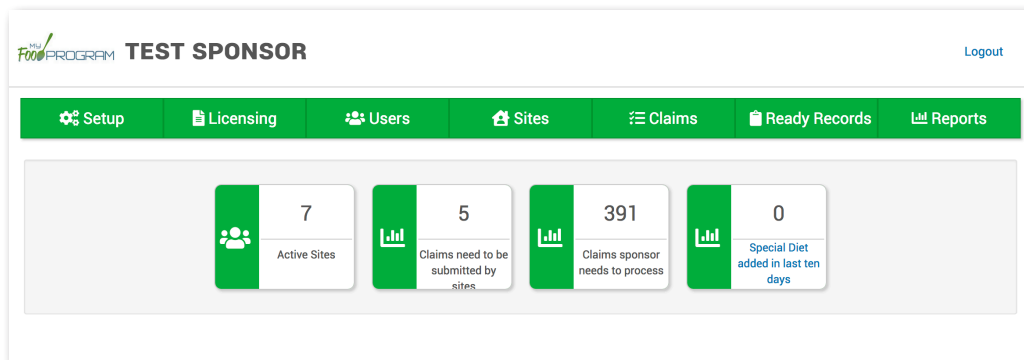# My Food Program

Family Day Care Home Sponsor Admin: User Guide

Welcome to My Food Program! This User Guide will help you navigate your way through the My Food Program website. You will find a section for each area of the website which includes instructions for getting up and running. This is meant to be the optimal method of setting up My Food Program. Certain features work better if you input data in a specific order, as it allows you to match up certain data fields. While there is no "wrong" way to enter data, this guide will walk you through in a way that will minimize your effort. If you still have questions, please don't hesitate to contact us at info@myfoodprogram.com or 651-433-7345.

	TEST SPONSOR					Logout
⚙ Setup	📄 Licensing	👥 Users	🏠 Sites	☰ Claims	🗑 Ready Records	📊 Reports

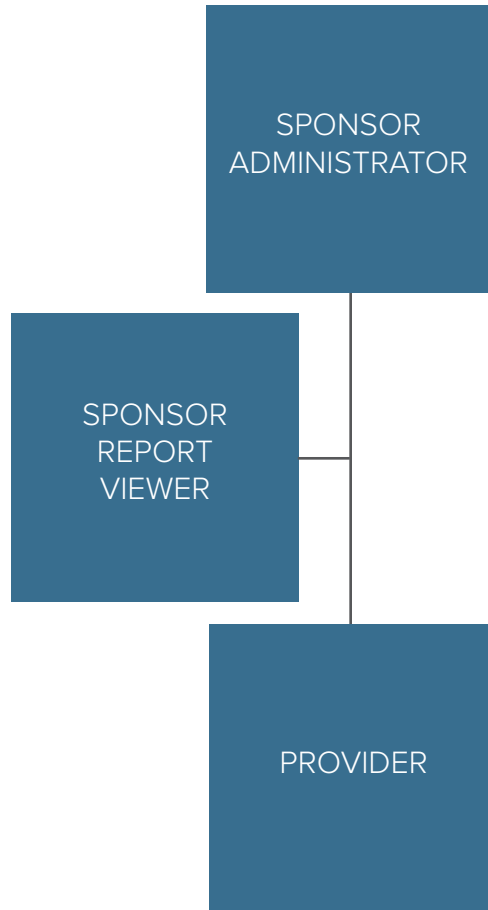| 👥	**7** Active Sites	📊	**5** Claims need to be submitted by sites	📊	**391** Claims sponsor needs to process	📊	**0** Special Diet added in last ten days

Above is a sample of your My Food Program dashboard. You are able to add your company logo to further personalize this page by going to the Setup tab.

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Permissions Matrix

MY FOOD PROGRAM FUNCTION	SPONSOR ADMINS	SPONSOR REPORTS	PROVIDER
Add/Delete/Edit/Remove Sites	✔		
Add and Remove Admin Users	✔		
Edit Sponsor Setup Information	✔		
Add/Delete/Edit Admin Principals	✔		
Add/Delete/Edit Organization Licensing Age Ranges	✔	✔	
View Claims	✔	✔	✔
Edit Claims	✔		✔
View Reports	✔	✔	✔
Add/Delete/Edit Site Provider	✔		✔
Plan Menus	✔		✔
Generate Grocery Estimate	✔		✔
Record Attendance	✔		✔
Record Meal Counts	✔		✔
View Participants and Rosters	✔		✔
Delete/Edit Participants and Rosters	✔		✔
View Site Details	✔		✔
Delete/Edit Site Details	✔		
View Expenses	✔		✔
Add/Edit Expenses	✔		✔
Submit a Claim	✔		✔
View a Claim	✔		✔
Edit a Submitted Claim	✔		

Sponsor Level

The Sponsor Setup tab has all the essential information about your sponsorship.

All fields below are required:

- Name: the name that you would like to appear on all forms
- Legal Name
- Sponsor Identification Number: typically assigned by the state agency
- Status: active/inactive
- Address, City, State, ZIP
- Email Address: this is the primary email contact for the sponsorship
- Phone
- Disallow Meals Outside of Schedule: check here if you want meals for participants attending outside of their normal schedule to be disallowed.
- Require parent/guardian name, contact information, schedule and race and ethnicity information for participants: All sites are required to enter first name, last name, birthdate and start date. By checking here, sponsors can now ALSO require sites to enter this information as well.
- Batch Claims: select here if you would like to process your claims in batches.
- FRP Classification: select from these options:
    - Include any participant that attended at least once during the month
    - Include any participant that attended at least once during the month AND had an enrollment form that was valid for at least one day in the month
    - Include any participant that ate a meal or snack at least once during the month
    - Include any participant that ate a meal or snack at least once during the month AND had an enrollment form that was valid for at least one day in the month
    - Include any participant that had an enrollment form that was valid for at least one day in the month (it doesn't matter if the participant attended or ate a meal or snack during the month)
- Enrollment Form Effective Date Policy: select from these options:
    - First day of calendar month in which the form was signed by the parent
    - First day of calendar month in which the form was signed by the sponsor
    - Parent signature date
    - Sponsor signature date
- Enrollment Form Expiration Date Policy: select from these options:
    - One year from effective date
    - One day prior to one year from effective date
    - End of the month one year from effective date
    - End of the prior month one year from effective date
    - Specific date
- Income Eligibility Form Effective Date Policy: select from these options:
    - First day of calendar month in which the form was signed by the parent
    - First day of calendar month in which the form was signed by the sponsor

- Income Eligibility Form Expiration Date Policy: select from these options:
    ○ 12 months
    ○ 13 months
    ○ Specific date
- Logo: the logo you upload here will be the one your sites see when they login to My Food Program. If you do not upload a logo here, then your sites will see the My Food Program logo when they login.
- Allowed Meal Types: these are the meal types that are possible to be added by sites. For example, if "Early Snack" is not a meal that is eligible for reimbursement in your state, then leave this box unchecked and no sites can add an early snack in error.
- Allowed Expense Categories: sponsors have the ability to restrict users to specific expense categories. Check the expenses that are allowed and those will be the only ones that will appear for selection at the site level. Expense categories are now sorted into five different groups:
    ○ Operating (Child Care Center, Adult Day Care, After School, Emergency Shelter, and Summer Food)
        ■ Allowable Non-Food Supplies
        ■ Food (Actual Receipts)
        ■ Food Costs (Contracted and Store Purchases)
        ■ Food Service Equipment
        ■ Food Service Salaries and Benefits
        ■ Labor and Benefits
        ■ Laundry and Cleaning
        ■ Milk
        ■ Operations Labor
        ■ Other
        ■ Vended Meals
    ○ Administrative (Child Care Center, Adult Day Care, After School, Emergency Shelter, and Summer Food)
        ■ Administrative Salaries and Benefits
        ■ Facilities and Space Costs
        ■ Other Administrative Expenses
        ■ Overhead
        ■ Training and Dues
        ■ Travel/Meals/Entertainment
    ○ FDCH Schedule C (Family Day Care Homes)
        ■ Advertising
        ■ Business Reports and Maintenance
        ■ Car and Truck Expenses use Mileage Log
        ■ Family Daycare Liability Insurance
        ■ Food Purchases
        ■ Household Supplies
        ■ Legal and Professional Services
        ■ Office Supplies/Postage/Bank Charges

- ■ Other Schedule C
- ■ Program Supplies
- ■ Taxes and Licenses
- ■ Toys and Equipment
- ■ Travel Expenses
- ■ Wages
- ° FDCH Form 8829 (Family Day Care Homes)
  - ■ General Home repairs and Maintenance
  - ■ Homeowners Insurance
  - ■ Other House Expenses
  - ■ Real Estate Taxes
  - ■ Rent or Interest on Mortgage
  - ■ Utilities
- ° FDCH Form 4562 (Family Day Care Homes)
  - ■ Equipment Purchases over $2,500
  - ■ Furniture or Appliance Purchases over $2,500
  - ■ Home Improvements over $2,500
- Milk Audit Settings: sponsors can customize the following:
  - ° Milk Audit Units: select from cups OR gallons.
  - ° Calculation Method: select Calculated from Attendance and/or Food Production Amounts
  - ° Milk Audit Type: select By Day and/or By Month
  - ° Milk Audit Delete Permission: select Sponsor Only OR Both Site Staff and Sponsor
  - ° Milk Audit Manual Increases: select Opening Balance and/or Purchase
  - ° Milk Audit Manual Decreases: select Additional Servings and/or Spoilage/Waste

The following fields are optional and/or not relevant for this site type:
- Manage Enrollment And Income Form Reminder Emails: only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.
- Hot Meal Minimum Temperatures: for sponsors that need to disallow meals based on temperature range. Cold Meal Maximum Temperatures: for sponsors that need to disallow meals based on temperature range.

Sponsor Principals:

If you wish to track sponsor principal individuals and their training, you can do that here.

To add a sponsor principal::

- Click on "Setup" from the main sponsor dashboard.
- Click the blue "Add" button.
- Complete the fields:
  - **Name (required)**: include the name as it appears on official documents.
  - **Position (required)**: job title or position on the Board of Directors (for non-profit).
  - **Birthdate (required)**
  - Term Dates (optional): for members of the Board of Directors.
  - **Address (required)**: assists with identification.
  - **Email Address (required)**
  - Employer (optional): if Board Member.
  - Job Title at Employer (optional).
  - Conflicts (optional): record conflicts of interest.
  - Checkboxes for "Can Vote" and "Receives Compensation" (optional).
- Click "Save".

Sponsor Principal

Name	
Position	
Birthdate	
Term Dates	
Address	
Email	
Employer Name	
Job Title at Employer	
Conflicts of Interest	

☐ Voting Member of Board
☐ Compensation For Serving

Save

ARAM Release Days:

You can ignore this button, as this is not relevant for this site type.

Excluded Foods:

You have the ability to exclude foods from being included on menus. For example, if your state agency does not allow the breading on chicken nuggets to be counted toward the grain/bread component, you can prevent providers from adding them to their menus. .

To add excluded foods:

- Click on "Setup" from the main sponsor dashboard.
- Click on "Excluded Foods" button.
- Click the blue "Add" button.
- Select the specific foods that you want to exclude.
- Click "Save".
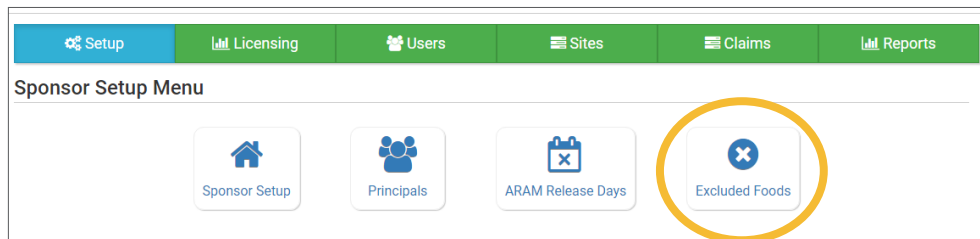
Note that sponsors are not able to add foods to our database - that is a function available only to My Food Program staff. If you need a food added to our database, please contact us and we will get it added right away.

Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. <u>Age Ranges</u>: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.

2. <u>License Types</u>: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

To do licensed capacity checks by age range:
- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Age Range".
- Click "Save".

To define the age ranges:
- Click on "Licensing" on the main sponsor dashboard.
- Click the blue "+Add" button.
- Create all the age ranges.
    - Age ranges cannot overlap unless one is marked as a "school age" and one is marked as "non-school age".
    - Use the overlapping age ranges if the state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include 5 and 6 year olds.
    - If you use overlapping age ranges, then you MUST use the "Is enrolled or attending school" box in participant information.

Licensing Age Range

Name	
Min Age	
	Choose...
Max Age	
	Choose...
School Age Range?	☐
	Save

To set the capacity for each age range:
- Click on the "Sites" tab on the main sponsor dashboard.
- Select the appropriate site and then click on "Site Details".
- Scroll down to "Site Licensing" and click on the blue "+Add License" button
- Enter the following information for each age range:
    - Capacity
    - License Age Range: select from the list that you have created.
    - Night Capacity: only check this box if special night capactiy is relevant.
- Click "Save".

Age Range Combinations

In some states, there are additional restrictions on licenses. For example, the facility license may say:

- Capacity: 57
- Infants: 18
- Toddlers: 14
- Preschool/School Age: 20
- Not to Exceed 8 School Age

In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

To add additional restrictions on licensed capacity that apply to more than one age group:

- Click on "Site Details" on the main dashboard.
- Click on the blue "Add Age Range Combination" button.
- Select the age ranges that apply to the restriction and the "not to exceed" value.

- Click "Save" and the additional restrictions will appear on the screen.

Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. Age Ranges: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.

2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

To define license type:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Licensed Type".
- Click "Save".

To define capacities and distribution for each license type:

- Click on the "Licensing" tab on the main sponsor dashboard.
- Click the blue "+Add" button on the right-hand side of the screen.
- Enter the following information for each of the rules that apply to licenses in your state. Note that there are typically 3-6 rules for each license type AND multiple configurations for each license type. Refer to your state licensing statutes to ensure accuracy:
  - License Type Name
  - Minimum Age & Maximum Age
  - Capacity
  - Night Capacity: only check this box if special night capactiy is relevant.
  - School Age: options include Applies Only to School Agers, Applies Only to Non School Agers or Applies to All Children. **You should select "Applies to All Children" unless your state defines "school age" according to school enrollment status rather than calendar age.**
- Click the blue "+Add" button to add another age range OR Click "Save".
- You may add as many license types as you need.

To assign a license or licenses to a site:

- Click on the "Sites" tab on the main sponsor dashboard.
- Select the appropriate site and then click on "Site Details".
- Scroll down to "License Types" and select the License(s) you want to apply to this site.
- Click "Save".

Sponsor users are employees or contractors with the sponsoring organization that should have access to information about all sites under a sponsorship. If you would like an individual to only have access to some sites, you should add them as site-level users instead. See separate instructions for details.

To add a sponsor user:

- Click on "Users" on the main sponsor dashboard.
- Click on the blue "Add" button and enter the fields:
  - ○ **Name (required)**
  - ○ **Username (required)**
  - ○ **Password (required)**: must be at least 12 characters.
  - ○ **Confirm Password (required)**
  - ○ Email Address, Phone Number, Start Date and End Date (optional)
  - ○ Status: active/inactive. A sponsor user marked as inactive will not be able to log in.
  - ○ **Roles (required)**: select "Sponsor Admin" which gives full permission to all sponsor and site-level information or "Sponsor Reporter" which is mostly read-only. You can assign the centers or providers in their sponsorship and you can restrict the monitoring forms available to Sponsor Reporters on the My Food Program for Reviewers Mobile App. For more information, refer to the Permissions Matrix.
  - ○ Notes: for your records.
  - ○ Sign Here: only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.
- Training: enter training here if you would like to use My Food Program to track training by sponsor staff.

Staff Info

Name	
User Name	
Password	
Confirm Password	
Email Address	
Phone Number	
Start Date	
End Date	
Status	Active
Roles	☐ Sponsor Admin ☑ Sponsor Reports
Specific Sites	
Specific Audit Forms	
Notes	
Sign Here:	

Clear Signature

Training   + Add

Type	Date	Description	Link

Save

To add a new sponsor provider training:

- Click on "Users" on the main sponsor dashboard.
- Click on the name of the sponsor user.
- Click the blue "Add" button in the training section.
- Enter the fields:
  - ○ <u>Training Date</u> **(required)**
  - ○ <u>Training Type</u> **(required)**
  - ○ <u>Description</u> (optional): for your records.
  - ○ Upload a scan or photo of the training agenda and/or signed training roster (optional).

Sponsor Staff Training

Training Date	
Training Type	Choose... ⌄
Description	
Upload Training	Browse...
	Save

Sponsor: Permissions Matrix

MY Food PROGRAM

MY FOOD PROGRAM FUNCTION	SPONSOR ADMINS	SPONSOR REPORTS	PROVIDER
Add/Delete/Edit/Remove Sites	✔		
Add and Remove Admin Users	✔		
Edit Sponsor Setup Information	✔		
Add/Delete/Edit Admin Principals	✔		
Add/Delete/Edit Organization Licensing Age Ranges	✔	✔	
View Claims	✔	✔	✔
Edit Claims	✔		✔
View Reports	✔	✔	✔
Add/Delete/Edit Site Provider	✔		✔
Plan Menus	✔		✔
Generate Grocery Estimates	✔		✔
Record Attendance	✔		✔
Record Meal Counts	✔		✔
View Participants and Rosters	✔		✔
Delete/Edit Participants and Rosters	✔		✔
View Site Details	✔		✔
Delete/Edit Site Details	✔		
View Expenses	✔		✔
Add/Edit Expenses	✔		✔
Submit a Claim	✔		✔
View a Claim	✔		✔
Edit a Submitted Claim	✔		

Sites can be added to My Food Program either individually or uploaded in bulk.

To add a single site:

- Click on "Sites" on the main sponsor dashboard.
- Click on the blue "Add" button in the upper right corner.
- Enter the Site Details. For information about how to set up a site, reference the guide on Site Configuration.
- Click "Save".

Sponsors that are going to use My Food Program for multiple sites can save time by creating sites using our import feature rather than creating each site individually.

To bulk import sites:

- Download the Site Import Template.
- Enter the information for your sites using copy/paste or by renaming the columns in your own spreadsheet.
- Save the document and ensure that you retain the .csv file extension. Files with Excel .xlsx extensions will not work.
- Click the blue "Upload Sites" button.
- Locate the file in with the site information.
- You will now see a list of sites. Click on the checkbox next to the word "Name" to mark all sites for upload. If you only wish to upload some sites, click them in individually. Any errors will be displayed on the far-right column; sites with errors will not be uploaded.
- Click "Save" and your sites will be uploaded.

Upload Sites

☑ Name	Type/Status	Address	Settings	Errors
☑ Happy Kid's Daycare HAPPY KIDS ID: 23892309248	Child Care Center Active	111 Huron Rd Fresno CA 95628 PST8PDT	Meal Count Type: Roster Meal Time Frame: Day Attendance: Present Requires Roster: true Self Sponsored: true Staff Allowed: true	
☑ Longmont Elementary LUSD ID: 273478347834	After School Program Inactive	222 Kimbark Ave Longmont CO 34533 MST7MDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
☑ Grandmas Home Elders Inc ID: 77675949494	Adult Day Care Active	333 Jane Way Erie PA 12344 EST5EDT	Meal Count Type: Headcount Meal Time Frame: Day Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
Home is Here City of Akron ID: 78346729290	Active	444 Public Road Akron OH 32324 CST6CDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: Present Requires Roster: false Self Sponsored: true Staff Allowed: true	SiteType Homeless Shelter is not valid for this sponsor.

Site claims can be run individually or for all sites under a sponsorship at once. To run a claim individually, refer to the guides on claims processing. Claims that have been "Submitted to Sponsor" (i.e. through step 3 in the claims process) will be included when processing claims in bulk.

To run claims in bulk:
- Click on "Claims" on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green "Create Claims" button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!

- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

Each active site is listed on the screen along with the status of their claim:
- Attendance & Meal Counts
    - ○ **Red** if no attendance or meal counts have been entered for the month
    - ○ **Green** if attendance and meal counts have been entered for the month
    - ○ **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
    - ○ **Red** if the site still needs to submit their attendance and meal counts to sponsor
    - ○ **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
    - ○ **M symbol** if it is a manual claim
- Claim Errors
    - ○ **Red** if there are claim errors
    - ○ **Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created

Below is our full list of available reports. If your state agency requires a specific report, we can develop new reports to meet those requirements. If you have any questions, please reach out.

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
📊 REPORTS			
Average Daily Participation Report	This reports shows the average daily participation for meals. Used by Texas sponsors.	Month/Year	PDF
Missing Forms Report	Report of number of missing forms for each site.	N/A	PDF
Site Audit Report	This report displays each site visit by date for this site.	Date Range	CSV
Site Closures Report	This report displays all site closures for a date range.	Date Range	CSV
Site Food Orders	This report displays meal orders by age range for each site.	Date	PDF
Serious Deficiency Report	This report lists all serious deficiencies for a time period.	Date Range Status	CSV
Expired/Missing HIEF Report	These reports are only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.		
Pending HIEF Report			
Bulk Enrollment Form Report	Generates one pdf with a enrollment form for each household for each site.	Missing/Expired Enrollment Forms, Income Forms or Both	PDF
Enrollment Create Date Report	This report displays participants with enrollment forms created within a range.	Date Range	CSV
Missing/Expired Training Report	This report displays each user for each site that has missing or expired training.	Current Fiscal Year OR Current Year OR Last 12 Months	CSV
Site Export Report	A spreadsheet that is a comprehensive site export file.	Site Status	CSV

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
Payable Meals Custom Date Range	Generates a csv file of payable meals by week by tier.	Date Range	CSV
Participant Export Report	Yearly summary of CACFP reimbursement for all sites	Year	PDF
Reimbursements by Calendar Year	Expense Summary Report for all sites.	Date Range	PDF
Expense Summary Reports	Expense Summary Report for all sites.	Date Range	PDF
Site Summary Reports	Site Summary report for one for more sites, Manual and Online Claims.	Claim Type Report Type	PDF
Participants Enrolled in Multiple Sites	Active Participants with the same First Name, Last Name and Birth Date enrolled in multiple sites.	N/A	PDF
Participants with Duplicate Meals in Multiple Sites	Participants with the same First, Last Name and Birthdate that have eaten the same meal at multiple sites.	N/A	PDF
Site Menu Report*	Child and Infant menus for every site with a claim. *This report will only include menus for sites that have created a claim for that month.	Month/Year	PDF
Daily Notes Export	A spreadsheet containing all daily notes for each site.	Date Range	CSV
Meals Outside of Schedule	Report of all meals served outside of schedule during a month.	Month/Year	PDF

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
☰ CLAIMS			
State Agency Export Files	Generate export files for state agencies.	N/A	CSV / TXT
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	PDF
State Claim Summary Report for Sponsors of Family Child Care Homes	Aggregate attendance and meal data for all claiming homes.	Month/Year	PDF
Claims	This report shows the claim summary for selected site types including Child Care Centers, Adult Day Care Centers, Afterschool Programs, Emergency Shelters and Summer Food Service Programs.	Site Type Month/Year	CSV
Claims (Payment Amounts Only)	This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the center. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields: • Site Identification Number • Site Name • Payment Method • Claim Batch • Claiming Percentage • CACFP Blend Rate Estimate • CACFP Actual Meal Count Claim Estimate • ARAM Claim Estimate	Site Type **Select: "Payment Amounts Ony"** Month/Year	CSV
Claims (FDCH)	This report shows the claim summary for Family Day Care Homes.	Site Type Month/Year	CSV
Claims (FDCH) (Payment Amounts Only)	This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the family day care home. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields: • Site Identification Number • Site Name • Payment Method • Claim Batch • CACFP Claim Estimate • Claim Adjustments Date(s) and Amount(s)	Site Type **Select: "Payment Amounts Ony"** Month/Year	CSV

Menu

My Food Program offers an extensive food database which includes only foods that are creditable on the CACFP.

