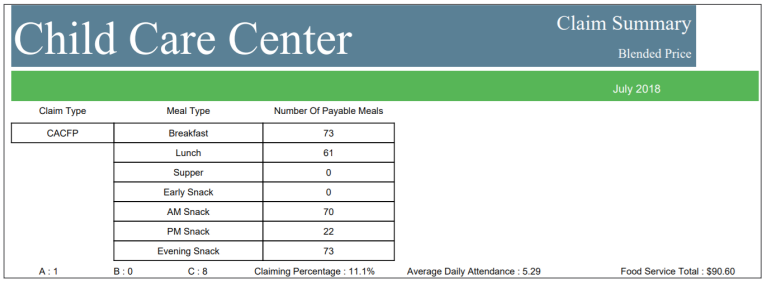
- Claiming method: choose blended or actual



- Types of Meals:
  - "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
  - "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
  - "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report.



To run the report, make your selection and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.



Child Care Center

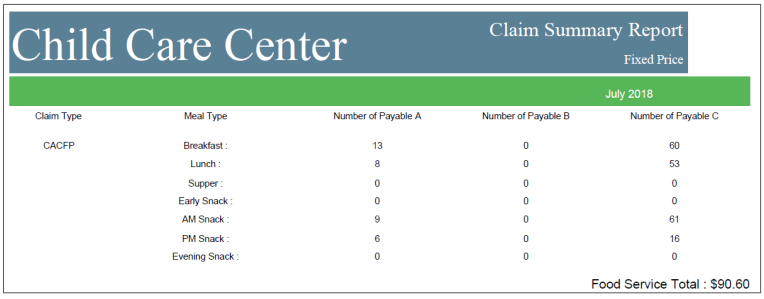
Claim Summary

Blended Price

July 2018

Claim Type	Meal Type	Number Of Payable Meals
CACFP	Breakfast	73
	Lunch	61
	Supper	0
	Early Snack	0
	AM Snack	70
	PM Snack	22
	Evening Snack	73

A : 1 B : 0 C : 8 Claiming Percentage : 11.1% Average Daily Attendance : 5.29 Food Service Total : $90.60



Child Care Center

Claim Summary Report

Fixed Price

July 2018

Claim Type	Meal Type	Number of Payable A	Number of Payable B	Number of Payable C
CACFP	Breakfast :	13	0	60
	Lunch :	8	0	53
	Supper :	0	0	0
	Early Snack :	0	0	0
	AM Snack :	9	0	61
	PM Snack :	6	0	16
	Evening Snack :	0	0	0

Food Service Total : $90.60

Reports: Staff: Site Staff Training Report

This report is used to track training for site staff. It has a custom date range picker and displays columns with staff name, role, a description of the training and the date of training. The information in this report is linked to information entered into the training details on the staff page.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Name	Role	Description	Date
childcarecook	Kitchen Staff	CACFP Required Topics and Civil Rights	08/01/2018
childcarestaff	Staff	Training Incomplete	NA

Reports: Staff:
Site Staff Active/Inactive Report

This report is used to track My Food Program users that are associated with this site. It has a custom date range picker and displays columns with staff name, status, role, start date and end date.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Name	Status	Role	Start Date	End Date
childcarecook	Active	Kitchen Staff	Date not set	Date not set
childcarestaff	Active	Staff	Date not set	Date not set
Test Center Director	Active	Site Manager/Director	01/01/2017	Date not set

Reports: Staff:
Staff Hours Detail Report

This report is used by sponsors that include staff time in the expense records to demonstrate a nonprofit meal service. Individual staff users need to log their hours for this report to generate data. See separate instructions for details.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Staff	Date	Total Hours	CACFP Direct Labor Hours	Labor Costs	CACFP Admin Hours	Admin Costs	CACFP Total Costs
childcarecook	07/02/2018	8.00	6.00				
childcarecook	07/02/2018	8.00	6.00	$90.00			
childcarecook	07/03/2018	8.00	6.00				
childcarecook	07/03/2018	8.00	6.00	$90.00			
childcarecook	07/05/2018	8.00	6.00				
childcarecook	07/05/2018	8.00	6.00	$90.00			
Total		48.00	36.00	$270.00			

Reports: Expenses: Expenses by IRS Category Report

This report is linked to the information that you enter in the Expense part of My Food Program. It summarizes the information for each IRS Category and is helpful for sponsors in demonstrating nonprofit meal service and for individual site users in preparing their taxes.

