

MY FOOD PROGRAM

Family Day Care Homes Sponsor Admin Quick Start Guide

Welcome to My Food Program! This Quick Start Guide is meant to get you up-and-running with our software in four easy steps. For a comprehensive understanding of how our software works, we recommend you read our full manual. **Ready? Let's go!**

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ADD YOUR
PROVIDERS

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ADD
PARTICIPANTS

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ENTER
A MENU

4

PROVIDERS TAKE
MEAL COUNTS

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PROVIDERS TAKE MEAL COUNTS

The first step is to add your providers to My Food Program.

Start by clicking on



. Then click on



to bring up the Site Details screen

NOTE: only the required fields are listed below. If you see fields on your screen not listed here, feel free to fill them out. We're trying to get you up-and-running as quickly as possible by only listing what is required.

FIELD	DESCRIPTION
Name	Put in the provider's name as you want it to appear on reports.
Type	Choose "Family Day Care Home".
Legal Name	Enter the provider's official name.
Profit Status	Select Non-Profit.
Site Identification Number	Enter a Site ID. Usually this is issued by the state agency.
Status	Set your site to "Active".
Address, City, State, Zip	Enter the physical location of the home.
Daily Attendance Method	Select either "present" if you only need a record of whether a child was in attendance or "in/out" if you want time stamps.
Meal Count Method	Select "roster" if you want providers to check each child in by name. Select "headcount" if they are just entering a number.
Time Zone	
Meal Count Timeframe	Select "Day".
Attendance Records Kept Outside of My Food Program	Leave this box unchecked if providers need to enter attendance before entering meal count. Check this box if you have another system of attendance.
Licensing Age Range Errors	Choose "Error" if you are going to use My Food Program to check if meal count are within the licensed capacity. If you've got another system for that, select "Ignore".
Enrollment Form Errors	Choose "Error" if you want My Food Program to disallow meals if an enrollment form is missing or expired. Choose "Ignore" if you want those meals to be claimed.
Missing Infant Menu Errors	Choose "Error" if providers are going to be entering infant menus into My Food Program. Choose "Ignore" if you are not going to enter infant menus.
Site Hours	Enter the opening and closing time of the home and the days of the week the home is open.
Site Meal Times	Enter the times and meals served at the home.

Click

Save

and you're done!

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ADD PARTICIPANTS

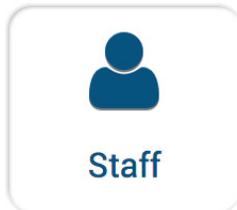
3

ENTER A MENU

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PROVIDERS TAKE MEAL COUNTS

In each site, click



and then click



Complete these required fields. **NOTE:** we're just listing the fields that you have to complete in order to get started. If you see additional fields on your screen, feel free to complete them now, but know that it is not required information.

FIELD	DESCRIPTION
Name	Enter the name of the provider.
Username	Enter a username. Many sponsors use the first name and last name as the username.
Password	Enter a password that is at least 12 characters.
Confirm Password	Confirm your password.
Primary Contact for Site	Check this box to designate the provider as the primary contact.
Roles	Select "Site Manager/Director" to give the provider access to all the features.

Click  and you're done!

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NOTE: Some sponsors choose to have providers enter child information. Other sponsors complete this step for providers. The instructions below work in either case.

Now it's time to add the children enrolled in the home. Click on



If you have a spreadsheet of the children handy, you can download our template and fill in the columns, then come

back and click on  , select your file, click the very top box to “select all” and click Save.

If you need to enter the children one-by-one, start by creating rosters. Click on  and repeat until you have all your rosters listed. Many home providers keep all children on one roster.

Next, click on  and then 

Complete these required fields. **NOTE:** we're just listing the fields that you have to complete in order to get started. If you see additional fields on your screen, feel free to complete them now, but know that it is not required information.

FIELD	DESCRIPTION
First Name	
Last Name	
Birthdate	Make sure this is accurate as it places the child in the USDA age range for food and the licensing age range for the home.
Start Date	Any meals recorded before the start date will be disallowed.
Roster Assignment	The roster for this child (you can select more than one)

Click  and you're done!

If this child has a sibling in care, click  and go through the same steps above.

If a child does not have a sibling in care, click  at the top and then 

Repeat the steps until you've entered the information for all the children.

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NOTE: this step could be completed by the sponsor or the provider.

Click on



from the main dashboard.

Click on today's date and the first meal for which you are going to record meal counts. Click on

[Edit Menu](#)

Go through each of the food groups and enter the name of the food in



Find the correct item in the dropdown and add it to your menu. You'll be able to set favorite foods and create saved menus later to make this process go faster.

Once you've entered a food item in all of the required food groups, click

[Save](#)

. If you forgot one of the food groups, we'll remind you.

If you are also going to use My Food Program to track infant menus, then click

[Edit Infant Menu](#)

Select the age of the **oldest** infant in care and add the food items using the search function as with the child menu.

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You're ready for providers to take meal counts!

