

Some sites choose to serve meals in shifts. For example, school-age children arrive for breakfast then leave for school. Then the preschool children arrive and also are served breakfast. If you added the school-agers and the preschoolers together, it would appear that the meal counts for breakfast exceed the licensed capacity. Meal shifts allow sites to properly document meal counts and also verify that licensed capacity was not exceeded at any one time.

To assign shifts to a meal:

- Click on “Site Details” on the main site dashboard.
- Click the checkbox next to “Shifts are an option for Meal Times”. Once this box is checked, an additional column appears in Site Meal Times called “Number of Shifts”.

Start Time	End Time	Meal	Number of Shifts	Is this a night meal?	Remove
08:00 am	09:00 am	Breakfast	2	<input type="checkbox"/>	Remove
08:00 am	08:30 am	Shift 1			
08:31 am	09:00 am	Shift 2			

- Select the number of shifts for each meal. The minimum is 1 and the maximum is 3.
- Once a meal has been assigned as having more than 1 shift, the meal count screen changes. Each participant checked in for a meal must be assigned to a shift.

Side By Side Entry	
Date	07/28/2020
Roster	Infant
Meal	Breakfast
Notes to Sponsor	
ID	Name
8	Jane Doe
4	Paul Hill

- During meal validation, My Food Program will check that the total number of participants checked in for each shift does not exceed the licensed capacity.