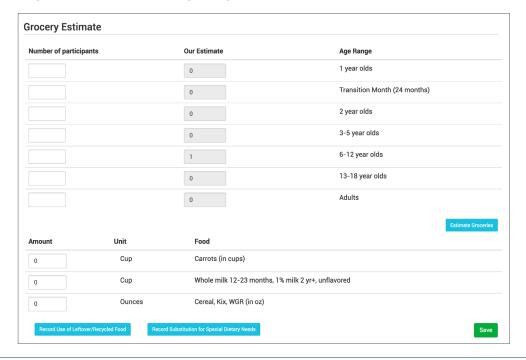Before creating a new grocery estimate:

1. Make sure that a menu is planned. If no menu is planned, the button "Edit Grocery Estimate" 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.
5. In order to see the output of a Grocery Estimate, look under Reports.
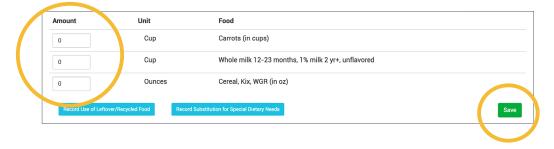
To create a new grocery estimate:

- 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 Grocery Estimate" button in the lower right corner.
- Grocery Estimate has three columns:
  1. Number of participants: this is the column that will be used to generate the grocery 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.
  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.

Grocery Estimate

Number of participants	Our Estimate	Age Range
	0	1 year olds
	0	Transition Month (24 months)
	0	2 year olds
	0	3-5 year olds
	1	6-12 year olds
	0	13-18 year olds
	0	Adults

Estimate Groceries

Amount	Unit	Food
0	Cup	Carrots (in cups)
0	Cup	Whole milk 12-23 months, 1% milk 2 yr+, unflavored
0	Ounces	Cereal, Kix, WGR (in oz)

Record Use of Leftover/Recycled Food   Record Substitution for Special Dietary Needs   Save

- 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 Groceries" 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.

- **NOTE: the units used in the grocery estimate 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.