The only selection required for the Expenses by IRS Category Report is the month/year.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Date	Category	# of Expenses	Category Amount	Applied Amount
07/05/2018	Food (Actual Receipts)	2	167.42	167.42
07/05/2018	Food (Actual Receipts)	1	308.85	308.85
07/12/2018	Food (Actual Receipts)	1	108.03	108.03
07/12/2018	Food (Actual Receipts)	1	54.00	54.00
07/12/2018	Food (Actual Receipts)	1	342.51	342.51
07/19/2018	Food (Actual Receipts)	3	178.23	178.23
07/19/2018	Food (Actual Receipts)	1	59.40	59.40
07/19/2018	Food (Actual Receipts)	1	320.15	320.15
07/26/2018	Food (Actual Receipts)	1	317.78	317.78
07/26/2018	Food (Actual Receipts)	2	183.63	183.63
07/26/2018	Food (Actual Receipts)	1	18.84	18.84
07/27/2018	Food (Actual Receipts)	1	108.03	108.03

Reports: Expenses: Expense Summary Report

This report sums up the costs for each expense type over the period of time selected.

The only selection required for the Expense Summary Report is the date range.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

07/01/2018 to 08/20/2018

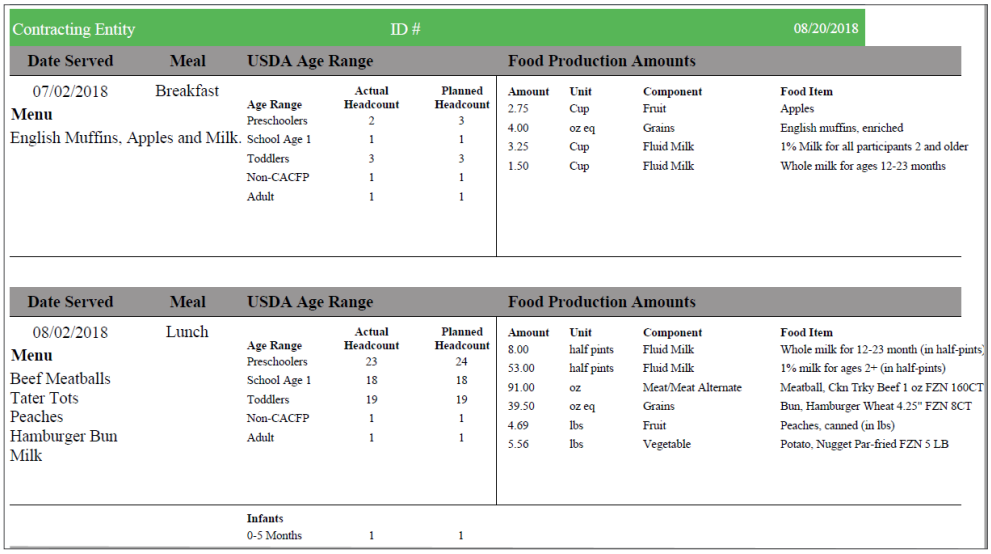
Category	Number of Expenses	Category Amount	Applied Amount
Food (Actual Receipts)	16	2166.87	2166.87

Reports: Food Production: Food Production Report

This is an output of the food production information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared for each menu item.

The only selection required for the Food Production Report is the date range.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.