Fruit

- Apple Juice, 100% (in cups)
- Apples, canned, sliced (in cups)
- Apples, dried (in cups)
- Apples, fresh, raw (in cups)
- Applesauce (in cups)
- Apricots, canned (in cups)
- Apricots, dried (in cups)
- Apricots, fresh (in cups)
- Bananas, fresh, sliced (in cups)
- Berry Medley, frozen, thawed (in cups)
- Blackberries/Boysenberries, fresh (in cups)
- Blueberries, fresh, frozen or canned (in cups)
- Cantaloupe, fresh (in cups)
- Cherries, fresh, canned or frozen (in cups)
- Clementines, fresh (in cups)
- Cranberries, dehydrated (in cups)
- Cranberry Juice, 100% (in cups)
- Fruit Punch, 100% Juice (in cups)
- Fruit cocktail, canned (in cups)
- Fruit, Mixed, fresh (in cups)
- Grape Juice, 100% (in cups)
- Grapefruit Juice, 100% (in cups)
- Grapefruit, fresh (in cups)
- Grapes, fresh (in cups)
- Honeydew Melon, fresh (in cups)
- Juicy Juice, 100% juice, berry flavor (in cups)
- Kiwi, fresh (in cups)
- Mango, dried (in cups)
- Mango, fresh, canned or frozen (in cups)
- Nectarines, fresh (in cups)
- Orange Juice, 100% (in cups)
- Oranges, fresh (in cups)
- Oranges, mandarin, canned (in cups)
- Peaches, canned (in cups)

- Peaches, fresh (in cups)
- Pears, fresh or canned (in cups)
- Pineapple Juice, 100% (in cups)
- Pineapple, fresh or canned (in cups)
- Plums, fresh or canned (in cups)
- Prunes, dried (in cups)
- Raisins, dried (in cups)
- Raspberries, fresh or frozen (in cups)
- Strawberries, fresh or frozen (in cups)
- Tangerines, fresh (in cups)
- Tropical Fruit, canned (in cups)
- Watermelon, fresh (in cups)
- White Grape Juice 100% (in cups)

Infant Foods
- Apple & Sweet Potato infant food
- Apple Strawberry Banana infant food
- Apple, Peach & Squash infant food
- Apples & Cherries infant food
- Apples & Corn infant food
- Applesauce infant food
- Apricot with Mixed Fruit infant food
- Banana & Orange infant food
- Banana Mixed Berry infant food
- Banana infant food
- Banana, Apples & Pears infant food
- Banana, Carrot & Mango infant food
- Banana, Plum, Grape infant food
- Carrot, Pear & Blackberry infant food
- Mango Apple infant food
- Pear & Pineapple infant food
- Pear Blueberry infant food
- Pear infant food
- Prunes & Apples infant food
- Pumpkin Banana infant food
- Squash, Apples & Corn infant food
- Sweet Potato, Apple & Pumpkin infant food

Fluid Milk

- Whole milk 12-23 months, 1% milk 2 yr+, unflavored
- Whole milk 12-23 months, skim milk 2yr+, unflavored
- Breast Milk/Iron-Fortified Formula

Meat/Meat Alternate

- Beans, Great Northern (in cups)
- Beans, baked (in cups)
- Beans, black (in cups)
- Beans, black-eyed (or peas) (in cups)
- Beans, garbanzo or chickpeas (in cups)
- Beans, kidney (in cups)
- Beans, navy or pea (in cups)
- Beans, pink (in cups)
- Beans, pinto (in cups)
- Beans, red (in cups)
- Beans, refried (in cups)
- Beef, cooked (in oz)
- Beef, ground, cooked (in oz)
- Beef, stew meat, cooked (in oz)
- Cheese, american, cheddar,mozzarella, or swiss (in oz)
- Cheese, parmesan or romano (in oz)
- Chicken Nuggets, Tenders or Strips, CN (in oz)
- Chicken Pattie, CN (in oz)
- Chicken, canned (in oz)
- Chicken, cooked (in oz)
- Chicken, ground, cooked (in oz)
- Corndog, CN (in oz)
- Cottage Cheese (in oz)
- Eggs (each)
- Fish Sticks, CN (in oz)
- Fish, cooked (in oz)
- Frankfurters (hot dogs), without byproducts, cereals, or extenders (in oz)
- Ham (in oz)
- Peanut Butter (in Tbsp)
- Pork Chops, cooked (in oz)
- Pork, cooked (in oz)

- Sausage, beef, cooked (in oz)
- Sausage, chicken, cooked (in oz)
- Sausage, pork, cooked (in oz)
- Sausage, turkey, cooked (in oz)
- Shrimp, baked (in oz)
- String Cheese, 1 oz. stick (each)
- Tofu, 5g per 1/4 cup (in oz)
- Tuna, canned (in oz)
- Turkey, cooked (in oz)
- Turkey, deli, without binder, fillers, extenders (in oz)
- Yogurt, Activia, any flavor (in cups)
- Yogurt, Aldi brand, Fit and Active, vanilla or plain (in cups)
- Yogurt, Aldi brand, Simply Nature, vanilla or plain (in cups)
- Yogurt, Annie's Organic, any flavor (in cups)
- Yogurt, Chobani, blended, any flavor (in cups)
- Yogurt, Chobani, fruit on the bottom, any flavor (in cups)
- Yogurt, Dannon, Danimals, any flavor but NOT smoothie (in cups)
- Yogurt, Dannon, Light and Fit Greek, any flavor (in cups)
- Yogurt, Dannon, Light and Fit Nonfat, any flavor (in cups)
- Yogurt, Dannon, Oikos Greek Nonfat, any flavor (in cups)
- Yogurt, Dannon, whole milk, any flavor (in cups)
- Yogurt, Fage, plain flavor (in cups)
- Yogurt, Fage, split cup, any flavor EXCEPT honey (in cups)
- Yogurt, Great Value brand, Greek, plain or vanilla (in cups)
- Yogurt, Great Value brand, LIGHT vanilla or plain (in cups)

Meat/Meat Alternate

- Yogurt, Greek Gods brand, plain flavor only (in cups)
- Yogurt, Kemps, light, all flavors (in 6oz containers)
- Yogurt, Land O' Lakes, plain (in cups)
- Yogurt, Market Pantry brand, NONFAT vanilla or plain only (in cups)
- Yogurt, Old Home brand, Plain or LIGHT vanilla only (in cups)
- Yogurt, Siggi's Brand, any flavor (in cups)
- Yogurt, Stonyfield Organic 100% grassfed, any flavor (in cups)
- Yogurt, Stonyfield, Organic Greek, any flavor (in cups)
- Yogurt, Stonyfield, organic lowfat smooth and creamy, any flavor (in cups)

- Yogurt, Stonyfield, organic whole milk smooth and creamy, any flavor (in cups)
- Yogurt, Upstate Farms, any flavor (in cups)
- Yogurt, Yoplait Greek, any flavor (in cups)
- Yogurt, Yoplait Kids or Yoplait Trix, any flavor (in cups)
- Yogurt, Yoplait Light, any flavor (in cups)
- Yogurt, Yoplait Originals, any flavor (in cups)
- Yogurt, Yoplait Simply GoGurt, 2.25 oz pouch (each)
- Yogurt, Yoplait, Greek 100 Protein, any flavor (in cups)
- Yogurt, Yoplait, Thick and Creamy LIGHT, any flavor (in cups)

Infant Foods
- Infant Beef Food
- Infant Chicken Food
- Infant Turkey Food

Grains   *WGR indicates a whole grain-rich food*

- Animal Crackers, WGR (in oz)
- Animal Crackers, enriched (in oz)
- Bagels, WGR (in oz)
- Bagels, enriched (in oz)
- Banana Bread, WGR (in oz)
- Banana Bread, enriched (in oz)
- Barley, pearl, cooked (in cups)
- Biscuits, WGR (in oz)
- Biscuits, enriched (in oz)
- Bread Sticks, soft, WGR (in oz)
- Bread Sticks, soft, enriched (in oz)
- Bread, WGR (in slices)
- Bread, enriched (in slices)
- Breading, WGR (in oz)
- Breading, enriched (in oz)
- Buns, hamburger or hot dog, WGR (in oz)
- Buns, hamburger or hot dog, enriched (in oz)
- Cereal, Berry Berry Kix, WGR (in cups)
- Cereal, Brown Sugar Oatmeal Squares, WGR (in cups)
- Cereal, Cheerios, plain, WGR (in cups)
- Cereal, Cinnamon Oatmeal Squares, WGR (in cups)
- Cereal, Corn Chex, WGR (in cups)

- Cereal, Crispix (in cups)
- Cereal, Frosted Mini-Wheats, WGR (in cups)
- Cereal, Gluten-Free Rice Krispies (in cups)
- Cereal, Honey Bunches of Oats Almond Crunch, WGR (in cups)
- Cereal, Honey Bunches of Oats Almonds (in cups)
- Cereal, Honey Bunches of Oats Cinnamon (in cups)
- Cereal, Honey Bunches of Oats Honey (in cups)
- Cereal, Honey Bunches of Oats Honey Crunch, WGR (in cups)
- Cereal, Honey Bunches of Oats Vanilla (in cups)
- Cereal, Honey Kix, WGR (in cups)
- Cereal, Kix, WGR (in cups)
- Cereal, Life, original, WGR (in cups)
- Cereal, Multigrain Cheerios, WGR (in cups)
- Cereal, Post Great Grains, banana nut, WGR (in cups)
- Cereal, Rice Chex, WGR (in cups)
- Cereal, Rice Krispies (in cups)
- Cereal, Special K, original (in cups)
- Cereal, Sunbelt Bakery Simple Granola, WGR (in cups)
- Cereal, Total, WGR (in cups)
- Cereal, Vanilla Chex, WGR (in cups)
- Cereal, Wheat Chex, WGR (in cups)
- Cereal, Wheaties, WGR (in cups)
- Cereal, corn flakes (in cups)

Grains

WGR indicates a whole grain-rich food

- Chex Mix, enriched (in oz)
- Corn Chips, WGR (in oz)
- Corn Grits, enriched, cooked (in cups)
- Cornbread, WGR (in oz)
- Cornbread, enriched (in oz)
- Crackers, Cheez-It (each)
- Crackers, Club, enriched (in oz)
- Crackers, Goldfish Grahams, WGR (in oz)
- Crackers, Goldfish, WGR (in oz)
- Crackers, Goldfish, enriched (in oz)
- Crackers, Ritz, enriched (each)
- Crackers, Teddy Grahams, WGR (each)
- Crackers, Toasty, peanut-butter filled, enriched (each)
- Crackers, Triscuit, WGR (each)
- Crackers, Wheat Thins, WGR (each)
- Crackers, oyster, enriched (in oz)
- Crackers, saltines, enriched (in oz)
- Crackers, savory, WGR (in oz)
- Crackers, savory, enriched (in oz)
- Crescent Rolls, enriched (in oz)
- Croissant, enriched (in oz)
- English Muffins, WGR (in oz)
- English Muffins, enriched (in oz)
- Farina, Cream of Wheat, WGR (in cups cooked)
- Farina, enriched (Cream of Wheat/Malt-O-Meal) (in cups)
- French Toast Sticks, enriched, 0.8 oz. (each)
- French Toast, WGR (in oz)
- French Toast, enriched (in oz)
- Graham Crackers, WGR (in oz)
- Graham Crackers, enriched (in oz)
- Granola, WGR (in oz)
- Muffins, WGR (in oz)
- Muffins, enriched (in oz)
- Oatmeal, cooked, WGR (in cups)
- Pancakes, WGR (in oz)
- Pancakes, enriched (in oz)
- Pasta, cooked, WGR (in cups)
- Pasta, enriched, cooked (in cups)
- Pasta, macaroni, cooked, WGR (in cups)
- Pasta, macaroni, cooked, enriched (in cups)
- Pasta, spaghetti, cooked, WGR (in cups)
- Pasta, spaghetti, cooked, enriched (in cups)
- Pita Bread, WGR (in oz)
- Pita Bread, enriched (in oz)
- Pizza Crust, WGR (in oz)
- Pizza Crust, enriched (in oz)
- Popcorn, popped WGR (in cups)
- Pretzels, hard, WGR (in oz)
- Pretzels, hard, enriched (in oz)
- Pretzels, soft, enriched (in oz)
- Rice Cakes, enriched (in oz)
- Rice, brown, cooked, WGR (in cups)
- Rice, white, enriched, cooked (in cups)
- Rolls, WGR (in oz)
- Rolls, enriched (in oz)
- Taco Shells WGR (in oz)
- Taco Shells, enriched (in oz)
- Toast, WGR (in oz)
- Toast, enriched (in oz)
- Tortilla Chips, WGR (in oz)
- Tortilla Chips, enriched (in oz)
- Tortillas, WGR (in oz)
- Tortillas, enriched (in oz)
- Waffles, WGR (in oz)
- Waffles, enriched (in oz)
- Wild Rice, cooked, WGR (in cups)
- Zucchini Bread, enriched (in oz)

Vegetable

- Asparagus, fresh, canned or frozen (in cups)
- Avocados, fresh (in cups)
- Bamboo shoots, canned, sliced (in cups)
- Bean sprouts, fresh or canned (in cups)
- Beans, Great Northern, canned (in cups)
- Beans, baked, canned (in cups)
- Beans, black, canned (in cups)
- Beans, black-eyed (or peas)
- Beans, garbanzo or chickpeas (in cups)
- Beans, green, fresh, frozen or canned (in cups)
- Beans, kidney, canned (in cups)
- Beans, lima, canned, fresh or frozen (in cups)
- Beans, navy or pea, canned (in cups)
- Beans, pink (in cups)
- Beans, pinto, canned (in cups)
- Beans, red, canned (in cups)
- Beans, refried, canned (in cups)
- Beans, soy, fresh (edamame) (in cups)
- Beans, wax, fresh or canned (in cups)
- Beets, canned, sliced (in cups)
- Broccoli, fresh or frozen (in cups)
- Brussels Sprouts, fresh or frozen (in cups)
- Cabbage, Green or Red, fresh, shredded (in cups)
- Cabbage, Green or Red, cooked (in cups)
- Carrots (in cups)
- Cauliflower, fresh or frozen (in cups)
- Celery, fresh or canned (in cups)
- Chili Beans (in cups)
- Corn, fresh, frozen or canned (in cups)
- Cucumbers, fresh (in cups)
- French fries, baked (in cups)
- Hashbrowns, baked (in cups)
- Hummus (in cups)
- Jicama, fresh (in cups)
- Lentils, cooked (in cups)

- Lettuce, served raw (in cups)
- Marinara Sauce (in cups)
- Mushrooms, fresh, canned or frozen (in cups)
- Onions, fresh , canned, or frozen (in cups)
- Peas & Carrots, canned or frozen (in cups)
- Peas, green (in cups)
- Peppers, bell, fresh or frozen (in cups)
- Potatoes, baked (in cups)
- Potatoes, mashed (in cups)
- Salsa, canned (in cups)
- Soup, bean or pea, commercially-prepared (in cups)
- Soup, tomato, condensed, prepared with water (in cups)
- Soups, canned, all vegetable (in cups)
- Spinach, cooked (in cups)
- Spinach, fresh, served raw (in cups)
- Squash, fresh, frozen or canned (in cups)
- Sweet potatoes, canned or frozen (in cups)
- Tater Tots, baked (in cups)
- Tomato Paste, canned (in Tbsp)
- Tomato Sauce (in cups)
- Tomatoes, fresh, raw (in cups)
- Vegetables, mixed, canned (in cups)
- Vegetables, mixed, frozen (in cups)
- Vegetables, raw, assorted (in cups)
- Yams, fresh, frozen or canned, cooked (in cups)
- Zucchini, fresh or frozen (in cups)

Infant Food

- Carrot infant food
- Green beans infant food
- Pear, Zucchini & Corn infant food
- Peas Infant Food
- Potato infant food
- Pumpkin infant food
- Squash infant food
- Sweet Potatoes & Corn infant food
- Sweet potato infant food

Infant Cereal

- Infant Cereal, iron-fortified

The food database only includes creditable foods. If you would like a food added, please send a request to info@myfoodprogram.com. When planning your menus, keep in mind that the software was designed to prevent errors, so you will not be able to save a menu that doesn't credit with the CACFP.

When viewing your menus, you will notice that there are a number of icons used. These are meant to be a visual reference to note the status of your menus. Please see below for more detailed descriptions.

Numbered List
This icon means that a meal count has been entered.

Fork & Knife
This icon means that a menu has been planned. The name of the meal turns green once both a menu and meal count have been entered.

Child
This icon means that an infant menu has been planned.

Food Production Record
This icon means that a food production record has been created for this meal.

Site Closures
This icon means that the site was recorded as closed or on a holiday that day.

Breakfast
Lunch
PM Snack
Supper

Juice
This icon means that juice was served that day. The software automatically prevents juice from being served twice in one day.

Whole Grain Rich
This icon will be green If you have served a food that is whole grain-rich. If you have not served a food that is whole grain-rich, the icon is grey.

Meat/Meat Alternate
This icon means that a meat/meat alternate was served at breakfast instead of a grain. The software automatically limits those substitutions to three times per week.
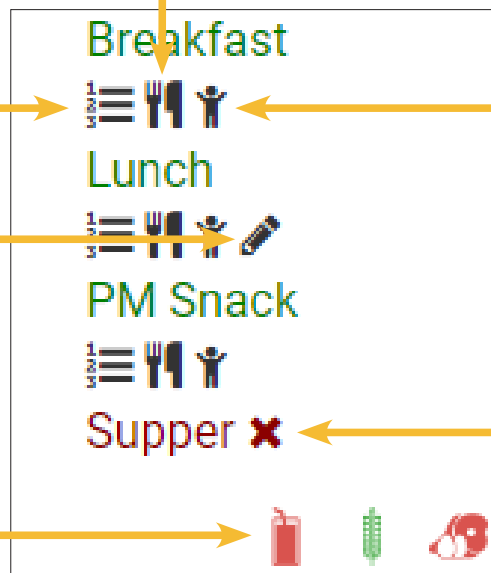
To plan a new menu for children ages 1 and older:

- Click on "Menu" on the main dashboard.
- Click on the date and meal type for which you want to enter a menu.
- To plan a menu for children ages 1 and older:
  - ○ Click on the blue "Edit Menu" button.
  - ○ Enter the "Description for Print View". Note that whatever is entered in this box is what will appear when you print a menu.
  - ○ If you wish to use a saved menu, select it from the "Menu" drop-down, then make any changes and click Save
  - ○ If you want to enter food items without using a saved menu:
    - ■ Go through each of the required components and select the food item that you are using to meet that meal pattern requirement.
    - ■ You must have a food item for each required meal component in order to save the menu.
    - ■ You may add food items using the drop-down "favorite foods" list or you may search for items. If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
    - ■ If you select a food item by mistake, simply click the red "Remove" button.
    - ■ When you are done, click "Save". If there the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.
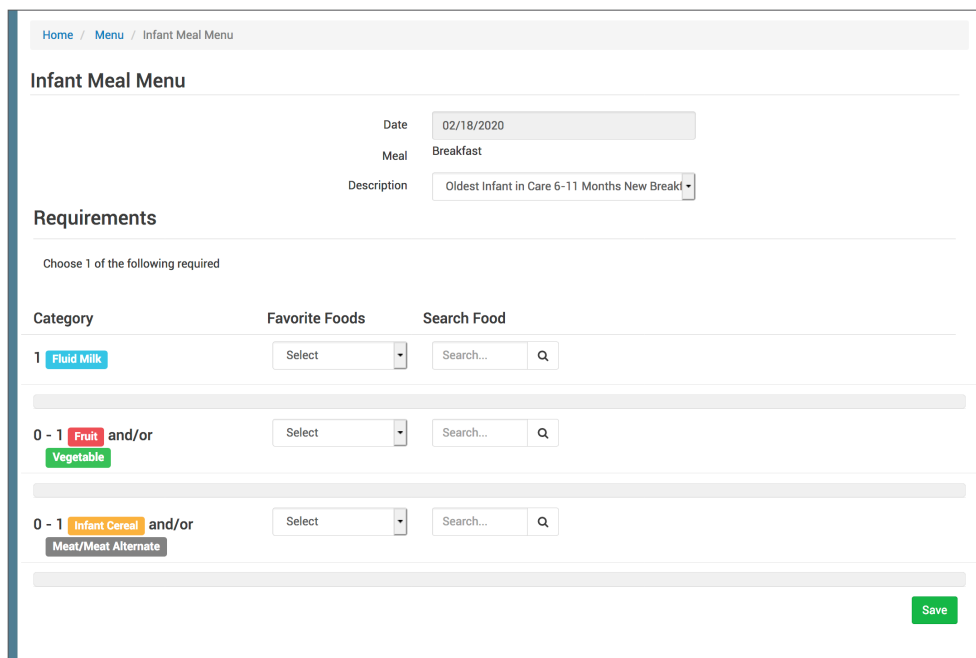
To plan a menu for infants by date:

- Be sure that "By Date" is selected for Infant Menu Method under Site Details.
- Click on the blue "Edit Infant Menu" button.
- Under "Description" select the infant age range for which you want to plan a menu. **Note: the system prompts you to select the age range of the OLDEST infant in care. If you have only infants 5 months and younger, select the choice "Oldest Infant in Care 0-5 months". If you select this choice, you not be entering items other than formula/breast milk. If you have any infants at all that are 6 months or older, select "Oldest Infant in Care 6-11 months". Then you will be prompted to enter food items in addition to formula/breast milk.**
- Select the food items that you are using to satisfy the infant meal components. You are not required to enter anything other than formula/breast milk since it may be possible that an infant is not developmentally ready for food items.
- You may enter as many food items as you want.
- If you need to record which specific foods were consumed by each specific infant, then you should either use the Infants by Name menu method (option is selected under Site Details) or enter all the foods offered and use the Infant Food Serving Report to match each infant to the specific food they ate.
- When you are done, click "Save". If the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

To plan a menu for infants by name:

- Be sure that "By Name" is selected for Infant Menu Method under Site Details.
- Infants must be checked in for daily attendance and the meal before they will appear on the infant menu by name screen.
- Click on the blue "Edit Infant Menu" button.
- Next to each infants name, select the food items that you are using to satisfy the infant meal components. Be sure to enter the amount for each component. You are not required to enter anything other than formula/breast milk since it may be possible that an infant is not developmentally ready for food items.
- By default, all infant foods are listed as favorite foods and appear in this menu. If you would like to include additional foods, please be sure to add them to your Favorite Foods list.
- When you are done, click "Save". If the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

Menus can be edited unless a claim has been processed for the month. If you want to edit a menu and a claim has been created, you need to roll-back the claim, edit the menu, and then re-process the claim.

To edit a planned menu:
- Click on "Menu" on the main dashboard.
- Click on the date and meal you wish to edit.
- Remove, add or substitute the food items.
- Click "Save". If the menu you planned meets the meal pattern requirements, then you will be re-directed to the Meal Details page. If your menu does not meet the meal pattern requirements, you will see info boxes in red that will identify the errors.

My Food Program allows flexibility when it comes to recording fluid milk. Please review the two options below and begin using the milk type that works best for the requirements in your state.

Option #1:

Your State Agency does not require menus to be specific about the types of fluid milk served. When planning menus, you should use the menu item "Milk, fluid". Using this as your menu item indicates to the state agency that children are receiving milk in the appropriate fat percentage for their age category, but does not track amounts by separate milk types.

Favorite Foods

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☑	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☐	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select / Milk, fluid	Search...

