



CACFP Recordkeeping Texas

My Food Program

Our mission at My Food Program is to make the CACFP easier through software. Our goal is to increase participation while reducing opportunities for fraud, waste and abuse and we believe quality CACFP recordkeeping software can accomplish just that. We are providing this packet to assist with demonstrating that My Food Program software complies with Federal CACFP recordkeeping requirements. State agencies, including the Texas Department of Agriculture (TDA), do not approve or endorse CACFP recordkeeping software. Instead, sponsors that wish to use CACFP funds to pay for My Food Program software must submit a request to TDA for Specific Prior Written Approval (SPWA) through TX-UNPS.

Part 1: CACFP Forms

In the first section of this document, you will find documentation of how My Food Program software collects and reports the information contained on CACFP forms from TDA.

Part 2: Electronic Storage of Forms

In the second section of this document is information about how you can use My Food Program to electronically store copies of income eligibility forms, enrollment forms, infant feeding preferences, special dietary needs and receipts and invoices to document a nonprofit meal service.

Contact Us

If you need any assistance with understanding how our software works or need further documentation to support your SPWA request, please feel free to contact us by phone at 651-433-7345, email at info@myfoodprogram.com or start a webchat at www.myfoodprogram.com.

Part 1
CACFP Forms

Claim for Reimbursement – Meal Form H4502

The TDA form *Claim for Reimbursement – Meal Form H4502* will be replaced by a combination of forms in My Food Program:

- Number of breakfasts, lunch, suppers and snacks included in a claim for reimbursement are located in multiple places. Included below are examples from the Meal Count by Name Report and Claim Summary Report

Meal Count by Name Report

	53	52	45	48	42		50	53	47	47	48		51	52	52	50	52				50	48		28	868
Breakfast																									
Lunch																									
PM Snack																									
Total			195	192	171	180	162						185	195	176	176	180								

Claim Summary Report using a Blend Rate

F/R/P	Meal	Count	x	# of FRP / Total	x	Amount	=	Total
A	Breakfast count	868	x	89/ 90	x	\$ 1.79	=	\$ 1536.46
B	Breakfast count	868	x	0/ 90	x	\$ 1.49	=	\$ 0.00
C	Breakfast count	868	x	1/ 90	x	\$ 0.31	=	\$ 2.99
<hr/>								
A	(Early + AM + PM + Evening Snacks) count	1289	x	89/ 90	x	\$ 0.91	=	\$ 1159.96
B	(Early + AM + PM + Evening Snacks) count	1289	x	0/ 90	x	\$ 0.45	=	\$ 0.00
C	(Early + AM + PM + Evening Snacks) count	1289	x	1/ 90	x	\$ 0.08	=	\$ 1.15
<hr/>								
A	Lunch/Supper count	868	x	89/ 90	x	\$ 3.31	=	\$ 2841.16
B	Lunch/Supper count	868	x	0/ 90	x	\$ 2.91	=	\$ 0.00
C	Lunch/Supper count	868	x	1/ 90	x	\$ 0.31	=	\$ 2.99
	Cash In Lieu	868	x			\$ 0.23	=	\$ 203.98

- The ledger of expenses is replicated in My Food Program using two reports: Expense Summary Report and Expense by Category Report. Sponsors enter their expenses in My Food Program by recording the date of purchase, expense category, description and amount. If this is an item that is allocated according to a percentage, they can select that as well. Sponsors also have the option to upload a photograph or scan of the invoice or receipt to My Food Program to further validate CACFP expenses.

Dashboard for Entering CACFP Expenses

Date

Expense Category

Description

Amount

Apply Space/Time Percentage

Upload Image No file chosen

Current Image (No Image)

continued on next page »

Claim for Reimbursement – Meal Form H4502

Expenses that are entered into My Food Program are then collected into two reports: Expense Summary Report (which gives grand totals in each expense category for the selected date range) and the Expense by Category Report (which provides details on each expense).