Contracting Entity | ID # | 08/20/2018

Date Served	Meal	USDA Age Range	Actual Headcount	Planned Headcount
07/02/2018	Breakfast	Preschoolers	2	3
Menu		School Age 1	1	1
English Muffins, Apples and Milk.		Toddlers	3	3
		Non-CACFP	1	1
		Adult	1	1

Amount	Unit	Component	Food Item
2.75	Cup	Fruit	Apples
4.00	oz eq	Grains	English muffins, enriched
3.25	Cup	Fluid Milk	1% Milk for all participants 2 and older
1.50	Cup	Fluid Milk	Whole milk for ages 12-23 months

Date Served	Meal	USDA Age Range	Actual Headcount	Planned Headcount
08/02/2018	Lunch	Preschoolers	23	24
Menu		School Age 1	18	18
Beef Meatballs		Toddlers	19	19
Tater Tots		Non-CACFP	1	1
Peaches		Adult	1	1
Hamburger Bun				
Milk				
		Infants		
		0-5 Months	1	1

Amount	Unit	Component	Food Item
8.00	half pints	Fluid Milk	Whole milk for 12-23 month (in half-pints)
53.00	half pints	Fluid Milk	1% milk for ages 2+ (in half-pints)
91.00	oz	Meat/Meat Alternate	Meatball, Ckn Trky Beef 1 oz FZN 160CT
39.50	oz eq	Grains	Bun, Hamburger Wheat 4.25" FZN 8CT
4.69	lbs	Fruit	Peaches, canned (in lbs)
5.56	lbs	Vegetable	Potato, Nugget Par-fried FZN 5 LB

Reports: Food Production: Milk Served by Type Totals Report

This report displays how much milk was served in fluid ounces, cups, half-gallons and gallons per type. Shows totals for day, week, and month.

The only selection required for the Food Production Report is the date range.

To run the report, make your selection for the date rage and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Day	Milk Type	Amount			
07/02/2018	1% Milk for all	52.00 (Fluid Oz)	6.50 (cups / 8oz)	.82 (half-gallons)	0.41 (gallons)
07/02/2018	Milk, whole	24.00 (Fluid Oz)	3.00 (cups / 8oz)	.38 (half-gallons)	0.19 (gallons)
07/03/2018	1% Milk for all	46.00 (Fluid Oz)	5.75 (cups / 8oz)	.72 (half-gallons)	0.36 (gallons)
07/03/2018	Milk, whole	12.00 (Fluid Oz)	1.50 (cups / 8oz)	.18 (half-gallons)	0.09 (gallons)
07/04/2018	1% Milk for all	52.00 (Fluid Oz)	6.50 (cups / 8oz)	.82 (half-gallons)	0.41 (gallons)
07/04/2018	Milk, whole	24.00 (Fluid Oz)	3.00 (cups / 8oz)	.38 (half-gallons)	0.19 (gallons)
07/05/2018	1% Milk for all	38.00 (Fluid Oz)	4.75 (cups / 8oz)	.60 (half-gallons)	0.30 (gallons)
07/05/2018	Milk, whole	12.00 (Fluid Oz)	1.50 (cups / 8oz)	.18 (half-gallons)	0.09 (gallons)
07/06/2018	1% Milk for all	52.00 (Fluid Oz)	6.50 (cups / 8oz)	.82 (half-gallons)	0.41 (gallons)
07/06/2018	Milk, whole	12.00 (Fluid Oz)	1.50 (cups / 8oz)	.18 (half-gallons)	0.09 (gallons)
07/10/2018	1% Milk for all	52.00 (Fluid Oz)	6.50 (cups / 8oz)	.82 (half-gallons)	0.41 (gallons)
07/10/2018	Milk, whole	12.00 (Fluid Oz)	1.50 (cups / 8oz)	.18 (half-gallons)	0.09 (gallons)
07/11/2018	1% Milk for all	40.00 (Fluid Oz)	5.00 (cups / 8oz)	.62 (half-gallons)	0.31 (gallons)
07/11/2018	Milk, whole	20.00 (Fluid Oz)	2.50 (cups / 8oz)	.32 (half-gallons)	0.16 (gallons)
07/12/2018	1% Milk for all	52.00 (Fluid Oz)	6.50 (cups / 8oz)	.82 (half-gallons)	0.41 (gallons)
07/12/2018	Milk, whole	12.00 (Fluid Oz)	1.50 (cups / 8oz)	.18 (half-gallons)	0.09 (gallons)
07/13/2018	1% Milk for all	38.00 (Fluid Oz)	4.75 (cups / 8oz)	.60 (half-gallons)	0.30 (gallons)
07/13/2018	Milk, whole	24.00 (Fluid Oz)	3.00 (cups / 8oz)	.38 (half-gallons)	0.19 (gallons)

