

# Menu: Grocery Estimator: Creating a New Grocery Estimate



Before creating a new grocery estimate:

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 grocery estimate is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the grocery estimate.
3. Remember that only one grocery estimate can be associated with a particular date and meal.
4. Grocery estimates can be deleted at any time, but a menu cannot be changed if a claim has been processed.

## To create a new grocery estimate:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to generate a grocery estimate.
- Click on the blue “Edit Food Production” button in the lower right corner.
- The grocery estimate 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.
  - Grocery estimate 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.

Number of participants   Our Estimate		Age Range	
<input type="text"/>	<input type="text" value="0"/>	0 Months - 5 Months	Not included in quantities below, see Infant serving record
<input type="text"/>	<input type="text" value="0"/>	6 Months - 11 Months	Not included in quantities below, see Infant serving record
<input type="text"/>	<input type="text" value="2"/>	1 Year - 2 Year	
<input type="text"/>	<input type="text" value="3"/>	3 Year - 5 Year	
<input type="text"/>	<input type="text" value="1"/>	6 Year - 12 Year	
<input type="text"/>	<input type="text" value="0"/>	13 Year - 17 Year	
<input type="text"/>	<input type="text" value="0"/>	18 Years	

- 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.

Number of participants   Our Estimate		Milk Age Range
<input type="text"/>	<input type="text" value="0"/>	24 Months - 24 Months
<input type="text"/>	<input type="text" value="2"/>	12 Months - 23 Months
<input type="text"/>	<input type="text" value="0"/>	25 Months - 35 Months
<input type="text"/>	<input type="text" value="3"/>	3 Years - 5 Years
<input type="text"/>	<input type="text" value="1"/>	6 Years - 17 Years
<input type="text"/>	<input type="text" value="0"/>	18 Years

- 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.

Amount	Unit	Food
<input type="text" value="3.5"/>	oz	Cottage cheese
<input type="text" value="15"/>	Crackers	Crackers, Triscuit, original

- NOTE: the units used in the grocery estimates 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 grocery estimate 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 grocery estimate amounts listed on the Meal Details screen.

Food Production	15 Crackers Crackers, Triscuit, original 3.5 oz Cottage cheese
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