Expense Summary Report

Child Care Center		Expense Summary Report	
03/01/2019 to 03/31/2019			
Category	Number of Expenses	Category Amount	Applied Amount
Administrative Salaries and Benefits	2	220.00	220.00
Allowable Non-Food Supplies	1	15.34	15.34
Food (Actual Receipts)	1	1452.89	1452.89
Food Service Salaries and Benefits	2	1320.00	1320.00
Office Supplies/Postage/Bank Charges	1	17.82	17.82
Travel Expenses	1	5.65	5.65

Expense by Category Report

Child Care Center		Site Expense Report			
March 2019					
Date	Category	# of Expenses	Description	Category Amount	Applied Amount
03/05/2019	Food (Actual Receipts)	1	Food Distributor Invoice	1452.89	1452.89
03/12/2019	Travel Expenses	1	10 miles to attend training	5.65	5.65
03/15/2019	Administrative Salaries and Benefits	1	Director 5 hours 3/1-3/15	100.00	100.00
03/15/2019	Food Service Salaries and Benefits	1	Head Cook 48 hours	720.00	720.00
03/20/2019	Allowable Non-Food Supplies	1	Paper towels, napkins, cleaning supplies	15.34	15.34
03/27/2019	Office Supplies/Postage/Bank Charges	1	Printing and Postage for IEF	17.82	17.82
03/29/2019	Administrative Salaries and Benefits	1	Director 6 hours 3/15-3/29	120.00	120.00
03/31/2019	Food Service Salaries and Benefits	1	Head Cook 40 hours	600.00	600.00

Daily Meal Count and Attendance Record H1535

The TDA form *Daily Meal Count and Attendance Record H1535* will be replaced by the My Food Program report Daily Meal Count with Attendance. Meal counts are entered at point-of-service using a mobile device or through any web browser. Attendance and meal counts are kept separate. There are several options to configure the screen to enter meal counts and attendance and below are several examples.

	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5
Jane Doe	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
Roger Jones	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
Gavin Parker	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack

Date: Roster: Meal:

ID	Name	<input type="checkbox"/> Present	<input type="checkbox"/> Ate
1	Jane Doe	<input type="checkbox"/>	<input type="checkbox"/>
41	Roger Jones	<input type="checkbox"/>	<input type="checkbox"/>
6	Gavin Parker	<input type="checkbox"/>	<input type="checkbox"/>

The attendance and meal count data is reported in the Daily Meal Count with Attendance Report. An example is below.

Daily Meal Count with Attendance Report

Participant	Age	ID	Mon 03/04					Tues 03/05					Wed 03/06					Thus 03/07					Fri 03/08										
			A	E	B	A	L	P	S	E	A	E	B	A	L	P	S	E	A	E	B	A	L	P	S	E	A	E	B	A	L	P	S
Jane Doe	2Y 1M	1	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Roger Jones	7Y 4M	41	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Gavin Parker	4Y 2M	6	X	X				X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

	M					Tu					W					Th					Fri													
	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E		
Payable Total	0	3	0	2	2	0	0	0	0	0	3	1	0	0	0	2	0	2	2	0	0	3	0	3	3	0	0	0	0	3	3	0	0	
Non-Payable (Over Claim Limit)	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	0	
Non-CACFP (Program Staff/Non-Program)	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	0	
Disallowed	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attendance Total	3	0	0	0	0	0	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0	3	0	0	0	0	3	0	0	0	0	0	0	0
Meal Count Total	3	0	3	0	2	2	0	3	0	3	0	3	1	0	0	2	0	2	2	0	0	3	0	3	0	3	0	3	0	0	3	3	0	0

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible program participants. I understand that misrepresentation may result in prosecution under applicable state or federal laws.

Signature

Date

Daily Meal Production Record H1530

TDA form *Daily Meal Production Record H1530* will be replaced by the Food Production Report. Meal production amounts are entered from the menu planning screen. Sites enter a menu and then open a food production screen. My Food Program provides a suggestion for food production amounts using predicted attendance and minimum portion size requirements. The units on meal production records are selected by the site and may be in cups, ounces, gallons, half-pints, each, lbs, #10 cans, etc. Below is an example of the food production screen.