Week Range	Milk Type	Amount			
07/01/2018 - 07/07/2018	1% Milk for all	240.00 (Fluid Oz)	30.00 (cups / 8oz)	3.78 (half-gallons)	1.89 (gallons)
07/01/2018 - 07/07/2018	Milk, whole	84.00 (Fluid Oz)	10.50 (cups / 8oz)	1.30 (half-gallons)	0.65 (gallons)
07/08/2018 - 07/14/2018	1% Milk for all	182.00 (Fluid Oz)	22.75 (cups / 8oz)	2.86 (half-gallons)	1.43 (gallons)
07/08/2018 - 07/14/2018	Milk, whole	68.00 (Fluid Oz)	8.50 (cups / 8oz)	1.06 (half-gallons)	0.53 (gallons)
07/15/2018 - 07/21/2018	1% Milk for all	158.00 (Fluid Oz)	19.75 (cups / 8oz)	2.48 (half-gallons)	1.24 (gallons)
07/15/2018 - 07/21/2018	Milk, whole	48.00 (Fluid Oz)	6.00 (cups / 8oz)	.74 (half-gallons)	0.37 (gallons)
07/22/2018 - 07/28/2018	Milk, whole	8.00 (Fluid Oz)	1.00 (cups / 8oz)	.12 (half-gallons)	0.06 (gallons)
07/29/2018 - 08/04/2018	Whole milk for 12-23	64.00 (Fluid Oz)	8.00 (cups / 8oz)	1.00 (half-gallons)	0.50 (gallons)
07/29/2018 - 08/04/2018	1% milk for ages 2+ (in	424.00 (Fluid Oz)	53.00 (cups / 8oz)	6.62 (half-gallons)	3.31 (gallons)

Month	Milk Type	Amount			
07/2018	1% Milk for all	580.00 (Fluid Oz)	72.50 (cups / 8oz)	9.12 (half-gallons)	4.56 (gallons)
07/2018	Milk, whole	208.00 (Fluid Oz)	26.00 (cups / 8oz)	3.22 (half-gallons)	1.61 (gallons)
08/2018	Whole milk for 12-23	64.00 (Fluid Oz)	8.00 (cups / 8oz)	1.00 (half-gallons)	0.50 (gallons)
08/2018	1% milk for ages 2+ (in	424.00 (Fluid Oz)	53.00 (cups / 8oz)	6.62 (half-gallons)	3.31 (gallons)

Reports: Food Production: Grocery List Report

The grocery list report helps you predict the amounts of each food item you will need. A few notes about the grocery list report:

- The estimates are based on participant schedule. If you don't enter any schedule information, or enter only partial schedule information, then this report will not be accurate.
- The units generated for the grocery list match the units of the food items you add to your menu:
    - If you want the grocery list report to give you how many pounds of apples you should buy, then you should select "Apples (in lbs)" when planning your menus.
    - If you'd rather know how many apples to buy, you should select "Apples, fresh, 125-138 count" when planning your menu.
    - Finally, if you want to know how many cups of apples to buy, you should select "Apples, sliced" when planning your menu.