Option #2:

Your State Agency requires menus to be specific about the types of milk served. Before you being recording menus, **you should set all the types of fluid milk that you use as "Favorite Foods".**

If you **do not serve a different type of milk only to those children in the "transition month"**, you will need to select **two types of milk** each time you plan a menu:

Fluid Milk Combination: Whole milk for ages 12-23 months and 1% milk for all participants 2 and older	Fluid Milk Combination: Whole milk for ages 12-23 months and skim milk for all participants 2 and older

Favorite Foods | Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☑	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Favorite Foods

Fluid Milk

Mark as Favorite	Name
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☑	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT BOTH | **Menu Planning: SELECT BOTH**

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select / 1% Milk for all participants 2 and older / Whole milk for ages 12-23 months	🔍

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select / Skim milk for all participants 2 and older / Whole milk for ages 12-23 months	🔍

If you **do serve a different type of milk only to those children in the "transition month"**, you will need to select **four types of milk** each time you plan a menu:

Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 2% Milk
25–35 months: 1% Milk
36 months and older: 1% Milk

Favorite Foods

| Fluid Milk	
Mark as Favorite	**Name**
☐	1% Milk for ages 24 months (transition month)
☑	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☑	1% milk for all participants 3 years and older
☑	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☐	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☐	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select — 1% Milk for ages 25-35 months / 1% milk for all participants 3 years and older / 2% Milk for ages 24 months (transition month)	🔍

Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 2% Milk
25–35 months: Skim Milk
36 months and older: Skim Milk

Favorite Foods

Favorite Foods	
Fluid Milk	
Mark as Favorite	**Name**
☐	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☑	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☑	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☑	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select — 2% Milk for ages 24 months (transition month) / Whole milk for ages 12-23 months / Skim milk for ages 25-35 months	🔍

Fluid Milk Combination:
12–23 months: Whole Milk
24 months: 1% Milk
25–35 months: Skim Milk
36 months and older: Skim Milk

Favorite Foods

Favorite Foods	
Fluid Milk	
Mark as Favorite	**Name**
☑	1% Milk for ages 24 months (transition month)
☐	1% Milk for ages 25-35 months
☐	1% milk for ages 2+ (in half-pints)
☐	1% Milk for all participants 2 and older
☐	1% milk for all participants 3 years and older
☐	2% Milk for ages 24 months (transition month)
☑	Breast Milk/Iron-Fortified Formula
☐	Milk, fluid
☐	Milk, fluid (in gallons)
☐	Skim milk for all participants 2 and older
☑	Whole milk for ages 12-23 months
☐	Skim milk for ages 24 months (transition month)
☑	Skim milk for ages 25-35 months
☐	Skim milk for ages 2+ (in gallons)
☑	Skim milk for all participants 3 years and older
☐	Soymilk nutritionally equivalent to cow's milk
☐	Whole milk for 12-23 month (in half-pints)
☐	Whole milk for 1 yr old (in gallons)
☐	Whole milk for ages 24 months (transition month)
☐	Yogurt for Fluid Milk (ADULT CARE ONLY)

Menu Planning: SELECT ALL

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select — 1% Milk for ages 24 months (transition month) / Whole milk for ages 12-23 months / Skim milk for ages 25-35 months	🔍

As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the drop-down menu when planning menus.
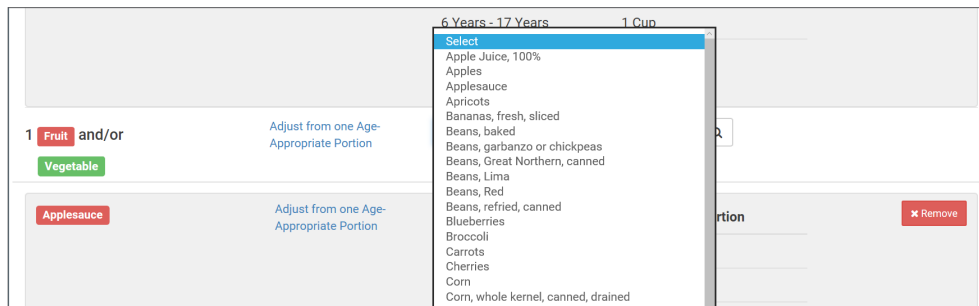
A few items are automatically set to be favorites. To add or remove items from your favorite foods list:

- Click on "Menu" from the main dashboard.
- Click on "Favorite Foods" in the upper-left corner.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click "Save".
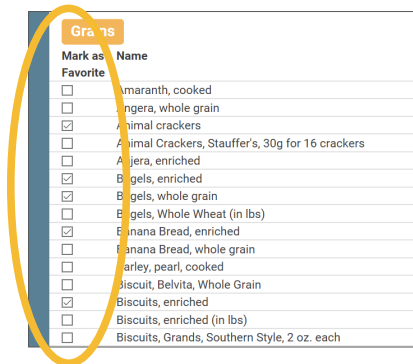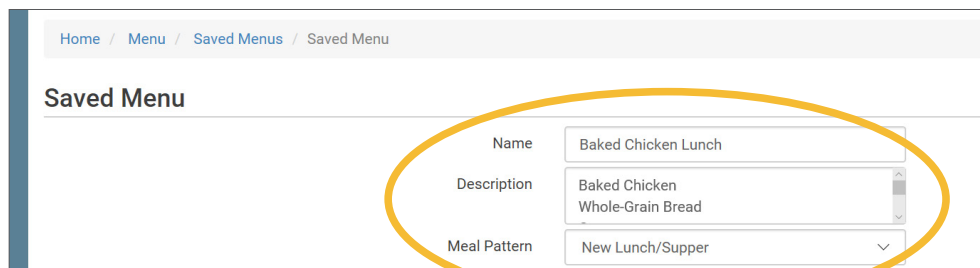
Notes:

- By default, all infant foods are designated as favorite foods. If you would like to add another food item to an infant menu you will need to add it to your favorite foods list in order for it to appear in the drop-down menu.

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #1 to Create a New Saved Menu:
- Click on "Menu" from the main dashboard.
- Click on "View Menus".
- Click on the blue "Add Menu" button on the upper-right corner.
- Complete the fields for:
    ○ Name: this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with just an entree, for example "Baked Chicken Lunch", or with a list of the food items, for example "Yogurt and Crackers" or with the information from a cycle menu plan, for example "Monday Breakfast Week 1".
    ○ Description: the description is what will appear on the printed version of your menu. If you do not enter any text in the "Description" box, then the names of the food items will appear on the printed version of your menu. If you plan to print and post your menu, it would be best to complete the description.
    ○ Meal Pattern: this is a required field. Select whether you are planning a breakfast, snack or lunch/supper so that the correct meal pattern appears during menu planning.

- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click "Save".
- Your new Saved Menu now appears as a choice when completing a daily menu.

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #2 to Create a New Saved Menu:

- Click on "Menu" from the main dashboard.
- Click on the date and meal type that you want to plan, for example, lunch on July 27.
- Complete the steps to plan a menu by adding required food items using favorite foods and/or the food item search function.
- Click "Save" to return to the Meal Details screen.
- Click the blue "Save Menu" button underneath the Menu.

- Make any edits and click "Save".
- Your new Saved Menu now appears as a choice when completing a daily menu.

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #1 to Create a New Saved Menu for Infants:
- Click on "Menu" from the main dashboard.
- Click on "View Menus".
- Click on the blue "Add Infant Menu" button on the upper-right corner.
- Complete the fields for:
  - Name: this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with a list of the food items, for example "Formula Peaches Infant Cereal" or with the information from a cycle menu plan, for example "Monday Lunch Week 1".
  - Meal Pattern: this is a required field. Select whether you are planning a breakfast, snack or lunch/supper and if the menu is just for infants 0-5 months or also includes solid foods for ages 6-11 months.
- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click "Save".
- Your new Saved Menu now appears as a choice when completing a daily menu.

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #2 to Create a New Saved Menu for Infants:
- Click on "Menu" from the main dashboard.
- Click on the date and meal type that you want to plan, for example, lunch on July 27.
- Click on the blue "Edit Infant Menu" button.
- Complete the steps to plan a menu by adding required food items using favorite foods and/or the food item search function.
- Click "Save" to return to the Meal Details screen.
- Click the blue "Save Menu" button underneath the Menu.
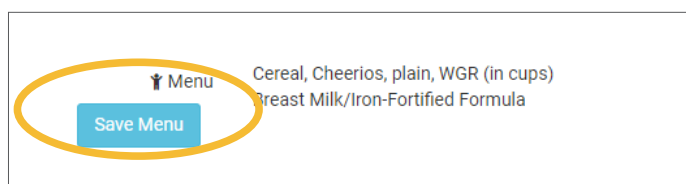
- Make any edits and click "Save".
- Your new Saved Infant Menu now appears as a choice when completing a daily menu.

A saved menu can be edited at any time. Be aware that any meals that were recorded using that saved menu in the past **will not be changed**. If you need to change the food items served on a particular day, you will need to edit the planned menu.

To edit a saved menu:

- Click on "Menu" from the main dashboard.
- Click on "View Menus" in the upper-left corner.
- Click on the name of the saved menu that you want to edit.
- Make any changes to the menu that you need by removing and/or adding items. You can also change the Name and Description of the menu. You should not change the Meal Pattern associated with the saved menu.
- When you are done making changes, click "Save".
- The edited saved menu is now available on your list.

A saved menu can be copied. You would use this feature if you are creating a new saved menu with food items that are substantially the same. For example, if you have a saved menu of Pancakes, Applesauce and Milk and you want to create a new saved menu with Waffles, Applesauce and Milk. Copying the saved menu with pancakes may be faster than creating a new saved menu.

To copy a saved menu:
- Click on "Menu" on the main dashboard.
- Click on "View Menus" in the upper-left corner.
- Locate the saved menu that you want to copy and click on the blue "Copy" button on the far right side.

| Tuesday Lunch | Whole Grain Macaroni/Cheese Broccoli Pineapple Milk | 1.00 Broccoli
1.00 Cheese, american, cheddar,mozzarella, or swiss
1.00 Pineapple
1.00 1% Milk for all participants 2 and older
1.00 Whole milk for ages 12-23 months
1.00 Pasta, macaroni, whole grain | New Lunch/Supper | Copy |
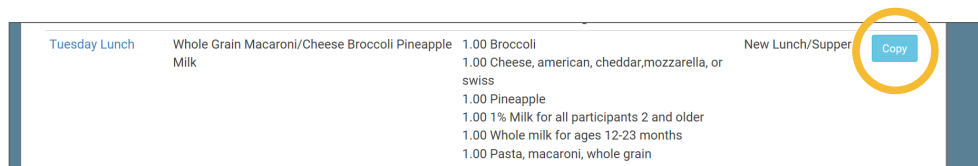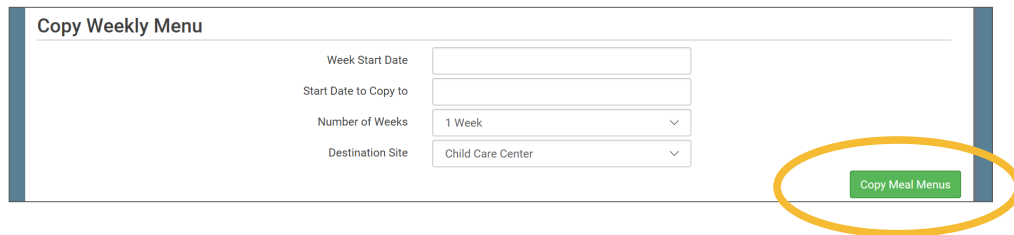
- Make any changes to the saved menu. Note: you need to give each saved menu a unique name. You should not change the Meal Pattern associated with the saved menu.
- Click "Save".
- Your new saved menu is now available for menu planning.

Menus can be copied from one week to any other week and within sites under the same sponsor.

To copy a menu:
- Click on "Menu" from the main dashboard.
- Scroll to the bottom of the menu calendar page to the section titled "Copy Weekly Menu".

- All fields are required:
  - <u>Week Start Date</u>: this is the week that is your master copy. Only Sundays will be able to be selected. **You can only copy by the week. You cannot copy only one day to another day.**
  - <u>Start Date to Copy to</u>: this is where your new menu will appear. **The week that you are copying TO must be empty.** If you attempt to copy a menu to a week with any menus planned, you will get an error.
  - <u>Number of weeks</u>: you may choose to copy up to 6 weeks of menus to another period of 6 weeks. This is especially helpful for programs that use a rotating menu.
  - <u>Destination Site</u> (**note**: this option does not appear for any provider. This option is only available to sponsor admin users): the drop-down menu defaults to the current site. If you wish to copy menus from one site to another site, then select the destination site here.
- Click "Copy Meal Menus".
- You can confirm that the menus were copied by looking for the icons on the menu calendar page.

A menu can be printed directly from the My Food Program web app or by exported as an Excel or PDF file. **Note: the words that appear in print view are from the "Display Name" field in each day's menu.** If you type text in the *Description for Print View* then the software uses that text instead of the Display Name.

To print a menu:

- Click on "Menu" on the main dashboard.
- Select the month and year that you would like to print.
- Scroll to the bottom and select:
    - "Monthly Child Menu Print-Ready". After you click "Monthly Child Menu Print-Ready" a report will be generated and the page will refresh. Click on "Download Print-Ready Menu" and save the PDF document in your location of choice.

Monthly Child Menu

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pineapple; Bread WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Parmesan or Romano Cheese; Bread WGR; Oranges; Tomatoes; Cucumbers PM Snack: Carrots; Applesauce	28 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Mandarin Oranges Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Ground Beef; Broccoli; Cantaloupe; Bread WGR PM Snack: Bananas; Bread WGR	29 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pears; Eggs; Bread WGR; Cheese Lunch: Ground Beef; Scalloped Potatoes; Corn; Tortillas; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Ritz Crackers; Watermelon	30 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bananas; Waffles Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Ground Beef; Cucumbers; Roasted Potatoes; Cantaloupe PM Snack: Teddy Grahams WGR; Apple Juice (100% Juice)	31 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Apples; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Chicken Nuggets, Tenders or Strips; Bananas; Roasted Potatoes; Bread WGR PM Snack: Animal Crackers; Applesauce; Sun Chips WGR	1
2	3 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Whole Milk (1 yr); Cucumbers; Bread WGR Lunch: Whole Milk (1 yr); 1% Milk (2 yrs+); Chicken Nuggets, Tenders or Strips; Cucumbers; Cantaloupe; Bread WGR; Lactose-free 1% Milk PM Snack: Bread WGR; Peanut Butter	4 Breakfast: 1% Milk (2 yrs+); Apples; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Chicken Nuggets, Tenders or Strips; Broccoli; Apples; Bread WGR PM Snack: Bread WGR; Peanut Butter	5 Breakfast: Whole Milk (1 yr); 1% Milk (2 yrs+); Bread WGR; Pears Lunch: Chicken; 1% Milk (2 yrs+); Whole Milk (1 yr); Tortillas; Apples; Green Beans PM Snack: Animal Crackers WGR; Cheese	6 Breakfast: Bread WGR; Apples; 1% Milk (2 yrs+); Whole Milk (1 yr) Lunch: Ground Beef; Spaghetti; Mashed Potatoes; Mandarin Oranges; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Graham Crackers; Bananas; Apple Juice (100% Juice)	7 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pinto Beans; Bread WGR Lunch: Hot Dogs; French Fries; Applesauce; Buns WGR; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Apple Juice (100% Juice); Sun Chips WGR	8
9	10 Breakfast: Milk; Apple Slices; Toast Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Deli Ham; Grapes; Goldfish Crackers; Waffles WGR; Cucumbers PM Snack: Waffles; Bananas	11 Breakfast: Milk; Apple Slices; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Beef Ribeye; Corn; Grapes; Bread WGR PM Snack: Celery; Peanut Butter	12 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Bananas Lunch: Cheese; Ham; Cucumbers; Apples; Tortillas; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Peanut Butter; Apples	13 Breakfast: Bananas; Bread WGR; 1% Milk (2 yrs+); Whole Milk (1 yr) Lunch: Ground Beef; Corn; Mandarin Oranges; Tortillas; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Peanut Butter; Bread WGR	14 Breakfast: Milk; Apple Slices; Toast Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Pinto Beans; Pinto Beans; Chicken Drumsticks; Broccoli; Bread WGR PM Snack: Goldfish Crackers; Cheese	15

A menu can be printed directly from the My Food Program web app or by exported as an Excel or PDF file. **You can find Infant Menu by Name under Reports and Infant Menu by Date on the Menu page.**

To print a menu:
- Click on "Menu" on the main dashboard.
- Select the month and year that you would like to print.
- Scroll to the bottom and select:
  - "Monthly Infant Menu Print-Ready". After you click "Monthly Infant Menu Print-Ready" a report will be generated and the page will refresh. Click on "Download Print-Ready Menu" and save the PDF document in your location of choice.

Monthly Infant Menu

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Breakfast: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Sweet potato Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula	**2** Breakfast: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Carrot Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Banana Infant Food; Breast Milk/Iron-Fortified Infant Formula	**3** Breakfast: Iron-Fortified Infant Cereal; Banana Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Squash Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula	**4** Breakfast: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Green Beans Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula	**5**
6	**7** Breakfast: Breast Milk/Iron-Fortified Infant Formula; Pear Infant Food; Iron-Fortified Infant Cereal Lunch: Breast Milk/Iron-Fortified Infant Formula; Green Beans Infant Food; Iron-Fortified Infant Cereal PM Snack: Breast Milk/Iron-Fortified Infant Formula; Banana Infant Food; Iron-Fortified Infant Cereal	**8** Breakfast: Breast Milk/Iron-Fortified Infant Formula; Applesauce Infant Food; Iron-Fortified Infant Cereal Lunch: Breast Milk/Iron-Fortified Infant Formula; Squash Infant Food; Iron-Fortified Infant Cereal PM Snack: Breast Milk/Iron-Fortified Infant Formula; Pear Infant Food; Iron-Fortified Infant Cereal	**9** Breakfast: Breast Milk/Iron-Fortified Infant Formula; Banana Infant Food; Iron-Fortified Infant Cereal Lunch: Breast Milk/Iron-Fortified Infant Formula; Potato Infant Food; Iron-Fortified Infant Cereal PM Snack: Breast Milk/Iron-Fortified Infant Formula; Applesauce Infant Food; Iron-Fortified Infant Cereal	**10** Breakfast: Breast Milk/Iron-Fortified Infant Formula; Pear Infant Food; Iron-Fortified Infant Cereal Lunch: Breast Milk/Iron-Fortified Infant Formula; Sweet potato Infant Food; Iron-Fortified Infant Cereal PM Snack: Breast Milk/Iron-Fortified Infant Formula; Banana Infant Food; Iron-Fortified Infant Cereal	**11** Breakfast: Breast Milk/Iron-Fortified Infant Formula; Applesauce Infant Food; Iron-Fortified Infant Cereal Lunch: Breast Milk/Iron-Fortified Infant Formula; Carrot Infant Food; Iron-Fortified Infant Cereal PM Snack: Breast Milk/Iron-Fortified Infant Formula; Pear Infant Food; Iron-Fortified Infant Cereal	**12**
13	**14** Breakfast: Iron-Fortified Infant Cereal; Banana Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Potato Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula	**15** Breakfast: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Sweet potato Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula	**16** Breakfast: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Carrot Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Banana Infant Food; Breast Milk/Iron-Fortified Infant Formula	**17** Breakfast: Iron-Fortified Infant Cereal; Banana Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Squash Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula	**18** Breakfast: Iron-Fortified Infant Cereal; Pear Infant Food; Breast Milk/Iron-Fortified Infant Formula Lunch: Iron-Fortified Infant Cereal; Green Beans Infant Food; Breast Milk/Iron-Fortified Infant Formula PM Snack: Iron-Fortified Infant Cereal; Applesauce Infant Food; Breast Milk/Iron-Fortified Infant Formula	**19**

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Meal counts can always be edited by going to the main dashboard and clicking on "Meal Count". There is also a shortcut to editing meal counts from the menu page.

To edit meal counts from menu page:

- Click on "Menu" on the main dashboard.
- Click on the date and meal that you want to edit.
- Click on the blue button on the right side that says "Edit Meal Count".
- You will be redirected to the attendance/meal count page where you can view which children were checked in for that meal and on which roster. You can delete meal check-in's by unchecking the "Ate" box next to the child's name and clicking on the green "Save" button..

Menu:
Deleting a Menu

You may delete a menu as long as the meal has not been included in a claim. If a grocery estimate has been created based on the menu, deleting the menu will ALSO delete the grocery estimate. This is to ensure that the menu and grocery estimate always match.

To delete a menu:

- Click on Menu on the main dashboard.
- Click on the date and meal that you want to delete.
- Click the red "Delete Menu" or "Delete Infant Menu" button.
- The menu is now deleted and the fork/knife icon disappears from the menu calendar.
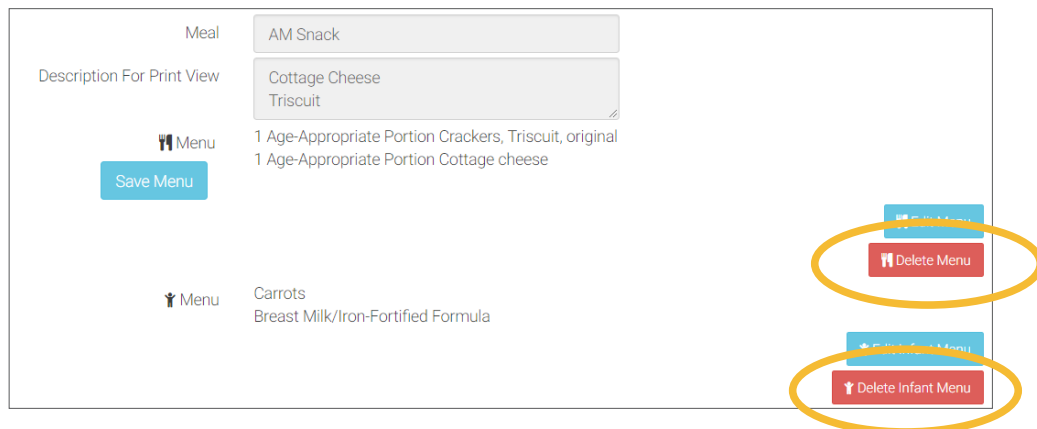
Before creating a new grocery estimate:

1. Make sure that a menu is planned. If no menu is planned, the button "Edit Grocery Estimate" will not appear.
2. Remember that once a grocery estimate is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the grocery estimate.
3. Remember that only one grocery estimate can be associated with a particular date and meal.
4. Grocery Estimates can be deleted at any time, but a menu cannot be changed if a claim has been processed.
5. In order to see the output of a Grocery Estimate, look under Reports.

To create a new grocery estimate:

- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to generate a grocery estimate.
- Click on the blue "Edit Grocery Estimate" button in the lower right corner.
- Grocery Estimate has three columns:
    1. <u>Number of participants</u>: this is the column that will be used to generate the grocery estimates. My Food Program will multiply the number of participants in each age range by the minimum portion size requirements associated with that age range.
    2. <u>Our Estimate</u>: this column is greyed-out because it cannot be edited. Numbers appear here in two circumstances:
        - Based on participant schedule: if information about participant schedules are completed, My Food Program can estimate how many children in each age range are likely to be attending the meal.
        - Based on meal counts: if meal counts have already been taken for the meal, then it will display the number of children in each age range that were checked in.
    3. <u>Age Range</u>: A list of the CACFP age ranges.

Grocery Estimate

Number of participants	Our Estimate	Age Range
	0	1 year olds
	0	Transition Month (24 months)
	0	2 year olds
	0	3-5 year olds
	1	6-12 year olds
	0	13-18 year olds
	0	Adults

Estimate Groceries

Amount	Unit	Food
0	Cup	Carrots (in cups)
0	Cup	Whole milk 12-23 months, 1% milk 2 yr+, unflavored
0	Ounces	Cereal, Kix, WGR (in oz)

Record Use of Leftover/Recycled Food   Record Substitution for Special Dietary Needs   Save

- Complete the fields for "Number of Participants". If there are no participants in a particular age range, you can leave it blank. It is not necessary to type a zero into those fields.
- Click the blue "Estimate Groceries" button and the estimates will appear at the bottom. To generate the estimates, My Food Program multiplies the number of participants in each age range by the minimum portion size requirements associated with that age range.

Amount	Unit	Food
0	Cup	Carrots (in cups)
0	Cup	Whole milk 12-23 months, 1% milk 2 yr+, unflavored
0	Ounces	Cereal, Kix, WGR (in oz)

Record Use of Leftover/Recycled Food   Record Substitution for Special Dietary Needs   Save

- **NOTE: the units used in the grocery estimate are tied to the food item that you selected on the menu.** If you wish to change the units, you must go back to the menu and select a different food item. For example, if you want your grocery estimate to be pounds, then you need to select a food item with "(in lbs)" in the description. Otherwise, the units will default to those used in the meal pattern requirements (cups, servings, and ounces).
- Edit the estimates to reflect the actual amount of food and fluid milk produced and click "Save" to be returned to the Meal Details screen. You will now see the grocery estimate amounts listed on the Meal Details screen.
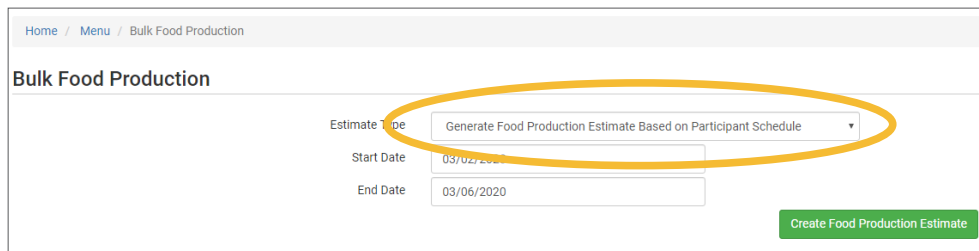
✏ Grocery Estimate   3 Ounces Cereal, Kix, WGR (in oz)
3.75 Cup Whole milk 12-23 months, 1% milk 2 yr+, unflavored
2.25 Cup Carrots (in cups)

Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button "Food Production Estimates" will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.
5. In order to see the output of a Food Production Record, look under Reports.

To create a new food production record in bulk:

- Click on "Menu" on the main dashboard.
- Click the "Food Production Estimates" button.
- Select the Estimate Type:
  - Generate Food Production Estimate Based on Participant Schedule: if you use this option, the system will use participant schedules to generate estimates in the future. This can help with food procurement! (Note: if meal counts are already taken, then the system will use those instead of schedules).
  - Generate Food Production Estimate Based on Manual Inputs: use this option if you don't have participant schedules entered. This allows you to input an estimated attendance by age range for each meal type.
- Remember that you MUST enter menus before generating food production records!

