

## Meal Count: Taking Meal Counts with Mixed CACFP/ARAM using Paper



The checkbox on the Site Details Page “After School Program (ARAM)” is used by traditional child care centers that are also participating in the At-Risk Afterschool Meals Program. Centers that participant in both programs need to keep separate records, which can be accomplished in My Food Program. Note: for traditional child care centers to participate in ARAMS, meal counts must be taken by name. Headcount meal counts cannot be used with this configuration.

### In order to check in a child for an ARAM meal, all of these conditions must be true:

1. The site is indicated as eligible for ARAM in Site Details.
2. The meal is designated as eligible for ARAM in Site Details.
3. The child is designated as enrolled in ARAM on their participant page.
4. The roster is designated as eligible for ARAM in Participants & Rosters..

### To record meal counts with mixed CACFP/ARAM 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 children that are assigned to that roster along with a list of the meals served. 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.**

# Meal Count: Taking Meal Counts with Mixed CACFP/ARAM using Paper



Enter Attendance & Meal Count from Paper

03/09/2020 Roster: School Age

← Previous Week **Week beginning 09 Mar 2020** Roster: School Age  Next Week →

	Monday 9		Tuesday 10		Wednesday 11		Thursday 12		Friday 13	
Liam Cook	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate								
	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast
	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack
	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch								
	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack
Ruth McGregor	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate								
	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast
	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack
	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch								
	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack
George Robinson	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate								
	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Breakfast
	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack	<input type="checkbox"/> AM Snack
	<input type="checkbox"/> Lunch	<input type="checkbox"/> Lunch								
	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack	<input type="checkbox"/> PM Snack

- Record CACFP/ARAM meal counts on the paper forms by checking the “ARAM Meal” box for each eligible participant next to the meal that they ate on each day.
- If a participant is not marked as eligible for ARAM, then no ARAM box will appear on the meal count screen. Either check the child in for a CACFP meal on another roster or go back and mark the child as eligible for ARAM.
- 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.