The only selection required for the Grocery List Report is the date range.

To run the report, make your selection for the date rage and click the green "Run Report" button. A hyperlink will appear called "Download Report". Click the hyperlink to download or view the report.

09/01/2018 - 10/19/2018

	Food Item	Amount	Serving
Fluid Milk	Milk, fluid	600.00	Cup
Fruit	Apples, fresh, 125-138 count	150.00	Each
Fruit	Bananas, fresh, regular, 100-120 count	120.00	Each
Fruit	Cantaloupe	60.00	Cup
Fruit	Oranges, fresh, 138 count	30.00	Each
Grains	Cereal, Plain Cheerios or Generic Equivalent	55.00	oz eq
Grains	Crackers, Ritz	110.00	Each
Grains	Graham crackers	65.00	Crackers

Visits

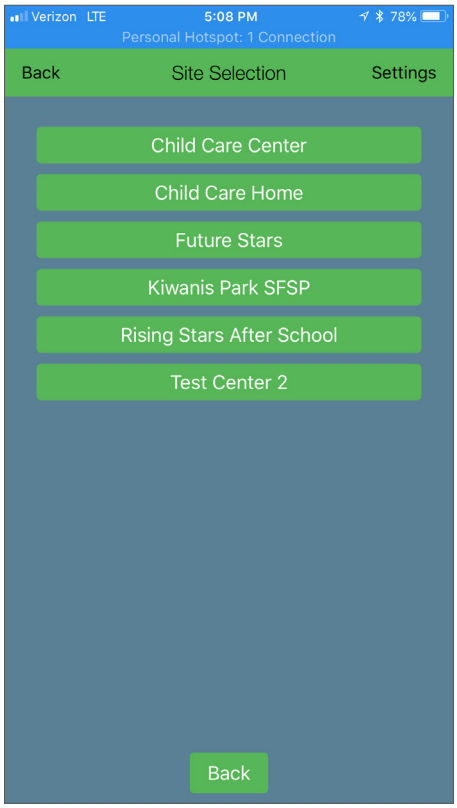
Visits:
Adding a New Visit using Mobile App

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

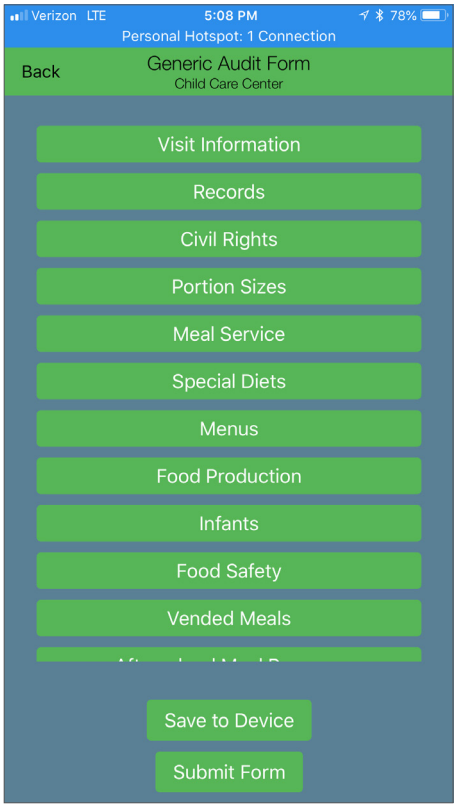
1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

