

*Emergency Shelter
Sponsor Admin
Quick Start Guide*

Welcome to My Food Program! This Quick Start Guide is meant to get you up-and-running with our software in four easy steps. For a comprehensive understanding of how our software works, we recommend you read our full manual. **Ready? Let's go!**

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YOUR SITES

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ADD
PARTICIPANTS

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ENTER
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TAKE
ATTENDANCE &
MEAL COUNTS

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TAKE ATTENDANCE & MEAL COUNTS

The first step is to add your site(s) to My Food Program.

Start by clicking on



. Then click on



to bring up the Site Details screen.

NOTE: only the required fields are listed below. If you see fields on your screen not listed here, feel free to fill them out. We're trying to get you up-and-running as quickly as possible by only listing what is required.

FIELD	DESCRIPTION
Name	Put in the name of your center as you want it to appear on reports
Type	Choose "Emergency Shelter"
Legal Name	Enter the official business name of the center
Profit Status	Select Non-Profit or For Profit
Site Identification Number	Enter a Site ID. Usually this is issued by the state agency.
Status	Set your site to "Active"
Address, City, State, Zip	Enter the physical location of the center.
Daily Attendance Method	Select either "present" if you only need a record of whether a child was in attendance or "in/out" if you want time stamps.
Meal Count Timeframe	Select "Point of Service"
Time Zone	Time zone matters because the mobile app restricts the entry of counts to the specific meal time.
Meal Count Method	Select "roster" if you want to check each child in by name. Select "headcount" if you're just entering a number.
Meal Count Entry	Select from "Daily entry with separate screens for attendance and meal counts", "Daily entry with combined screens for attendance and meal counts", "Daily entry of meal counts only (attendance records kept outside of My Food Program)", "Weekly attendance and meal count from paper", or "Monthly bulk entry by name".
Licensing Age Range Errors	Choose "Error" if you are going to use My Food Program to check if meal count are within your licensed capacity. If you've got another system for that, select "Ignore"
Enrollment Form Errors	Choose "Error" if you want My Food Program to disallow meals if an enrollment form is missing or expired. Choose "Ignore" if you want those meals to be claimed.

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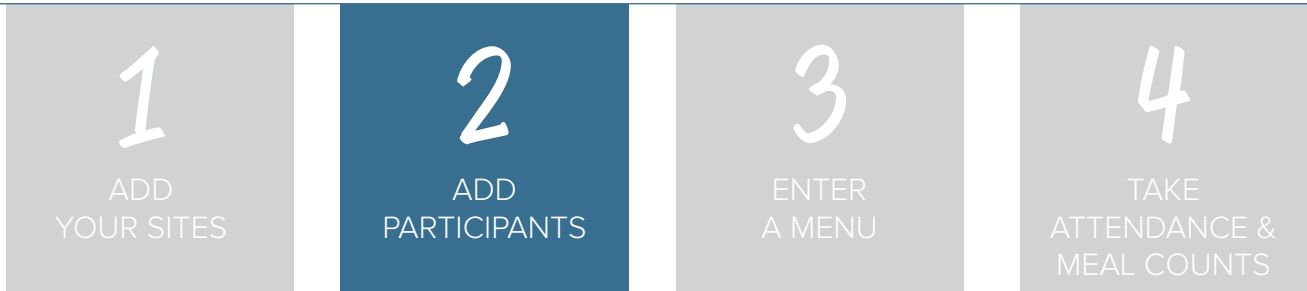
ENTER A MENU

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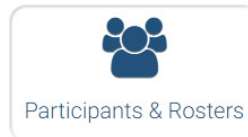
TAKE ATTENDANCE & MEAL COUNTS

FIELD	DESCRIPTION
Missing Infant Menu Errors	Choose "Error" if you're going to be entering infant menus into My Food Program. Choose "Ignore" if you are not going to enter infant menus.
Missing Infant Notification Errors	Choose "Error" if you want to disallow meals for participants under 12 months old who do not have an infant meal notification letter entered. Choose "Ignore" if you are not going to disallow these meals.
Site Hours	Enter the opening and closing time of your center and the days of the week the center is open.
Site Meal Times	Enter the times and meals served at your center

Click  and you're done!