You may wish to delete a grocery estimate under the following circumstances:

1. You had a last-minute change to your menu and the grocery estimate is now incorrect.
2. You made an error in the original grocery estimate.

To delete a grocery estimate:

- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to delete a grocery estimate.
- Click on the red "Delete Grocery Estimate" in the lower right corner.
- You will see a warning box. Click "OK".
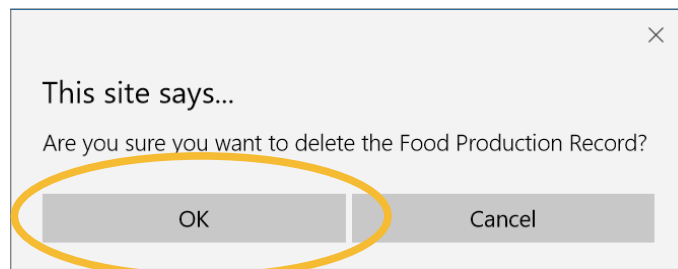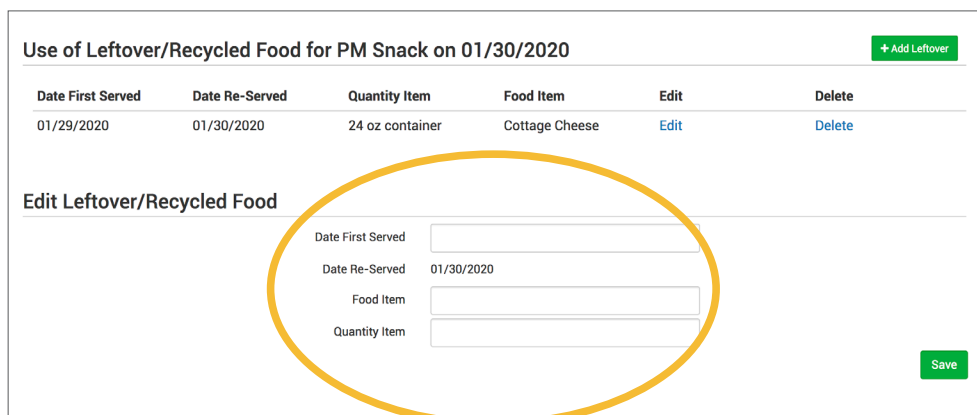
- You will be returned to the Meal Details screen. You will note that the "Edit Menu" button has now returned (unless a claim has already been processed for that month) and the time/date stamp associated with the original finalized grocery estimate is gone.

You must create a grocery estimate prior to recording leftover/recycled food.

To record the use of leftover/recycled food:

- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to record the leftover/recycled food.
- Click on the blue "Edit Grovery Estimate" button in the lower right corner.
- At the bottom of the screen, click the blue "Record Use of Leftover/Recycled Food" button.
- All fields are required:
  - Date First Served
  - Date Re-Served (this field is pre-populated)
  - Food Item
  - Quantity Item

- This information will appear on the *Daily Meal Production with Leftovers & Dietary Accommodations* report.

You must create a grocery estimate prior to recording substitutions for special dietary needs.

To record substitutions for special dietary needs:
- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to record the substitutions.
- Click on the blue "Edit Grocery Estimate" button in the lower right corner.
- At the bottom of the screen, click the blue "Record Substitution for Special Dietary Needs" button.
- Select the participant you would like to record the substitution for.
- Enter information in the following fields:
    - Food Omitted
    - Food Substituted
- Select whether the substitution was provided by the parent.
- Click on the green "Save" button.

Substitution for Special Dietary Needs for Lunch on 02/06/2020

Participant	Disbility	Reason	Food Omitted	Food Substituted	Parent Provided
Elli'onna Brown	Y				Yes No
Jane Doe	N	Strawberry Allergy			Yes No

Save

Notes:
- Children listed on this screen already have a Special Dietary Need noted under their participant information.
- If there are no children listed, you will need to enter a special dietary need into their participant information:
    - From the main dashboard, click on "Participants & Rosters".
    - Select the name of the participant you would like to modify.
    - Scroll to the bottom, and under "Special Diet", on the right-hand side, click the blue "+Add" button.
    - Complete the fields in the Special Diet Form and click "Save".

Special Diet Form

Start Date
End Date
Disability
Reason
Food Omitted
Food Substituted
Upload Form — Browse... No file selected.

Save

You must create a meal order for a date in the future. If you try to create a meal order for the current date, or a date in the past, the "Edit Meal Order" button will not appear.

To create a meal order using the web app:
- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to create a meal order.
- Click on the blue "Edit Meal Order" button in the lower right corner.
- Enter information in the following fields:
  - Quantity of meals: enter the quantity of meals for each appropriate USDA age range
  - Instructions: use this field to enter notes, such as dietary needs or delivery instructions
- Click on the green "Save" button to save this to the meal with the ability to continue to edit.
- Click on the green "Send to Sponsor" button to finalize the meal order and no longer be able to edit.

Meal Orders

Date	05/05/2020
Meal	Breakfast

Age Range	Quantity of meals
1 Year - 2 Year	
3 Year - 5 Year	
6 Year - 12 Year	
13 Year - 17 Year	
18 Years	
Instructions	

Save   Send to Sponsor

Menu: Meal Orders Using Mobile App

You must create a meal order for a date in the future. If you try to create a meal order for the current date, or a date in the past, the "Edit Meal Order" button will not appear.

To create a meal order using the mobile app:
- Click on the "Meal Order" button.
- Click on the date and meal for which you would like to create a meal order.
- Enter information in the following fields:
  - <u>Quantity of meals:</u> enter the quantity of meals for each appropriate USDA age range
- Click "Submit" to save this to the meal with the ability to continue to edit.
- Click "Send to Sponsor" to finalize the meal order and no longer be able to edit.

Attendance

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

If you would like to take attendance using the "Daily Attendance" option, make sure that in Site Details, you have "Daily Attendance Method" set to "Present".

To Take Attendance:

- Click on the "Attendance" button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Notes to Sponsor: providers or centers now have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click the box next to the name of each participant in attendance.
- Click "Save".

Attendance:
Taking Attendance Using Daily Attendance using Mobile App

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To take attendance using Daily Attendance using the mobile app:

- Download the My Food Program mobile app in iTunes or Google Play by using the search term "My Food Program" and installing.
- Login to the mobile app using the same username and password that you use for the web app. If you'd like to only enter your password once, check the box that says "Remember me on device".
- Click on the "Daily Attendance" button.
- Select the roster for which you are taking attendance.
- Select those that are present.
- Click "Submit". Other people who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To record attendance using Daily Attendance 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

| 08/06/2018 | Roster: | Toddler ⌄ | Submit |

- 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.**

- Record attendance on the paper forms by placing an "X" or checkmark in the box for each child that attended on each day.
- 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).
- Check the boxes on the screen that correspond to those checked 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.

Attendance and Meals Counts will be entered at the same time.

To enter attendance and meal counts using your computer:

- Go to www.myfoodprogram.com, click Login in the upper-right corner and enter your username and password.
- Click on "Attendance & Meal Count Entry" from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on "Daily Attendance" if the child was in attendance for the day.
- Click on "Ate" if the child was served a reimbursable meal or snack.
- Select "Meal Outside of Normal Schedule" if this applies.
- Select "Disallow Meal" and Select a reason from the dropdown menu, if this applies.
- Click Save.

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

To enter attendance and meal counts using your mobile device:

- Open the My Food Program mobile app.
- Enter your username and password (or click on your username if you have saved your password to the device).
- Click "Side By Side".
- Select the Roster and the Meal.
- Click on "Present" if the child was in attendance for the day.
- Click on "Ate" if the child was served a reimbursable meal or snack.
- Click Submit.

				3:24
Back MFP				Info

	Date : 8/6/2019 Search	
Rosters		Meals
↓ All Children		↓ Breakfast

Name:		Attendance Ate
2	Bethany Johnson	⬤ ☐
1	Dale Johnson	⬤ ⬤
3	Jane Smith	⬤ ⬤
4	John Smith	☐ ☐

Submit

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

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
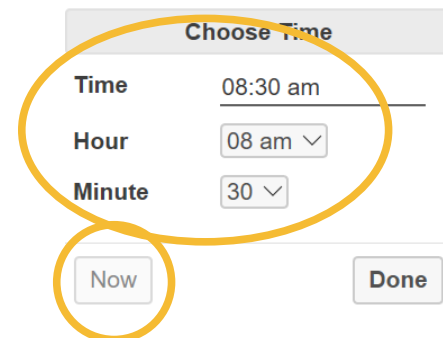2. **In/Out:** records an arrival and departure time

If you would like to take attendance using the "In/Out Times", make sure that in Site Details, you have "Daily Attendance Method" set to "In/Out Times".
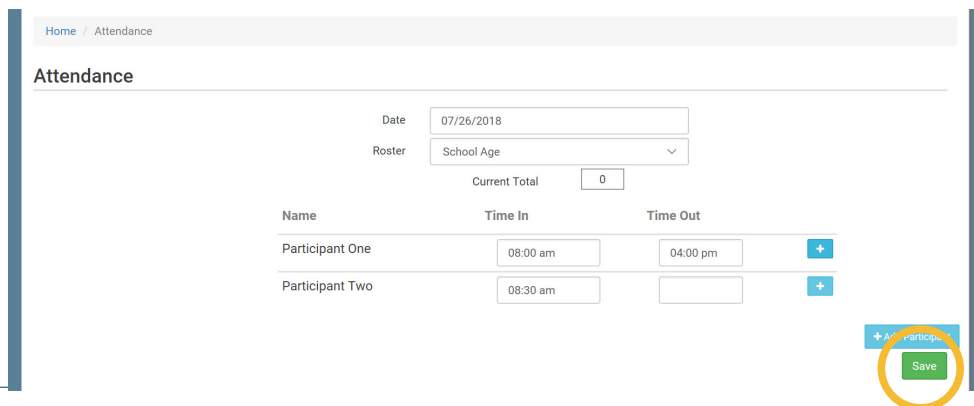
To Take Attendance:

- Click on the "Attendance" button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- When the child arrives, use the time-picker function to enter the Time In, or simply click the button that says "Now" from within the time-picker to auto-fill the current time.
- Click "Done" to save the time and then click the green "Save" button to record the time entry.
- When the child departs, use the time-picker function to record the Time Out.
- Click "Save".
- If a child arrives and departs more than once in a day (for example, a child attends the center before school and then again after school), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.

Note: If you do not enter an arrival time and a participant is checked in for a meal, the "Time In" will automatically be set to the time at which the first meal or snack for the day was recorded. **Note:** If you do not enter a departure time, the system will record the departure at 11:59pm.
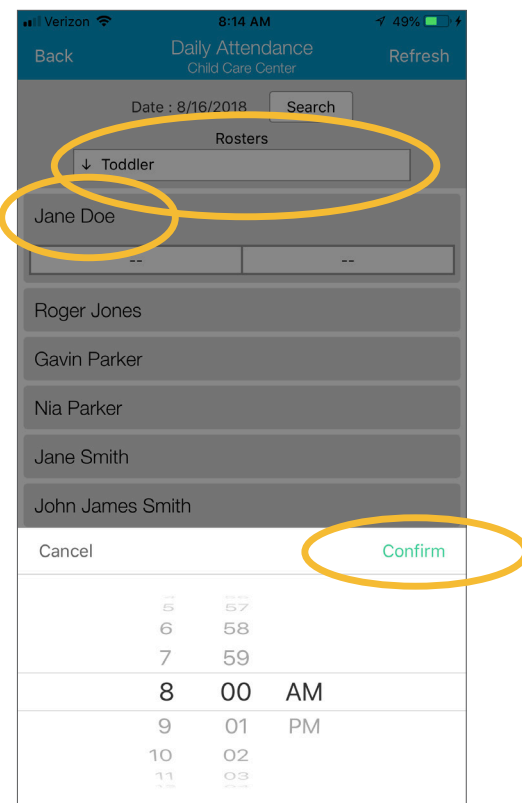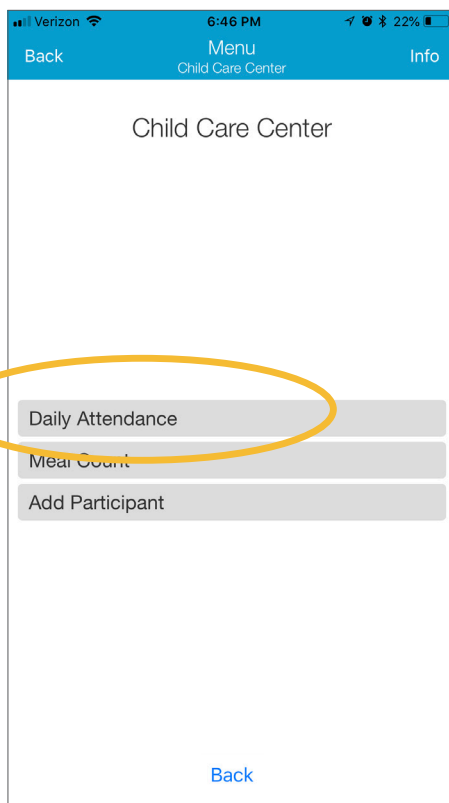
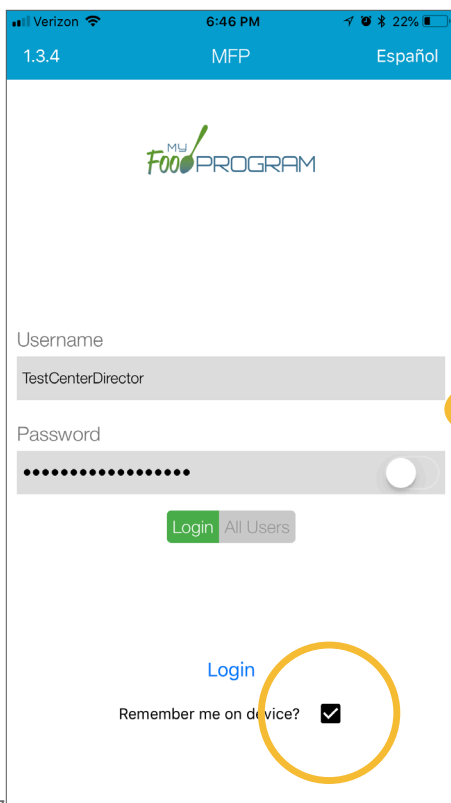Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To take attendance using in/out times using the mobile app:

- Download the My Food Program mobile app in iTunes or Google Play by using the search term "My Food Program" and installing.
- Login to the mobile app using the same username and password that you use for the web app. If you'd like to only enter your password once, check the box that says "Remember me on device"
- Click on the "Daily Attendance" button.
- Select the roster for which you are taking attendance.
- Select the name of the child and click on the left box to enter a "time in". Use the selector to enter the time the child arrived. Click "Confirm".
- Click "Submit". Other people who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in "Site Details".

1. **Present:** simply records whether the child was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To record attendance using in/out times 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

08/06/2018	Roster:	Toddler ⌄	Submit

- 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.**

- Record attendance on the paper forms by writing the arrival and departure time for each child that attended on each day.
- 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 in/out times 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.

Recording Attendance Outside of Normal Schedule can be turned on/off in Site Details. If you see the "Meal Outside of Normal Schedule" that means those meals will be disallowed unless a reason is provded.

To record attendance outside of normal schedule:

- Click on "Attendance & Meal Count Entry" on the main dashboard.
- Select the date, roster and meal for which you would like to record the attendance.
- Check the "Meal Outside of Normal Schedule" next to the appropriate name.
- Provide a reason or the meal will be disallowed.
- Click "Save".

Meal Count

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take a meal count by name:

- **Note:** attendance must be taken prior to meal counts.
- Click on "Meal Count" on the main dashboard.
- Select the date and roster for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Click the "Ate" button next to the name of each child in attendance at the meal. If no children appear on the list, check that attendance has been taken first.
  - **Note:** if a child is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- Click "Save" and you will see a confirmation message at the top of the screen that confirms meal counts were saved.

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the "Meal Count" button and select the correct roster and meal. A list of children will now be loaded. If no children appear on the list, check that attendance has been taken first. Check the box to the right of the child's name for all of the children that ate the meal and click "Submit".
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the "Meal" drop down menu, you are serving a meal outside of the scheduled meal time.

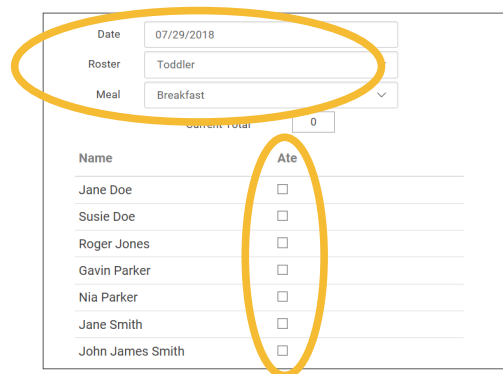Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.
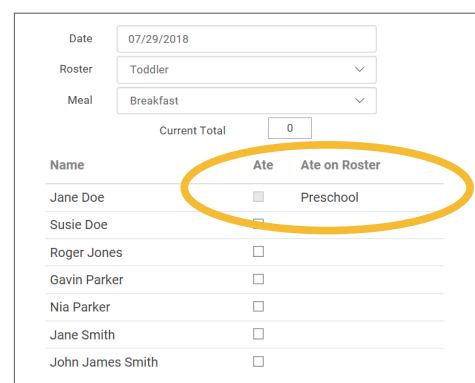
To record weekly meal counts by name on paper:

- 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

08/06/2018	Roster:	Toddler ⌄	Submit

- 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.**

- Record meal counts on the paper forms by checking the box for each meal that each child ate on each day.
- 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.

Meal Count:
Attendance and Meal Counts at the Same Time
on Web App

Attendance and Meals Counts will be entered at the same time.

To enter attendance and meal counts using your computer:

- Go to www.myfoodprogram.com, click Login in the upper-right corner and enter your username and password.
- Click on "Attendance & Meal Count Entry" from the main dashboard.
- Select the Date, Roster and Meal.
- Click on "Present" if the child was in attendance for the day.
- Click on "Ate" if the child was served a reimbursable meal or snack.
- Click Save.
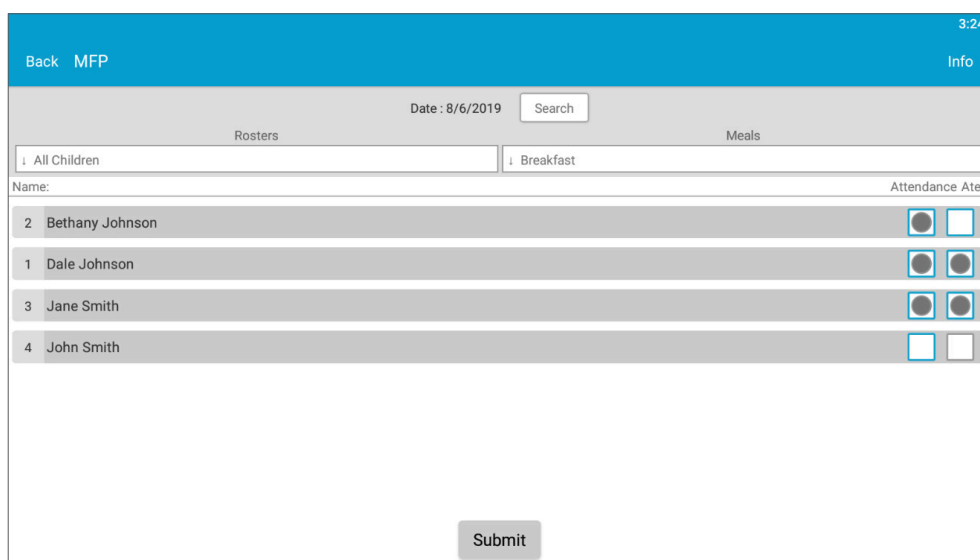
Notes:

- 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

Meal Count:
Attendance and Meal Counts at the Same Time on Mobile App

To enter attendance and meal counts using your mobile device:

- Open the My Food Program mobile app.
- Enter your username and password (or click on your username if you have saved your password to the device).
- Click "Side By Side".
- Select the Roster and the Meal.
- Click on "Present" if the child was in attendance for the day.
- Click on "Ate" if the child was served a reimbursable meal or snack.
- Click Submit.

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

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To record monthly meal counts by name on paper:

- Print the meal count and attendance sheets from the web app by clicking on "Monthly Bulk Entry by Name" on the main dashboard.
- Select the month and particpant for which you would like to print the paper forms and click "Submit".

Monthly Bulk Entry by Name

Month: [   ] Participant: [Select ▼] Submit

- You will now be able to enter the attendance and meal counts. 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.**

Monthly Bulk Entry by Name

Month: 04/01/2020   Participant: Jane Doe   Submit

Jane Doe

Age: 0Y 11M   Status: A-Free   Foster: No   Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Attendance	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐
Breakfast	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐
AM Snack	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐
Lunch	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐
PM Snack	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐	☐	☐	☐	☐			☐

🖨 Print   Save

- Record meal counts on the paper forms by checking the box for each meal that each child ate on each day.
- 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.

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take a headcount meal count:

- Click on "Meal Count" on the main dashboard.
- Select the date, meal and roster for which you want to take a count.
- Use the up/down arrows or type a number into the box.
- Click "Save" to record the meal counts.

Note: headcount meal counts from other users will appear on the upper-left corner. If two users enter counts for the same meal on the same day, they will add together. If using headcount meal counts, we strongly recommend having only one person assigned to entering meal counts. Multiple users are less of a problem with meal count by name since the system prevents a child from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular children, it can cause confusion if multiple people enter counts.

Meal Count:
Taking Meal Counts by Headcount using Mobile App

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take headcount meal count using mobile app:

- Click on the "Meal Count" button and select the correct roster and meal.
- Click the "Add One to Count" button until you reach the number of children eating the meals.
- Click "Submit".
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the "Meal" drop down menu, you are serving a meal outside of the scheduled meal time.

Attendance and meal counts can be recorded three ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To record meal counts by name 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

| 08/06/2018 | Roster: | Toddler ⌄ | Submit |

- You will now see a list of children that are assigned to that roster. 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.**

Child Care Center

Week beginning 06 Aug 2018   Roster: Toddler

	Monday 6		Tuesday 7		Wednesday 8		Thursday 9		Friday 10
	0 Breakfast		0 Breakfast		0 Breakfast		0 Breakfast		0 Breakfast
	0 AM Snack		0 AM Snack		0 AM Snack		0 AM Snack		0 AM Snack
	0 Lunch		0 Lunch		0 Lunch		0 Lunch		0 Lunch
	0 PM Snack		0 PM Snack		0 PM Snack		0 PM Snack		0 PM Snack
Jane Doe	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
Roger Jones	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
Gavin Parker	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
Nia Parker	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
Jane Smith	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
John James Smith	☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance		☐ Attendance
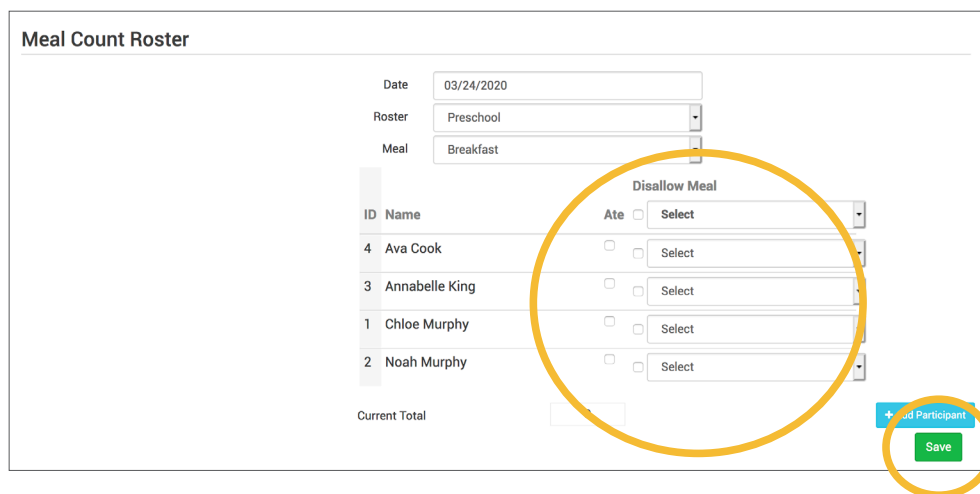
- Record meal counts on the paper forms by writing the total number of children eating each meal each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to "Enter Attendance & Meal Count from Paper" and select the date and roster that 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.