Food Production	3 #10 can Corn, canned, whole kernel, drained, heated (in #10 cans)
	55 slice Bread, WGR (in slices)
	17 Cup Watermelon, fresh (in cups)
	3.75 Gallons 1% milk for ages 2+ (in gallons)
	0.25 Gallons Whole milk for 1 yr old (in gallons)
	11 lbs Chicken, boneless, skinless, raw (in lbs)

The Food Production Report pulls together the following elements:

- Menu
- Planned participation by age range
- Actual participation by age range (if the report is generated after a meal has taken place)
- Food production amounts (amount, unit, food component, food item)
- Leftovers and substitutions for special dietary needs (entered manually at present, but will be automated with future software enhancements)

Food Production Report

Child Care Center		Site ID 842083	
Contracting Entity		ID #	
04/16/2019		04/17/2019	
Date Served	Meal	USDA Age Range	Food Production Amounts
04/16/2019	Lunch		
Menu		Age Range	Actual Headcount
Tomato Sauce with Beef Crumbles		1 year old	14
Spinach		2 year old	13
Peaches		3-5 Years	26
Spaghetti WGR		6-17 Years	22
Wheat Bread		Non-CACFP	0
Milk		Adult	0
		Planned Headcount	
		1 year old	14
		2 year old	13
		3-5 Years	25
		6-17 Years	22
		Non-CACFP	0
		Adult	0
		Amount	Unit
		3.00	#10 can
		8.00	lbs
		48.00	slice
		24.00	Cups
		2.00	#10 can
		0.50	Gallons
		3.50	Gallons
		Component	Food Item
		Vegetable	Spinach, canned, drained, heated (in #10 cans)
		Meat/Meat Alternate	Beef Crumble, fully-cooked, Advance (in lbs)
		Grains	Bread, WGR (in slices)
		Grains	Pasta, spaghetti, cooked, WGR (in cups)
		Fruit	Peaches, canned, diced, drained (in #10 cans)
		Fluid Milk	Whole milk for 1 yr old (in gallons)
		Fluid Milk	1% milk for ages 2+ (in gallons)
		Infants	
		0-5 Months	3
		6-11 Months	6

Daily Meal Production Record Infants H1530-A

TDA form *Daily Meal Production Record Infants H1530-A* will be replaced by the Infant Food Serving Report. The Infant Food Serving Report pulls together the following elements:

- Date
- Meal
- Infant Name placed into the appropriate infant age range
- Record of specific food items and amount prepared (for example, 2T. Peaches). At present, this information is recorded manually but will be automated with future software enhancements.

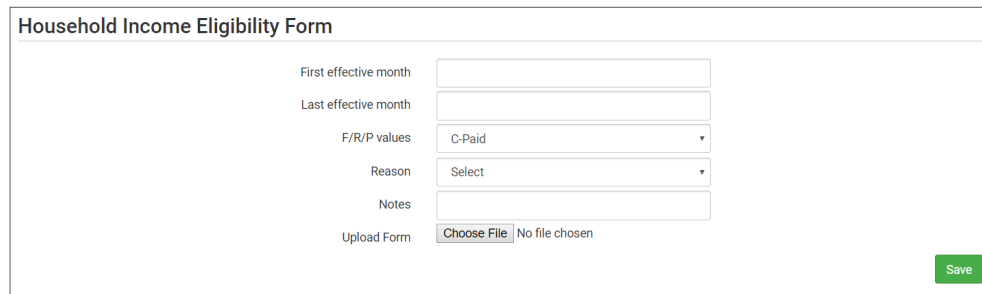
Infant Food Serving Report

				Breast Milk/Formula	Fruit	Infant Cereal/MMA	Vegetable
04/12/2019	Lunch	0-5 Months	Smith, Jane				
		6-11 Months	Johnson, Dale				

Part 2
Electronic Storage
of Forms

CACFP Meal Benefit Income Eligibility Form

Completed CACFP Meal Benefit Income Eligibility Forms can be stored in My Food Program. Begin by navigating to the household page. Clicking “Add Income Form” will bring up the screen shown below.



The screenshot shows a form titled "Household Income Eligibility Form". It contains the following fields and controls:

- First effective month:
- Last effective month:
- F/R/P values:
- Reason:
- Notes:
- Upload Form: No file chosen
-

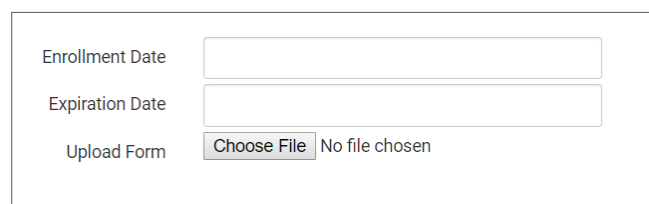
Sponsors select the first and last effective month and the income eligibility classification. We have the following cross-checks built in:

- You cannot enter a new income form for a month with a claim. This is because adding a new form would change the claiming percentage. Claims can be rolled back if a sponsor is going to submit a revised claim and wants to include the new form.
- The first and last effective months cannot be more than 13 months apart
- Reasons must be selected if the income category A-Free is selected (Head Start, Household Income or Case Number) or C-Paid is selected (Income or Refused). The reason for B-Reduced defaults to Income.

