

Before adding a new participants, ensure that you are not creating a duplicate. My Food Program will prevent the creation of a participant with the same first name, last name and date of birth of an existing participant, but just one typo and a duplicate participant could be created.

To add a new participant:

- Click on “Participants & Rosters” on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a participant (see separate instructions).
- From the Household Info page, click the blue “Add Participant” button.
- Complete the fields as described:
 - **First name (required)**
 - Middle name (optional)
 - **Last name (required)**
 - Birthdate estimated: this checkbox should be used if you are adding a participant and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
 - **Birthdate (required)**
 - **Start Date (required)**: this is the date that the participant should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
 - Date Withdrawn (optional): this is for your recordkeeping only. Active participants checked in for meals/snacks after this date will not be disallowed solely because of a withdraw date.
 - Gender (optional): for your recordkeeping.
 - **Status (required, but no change required if you accept default to “Pending”)**: A status of Active, Pending or Incomplete are for your recordkeeping purposes. A status of Inactive will remove the participant from lists of meal counts and attendance. See separate instructions for further explanation of this feature.
 - Allergies (optional): you can record any allergies or special dietary needs in this text box. Any text you enter here will be emailed to the sponsor and also show up as a pop-up alert on the mobile app for the roster to which this child is assigned.
 - **Roster Assignment (required, but will default to “Default Roster” if you do nothing)**: see separate instructions about how to create and manage rosters. Remember that a participant can be added to more than one roster and My Food Program will prevent any double-counting.
 - Racial Identity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
 - Ethnicity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.

- Include in claims (if unchecked, attendance and meal counts are recorded but not included in the claim) (optional): this box is checked by default. Having this box checked means that the participant is enrolled in CACFP and their meal and snack counts should be included in a claim for reimbursement. If this box is unchecked, the meals and snacks for this participant will not be included in a claim. See separate instructions for further explanation of this feature.
 - Received Subsidized Care (optional): this box is unchecked by default. If your state agency requires that you track both the A-Free/B-Reduced/C-Paid status based on household income eligibility forms AND the percentage of participants that are eligible for subsidized care (child care assistance), then you should use this feature. If you are only required to track A-Free/B-Reduced/C-Paid status, then you can ignore this box.
 - After School Program (ARAM) (optional): this function is not used for adult care centers.
 - Foster Child (optional): if this box is selected, this participant is automatically included as an “A” or “Tier I”.
 - Special Needs - allowed to claim over age 13 (optional): if this box is selected, the participant can be claimed even if they are over the age of 13.
 - Related, Non-Residential (optional): use this feature for tracking licensed capacity checks.
 - Participant Notes (optional): for your recordkeeping.
 - Group ID (optional): use this feature if you wish to assign a group ID to your participants. The group ID will appear on the Participant Report.
 - Participant ID (optional): use this feature if you wish to assign an ID to each participant for tracking. The participant ID will appear on the Participant Report.
 - Participant Schedule (optional): use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.
 - Special Diet (optional): enter the date, summary, and upload a scan of any forms documenting special dietary needs. Entering a special diet statement here will automatically send an email to the sponsor admin to alert them that a form has been uploaded and may need approval. See separate instructions for further explanation of this feature.
- Click “Save”. You will get an error message if any required fields are missing or you are attempting to create a duplicate.