Meal Count:
Disallowing Meal Counts from the Meal Count Page

Meal counts can be disallowed from the meal count screen.

To disallow a meal from the meal count page:

- Click on "Meal Count" on the main dashboard.
- Select the date, roster and meal for which you are disallowing a meal count.
- You can either disallow ALL meals or select individuals.
- Check the box at the top for all, or the box next to each individual's name under Disallow Meal.
- Select the option for why the meal is being disallowed. Options include:
  - Meal counts not current
  - Meal counts not taken at point of service
  - Meal served is not creditable
  - Parent-provided meal
  - Special dietary need not correctly accommodated
  - All components not served at the same time
  - Participant not eligible for CACFP
- Click "Save".

Meal counts can be edited in the past for months for which meal counts have been submitted to sponsor by users with the following permissions:

1. Sponsor Administrators
2. Site Manager/Director (if allowed by sponsor)

No users of any permission level can edit a meal count in a month for which meal counts have been submitted to sponsor. In order to edit meal counts if a claim has been processed, the claim must be rolled back.

To edit a meal count:
- Click on "Meal Count", "Attendance & Meal Count Entry" or "Attendance & Meal Count from Paper" on the main dashboard. The name of the button will depend on your site configuration.
- Click on the date and meal for which you need to edit a meal count.
- Click in additional children or "uncheck" children entered in error.
- Click "Save".

Participants & Rosters
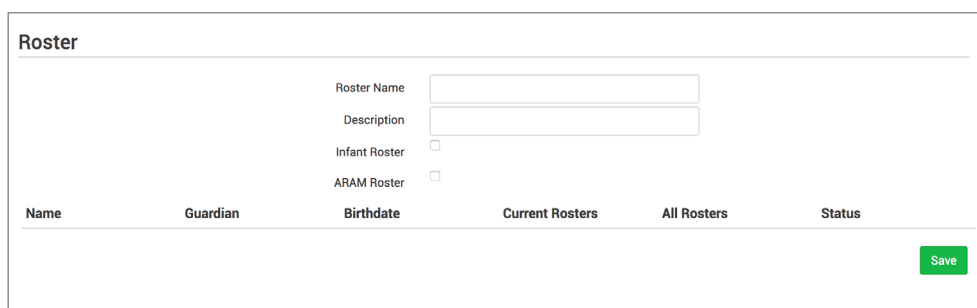
Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.** Different centers use rosters in different ways. Here are some examples:

1. The most common way to use rosters is to have them be a list of children by classroom. For example: infant, toddler, preschool and school-age.
2. Creating lists based on schedules. For example: a roster of children who attend on Monday, Wednesday, and Friday and another roster of children who attend on Tuesday and Thursday.
3. Sorting children according to the shifts run by the center. For example: a weekday roster and a weekend roster.

There is no limit to the number of rosters you can create or the number of children who can be on a roster.

To create a new roster:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the blue "New Roster" button in the upper-right.
- Give your roster a name and description.
- Select the box that says "Infant Roster" for any rosters that are for infants. Checking this box will allow teachers to take meal counts at any time during the day (although never before a meal has occurred). This flexibility is allowed because centers are to follow infant feeding preferences rather than strict meal times.
- Select the box that says "ARAM Roster" for any At-Risk Afterschool rosters. This should be selected by default for all Afterschool Program sponsors.
- Click "Save".
- Your new roster is now available.

Roster					
	Roster Name				
	Description				
	Infant Roster ☐				
	ARAM Roster ☐				
Name	**Guardian**	**Birthdate**	**Current Rosters**	**All Rosters**	**Status**
					Save

Rosters can always be renamed by clicking on the name of the roster, typing the new name and clicking "Save".

Rosters can only be deleted if no participant has ever been checked in for attendance or a meal on that roster. This restriction is in place because there are reports that can be run by roster and deleting a roster would corrupt those reports.

To delete a roster:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the red "Delete Roster" button.
- You will get a warning message. Click "OK" to continue.
- The roster is now deleted.

If you have a roster that you cannot delete, you can make it inactive.

To make a roster inactive:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the red "Make Inactive" button.
- The roster is now inactive and will not appear on attendance or meal count screens. However, the roster will still be available on historical reports.

To reactivate a roster:
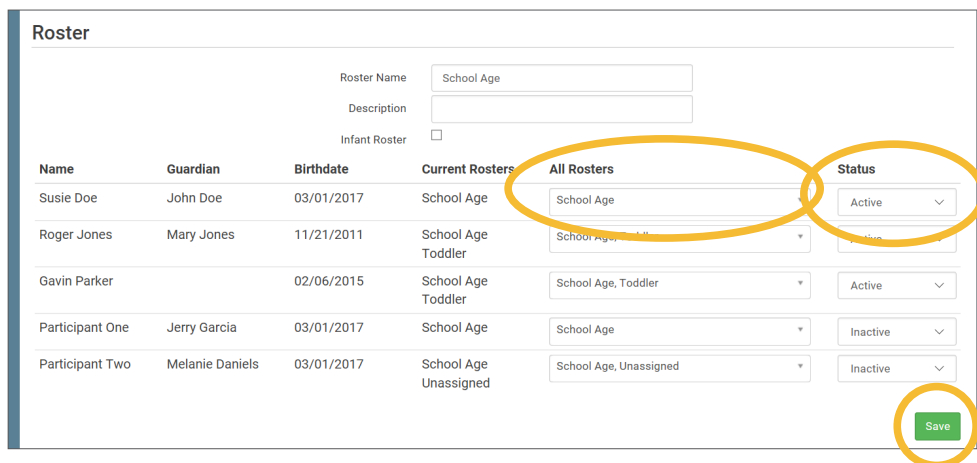
- Click on "Participants & Rosters" on the main dashboard.
- Click on the blue button "Show Inactive" in the upper-right corner.
- Any rosters that were inactive will appear with a green button that says "Make Active". Click on the green "Make Active" button to have a roster appear on the attendance and meal count screens again.
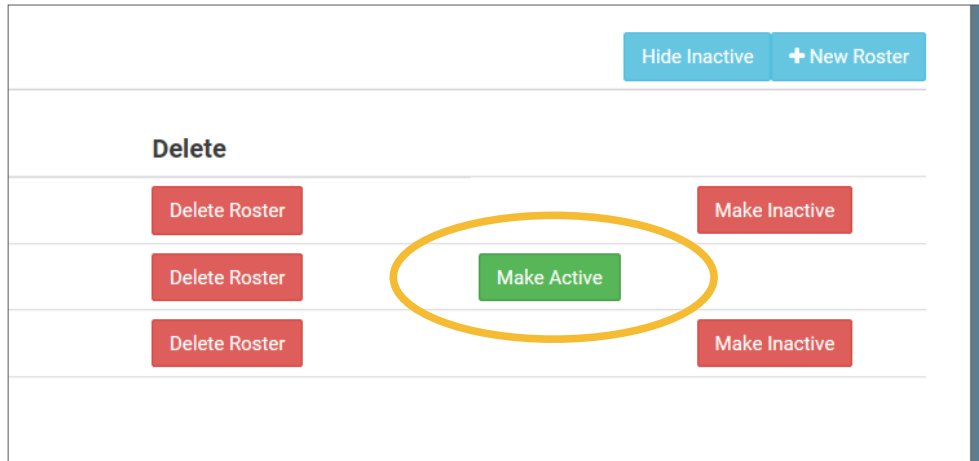
The children that are assigned to each roster can be managed individually on each participant's information page. If you need to move a lot of children and don't wish to click them individually, you can manage roster assignments easily on the roster page.

To manage roster assignments for multiple participants:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the roster that contains the children you need to manage.
- On the roster page, you will see the following columns:
    - ○ Name
    - ○ Guardian
    - ○ Birthdate
    - ○ Current Rosters
    - ○ All Rosters
    - ○ Status
- Use the drop-down menus in the "All Rosters" column to change roster assignments of multiple participants.
  For example, when a group of preschoolers enroll in school and are promoted to the school-age roster.
- Use the drop-down menus in the "Status" column to change the status of multiple participants quickly.
  For example, if you have a roster of children who only attend during the summer and now they will be inactive.
- Click "Save" and all changes will be applied to all the children with altered roster assignments or status.

Roster

		Roster Name	School Age		
		Description			
		Infant Roster	☐		
Name	**Guardian**	**Birthdate**	**Current Rosters**	**All Rosters**	**Status**
Susie Doe	John Doe	03/01/2017	School Age	School Age	Active
Roger Jones	Mary Jones	11/21/2011	School Age Toddler	School Age, Toddler	Active
Gavin Parker		02/06/2015	School Age Toddler	School Age, Toddler	Active
Participant One	Jerry Garcia	03/01/2017	School Age	School Age	Inactive
Participant Two	Melanie Daniels	03/01/2017	School Age Unassigned	School Age, Unassigned	Inactive
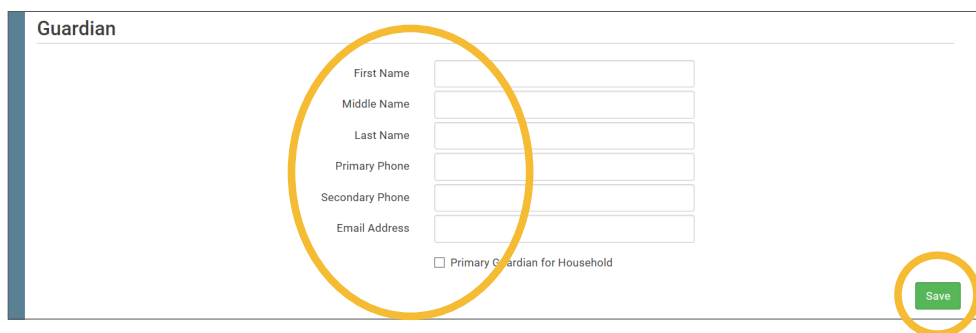
Save

When a new family enrolls in a site, a new household should be created. Remember that all children in a household are linked to a single income form, parent/guardian and household address.

To add a new household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the blue "Add New Household" button.
- Enter the household address and click "Save".
- Click the blue "Add Guardian" button.
- Complete the first name (required), last name (required), phone number and email for the parent/guardian. If this is the primary parent/guardian, then click the box to indicate this. Click "Save".

- The household is now ready to be completed with the children's' information and the household income form. Please see separate instructions for those tasks.

If you have a new site and a list of participants in an Excel spreadsheet, you can use the upload feature instead of creating each child individually.

To upload participants to My Food Program:
- Download the correct template below. There are two versions.
  - The first version is best if you have children sorted with first name and last name in separate columns
  - Use the second version if you have the children's names entered as "last name, first name".
- Copy the information from your spreadsheet into the template.
- Save the template. Be sure to keep the original file extension ".csv". Excel files like ".xlsx" will not work.
- Log into My Food Program and click on "Participants & Rosters" on the main dashboard.
- Click on the green "Upload Participants" button.
- Use the file explorer to locate the file with participant information and click "Open".
- To import all participants on your spreadsheet, click the checkbox next to the word "Participant" in the upper-left corner. This will select all participants on the list.
- If any participants cannot be imported, there will be an error message on the far right corner. You can either proceed with the upload and add those participants manually or cancel the upload and fix the errors in the spreadsheet.
- Once you have selected all the participants you wish to import, scroll to the bottom of the page and click "Save".
- Your participants are now entered into My Food Program. Note: the import feature creates each child in an individual household. If you wish to group children into households, you will need to use the function of changing households.

Sometimes you need to add a new child to an existing household. The most common scenario for this function is when an enrolled family has a new child and enrolls the infant in the center.

To add a new child to an existing household:

- Click on "Participants & Rosters" on the main dashboard
- Locate the existing household by either:
    - Clicking on the name of the Parent/Guardian for the household from the main participant page
      OR
    - Clicking on the orange "Add to Existing Household" button from the main participant page.
- Click the blue "Add Participant" button
- Complete the required fields and click "Save".

Before adding a new children, ensure that you are not creating a duplicate. My Food Program will prevent the creation of a child with the same first name, last name and date of birth of an existing child, but just one typo and a duplicate child could be created.

To add a new participant:

- Click on "Participants & Rosters" on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a child (see separate instructions).
- From the Household Info page, click the blue "Add Participant" button.
- Complete the fields as described:
  - **First name (required)**
  - Middle name (optional)
  - **Last name (required)**
  - Birthdate estimated: this checkbox should be used if you are adding a child and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
  - **Birthdate (required)**
  - Is enrolled or attends school (optional): you should check this box if it is a school age child and your state has school enrollment status rather than calendar age as a licensing age range. See separate instructions for further explanation of this feature.
  - **Start Date (required)**: 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.
  - Date Withdrawn (optional): this is for your recordkeeping only. Active children checked in for meals/snacks after this date will not be disallowed solely because of a withdraw date.
  - Gender (optional): for your recordkeeping.
  - **Status (required, but no change required if you accept default to "Pending"):** 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. See separate instructions for further explanation of this feature.
  - Allergies (optional): you can record any allergies or special dietary needs in this text box. Any text you enter here will show up as a pop-up alert on the mobile app for the roster to which this child is assigned.
  - **Roster Assignment (required, but will default to Unassigned if you do nothing):** see separate instructions about how to create and manage rosters. Remember that a child can be added to more than one roster and My Food Program will prevent any double-counting.
  - Racial Identity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  - Ethnicity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
  - Rate Type (optional): this option only displays with the invoicing featured turned on. Select whether your rate is by the hour, day or week.

- º Rate (optional): this option only displays with the invoicing featured turned on. Enter your rate for care.
- º School Day Rate (optional): this option only displays with the invoicing featured turned on. Enter your rate for care on school days.
- º Providers Child or Residential Child (optional): this box only displays for Family Day Care Homes. If this box is checked, you must have an income form on file and at least one other non-residential child must be present at the meal to receive reimbursment.
- º Include in claims (if unchecked, attendance and meal counts are recorded but not included in the claim) (optional): this box is checked by default. Having this box checked means that the child is enrolled in CACFP and their meal and snack counts should be included in a claim for reimbursement. If this box is unchecked, the meals and snacks for this child will not be included in a claim. See separate instructions for further explanation of this feature.
- º Received Subsidized Care (optional): this box is unchecked by default. If your state agency requires that you track both the A-Free/B-Reduced/C-Paid status based on household income eligibility forms AND the percentage of children that are eligible for subsidized care (child care assistance), then you should use this feature. If you are only required to track A-Free/B-Reduced/C-Paid status, then you can ignore this box.
- º After School Program (ARAM) (optional): this box is unchecked by default. You should check this box if the child is enrolled in the traditional child care and also the At-Risk Afterschool Meals Program. See separate instructions for further explanation of this feature.
- º Foster Child (optional): if this box is selected, this participant is automatically included as an "A" or "Tier I".
- º Special Needs - allowed to claim over age 13 (optional): if this box is selected, the participant can be claimed even if they are over the age of 13.
- º Related, Non-Residential (optional): use this feature for tracking licensed capacity checks.
- º Participant Notes (optional): for your recordkeeping.
- º External Group ID (optional): use this feature if you wish to assign a group ID to your participants. The group ID will appear on the Participant Report.
- º External Site ID (optional): use this feature if you wish to assign an ID to each participant for tracking. The site ID will appear on the Participant Report.
- º Participant Schedule (optional): use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.
- º Enrollment (optional): enter the effective and expiration dates of child enrollment forms here. See separate instructions for further explanation of this feature.
- º Infant Meal Notification (optional): enter the date, and upload a scan, of a form that tracks whether parents or the center are going to provide food and formula. See separate instructions for further explanation of this feature.
- º Special Diet (optional): enter the date, summary, and upload a scan of any forms documenting special dietary needs. Entering a special diet statement here will automatically send an email to the sponsor admin to alert them that a form has been uploaded and may need approval. See separate instructions for further explanation of this feature.
- Click "Save". You will get an error message if any required fields are missing or you are attempting to create a duplicate.

The "Is enrolled of attending school?" checkbox on the Participant Info page is important if two conditions are met:

1. You are using My Food Program to check that meal counts do not exceed licensed capacity (in "Site Details" the feature "Licensing Age Range Errors" is set to "Error" and not "Ignore").
2. The state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include a child who is 5 or 6 years old.

Before you designate a child as "Is enrolled or attending school?", ensure that your licensing age ranges are set up correctly. Licensing age ranges are configured at the sponsor level. You can create overlapping age ranges only if one is designated as a school age range and the other is not. For example, you may have a "preschool" age range that includes 3-6 year olds and a "school age" age range that include 5-12 year olds. Whether a child who is 5 years old or 6 years old is counted in the "preschool" age range or the "school age" range depends on whether the "Is enrolled or attending school?" box is checked. The table below summarizes what will happen with this licensing age range configuration:

☑ If the box that says "Is enrolled or attending school?" is CHECKED	☐ If the box that says "Is enrolled or attending school?" is UNCHECKED
4 Years Old Will generate error "Participant Outside of Age Range".	**4 Years Old** Counts in "Preschool"
5 Years Old Counts in "School Age"	**5 Years Old** Counts in "Preschool"
6 Years Old Counts in "School Age"	**6 Years Old** Counts in "Preschool"
7 Years Old or Older Counts in "School Age"	**7 Years Old or Older** Will generate error "Participant Outside of Age Range".

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 children 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. For example, an enrollment form, an income form, an infant meal notification letter and special dietary statement (if applicable).

Pending

Many sponsors use "Pending" to mean that a child 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. For example, an enrollment form has been submitted, but it was missing a signature and has been returned to the center for proper completion.

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.

Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.**

To assign a child to a roster or rosters:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the child added.
- Click "Save".
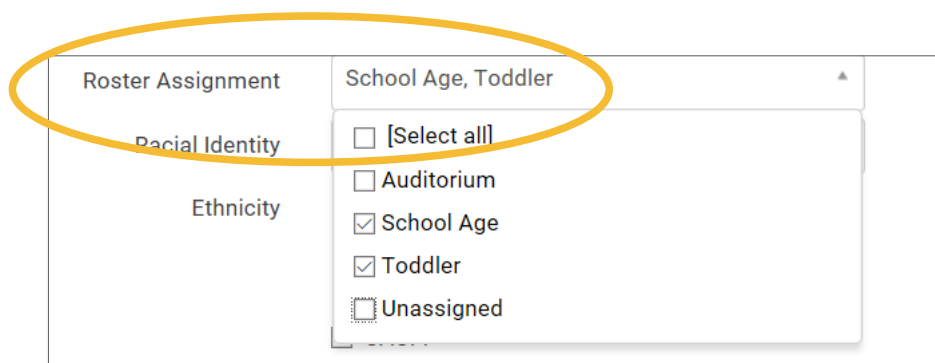
How My Food Program prevents children on multiple rosters from being double-counted:

- **Web App:** If a child is on multiple rosters and has already been checked in on a meal on one roster, you will get a prompt that prevents you from checking them in for the same meal on a different roster:
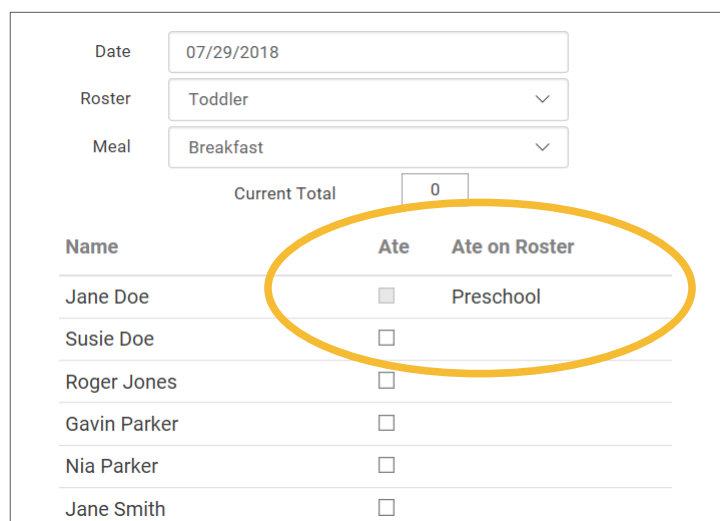
- **Mobile App:** If a child has already been checked in on another roster, their name is already marked.
- **Paper:** When transferring paper attendance and meal counts to the website, My Food Program will alert user that child was already checked in.

There may be instances in which you want to take meal counts for a participant, but do not want their counts included in a claim. The most common reason for using the feature is a child who brings their own meals. Another use of this feature is to include teachers in meal counts to properly account for the expense of feeding staff without including them in a claim.

On each participant page is a box that says "Include in claims". **This box is checked by default when new participants are created.**

☑ **If the box that says "Include in claims" remains CHECKED**

then the meal counts will be included in claims.

☐ **If the box that says "Include in claims" is UNCHECKED**

then meal counts for this participant will NOT be included in claims.

When you have a mix of CACFP and non-CACFP participants, reports are more complicated. For many reports, you have a choice of "CACFP Meals Only" or "All".

- CACFP Meal Only reports will include only participants with the "Include in claims" box marked. It will exclude any participants with the "Include in claims" box unchecked.
- All report will include both CACFP and non-CACFP participants.

Take care when running the following reports:
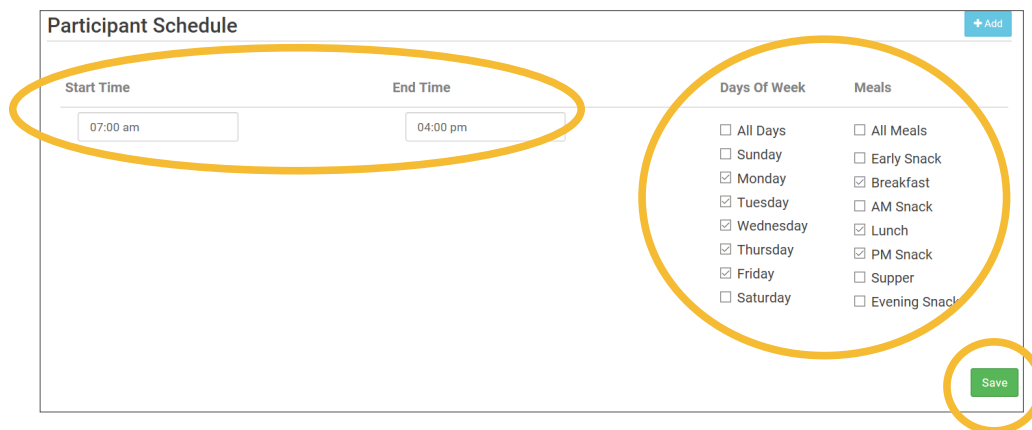
- Participant Report
- Ethnicity/Racial Report
- Disallowed Meals Report
- Meal Count Summary
- Meal Count by Roster
- Meal Count by Name
- Meal Count by Roster Summary
- Five Day Meal Count Report
- Total Meal Count Report
- Claim Summary Report

Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for grocery estimates.
- Including the child's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

To set a child's schedule:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the child is in care.
- Click the days of the week and typical meals eaten.
- If a child leaves during the day and then returns (for example, is enrolled in before-school care and after-school care) or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

Since siblings often maintain the same schedule, there is a short-cut that allows users to copy the schedule of a sibling.

To copy a schedule from a sibling:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the child.
- Scroll down to Participant Schedule.
- Select the name of the sibling from the drop-down menu.
- The schedule will then be populated. If the sibling did not have any schedule information, then nothing will be copied.
- Click "Save".
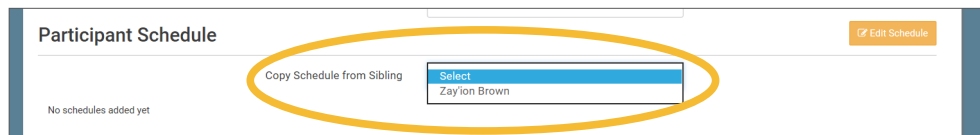
Enrollment information is a part of required recordkeeping for CACFP. Sponsors have the option, but are not required, to track enrollment forms in My Food Program.

Important settings related to enrollment forms:
- In Site Details, a sponsor can set My Food Program to either "Ignore" missing/expired enrollment forms or to "Disallow" for missing/expired enrollment forms. Follow the guidance of your state agency when configuring this setting.
- Enrollment forms are included as "missing CACFP paperwork" for the purposes of the dashboard button.
- Enrollment forms are tracked on a **per child** basis. (This is in contrast to income forms, which are tracked on a **per household** basis.)

To enter an enrollment form for a child:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the blue "Add Enrollment" button.
- Enter the Parent Signature Date and Sponsor Signature Date. Click the "Fill in Effective and Expiration Dates Based on Signature Dates" button OR fill in the fields manually. **Note**: there is no minimum about of time that an enrollment form can be effective, but it is effective for a maximum of 12 months. Also, the expiration date cannot be before the initial effective date.
- Upload a scan or photograph of the enrollment form, if you wish.
- Click "Save".

