

Meal Count: Taking Meal Counts by Headcount 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 participants for each meal.
2. **Headcount:** this means that you are just counting the number of participants present for a meal and entering that number. You are not tracking which participants 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”.

Enter Attendance & Meal Count from Paper

Roster:

- You will now see a list of participants 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.**

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Adult Day Center						
Week beginning 03 Sep 2018 Roster: Monday Attendees						
Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7	Saturday 8	
<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	
<input type="text" value="0"/> AM Snack	<input type="text" value="0"/> AM Snack	<input type="text" value="0"/> AM Snack	<input type="text" value="0"/> AM Snack	<input type="text" value="0"/> AM Snack	<input type="text" value="0"/> AM Snack	
<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	
Frank Anderson <input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Gary Fernandez <input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Delbert Reynolds <input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
June Sandoval <input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Nick Wise <input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance

- Record meal counts on the paper forms by writing the total number of participants 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.