Now it's time to add the children to your site. Click on



If you have a spreadsheet of your children handy, you can download our template and fill in the columns, then come

back and click on  , select your file, click the very top box to “select all” and click Save.

If you need to enter the children one-by-one, start by creating your classrooms. Click on  and repeat until you have all your classrooms listed.

Next, click on  and then 

Complete these required fields. **NOTE:** we're just listing the fields that you have to complete in order to get started. If you see additional fields on your screen, feel free to complete them now, but know that it is not required information.

FIELD	DESCRIPTION
First Name	
Last Name	
Birthdate	Make sure this is accurate as it places the child in the USDA age range for food and the licensing age range for the center.
Start Date	This is the date that the child should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
Status	A status of Active, Pending or Incomplete are for your recordkeeping purposes. A status of Inactive will remove the child from lists of meal counts and attendance.
Roster Assignment	The classroom for this child (you can select more than one)

Click  and you're done!

If this child has a sibling in care, click  and go through the same steps above.

If a child does not have a sibling in care, click  at the top and then 

Repeat the steps until you've entered the information for all your children.

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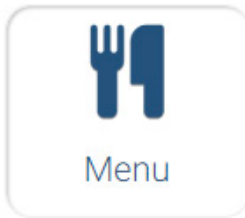
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Click on



from the main dashboard.

Click on today's date and the first meal for which you are going to record meal counts. Click on

 **Edit Menu**

Go through each of the food groups and enter the name of the food in

Search...



Find the correct item in the dropdown and add it to your menu. You'll be able to set favorite foods and create saved menus later to make this process go faster.

Once you've entered a food item in all of the required food groups, click

Save

. If you forgot one of the food groups, we'll remind you.

If you are also going to use My Food Program to track infant menus, then click

 **Edit Infant Menu**

Select the age of the **oldest** infant in care and add the food items using the search function as with the child menu.

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You're ready to take attendance and meal counts! On the web app, from the main dashboard click on:



Then select the Date, Roster and Meal:

Side By Side Entry

Date Roster Meal

- 1** Click on "Daily Attendance" if the child was in attendance for the day.
- 2** Click on "Ate" if the child was served a reimbursable meal or snack.
- 3** Select "Meal Outside of Normal Schedule" if this applies.
- 4** Select "Disallow Meal" and Select a reason from the dropdown menu, if this applies.

Notes to Sponsor

ID	Name	1	2	3	4
41	Roger Jones	<input type="checkbox"/> Daily Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> Meal Outside of Normal Schedule <input type="text" value="Reason..."/>	<input type="checkbox"/> Disallow Meal <input type="text" value="Select"/>
6	Gavin Parker	<input type="checkbox"/> Daily Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> Meal Outside of Normal Schedule <input type="text" value="Reason..."/>	<input type="checkbox"/> Disallow Meal <input type="text" value="Select"/>

Click and you're done!

Notes:

- You cannot click "Ate" until you have clicked "Present" – this prevents a meal from being recorded without attendance.
- A child only need to be checked in as "Present" once during the day. The "Present" button will already be checked if you navigate to meals later in the day.
- If you remove the check from the "Present" column, you are removing the attendance and all meals for the day.

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TAKE ATTENDANCE & MEAL COUNTS

If you want to take meal counts using the mobile app, grab your phone or tablet and go to Google Play or the Apple Store, search for “My Food Program” and download the free app.



Open the app and login using the same username and password that you used to login to the website.

HINT: click on “Remember me on device” and you’ll never have to enter your password again.

1

Click “Attendance and Meal Count Entry”.

2

Select the Roster and the Meal.

3

Click on “Attendance” if the child was in attendance for the day.

4

Click on “Ate” if the child was served a reimbursable meal or snack.

5

Click “Submit” at the bottom of the screen.