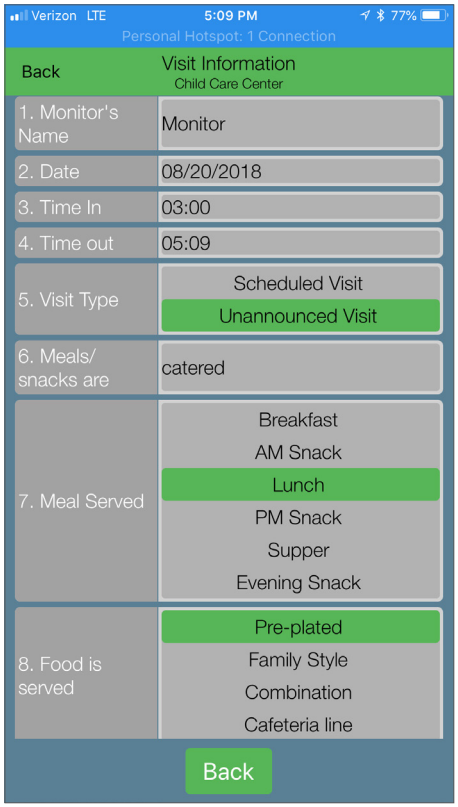
To add a new review visit using the My Food Program for Reviewers mobile app:

- Download the My Food Program for Reviewers mobile app, available on Google Play, iTunes and the Amazon Appstore.
- Login using the same username and password as for the web app and the meal count app.
- Select the site for the visit.

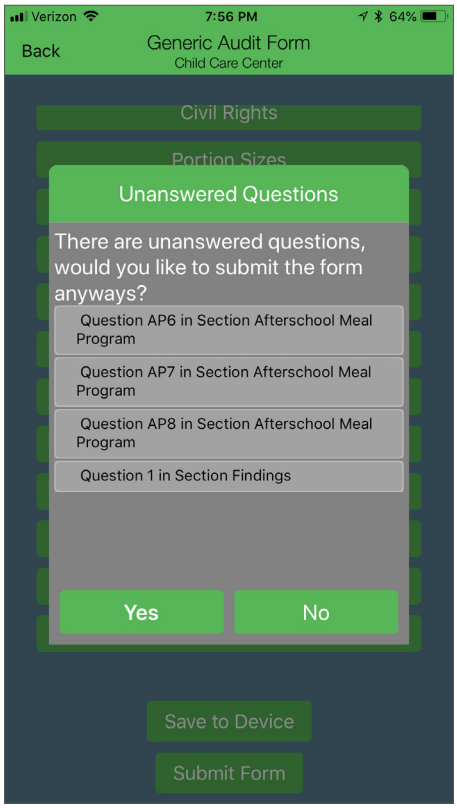


- Select the name of the review form you are going to use. **Note:** we are able to input any custom form you want! Just send us the form in any version you have available (word, PDF, etc.) and we can mimic the same form in My Food Program! This is no additional charge for sponsors.
- Proceed through each section, answering questions as you go.





- Save the visit information.
    - If you are in a location without cellular or wifi connection, click the “Save to Device” when you have finished. The app will prompt you about any fields that are blank. When you are again in a location with cellular or wifi coverage, open the app again, select the saved form and then click “Submit Form”
    - If you are in a location with cellular or wifi connection, click the “Submit Form” button to record the visit.

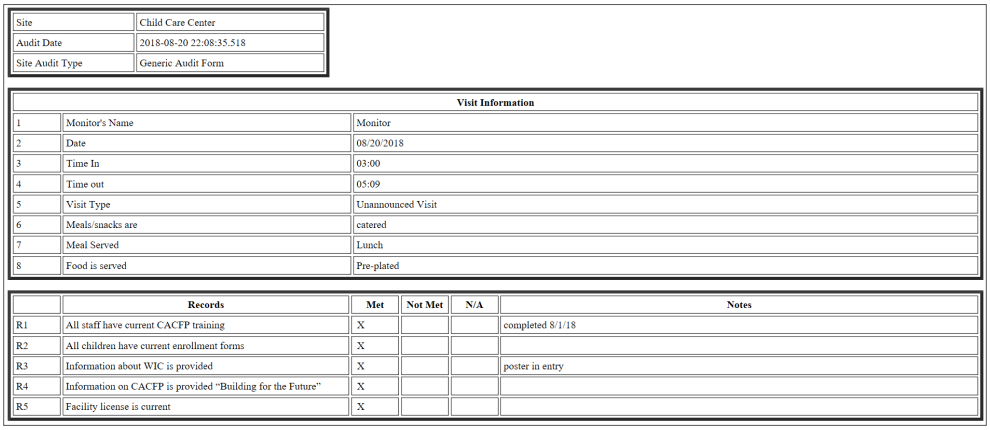


- The visit results are now available for viewing and printing from the web app.
- Once you save a visit, an email is automatically sent to the main sponsor email account as an alert.