To alter the dates of an enrollment form:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the hyperlink on enrollment date.
- Change the dates. Note: past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.
- Click "Save".

To delete an enrollment form for a child:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the red "Delete Document" button. **Note:** past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.
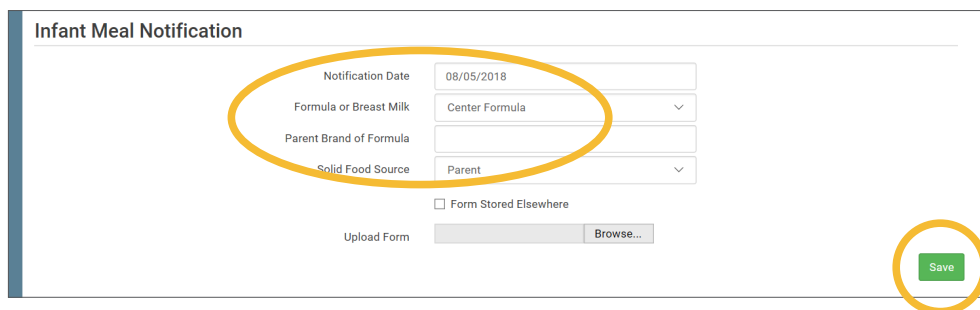
Some states require that sponsors collect information from the parents of infants regarding who is providing formula and who is providing solid food. Note: CACFP regulations allow a parent to provide only one component of a meal. If a parent is providing both formula and food for an infant, they should not be included in meal counts submitted for reimbursement. If you wish to take meal counts for this infant as usual, the "CACFP" box should be unchecked. This will prevent the meals from being claimed and will not require special training for provider about which infants to include or exclude from meal counts.

To enter infant meal notification forms:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the Participant.
- Scroll down to Infant Meal Notification and click on the blue "Add" button.
- Enter the notification date and source of formula and food. You may also upload a scan or photograph of the form.
- Click "Save".
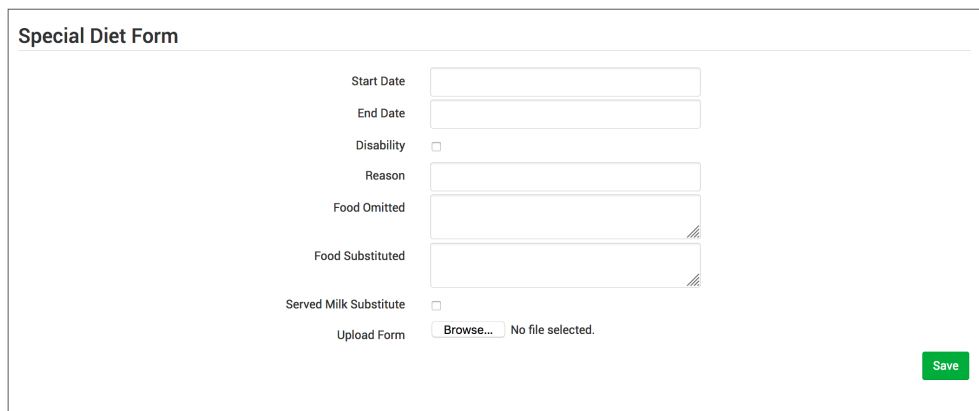
My Food Program does not have the ability to disallow meals for infants who are missing an infant meal notification letter. If your state requires that those meals be disallowed, we suggest unchecking the "CACFP" box for the infant participant missing the required letter. This will allow you to continue entering meal counts for the participant and include them in your monthly claiming percentage but the meal counts will not be included in the claim.

Documentation of special dietary needs can be tracked in My Food Program.

To add a special diet for a participant:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Scroll down to "Special Diet" and click the blue "Add" button.
- Enter the fields:
    - Start date: effective date of the special dietary accomodation
    - End date: optional. Leave blank if this is an on-going dietary need
    - Disability checkbox: check if the special dietary need is related to a medical disability. This box being unchecked indicates that the dietary need is not related to a medical disability.
    - Reason: complete the reason for the special dietary need. For example, "Celiac Disease" or "Lactose Intolerance".
    - Food Omitted: list the foods that the recognized medical authority has instructed the center to avoid serving the participant.
    - Food Substituted: list the foods that will be served in lieu of the omitted foods. Note: some state agencies require that foods substitutions be documented for every meal. In this case, you would want to add the additional food to your menus. If your state agency allows you to document an on-going substitution (for example, "every time strawberries are served, this participant is offered peaches" you can designate that here.
    - Served Milk Substitute: if checked, then participant will not be included in the milk requirements calculations used in the Milk Audit or the Milk Served Report.
- Upload a scan or photograph of the form, if desired.
- Click "Save".

Special Diet Form

Start Date	
End Date	
Disability	☐
Reason	
Food Omitted	
Food Substituted	
Served Milk Substitute	☐
Upload Form	Browse... No file selected.

Save

Note: when a special diet form is added, My Food Program automatically sends an email to the main sponsor contact to alert them. Sponsors should review the special diet form and provide technical assistance to the site regarding implementation.

My Food Program only allows you to delete children that **have not been entered in for <u>any</u> attendance or meal counts**. Alternatives to deleting a child include:

- Merging the child if you have created a duplicate.
- Setting the child's status to "inactive" in order to remove their name from attendance and meal count rosters.

To delete a participant:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the red "Delete Participant" button.
- If no attendance or meal count records exist for this child, you will get a message that says "Participant Successfully Deleted". If the child has any attendance or meal count information, you will get a red error that says "Unexpected error: Cannot delete a participant with XX recorded attendances. Most Recent is MM/DD/YYYY."
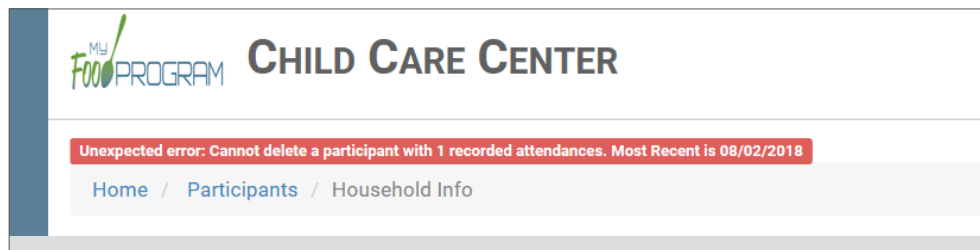
My Food Program prevents users from creating children with the exact same name and birthdate. However, if a duplicate child is created in error, it is possible to merge them together **As long as neither child has been included in a claim**. If either the "original" child or the duplicate child have been included in a claim, then a merge is not possible. In that instance, we recommend contacting My Food Program customer support for additional assistance. We can assist with manually moving the meal counts from the duplicate child to the original child and then deleting the duplicate. If both the original child and duplicate child have been included in a claim, then the only way to resolve the situation is to roll-back the claim, correct the meal counts, and then re-process the claim.

To merge participants:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Merge with Participant" button.
- Input the information for the duplicate child in the "Participant to Delete" section and click the blue "Search" button.
- Select the child you wish to delete. Click the green "Merge" button.
- If the merge is successful, you will get a blue confirmation message at the top. If either the "Participant to Save" or "Participant to Delete" have been included in a claim, you will get a red error message and the merge will not proceed.

Note: when you merge participants, they are added to the household of the "Participant to Save" and the Participant Information (such as birthdate, roster assignment, enrollment form dates, etc.) is the same as the "Participant to Save".

Children can be moved to different households at any time. However, when a claim is processed, a child's income eligibility status (Tier I or Tier II) is determined by the income form associated with the household they were in **at the time of the claim processing**. So take care in moving children to different households if they have been included in a claim.

Also note that if a household does not have any children listed in it, it will be automatically deleted. If you are moving the only child in a household to another household, take care that this action is desired as the household will be deleted after the move.

To move a child to a different household:
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Change Household" button to bring up a list of households.
- Select the household that you want to move the child to, scroll down to the bottom and click "Save".

Household income forms are associated with every participant in a household. The effective dates of the income form will determine the income eligibility status (Tier I or Tier II) for each child in a household.

To add a household income form:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Scroll down to "Household Income Statement" and click the blue "Add Income Form" button.
- Complete the fields:
  - <u>Parent Signature Date</u>: use the date picker to select the date the parent signed the form.
  - <u>Sponsor Signature Date</u>: use the date picker to select the date the sponsor signed the form.
  - Click the "Fill in Effective and Expiration Dates Based on Signature Dates" button OR fill in the fields manually.
  - <u>First effective month</u>: **use the date picker and click "Done"** to select the first month in which the form is active. **Note: if a claim has already been processed for a month, you cannot make an income form eligible for that month** because it would change the claiming percentage for that month. If you wish to add the income form, you must rollback the claim, add the new income form, then reprocess the claim and submit a claim adjustment to your state agency.
  - <u>Last effective month</u>: **use the date picker and click "Done"** to select the last month in which the form is active. There is no minimum amount of time an income form can be active, but there is a maximum of 13 months.
  - <u>Select Tier Status for the income form</u>. My Food Program does not automatically calculate the Tier status based on income and household size, however **you can use the Income Category Calculator at the bottom of this page to assist with these calculations**. Please see website for user responsibility.
  - <u>Select the Reason</u> for the tier status that you chose.
  - <u>Notes</u>: for your recordkeeping.
- Upload a scan or photograph of the form, if desired.
- Click "Save".

Household Income Eligibility Form

Parent Signature Date	
Sponsor Signature Date	

Fill in Effective and Expiration Dates Based on Signature Dates

First effective month	
Last effective month	
Tier Status	Tier II
Reason	Select
Notes	
Upload Form	Browse... No file selected.

Save

Income Category Calculator∗

Household Size	
Annual Income	
Monthly Income	
Twice Per Month Income	
Every Two Weeks Income	
Weekly Income	

Calculate

It is possible to edit the effective dates of a household income form at any time, except **you cannot change the status for a month for which a claim is already processed.**

To edit an existing income form:
- Click on "Participants & Rosters" on the main dashboard.
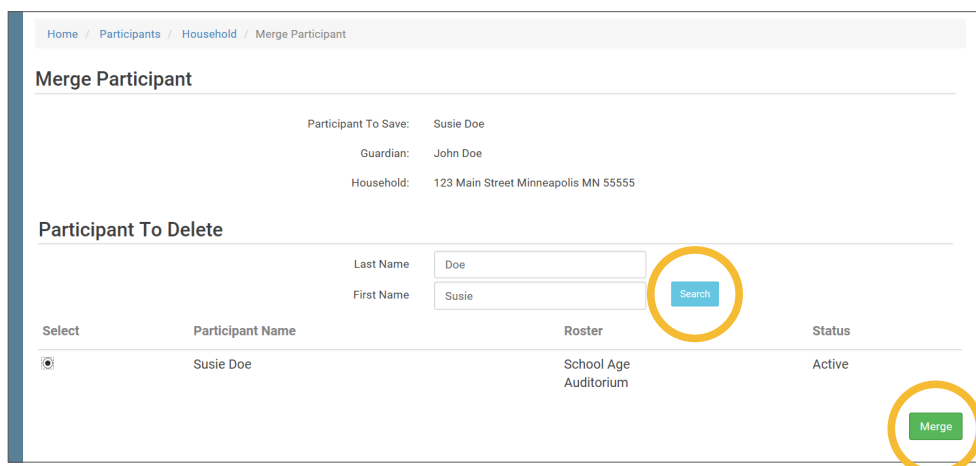- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the hyperlink for the income form.
- Change the fields.
- Click "Save". You will get an error message if you are attempting to change the income status for a month in which a claim has already been processed.

You may delete an income form as long as it was effective for a month in which a claim has not been processed.

To delete an income form:
- Click on Participants & Rosters on the main dashboard.
- Click on the name of the primary guardian for the household OR click on the name of a participant and then navigate to "Household" using the breadcrumbs menu at the top.
- Click the blue hyperlink that says "Delete Income Form" next to the form you'd like to remove. **NOTE:** if you don't see this hyperlink, it is because the income form is not eligible to be deleted because it was in effect during a month that has been claimed.
- The income form is now removed.

First effective month	Last effective month	Category	View	Delete
08/01/2018	07/31/2019	C-Paid		Delete
06/01/2017	06/30/2018	A-Free		

We've designed a single form that collects all the enrollment information required by USDA (participant's normal days and hours in care as well as the meals normally received) along with the optional income information needed if households are applying for Tier I status within a home categorized by geography as Tier II. **Before using this form, we strongly recommend that you send it to your state agency for approval.**

To generate a pre-filled income and enrollment form for a household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the parent/guardian.
- At the bottom of the page, click on the blue "Create Participant Registration Form" button.
- A blue hyperlink called "Download Report" will appear on the lower-left corner of the screen. Click on "Download Report" and a PDF will be saved to your default download location.

Create Participant Registration Form

Save

Download Report

- The form will be prefilled with the following information:
  - Child's First and Last Name (all the children in the household)
  - Date of Birth
  - Parent/Guardian Name and Phone Number
  - Household Address

Child Care Food Program Enrollment and Benefit Form
Site Name: **Child Care Home**

Part 1: All Children in Household

Name	Date of Birth	Normal Hours	Relation	Normal Days of Care / Meals* the Child Normally Receives while in Care each Day (Circle)							Foster** Child	Racial Identity^ (select all that apply)	Ethnic Identity^ (select one)
Dale Johnson	04/25/2018 ☐ Enrolled In Center	to	☐Providers Own ☐Residential ☐Related but not residing with provider	Sun B A L P S E	Mon B A L P S E	Tues B A L P S E	Weds B A L P S E	Thurs B A L P S E	Fri B A L P S E	Sat B A L P S E	☐	☐ Hispanic or Latino ☐ Not Hispanic or Latino	☐Asian ☐White ☐Black or African American ☐American Indian or Alaska Native ☐Native Hawaiian or Other Pacific Islander
Bethany Johnson	03/03/2009 ☐ Enrolled In Center	to	☐Providers Own ☐Residential ☐Related but not residing with provider	Sun B A L P S E	Mon B A L P S E	Tues B A L P S E	Weds B A L P S E	Thurs B A L P S E	Fri B A L P S E	Sat B A L P S E	☐	☐ Hispanic or Latino ☐ Not Hispanic or Latino	☐Asian ☐White ☐Black or African American ☐American Indian or Alaska Native ☐Native Hawaiian or Other Pacific Islander

*B = Breakfast | A = AM Snack | L = Lunch | P = PM Snack | S = Supper | E = Evening Snack
**If all children listed above are Foster Children, Skip to Part 3 to Sign this Form.
^Optional

Continued on next page »

Infant Feeding Preferences   Complete only if you have children under 12 months old. Choose one from each column:
☐ I will provide breastmilk for my infant.
☐ I will provide iron-fortified infant formula for my infant. Formula brand: _____
☐ I want the site to supply iron-fortified infant formula. Formula brand: _____
☐ I will provide solid foods for my infant once they are developmentally-ready to eat them.
☐ I want the center or provider to supply solid foods for my infant once they are developmentally-ready to eat them.

Child Care Food Program Enrollment and Benefit Form
Site Name: **Child Care Home**

Part 2: Benefits or Household Income: Complete EITHER Section A or Section B

Section A: If any member of your household receives State SNAP, FDPIR, or State TANF cash assistance, provide the name and case number for the person who receives benefits. **If no one receives these benefits, please complete the section below for Total Household Gross Income.**   ☐SNAP   ☐FDPIR   ☐TANF

NAME: _____   CASE NUMBER / EDP: _____

Section B: Total Household Gross Income—You must tell us how much and how often

A. Name (List all adult household members AND any children that earn income. If an adult household member does not earn income, write "no income".)

B. Gross income and how often it was received

	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All other income	Circle How Often It Was Received^^
					W B T M A
					W B T M A
					W B T M A

^^W = Weekly | B = Bi-Weekly | T = Twice a Month | M = Monthly | A = Annually

Part 3: Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 2 is completed using household income, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Statement on the right.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign Here: _____

Print Name: __Susan Johnson_____ Date: _____

Address: _4567 Park Street_____ Zip Code: _12345_

City:___Yourtown_____ State: _AL_ Phone Number: _(651) 433-7345_

Last four digits of Social Security Number: _ _ _ - _ _ - _ _ _ _

☐ I do not have a Social Security Number

Don't fill out this part. This is for official use only.
Total Income: _____ Per:
Week Every 2 Weeks Twice A Month Month Year
Household size: _____
Eligibility: Tier-1_____ Tier-2_____
Effective: _____/_____ to _____/_____
Sponsoring Organization Signature:
Date: _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program. Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

Before attempting to create an invoice, be sure that the "Invoicing Feature" is turned on in Site Details and you have entered a fee schedule for each participant you will be invoicing for.

To create an invoice:

- Click on "Participants & Rosters" on the main dashboard.
- Select the name of the Parent/Guardian you want to invoice.
- Click on the orange "Invoice" button to the right of the name of the Parent/Guardian.
- Complete the fields as follows:
  - **Invoice Date (required)**: this is the date of the invoice.
  - **Date From (required)**: this is the first date for the invoice.
  - **Date To (required)**: this is the last date for the invoice.
- Click the blue "Calculate Child Care" and My Food Program will automatically calculate the total fees due for child care based on the attendance recorded for the child and their individual fee schedule.
- Add additional fees or record discounts by selecting the appropriate choice from the dropdown and a description. **Note: if you are entering a discount, the "amount" item should be entered as a negative number. For example -20 for a $20 discount.**
- Click the blue "Update Sub-Total" button.
- If you are receiving immediate payment, you can record it at the time. If you are creating the invoice to send click on "Generate Invoice"

- Your invoice will now appear under the list of outstanding invoices.
- If you would like to view the invoice in your web browser, click the "View" link next to the invoice.

Child Care Home

Tax ID: null
123 Main Street Yourtown AL 35232
Phone: E-mail:

INVOICE #1000

Created: September 11, 2018

Bill To: Susan Johnson

Invoice Number	Date From	Date To	Date Printed
1000	08/01/2018	08/15/2018	09/11/2018

Child	Quantity	Rate	Rate Type	Sub-Total
Bethany Johnson	1.00	$150.00	Week	$150.00
Bethany Johnson	0.00	$0.00	Week (School Day Rate)	$0.00
Dale Johnson	1.00	$150.00	Week	$150.00
Dale Johnson	0.00	$0.00	Week (School Day Rate)	$0.00

Sub-Total	$300.00
TOTAL	$300.00

Payments Received	
BALANCE DUE	$300.00

- If you are printing or emailing the invoice, click the "Download" link next to the invoice to generate a print-friendly PDF.

Child Care Home

Tax ID:
123 Main Street, Yourtown AL 35232

Invoice #1000

Created: 09/11/2018

Bill To: Susan Johnson

Number	Date From	Date To	Date Printed
1000	08/01/2018	08/15/2018	09/11/2018

Child Name	Quantity	Rate	Rate Type	Sub-Total
Bethany Johnson	1.00	$150.00	Week	$150.00
Bethany Johnson	0.00	$0.00	Week (School Day Rate)	$0.00
Dale Johnson	1.00	$150.00	Week	$150.00
Dale Johnson	0.00	$0.00	Week (School Day Rate)	$0.00
			Sub-Total:	$300.00

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

To delete an invoice:
- Click on "Participants & Households" on the main dashboard.
- Select the name of the Parent/Guardian.
- Scroll down to the list of invoices.
- Click on the red "Delete Invoice" button to the right of the invoice. Note: once a payment has been recorded on an invoice, it can do longer be deleted.
- Click "OK" when the system prompts you to confirm.

My Food Program has the ability for sites to track invoices sent to parent/guardians or county agencies for subsidized child care and the payments made on those invoices. The system is for tracking purposes only. There is no integrated system for sending or receiving payments.

To record a payment on an invoice:

- Click on "Participants & Households" on the main dashboard.
- Select the name of the Parent/Guardian.
- Click on the blue "Add Payment" button to the right of the invoice.
- Scroll to the bottom of the page and complete the "Payment" fields as follows:
    - <u>**Payment Method (required)**</u>: select how payment was received.
    - <u>Notes</u>: for your recordkeeping.
    - <u>**Amount (required)**</u>: the amount of the payment.
- Click the blue "Update" button or the green "Save" button.
- The payment is now linked to the invoice. The invoice cannot be deleted after a payment has been received.

Lists of children can be printed from multiple places, including on each roster page or from the main participant page.

To print a list of active children as a PDF:

- Click on "Participants & Rosters" on the main dashboard.
- Click the green "Print Participant List" button.
- Save or print the generated PDF.
- Fields included on the form are:
    - Participant Name
    - DOB
    - Roster Assignment
    - Parent/Guardian
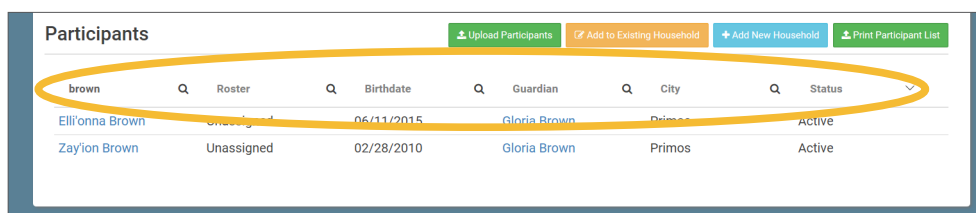
On the main participant screen, you can use the search function to quickly find children.

Below are the options for using the participant search function:
- Participant, Roster, Birthdate, Guardian & City are all fields that can be searched by typing a word or words. **Note that an exact match is required.** We recommend you use the shortest string of characters as possible in order to broaden search results.
- Status can be filtered by the four available statuses (Active, Inactive, Incomplete, Pending).

Staff

When you create a new site, you also need to create new users who can access the site.
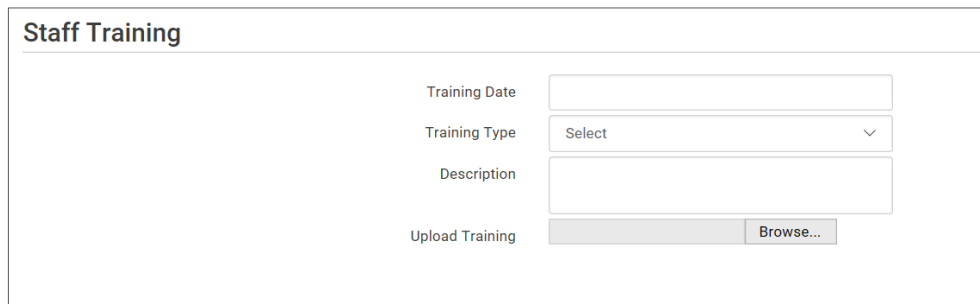
To create a new site-level user:

- Click on "Staff" on the main dashboard.
- Click on the blue "Add" button in the upper-right corner.
- Enter the fields:
  - **Name (required)**
  - **User Name (required)**: this will be part of their login credentials.
  - **Password (required)**: a minimum of 12 characters. There is no requirement for upper-case, lower-case, numbers or special characters.
  - **Confirm Password (required)**: retype password.
  - Email Address (optional)
  - Phone Number (optional)
  - Start Date (optional)
  - End Date (optional)
  - **Status (required)**: a status of "active" will allow the user to login. A status of "inactive" will prevent a login
  - Hourly Rate (optional): if you are using My Food Program to track payroll expenses for the purpose of demonstrating a nonprofit meal service, enter an hourly rate here.
  - Primary Contact for Site (optional)
  - Allowed to Add Participants on Mobile (optional): this option will allow you to add participants using the mobile app.
  - **Roles (required)**: select one of three roles. See additional materials for further explanation. Manager/director can access all site information, Staff can access meal counts, participants & rosters and record hours. Kitchen staff can access menus, meal counts, participants & rosters and record hours.
  - Notes (optional): for your recordkeeping.
- Click "Save".

Annual staff training on Civil Rights and Food Program duties and responsibilities are a required part of participation in the CACFP. 7 CFR 226.16 states "At a minimum, such training must include instruction, appropriate to the level of provider experience and duties, on the Program's meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system."

To track documentation of provider training:

- Click on "Staff" on the main dashboard.
- Click on the name of the staff who participated in training.
- Scroll to the bottom and click the blue "Add" button in the Training section.
- Enter the fields as follows:
    - <u>Training Date</u> **(required)**: use the date picker or type in the date on which the training occurred.
    - <u>Training Type</u> **(required)**: select Civil Rights and CACFP Required Elements or Other.
    - <u>Description</u> (optional): for your recordkeeping.
    - <u>Upload Training</u>: you may wish to upload a copy of the training agenda, training materials and/or a signed training roster.
- Click "Save".

