

## Meal Count: Taking Meal Counts by Headcount using Paper



All Afterschool Programs are flagged as ARAM by default, which includes the site, meals, children and rosters. If the ARAM option isn't showing, double-check that the site, meal, child and roster are all set as ARAM.

### 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 children 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.**

# Meal Count: Taking Meal Counts by Headcount using Paper

**Enter Attendance & Meal Count from Paper**

04/06/2020 Submit See Meal Counts By Others

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**← Previous Week** Week beginning 06 Apr 2020 Next Week →

	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10
	<input type="text"/> PM Snack	<input type="text"/> PM Snack	<input type="text"/> PM Snack	<input type="text"/> PM Snack	<input type="text"/> PM Snack
	<input type="text"/> Supper	<input type="text"/> Supper	<input type="text"/> Supper	<input type="text"/> Supper	<input type="text"/> Supper
OLUWAFEMI ABDUL	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
NADIA ARMELIN	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
VIOLETTA BANES	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
JAMIA BOONE	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
ARMONDE CAMPBELL-RANDOLPH	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Brent Chamberlain	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
HAILEE DAVIS	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
PEYTON DAVIS	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
OGECHI EKECHI	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
CHANNEL FAHIE	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
BRADLEY GALLAWAY	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
JAMIN GODWIN-ALI	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Christopher Griffin	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
NATHANIEL IBARRA	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
DONAVEN JOHNSON	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
AMBER JONES	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
RANESHIA LARK	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
KIMBERLY LOPEZ	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
LINO LUNA	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
ISABELLA MEDRANO	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
ERICK MORALES	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Suzy Que	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Ashley Washington	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance

Print Save

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