

There are four potential participant statuses. **For the purposes of My Food Program, three of them are identical and are used only for your recordkeeping purposes.**

**The following three participant statuses will include participants on attendance and meal count lists:**

- Active
- Pending
- Incomplete

Active

Many sponsors use “Active” to mean that all the required CACFP paperwork has been turned in.

Pending

Many sponsors use “Pending” to mean that a participant has been added to My Food Program, but they have not received any paperwork.

Incomplete

The “Incomplete” status is most often used if some of the required CACFP paperwork has been submitted, but some is still missing.

Inactive

The status of “Inactive” will remove a child from appearing on attendance and meal count lists. The Date Withdrawn will be automatically populated with the date the participant is changed to inactive in the system.