Staff Training

Training Date	
Training Type	Select ⌄
Description	
Upload Training	Browse...

Site Details

To create a new site within your sponsorship:

- Click "Sites" on the main sponsor dashboard.
- Click the blue "Add" button in the upper-left corner. (You can also upload sites in bulk, see separate instructions).
- Complete the fields as follows:

REQUIRED	FIELD	DESCRIPTION
✓	**Name**	enter the name of the site that you want to appear on your site list and all reports.
✓	**Type**	select the type of program (adult care, child care, afterschool program, emergency shelter, family child care home or summer food). **Note:** only the types of programs that you sponsor are included as options.
✓	**Legal Name**	
	Preferred Language	select English or Spanish
	Pre-Qualifying Month	if the site is a for-profit organization, you can track the month used to demonstrate that at least 25% of the participants in attendance in the month were from low-income households (as demonstrated by household income statements or beneficiaries of assistance programs).
	Intended Start Date	for your recordkeeping.
	Actual Start Date	for your recordkeeping.
	End Date	for your recordkeeping.
✓	**Profit Status**	indicate if the site is for-profit or non-profit.
✓	**Site Identification Number**	you may use any string of letters, numbers and symbols that you wish for the site identification number. For many sponsors, the site identification number is assigned by their state agency.
	Tax Identification Number	for your recordkeeping for the distribution of tax documents
	Food Contracting Entity	the name of the vended meal contractor that you use
	Food Contracting Entity ID	if your state agency assigns an ID to vended meal contractors, you can enter that here and it will appear on food production record reports.
✓	**Status**	a status of "active" will allow users to login. A status of "inactive" will prevent any users from logging in.
✓	**Address, City, State, Zip**	
	County	
	Email Address	
	Phone	
	Census Block Group, Census Tract or School District Name	record the information used for tiering determination.
	Primary Contact User	List of the site users that are marked as primary contacts. See the Staff section for information on how to designate primary contacts.

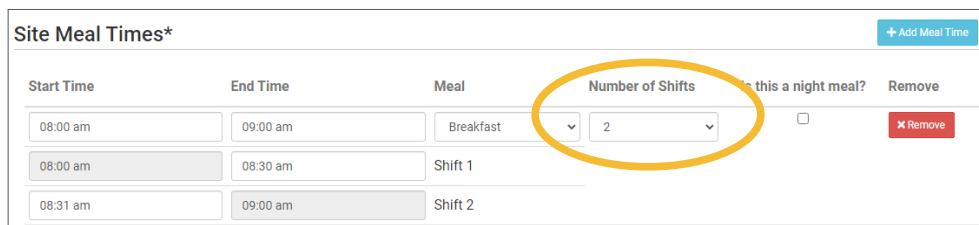| REQUIRED	FIELD	DESCRIPTION
✓	**Daily Attendance Method**	select "Present" or "In/Out". See topics "Taking Attendance Using Present Option" and "Taking Attendance Using In/Out Option" in the Attendance section for further information on how these options will impact attendance entry.
✓	**Meal Count Time Frame**	select "Point of Service" or "Day". If "Point of Service" is selected, then meal counts can only be entered during the meal time frame by staff. If "Day" is selected, then meal counts can be entered any time during the day. Meal counts can never be entered before a meal has started, regardless of the choice of meal count time frame.
	Restrict All Site Staff Meal Count Times (defaults to unchecked)	this requires even Site Director/Managers to enter meal counts within the specified time frame. If you have this box checked, then Site Director/Managers cannot go back and correct meal counts from prior days or times.
✓	**Time Zone**	ensure that you select the correct time zone for the site as meal times are locked in accordance with the time zone adjustments.
✓	**Meal Count Method**	select "Headcount" or "Roster". See topics "Taking Meal Counts by Name" and "Taking Headcount Meal Counts" in the Meal Counts section for further information on how these options will impact meal count entry.
✓	**Meal Count Entry**	select how you want your screen to look when taking meal counts. Options include "Daily entry with separate screens for attendance and meal counts", "Daily entry with combined screen 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".
	Infant Menu Method	select "By Date" or "By Name" for how you want to record infant menus.
	Shifts are an option for Meal Times (defaults to unchecked)	this allows users to record participants in shifts for meals. See separate instructions for details.
	Hide option for staff to take attendance (defaults to unchecked)	if this button is checked, staff can only take meal counts and not attendance. See separate instructions for details.
	Site Can Add Staff	Selecting this button will allow providers to add additional users, for example co-providers or helpers.
	Ignore Meal Validation (defaults to unchecked)	if this button is checked, meals are not checked for validation at all. This means that menus can be missing all together or contain non-creditable foods. Use this feature with care and it means that you are turning off all validation of creditable meals.
	Invoicing Feature (defaults to unchecked)	checking this box turns on the ability for a site to generate invoices for children based on their number of hours or days in care and the daily rates. See separate instructions for details.

REQUIRED	FIELD	DESCRIPTION
	Allow meal orders to be entered using the mobile app	checking this box allows you to enter meal orders using the My Food Program mobile app.
	Hide Submit to Sponsor Button (defaults to unchecked)	some sponsors find that sites prematurely and accidently click the "Submit to Sponsor" button, which then locks them out of entering meal counts or menus. If you would like to hide the "Submit to Sponsor" button until a calendar month is complete (and therefore prevent this mistake from happening), then select this feature. The downside of this feature is that sites may wish to submit their meal counts to their sponsor prior to the completion of a calendar month (for example, the final day of a calendar month lands on a weekend).
	Group Family Child Care License	for your recordkeeping.
	Allow Staff to Add Participants on Mobile	this box is checked by default. Uncheck the box if you'd like staff to be restricted from adding participants using the mobile app.
	Payment Method	select either "Check" or "Direct Deposit".
	Space/Time Percentage	entering a number in this field will mean that only a percentage of your expenses will be included in expense reports. See separate instructions for details.
	Manual Claim Entry	if you select this box, users will not be able to enter attendance and meal counts. Instead, you as the sponsor enter the aggregate attendance and meal counts and enter them to create the claim
✓	**Licensing Age Range Errors**	if you want My Food Program to validate that meal counts do not exceed licensed capacity, then you should select "Error". If you have an alternate method of ensuring that meal counts do not exceed licensed capacity, then select "Ignore".
✓	**Enrollment Form Errors**	if you want My Food Program to disallow meals if a child is missing an enrollment form, then you should select "Error". If your state agency doesn't require enrollment forms or you have another way of tracking required CACFP enrollment information, then select "Ignore". If you set Enrollment Form Errors to "Ignore" the dashboard button for missing enrollment forms turns grey.
✓	**Missing Infant Menu Errors**	if you want infant meals disallowed if no infant menus are entered, select "Error". If you have an alternate way of tracking infant menus or are not required to keep infant menus, then select "Ignore".
✓	**Missing Infant Notification Errors**	if you want meals for infants disallowed if they are missing an Infant Meal Notification, then select Error. The Infant Meal Notification is the form that indicates if the parent or the provider is supplying the breastmilk/formula and solid foods. If you want to pay for infant meals even if no Infant Meal Notification is on-file, then select Ignore.
	Logo	you can upload a logo in this spot. Typically, sponsors upload their own logo here to promote their sponsorship. If no logo is uploaded, then a blank box will appear in the upper-left corner of the site dashboard. The optimal size for a logo is 110x65 pixels. Allowed file types are .jpg and .png.

REQUIRED	FIELD	DESCRIPTION
	Mobile Logo	you can upload a logo in this spot and it will be displayed if someone uses the My Food Program web app using a mobile browser.
✓	**Site Hours**	enter the times and days that the site is open using the blue "Add Hours" button on the right. If the site has different operating hours on different days of the week, you can indicate that by adding a second set of hours.
✓	**Site Meal Times**	enter the times that the site serves each meal. The amount of time that a meal lasts is not restricted, other than by the times that the site is open. However, meal times cannot overlap.
	Site USDA Dates	indicate the date that the new meal pattern was implemented at the site. Defaults to 10/1/2017.
	Site Licensing	if you would like to use My Food Program to validate that meal counts do not exceed licensed capacity, then you should enter licensing information here. See separate instructions for details.
	Age Range Combinations	if you would like to add the restriction of age range combintations in addition to the site licensing capacity, you would enter that here. See separate instructions for details.
	Principals	use this section to track the key staff at each site, their role in the organization and the completion of their required training. See separate instructions for details.
	Facility License	enter the state issued license number for your facility here. See separate instructions for details.
✓	**Tier Status**	Select Tier I, Tier II High, Tier II Mixed or Tier II low. You may enter multiple tier determinations for a provider to ensure continuity in tier determinations. Tier determination dates cannot overlap and you cannot enter a new tier determination for a month that already has a claim.
	Record Log - Viewable by Sponsor Only	Record information or correspondence with the site using a free-form text box. Unlike the "Notes" box, the Record Log is not viewable by the provider or center.

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.
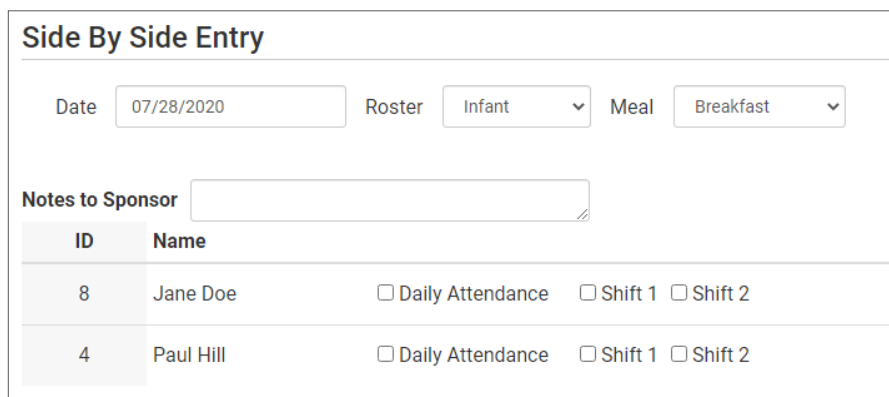
To assign shifts to a meal:
- Click on "Site Details" on the main site dashboard.
- Click the checkbox next to "Shifts are an option for Meal Times". Once this box is checked, an additional column appears in Site Meal Times called "Number of Shifts".

- 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.

- 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.

My Food Program can be used to verify that attendance and meal counts do not exceed licensed capacity.

To configure this setting, use the "Licensing Age Range Errors" option in Site Details:
- Click on "Site Details" on the main dashboard.
- Make the appropriate selection on "Licensing Age Range Errors":
  - "Ignore" means that My Food Program will not check that attendance and meal counts are within licensed capacity.
  - "Error" means that My Food Program will check that attendance and meal counts are within licensed capacity.
- Click "Save".

Before adding the Site Licensing information in Site Details, ensure that the licensing age ranges are correctly configured at the sponsor level. See separate instructions for details.

To add site licensing capacity:
- Click on "Site Details" on the main dashboard.
- Click on the blue "Add License" button.
- Enter a number in the field for "Capacity" and select the appropriate license age range.
- Repeat the "Add License" process until all license age ranges have been entered.
- Click "Save".

Site Licensing

Capacity	License Age Range	Night Capacity?	Remove
18	Infant	☐	✖ Remove
14	Toddler	☐	✖ Remove
20	Preschool	☐	✖ Remove
8	School Age	☐	✖ Remove

+ Add License

My Food Program allows you to add an additional level of checking for the total number of children in care, regardless of their age range.

In some states, there are additional restrictions on licenses. For example, the facility license may say:

- Capacity: 57
- Infants: 18
- Toddlers: 14
- Preschool/School Age: 20
- Not to Exceed 8 School Age

In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

To add additional restrictions on licensed capacity that apply to more than one age group:

- Click on "Site Details" on the main dashboard.
- Click on the blue "Add Age Range Combination" button.
- Select the age ranges that apply to the restriction and the "not to exceed" value.

Age Range Combination

Age Ranges	Preschool, School Age ▾
Not To Exceed	20

Save

- Click "Save" and the additional restrictions will appear on the screen.

Site Licensing   ✚ Add License

Capacity	License Age Range	Night Capacity?	Remove
18	Infant ⌄	☐	✖ Remove
14	Toddler ⌄	☐	✖ Remove
20	Preschool ⌄	☐	✖ Remove
8	School Age ⌄	☐	✖ Remove
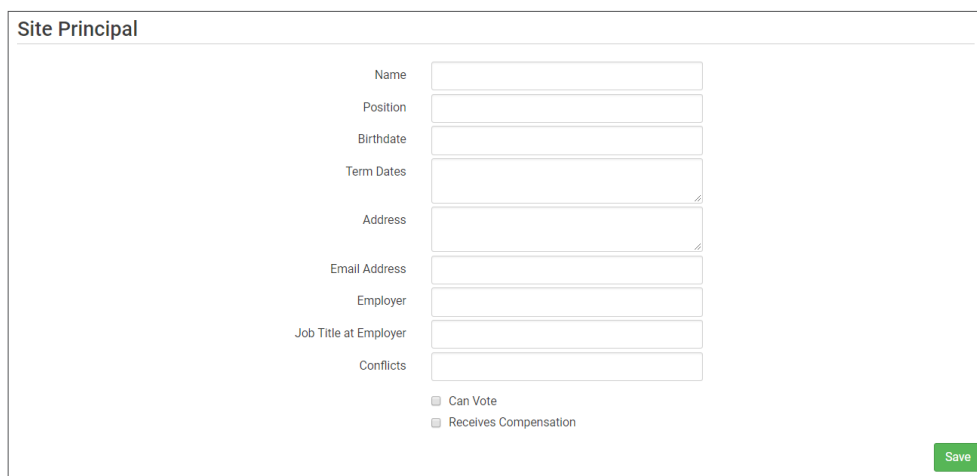
Age Range Combinations   ✚ Manage Age Range Combinations

Age Ranges	Not To Exceed
Preschool School Age	20
Infant Toddler Preschool School Age	57

Sites are required to identify the key provider that are responsible for the implementation of the CACFP and provide identifying information to the sponsor in order to ensure that no key provider person is on the National Disqualified List. Entering the site principals here is for one-time recording purposes. If you wish to track their participation in annual training separately, then they should be added as Site Provider members.

To enter Principals (key staff) for a site:

- Click on "Site Details' from the main dashboard.
- Scroll down to "Principals" and click the blue "Add Principals" button.
- Enter the fields:
    - **Name (required)**: include the name as it appears on official documents.
    - Position (optional): job title or position on the Board of Directors (for non-profit).
    - **Birthdate** (required)
    - Term Dates (optional): for members of the Board of Directors.
    - Address (optional): assists with identification.
    - Email Address (optional)
    - Employer (optional): if Board Member.
    - Job Title at Employer (optional)
    - Conflicts (optional): record conflicts of interest.
    - Checkboxes for "Can Vote" and "Receives Compensation" (optional)
- Click "Save".

Site Principal	
Name	
Position	
Birthdate	
Term Dates	
Address	
Email Address	
Employer	
Job Title at Employer	
Conflicts	
☐ Can Vote	
☐ Receives Compensation	
	Save

My Food Program can be used to verify that the facility is licensed by the state agency.

To add a facility license:
- Click on "Site Details" on the main dashboard.
- Scroll to the "Facility License" section at the bottom.
- Click on the blue "Add Facility License" button.
- Enter the fields:
    ◦ License Number
    ◦ Start Date
    ◦ End Date
    ◦ License File: upload an image of the license for your records.
- Click "Save".

Facility License

License Number	
Start Date	
End Date	
License File	Browse... No file selected.
Current Image	(No Image)

Save

Note: you can add multiple licenses into this section. For example, if your license is about to expire and you have your new one already completed, you can save them both in here.
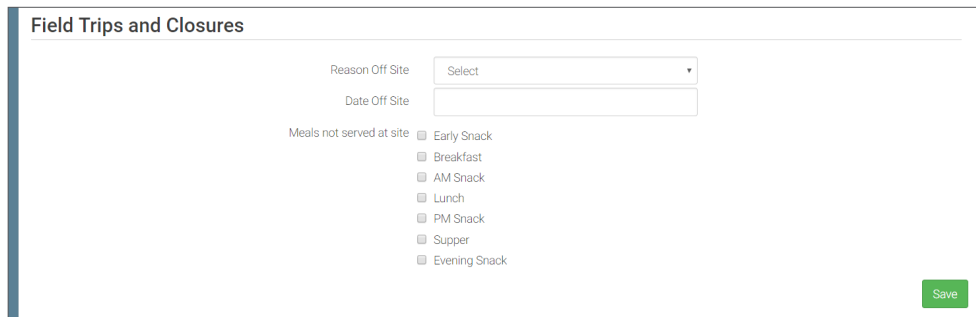
Closure/Field Trip

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".

Field Trips and Closures

Reason Off Site	Select ▼
Date Off Site	
Meals not served at site	☐ Early Snack
	☐ Breakfast
	☐ AM Snack
	☐ Lunch
	☐ PM Snack
	☐ Supper
	☐ Evening Snack

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.*"

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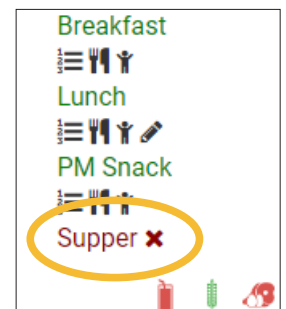
Closures/Field Trips can be logged by either the sponsor or the provider to indicate the dates when meals will not be served on-site and a review visit should not be conducted.

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".

Expenses

The "Expenses" feature of My Food Program is intended for providers to upload receipts and invoices to document a nonprofit meal service.
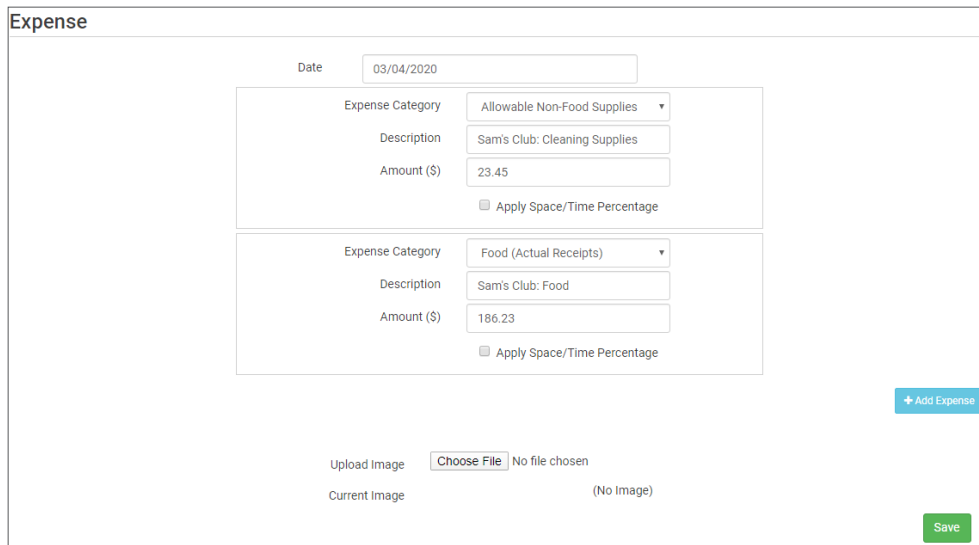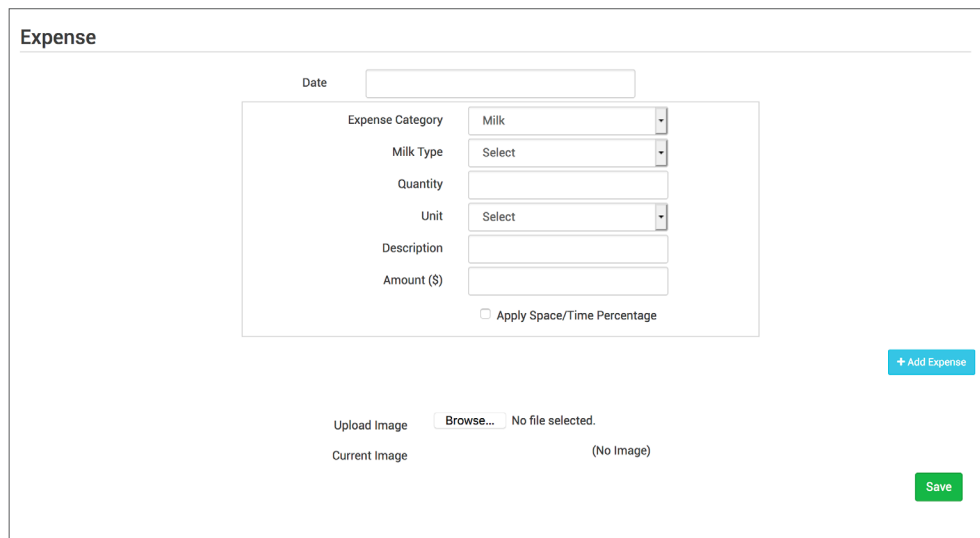
To add a new expense:

- Click on "Expenses" on the main dashboard.
- Click the blue "Add Expense" button on the upper-right corner.
- Enter the information into the fields:
  - **Date (required)**: the date the expense was incurred
  - **Expense Category (required)**: the most common category used is Food (Actual Receipts)
  - **Description (required)**: typically used to record the store at which the item was purchased and a summary of the expense. For example "Sam's Club - paper goods"
  - **Amount (required)**
  - Apply Space/Time Percentage: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
    - Enter "50" as the space/time percentage in Site Details.
    - Enter the total amount spent on paper goods in the "Amount" field.
    - Check the box for "Apply Space/Time Percentage".
  - If you have several categories for one receipt/invoice, click the blue "+ Add Expense" button.
  - Upload Image (optional, but recommended): upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click "Save" and the expense is now viewable and will be included in expense reports.

To add a new milk expense:

- Click on "Expenses" on the main dashboard.
- Click the blue "Add Expense" button on the upper-right corner.
- Enter the information into the fields:
  - <u>**Date (required)**</u>: the date the expense was incurred.
  - <u>**Expense Category (required)**</u>: select Milk from the dropdown menu.
  - <u>**Milk Type:**</u> select from: Skim, 1%, 2%, Whole or Fluid Milk Substitute.
  - <u>**Quantity:**</u> enter the quantity purchased.
  - <u>**Unit:**</u> select from: Ounces, Cups Half Gallons or Gallons.
  - <u>**Description (required)**</u>: typically used to record the store at which the item was purchased and a summary of the expense. For example "Sam's Club - Whole Milk".
  - <u>**Amount**</u> **(required)**
  - <u>Apply Space/Time Percentage</u>: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
    - Enter "50" as the space/time percentage in Site Details.
    - Enter the total amount spent on paper goods in the "Amount" field.
    - Check the box for "Apply Space/Time Percentage".
  - If you have several categories for one receipt/invoice, click the blue "+ Add Expense" button.
  - <u>Upload Image</u> (optional, but recommended): upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click "Save" and the expense is now viewable and will be included in expense reports.
- Note: the information saved here will feed into the *Milk Purchased Report*.

To delete an expense:

- Click on "Expenses" on the main dashboard.
- Click on the red "Delete"button next to the expense you wish to remove. **Note:** this action is permanent and also deletes any files uploaded to the expense. Use this feature with care.

Family child care providers need to calculate a space-time percentage at the end of each calendar year for tax purposes. Hours spent providing care to children and any hours spent working at home on child care business when children are not present both contribute to the space-time percentage. This screen allows them to record hours spent in either category along with a description of tasks for recordkeeping purposes, for example Food Program paperwork, calls or emails with parents, or child care billing.

To record hours:

- Click on "Record Hours" from the main dashboard.
- Click the blue "Record Hours" button on the upper-right corner.
- Enter the information into the fields:
    - Date
    - Start Time
    - End Time
    - Hours When Day Care Children are Present
    - Hours Spend Working in the Home on Child Care Business Without Day Care Children Present
    - Description of Tasks
- Click "Save"
- Note: the hours saved here will popluate the *Staff Hours Detail Report*, which sums the total hours in each of the categories. Family child care providers do not enter an hourly wage since they are the owners. The *Staff Hours Detail Report* only sums hours, but not total wages because that is not relevant.

Record Hours for ChildCareProvider

Date	
Start Time	
End Time	
Hours When Day Care Children are Present	
Hours Spent Working in the Home on Child Care Business Without Day Care Children Present	
Description of Tasks	

Review
Disallowed Meals

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a provider. In addition, providers do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

To complete the first step in the claims creation process, meal validation ("check for errors"):

- Click on "Submit to Sponsor" on the main dashboard.
- Select the Month/Year from the upper-right drop-down menu.
- A list of meals that have not been validated appears on the screen with the following columns:
  - Date
  - Meal
  - Menu Entered: this will display "true" if a menu has been entered and "false" if a menu is missing. Depending on your provider configuration, this might stop your claim from proceeding. Check provider configuration for details.
  - Meal Count: the total number of children checked in for the meal across all rosters.
- Scroll to the bottom of the page and click "Check for Errors".

