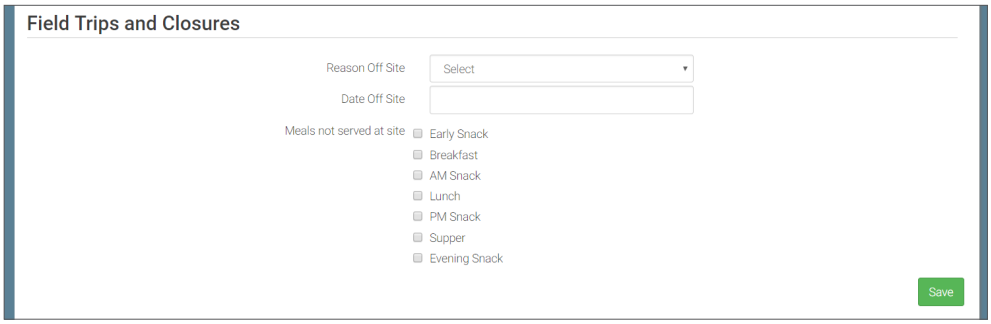
Closure/Field Trip:
Adding and Viewing a Closure/Field Trip

The "Closure/Field Trip" section of My Food Program is intended for providers to provide prior notification to their sponsor of a site closure or a time when the children will be away from the site at meal time. This is so that a sponsor does not attempt to conduct a review visit on a day when a meal cannot be observed.

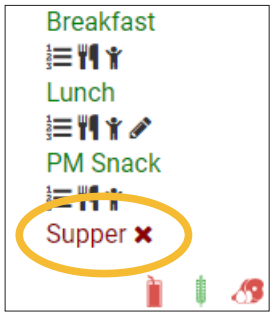
To add a new closure/field trip:

- Click on "Closure/Field Trip" on the main dashboard.
- Click the blue "Add" button in the upper-right corner.
- Complete the fields:
  - **Reason (required)**
  - **Date (required)**
  - **Meals not served at site (must select at least one)**
- Click "Save".



A recorded closure/field trip will show on the menu calendar with a red X.
You will not be able to take meal counts for these meals. If you try to record a meal count you will receive the following error: "*Site closure for this day and meal.*"

If you record attendance and meal counts and then add the closure, those meals will be disallowed with the following error: "*Meals/Snacks claimed outside of the operating days.*"



Closures/Field Trips can be logged by either the sponsor or the provider to indicate the dates when meals will not be served on-site and a review visit should not be conducted.

To view closures/field trips:

- Click on "Closure/Field Trip" on the main dashboard.
- Upcoming closures and fields trips will be displayed on the screen.
- To view past closures and field trips logged, check the box "Include Closures/Field Trips Before Today".