

Meal Count: Taking Weekly Meal Counts by Name 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 weekly 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 Weekly Meal Counts by Name using Paper



← Previous Week Week beginning 06 Apr 2020 Roster: Afterschool Program Copy Schedule Meals (?) Next Week →

	Monday 6		Tuesday 7		Wednesday 8		Thursday 9		Friday 10			
Christopher Griffin	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>
Suzy Que	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>
Ashley Washington	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>	Attendance	Ate PM Snack Supper	ARAM Meal <input type="checkbox"/>

Print Save

- Record 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. Check that the child is 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.