- The system will now run the meals through validation and display a progress bar. This may take several minutes. You do not need to remain on this page for the meal validation process to continue. Depending on how you have the provider configured, My Food Program will be checking that:
  - ° Meals were entered only for dates and times that the facility was open.
  - ° Licensed capacity was not exceeded.
  - ° Meal counts did not exceed attendance.
  - ° Menus meet meal pattern requirements.
  - ° All children were within the licensing age ranges of the facility.
  - ° Enrollment forms are current for all participants checked in for meals.
  - ° Infant menus were entered.
- Once the meal validation is complete, the list of meals will disappear and any errors generated will be displayed below. If no claim errors are found, the Review Disallowed Meals screen displays a message that confirms no claim errors were found. See separate instruction for details on how the site should review these errors prior to submitting their meal counts to their sponsor.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a provider. In addition, providers do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once step 1 is completed, a list of errors will appear on the screen. **For details on any claim errors, you can run the** *Disallowed Meals Report* **to help you resolve the errors. If you still have questions, please contact your sponsor.**

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a provider. In addition, providers do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once meals have been validated by the provider and any errors have been resolved (Step 2), the provider needs to complete step 3 to alert the sponsor that they are finished with their claim for reimbursement.

To submit a claim to a sponsor:

- You will know that your Claim has not been submitted If your Claim Status is RED.
- Click on "Review Disallowed Meals" (logged in as sponsor) or "Submit to Sponsor" (logged in as provider).
- Click on the green "Submit to Sponsor" button.
- A warning message will appear. Click "OK" to proceed.
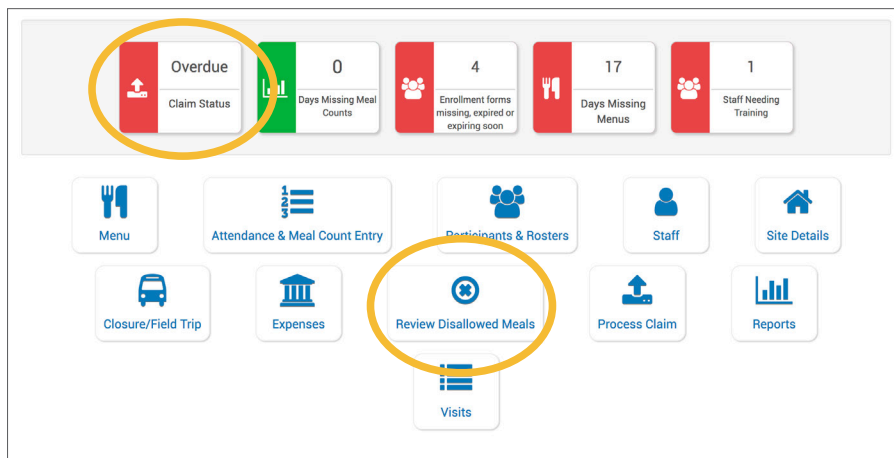
- The system will not run through the validation process. Depending on the size of the provider and the way the Site Details are configured, this may take several minutes. A progress bar is displayed on the screen and once the check of meals and attendance is complete, the page will automatically refresh and the results will display on the screen.
- When claim submission is complete, the "Submit to Sponsor" button disappears and a red confirmation message appears at the top of the screen. In addition, the provider can no longer change menus or alter meal count or attendance records.
- You will know that your claim has been submitted from your dashboard as the Claim Status will now be GREEN.

Process Claim

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a provider. In addition, providers do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once a provider has indicated that they have completed the review of their meal counts and attendance for the month, the next step is for the sponsor to complete a second review and also disallow any meals. Any errors that have been identified by My Food Program are listed on the "Review Disallowed Meals" screen. Below is a list of all potential errors and the method used to resolve the errors if it is possible. You may be asking the provider for additional documentation in order to clear errors. **Sponsors must not resolve errors unless they are genuine, have documentation and a logical explanation. If errors are true violations of CACFP rules and not incorrect input, the corresponding meals will be disallowed in the claims creation process.**

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
1	Meals claimed for children who are not enrolled in the program.	Site Details are configured to "Error" for Enrollment Form Errors AND child does not have an enrollment form entered into My Food Program.	Disallowed Meals Report will list the names of the children with missing enrollment forms. Also: the Missing Forms Report will show any missing or expired forms and can be run at any time.	Add an enrollment form for each child that is missing one. If no enrollment form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to "Ignore".
2	Meals claimed for children who have expired enrollments in the program.	Site Details are configured to "Error" for Enrollment Form Errors AND child has an expired enrollment form.	Disallowed Meals Report will list the names of the children with expired enrollment forms.	Update enrollment form dates for each child with an expired form. If no form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to "Ignore".

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
3	Meals/snacks claimed in excess of the approved total license capacity.	Site Details are configured to "Error" for Licensing Age Range Errors AND a meal or snack has more children checked in than is allowed by the total licensed capacity.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the total licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met:Change Site Details configuration to "Ignore" Licensing Age Range Errors.
4	Meals/snacks claimed outside of the operating days.	A meal count is entered for a meal or snack that is not on a day that the facility is open. **NOTE:** this can only occur if site days of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating days.	Verify the days and meals that the facility is open under "Site Details". Remove or disallow the meal/snack counts for the days that are outside of operating days.
5	Meals/snacks claimed outside of the operating hours.	A meal count is entered for a meal or snack that is during a time that the facility is not open. NOTE: this can only occur if site times of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating times.	Verify the times and meals that the facility is open. If accurate, meals must remain disallowed. Remove or disallow the meal/snack counts that are outside of operating hours.
6	Meals served to children over age 13* *This error only applies to child care facilities.	A child is checked in for a meal and their birthdate makes them 13 years or older.	Disallowed Meals Report will list the children that are 13 years or older.	Verify the birthdate of the child is correct. If they are over 13, meals must remain disallowed.
7	Meals/snacks claimed in excess of the approved age range license capacity.	Site Details are configured to "Error" for Licensing Age Range Errors AND a meal or snack has more children checked in in a specific age range than is allowed by licensing.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the age range licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met:Change Site Details configuration to "Ignore" Licensing Age Range Errors.
8	Meals for the provider's children or other residential children who are not income eligible.	A chilld is marked as a provider's child and an income form is not on-file for the provider	Run the Participant Export Report to identify those marked as Providers Own.	If a participant was incorrectly marked as Providers Own, then un-check the flag. Add an income form if you have one on-file.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
9	Meals claimed for the provider's income eligible children when there are no outside children present	A child is marked as a provider's child and they were the only child in attendance at the meal	Run the Participant Export Report to identify those marked as Providers Own. View the meal count page to verify the participants checked in for the meal.	If a participant was incorrectly marked as Providers Own, then un-check the flag. If additional children were present for the meal, correct the meal count records
10	Meals which do not meet the USDA meal pattern requirements.	Site Details are configured to validate menus AND a meal or snack does not meet the meal pattern requirements.	Disallowed Meals Report will list the meal(s) or snack(s) that are not creditable.	Verify that the meal or snack menu to accurate as to what components were served. If so, meals must remain disallowed. If you are using another system to track menus: Change Site Details configuration to "Ignore meal validation".
11	Meals claimed that differ from those recorded by the field monitor at the time of the visit.	A meal recorded by a site differs from the meal recorded by a monitor.	Disallowed Meals Report will list the meal or snack that is a mis-match. Visits will have details about the menu recorded by the monitor while the Menus section will have the menu recorded by the site.	Revise the site menu to match that recorded by the field monitor. This is most likely related to specific callouts on units or product numbers. Ex: Blueberries, fresh, lbs VS Blueberries, cups.
12	Meals for which there are no menus.	Site Details are configured to enforce meal validation AND a meal count has been entered for a meal or snack and no menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) without menus.	Delete or disallow the meal counts. Add a creditable menu that matches what was actually served. If you are using another system to track menus: Change Site Details configuration to "Ignore meal validation".
13	Meal total count greater than number of participants.	The number of children checked in for a meal is greater than the number of children checked in for attendance.	Disallowed Meals Report will list the meal(s) and snack(s) with meal counts greater than attendance.	Verify which count matches reality: the attendance or the meal count (requires another system such as a parent check-in at the door). Delete or disallow meal counts for children recorded in error, revise attendance if it can be proved.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
14	Too many meals claimed for program	This error is only applicable to sites that do headcount meal counts. It is triggered when the site is attempting to claim more than 2 meals and 1 snack or 1 meal and 2 snacks, which would require meal count by name	Site Details will have the meals offered by the site.	Switch the site from Meal Count Method "Headcount" to "Roster" or remove the available meals and snacks to 2 meals and 1 snack or 2 snacks and 1 meal.
15	Meal count is zero for head count based site.	A menu is entered but no children were marked in for the meal.	Disallowed Meals Report will list the meal(s) and snack(s) without a count entered.	Enter meal counts if they were recorded on a backup (ex: paper or other system), otherwise they must remain disallowed.
16	No age range configured for participant on meal.	A child with a birthdate of an infant was checked in for a meal and then the birthdate was changed to be a non-infant.	Disallowed Meals Report will list the children with the birthdate that was changed.	Ensure the child's birthdate is correct, then remove their meal attendances and re-enter them with the correct birthdate.
17	Meals for which there is no infant menu.	Site Details are configured to Error for "Missing Infant Menu Errors" and an infant was checked in for a meal and no infant menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) that are missing an infant menu.	Enter an infant menu that matches what was actually served. Remove or disallow the infant meal counts. If you use another system to track infant menus: Change Site Details configuration to Ignore "Missing Infant Menu Errors".
18	No licensing age range for participant.	A child was checked in for a meal and their birthdate is outside the age ranges set in Site Details under Licensing.	Disallowed Meals Report will list the child that is outside the age range of the facility license.	Verify that the correct the birthdate of the child was input. Verify that the school attendance flag is correct. The "attends or is enrolled in school" check box determines which age range they are counted against. If you have another system to track licensing: Change Site Details configuration to Ignore "Licensing Age Range Errors".
19	Meal requires that site meal times be set up to distinguish Day and Night capacities	This error happens when a site has different capacities for day and night.	Check meal times in Site Details.	Return to Site Details and designate which meals should be considered for the night licensed capacity.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
20	Meal does not meet 2016 meal pattern (Juice).	Site Details are configured to validate menus and juice was included on the menu twice in one day.	Disallowed Meals Report will list the date on which juice was on the menu twice.	Verify that the menu matches what was served. If so, meals must remain disallowed.
21	No whole grain-rich food served on this date.	Site Details are configured to validate menus and no whole grain-rich foods were included on the menu.	Disallowed Meals Report will list the dates on which a whole grain-rich food was missing.	Verify that there wasn't an input error where an enriched food was input instead of a whole grain-rich. If not, meals must remain disallowed.
22	Meal does not meet 2016 meal pattern (Proteins).	Site Details are configured to validate menus and meat/meat alternate was served instead of grain more than three times in a week.	Disallowed Meals Report will list the dates on which meat/meat alternate was substituted for grain.	Verify that the menu matches what was served, that ONLY a protein was served at breakfast more than three times in a week. If so, meals must remain disallowed.
23	Meal claimed for participant who is a non-CACFP participant	A participant has been marked in for a meal and also flagged as a participant that should not be included in the claims.	Ineligible Participant Report will have a list of participants with the "Include in claims" flag unchecked.	Check the box for "include in claims" for any participants that should be included in the claim.
24	Meal served to participant outside of participant normal schedule	The sponsor has set the policy that meals that are not listed on the enrollment form should be disallowed and a participant has been checked in for a meal outside of their normal schedule without the box "Meal Outside of Schedule" being checked and a reason provided.	The meal count screen will have details about which meals the participant attended. The participant page will have their schedule of typical days and meals.	There are three options to clear this error: 1. change the sponsor policy about disallowing meals outside of the participant schedule 2. adjust the meal counts so that the participant is only checked in for meals that correspond with their enrollment form or 3. provide a reason that the participant is eating meal outside of their schedule on the meal count page.
25	Meal served to participant without check in record	This error applies only to sites using in/out times for attendance. This error occurs when a participant is checked in for a meal when their time in indicates that they were not in attendance at meal time.	The meal count page will have information about the meals that the participant was checked in on. The attendance page will have the time in and time out. Site Details will have information about the meal times.	Adjust any incorrect time in records, meal attendance or meal times.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
26	Missing infant meal notification	The sponsor has set the policy to disallow meals for participants under 12 months old who do not have an infant meal notification letter entered.	The participant page will have the infant meal notification dates.	Add an infant meal notification letter.
27	Parent/Guardian supplying more than one component for an infant	An infant who is 6-11 months old for whom the parents are providing both food and breastmilk/formula is checked in for a meal.	The participant page will have information about who is supplying breastmilk/formula and solid foods under the Infant Meal Notification section.	Correct any errors in reporting whether it is the parent or the provider/center supplying formula or solid foods.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors by the sponsor.
5. Claims creation by the sponsor.

Sponsors can now group their claims into batches in order to track multiple claims submissions to the state agency. To create a claim for an individual site with batches, be sure to turn on batch claiming in Sponsor Setup.

On a monthly basis, running claims in batches has two steps:

Step 1: Name your claim batches.

- On the sponsor dashboard, click "Claims" and then "Manage Claim Batches".

- On the next screen you can name the Claim Batch (you can use a simple 1, 2, 3 system or you can use a date or any other batch naming convention you would like!) and also designate the date that the batch is being submitted to the state and the date your centers or providers can expect payment.

Step 2: Assign each claim to a batch.

- When you run claims, you will be prompted to assign each claim to a batch.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

Sponsors can now group their claims into batches in order to track multiple claims submissions to the state agency. To run claims in bulk with batches, be sure to turn on batch claiming in Sponsor Setup.

On a monthly basis, running claims in batches has two steps: **Step 1: Name your claim batches.**
- On the sponsor dashboard, click "Claims" and then "Manage Claim Batches".

- On the next screen you can name the Claim Batch (you can use a simple 1, 2, 3 system or you can use a date or any other batch naming convention you would like!) and also designate the date that the batch is being submitted to the state and the date your centers or providers can expect payment.

Step 2: Assign claims to a batch.
- Next, return to the main sponsor dashboard and click on "Claims" and "View/Create Claims".
- Select the month/year for claims processing and then select the batch.
- Click the green "Create Claims" button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!

- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

Each active site is listed on the screen along with the status of their claim:

- Attendance & Meal Counts
  - ○ **Red** if no attendance or meal counts have been entered for the month
  - ○ **Green** if attendance and meal counts have been entered for the month
  - ○ **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
  - ○ **Red** if the site still needs to submit their attendance and meal counts to sponsor
  - ○ **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
  - ○ **M symbol** if it is a manual claim
- Claim Errors
  - ○ **Red** if there are claim errors
  - ○ **Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created
- Batch specifies which batch a claim is assigned to.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

The claims process has five steps:

1. Meal validation ("check for errors") by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors by the sponsor.
5. Claims creation by the sponsor.

To create a claim for an individual site:

- Click on "Process Claim" from the main dashboard.
- Select the correct month and year from the drop-down menu.
- Click "Create Claim".
- My Food Program will now go through the meal validation process. Depending on the size and configuration of the site, this may take several minutes.
- When the claim is finished, you will be directed to the claim screen with a summary of payable meals.

Claim	
Claim Date:	July 2017
Site Identification:	TESTCENTER1
Early Snack Count:	0
Breakfast Count:	60
AM Snack Count:	71
Lunch Count:	128
PM Snack Count:	64
Supper Count:	0
Evening Snack Count:	0

[Rollback Claim]

- More details on a claim is available in the Report section. See separate instructions for details.

NOTE: the dashboard icon "Review Disallowed Meals" is called "Submit to Sponsor" if logged in as a site-level user. In addition, site-level users do not have a "Process Claim" dashboard button.

To run claims in bulk:
- Click on "Claims" on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green "Create Claims" button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!

> Processing Smith, Jane

- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

Each active site is listed on the screen along with the status of their claim:
- Attendance & Meal Counts
  - ◦ **Red** if no attendance or meal counts have been entered for the month
  - ◦ **Green** if attendance and meal counts have been entered for the month
  - ◦ **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
  - ◦ **Red** if the site still needs to submit their attendance and meal counts to sponsor
  - ◦ **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
  - ◦ **M symbol** if it is a manual claim
- Claim Errors
  - ◦ **Red** if there are claim errors
  - ◦ **Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created

Claims can be rolled back in My Food Program, but this feature should be used with great care as no record of the claim will be retained. **If a claim has already been submitted to the state agency for reimbursement, then we strongly recommending printing or saving the following reports to substantiate the original claim prior to rolling back the claim:**

1. Meal Count by Name Report
2. Participant Report
3. Claim Summary Report

Common reasons to roll back a claim include:

- Receiving household income eligibility forms or enrollment forms for the prior month that should be included in the claim.
- Receiving additional paperwork to substantiate a claim or provide reason to disallow meals.

To roll back a claim:
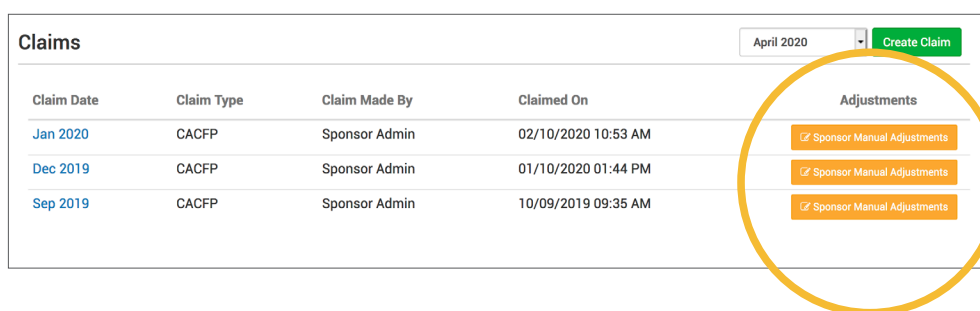
- Click on "Process Claim" on the main dashboard.
- Select the correct month/year from the drop down.
- Click on the red "Rollback Claim" button.
- Click "OK" when the system prompts you to confirm.
- The claim is now rolled back and the meals are set to new. Menus, meal counts, income forms, enrollment forms and other data can now be changed. To re-create a claim, start-over at step 1 of the claims process.

Sponsors can now record a manual claim adjustment in lieu of rolling back and re-processing the claim. This allows the sponsor to retain the original claim information while making an adjustment for additional information collected after the original claim was created.

To create a manual claim adjustment:
- Click on the "Process Claim" button.
- Select "Sponsor Manual Adjustments".
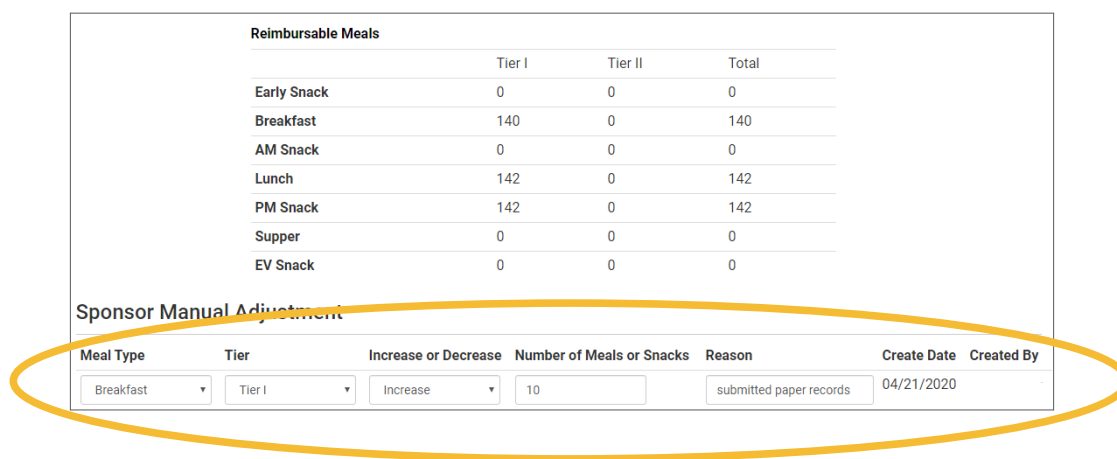
- Enter the requested information:
  - Meal Type
  - Tier
  - Increase or Decrease
  - Number of Meals or Snacks
  - Reason

Note: Sponsor manual adjustment cannot be deleted so use them with care. Also, since the original meal counts and attendance are not modified by a manual adjustment, reports detailing attendance and meal counts will not reflect the manual adjustment.

Reports

Below is our full list of available reports, separated by the following categories: Attendance & Meal Counts, Claims, Financial, Food Service Operations, Participant, Recordkeeping and Staff. If your state agency requires a specific report, we can develop new reports to meet those requirements. If you have any questions, please reach out.

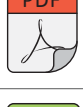| REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
⅟⅔≣ ATTENDANCE & MEAL COUNT REPORTS				
Daily Meal Count With Attendance Report	Attendance and meal count information for each participant for a period of up to 5 days. This report also shows disallowed and payable meals.	Date Number of Days Roster Types of Meals	Sponsor Provider	PDF
Headcount Meal Counts*	This is a summary report that lists the date, roster, meal and name of all meals and snacks that were entered for the month. This includes all raw data.	Month/Year	Sponsor Provider Kitchen Staff	PDF
Meal Count By Age Range	Show meal count by meal and age range for a given month.	Month/Year	Sponsor Provider Kitchen Staff	PDF
Monthly Meal Count with Attendance	Attendance and meal count information for each participant for the month. (Note: attendance appears only after a claim is processed).	Month/Year All or Payable Types of Meals	Sponsor Provider Kitchen Staff	PDF
Total Attendance Report	Raw count of attendance entries by date, name or roster.	Month/Year By Date, Roster or Name	Sponsor Provider Kitchen Staff	PDF
Weekly Meal Count with Attendance Report	The Weekly Meal Count Report contains meal counts and attendance for each participant per meal for a given week.	Date Roster	Sponsor Provider	PDF
Zero Meal Count Report	The Zero Meal Count Report lists dates and meals where no meals have been entered.	Date Range	Sponsor Provider Kitchen Staff	PDF

*This report is only displayed if the site is set to Headcount meal count.

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
🔼 CLAIMS REPORTS				
Claim Summary Report	This report displays claim summary information. Meal counts by totals and reimbursement rates	Month/Year Claiming Method Types of Meals	Sponsor Provider	PDF
Disallowed Meals Report	A list of the meals that were non-payable (over the daily claim limit) or disallowed for a calendar month. Includes the date, meal type, participant and the reason for the disallow.	Month/Year Types of Meals Status	Sponsor Provider	PDF
🏛 FINANCIAL REPORTS				
Expense Detail Report	This report helps you document expenses and categorizes them as CACFP, non-CACFP. It is linked to the information that you enter in the Expense part of My Food Program.	Date Range	Sponsor Provider Kitchen Staff	PDF
Expense Summary Report	This report sums up the costs for each expense type over the period of time selected.	Date Range	Sponsor Provider Kitchen Staff	PDF
Invoicing Summary Report*	This report show each household with their invoices with their total amount paid for a given range.	Date Range Guardian	Sponsor Provider Kitchen Staff	PDF
Revenue Summary Report*	This report show each household with their total amount paid for given year.	Year	Sponsor Provider Kitchen Staff	PDF
W10 Form Report*	W10 form with fields filled in given a household.	Year Guardian	Sponsor Provider Kitchen Staff	PDF

*These reports are only displayed if the Invoicing Feature is turned on.

Reports: Summary Chart

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
FOOD SERVICE OPERATIONS REPORTS				
Daily Meal Production with Leftovers and Dietary Accommodations	Detailed meal production report that includes documentation of use of leftover/recycled food and meal substitutions for special dietary needs. It contains all the information on the Texas Department of Agriculture form H1530.	Date Range Meal	Sponsor Provider Kitchen Staff	PDF
Grocery Estimate Report	This is an output of the food production information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared for each menu item.	Date Range	Sponsor Provider Kitchen Staff	PDF
Grocery List Report	This report displays the estimated milk and food needed for a given date range based on participant schedules.	Date Range	Sponsor Provider Kitchen Staff	PDF
Milk Purchased Report	This report displays the milk purchased per type. Shows totals for day, week, and month.	Date Range	Sponsor Provider Kitchen Staff	PDF
Milk Served By Type Totals Report	This report displays estimated milk used in gallons per type based on meal attendance. