

*Summer Food  
Service Program  
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 three easy steps. For a comprehensive understanding of how our software works, we recommend you read our full manual. **Ready? Let's go!**

1

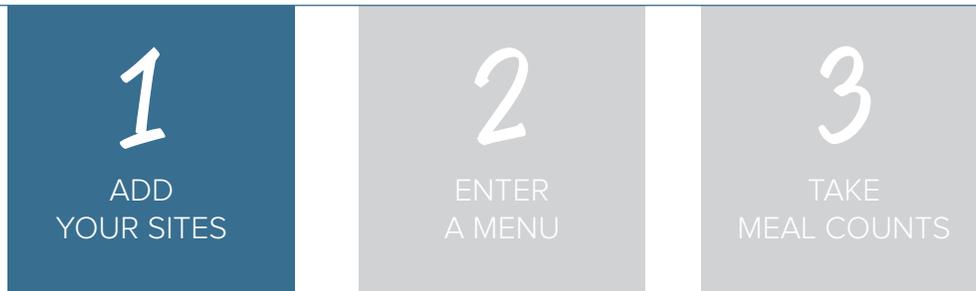
ADD  
YOUR SITES

2

ENTER  
A MENU

3

TAKE  
MEAL COUNTS



The first step is to add your site(s) 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
<b>Name</b>	Put in the name of your site as you want it to appear on reports.
<b>Type</b>	Choose "Summer Food"
<b>Legal Name</b>	Enter the official business name of the center
<b>Site Identification Number</b>	Enter a Site ID. Usually this is issued by the state agency.
<b>Status</b>	Set your site to "Active"
<b>Address, City, State, Zip</b>	Enter the physical location of the site.
<b>Meal Count Timeframe</b>	Select "Point of Service".
<b>Time Zone</b>	Time zone matters because the mobile app restricts the entry of counts to the specific meal time
<b>Summer Food Area Type</b>	Select "Self-Prep or Rural" or "Vended or Urban". This determines the reimbursement rates in your claim estimate.
<b>Attendance Records Kept Outside of My Food Program</b>	Leave this box unchecked if you need to enter attendance before entering meal count. Check this box if you have another system of attendance
<b>Site Hours</b>	Enter the opening and closing time of your center and the days of the week the center is open.
<b>Site Meal Times</b>	Enter the times and meals served at your center

Click  and you're done!

1

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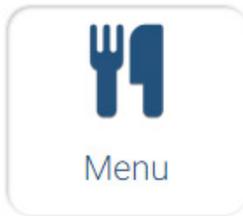
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Click on



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

Search...

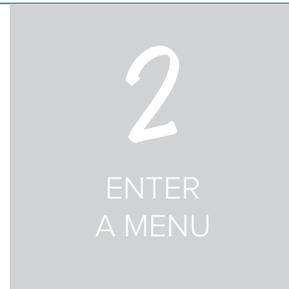
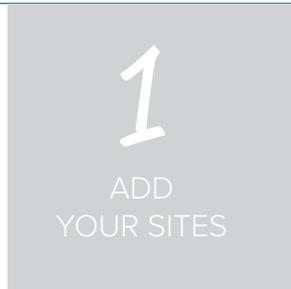


Find the correct item in the dropdown and add it to your menu. You'll be able to set favorite foods and create saved menus later to make this process go faster.

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.



You're ready to take some meal counts!



Select the date and meal. Use the up/down arrows or enter the count manually then click Save.

### Meal Count

Other Users Counts

Date:

Meal\*:

Meals Received/Prepared:

Meals Available from Previous Days:

**First Meals**

Second Meals Served to Children:

Meals Served to Program Adults:

Meals Served to Non-Program Adults:

Non-reimbursable meals:

Leftover Meals:

Number of additional children requesting a meal:

DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL

Save

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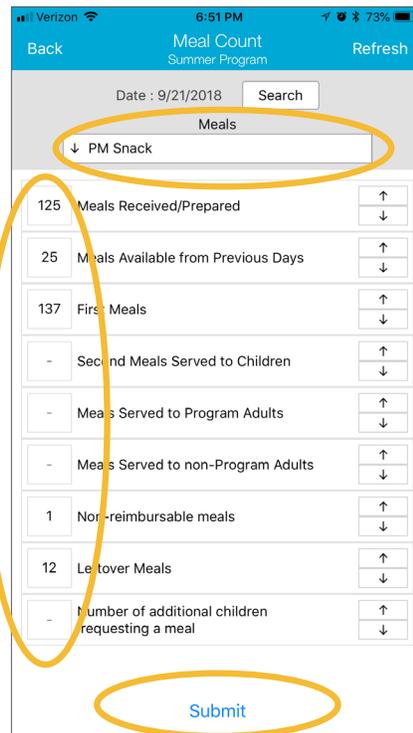
2  
ENTER  
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3  
TAKE  
MEAL COUNTS

If you want to take meal counts using the mobile app, grab your 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 login using the same username and password that you used to login to the website.  
**HINT:** click on “Remember me on device” and you’ll never have to enter your password again.



Select the meal and then click the button or enter the count manually.