Visits:
Adding a New Visit using Mobile App

To view or print a visit report entered using the mobile app:

- Click on “Visits” on the main dashboard.
- Click on the hyperlink for the date of the visit.
- Click on the hyperlink for the “Audit Report”.
- Print directly from your web browser.



Site	Child Care Center
Audit Date	2018-08-20 22:08:35.518
Site Audit Type	Generic Audit Form

Visit Information		
1	Monitor's Name	Monitor
2	Date	08/20/2018
3	Time In	03:00
4	Time out	05:09
5	Visit Type	Unannounced Visit
6	Meals/snacks are	catered
7	Meal Served	Lunch
8	Food is served	Pre-plated

	Records	Met	Not Met	N/A	Notes
R1	All staff have current CACFP training	X			completed 8/1/18
R2	All children have current enrollment forms	X			
R3	Information about WIC is provided	X			poster in entry
R4	Information on CACFP is provided “Building for the Future”	X			
R5	Facility license is current	X			

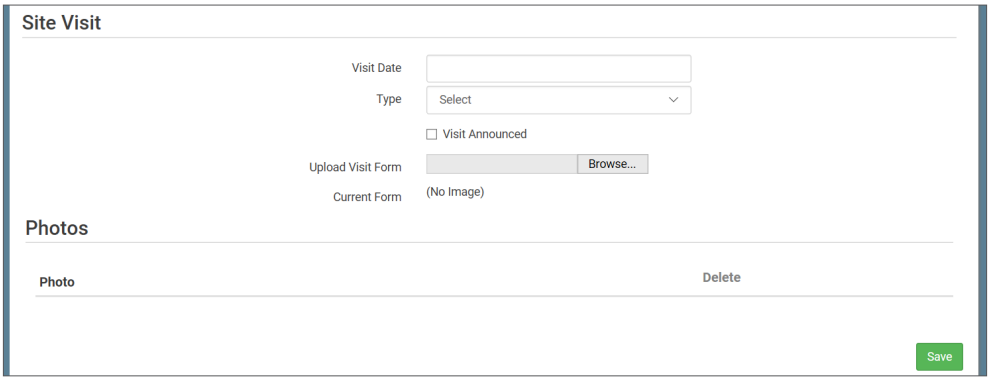
Visits:
Adding a New Visit using Web App

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To add a new review visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the blue “Add Visit” in the upper-right corner.
- Enter the fields:
    - **Visit Date (required)**
    - Type: Select from:
        - 28-day follow-up
        - Regular monitoring
        - CAP follow-up
        - Other
        - Site audit
    - Vist Announced: check if the site was notified of the visit ahead of time.
    - Upload Visit Form: click “browse” and select the scan of the paper form.
- Upload any photographs you would like stored with the visit form.
- Click “Save”.
- Once you save a visit, an email is automatically sent to the main sponsor email account as an alert.



Visits:
Viewing and Deleting Visits

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To view a visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the blue hyperlink for the visit date.
- View the form:
    - If the visit was added using the mobile app, click on the blue “Audit Report” hyperlink at the bottom of the screen.
    - If the visit was added using the web app, click on the blue “View Document” hyperlink at the top of the screen next to Current Form.

To delete a visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the red “Delete” button next to the correct visit. Note: this action cannot be reversed, so please use this feature with care.
- Confirm that you wish to proceed with the deletion.