If you click “Choose File” and upload a scan of the CACFP Meal Benefit Income Eligibility Form, then it will be stored electronically in My Food Program and available for auditors to review.

Enrollment Form

Completed enrollment forms can be stored in My Food Program by navigating to the participant page and clicking “Add Enrollment” next to Enrollment Form, which brings up the screen below.



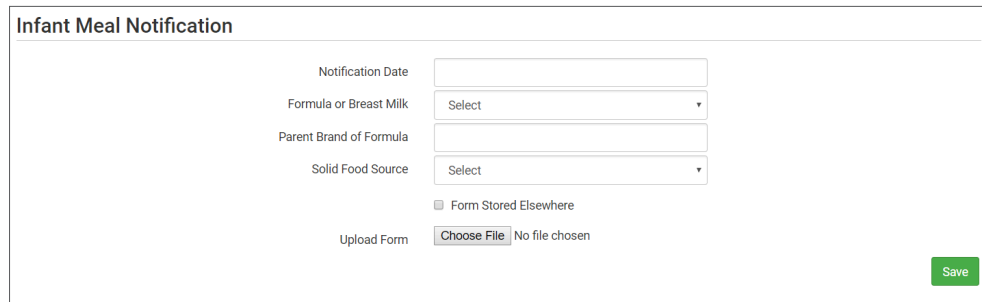
The screenshot shows a form titled "Enrollment Form". It contains the following fields and controls:

- Enrollment Date:
- Expiration Date:
- Upload Form: No file chosen

If you click “Choose File” and upload a scan of the Enrollment Form, then it will be stored electronically in My Food Program and available for auditors to review.

CACFP Infant Feeding Preferences

The TDA form “CACFP Infant Feeding Preference” can be stored in My Food Program by navigating to the participant page and clicking “Add” next to Infant Meal Notification which brings up the screen shown below.



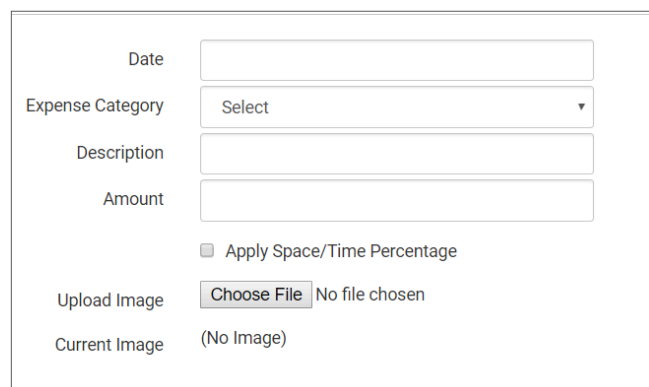
The screenshot shows a form titled "Infant Meal Notification" with the following fields and options:

- Notification Date: Text input field
- Formula or Breast Milk: Dropdown menu with "Select" option
- Parent Brand of Formula: Text input field
- Solid Food Source: Dropdown menu with "Select" option
- Form Stored Elsewhere
- Upload Form: "Choose File" button with "No file chosen" text
- Save: Green button

If you click “Choose File” and upload a scan of the CACFP Infant Feeding Preference form, then it will be stored electronically in My Food Program and available for auditors or other site staff to review.

Receipts/Invoices

Scans or photographs of receipts and invoices can be stored in My Food Program to supplement the *Claim for Reimbursement – Meal H4502* form. To enter an expense, click “Expenses” from the main dashboard and then “add” which will display the screen below.



The screenshot shows a form for entering an expense with the following fields and options:

- Date: Text input field
- Expense Category: Dropdown menu with "Select" option
- Description: Text input field
- Amount: Text input field
- Apply Space/Time Percentage
- Upload Image: "Choose File" button with "No file chosen" text
- Current Image: (No Image)

If you click “Choose File” and upload a scan or photograph of the receipt or invoice, then it will be stored electronically in My Food Program and available for auditors or other site staff to review.