If they want to take meal counts on the web app, click on Attendance. Check in the children that are present.



on the main dashboard.

Next, click on



on the main dashboard.

If they are taking headcount meal counts, select the date, meal and roster. Use the up/down arrows or enter the count manually then click Save.

Meal Count

Other Users Counts

Date: 07/29/2018

Meal *: AM Snack

Roster *: Preschool

Count: 10

Save

DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL

If they are taking meal counts by name, select the date, roster and meal. Click the box that says "Ate" next to each child that is eating the meal. Only children checked in for attendance appear on the list. Click Save and you're done!

Date: 07/29/2018

Roster: Toddler

Meal: Breakfast

Current Total: 0

Name	Ate
Jane Doe	<input type="checkbox"/>
Susie Doe	<input type="checkbox"/>
Roger Jones	<input type="checkbox"/>
Gavin Parker	<input type="checkbox"/>
Nia Parker	<input type="checkbox"/>
Jane Smith	<input type="checkbox"/>
John James Smith	<input type="checkbox"/>

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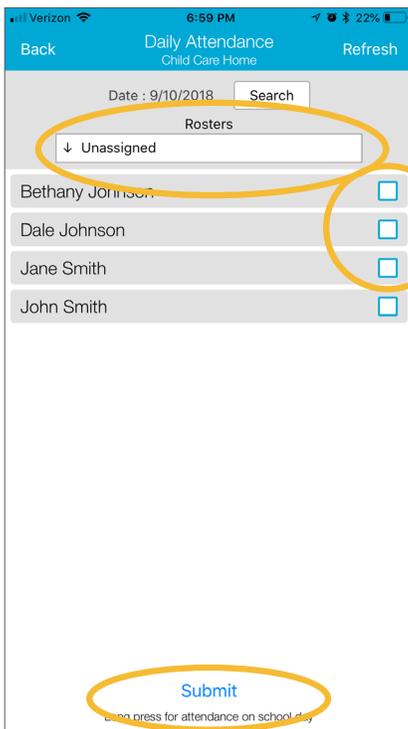
4

PROVIDERS TAKE MEAL COUNTS

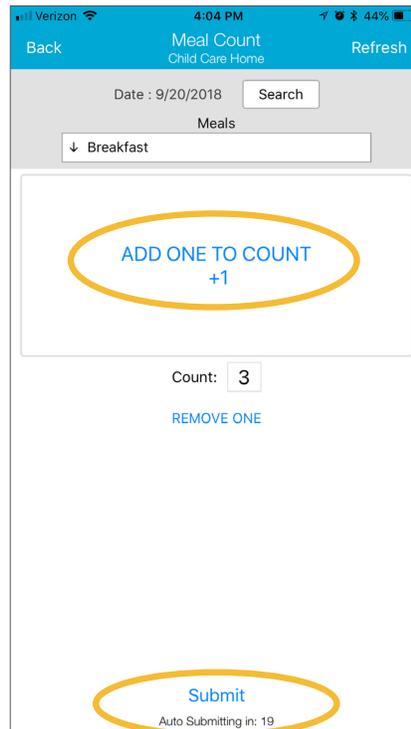
If providers want to take meal counts using the mobile app, have them grab their phone or tablet and go to Google Play or the Apple Store, search for “My Food Program” and download the free app.



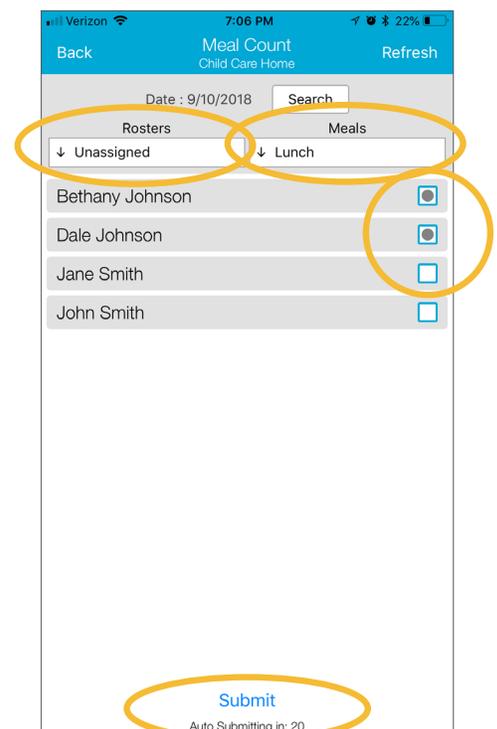
Open the app and have the provider login using the same username and password that you created in step 1 to login to the website. **HINT:** have providers click on “Remember me on device” and they will never have to enter their password again.



Start by taking attendance. Check the box next to the name of each child in attendance that day.



If they are doing head count, select the roster, meal and then click the button or enter the count manually.



If they are doing meal count by name, select the roster, meal and then click the names of the children eating the meal. Only children checked in for attendance will appear on the list.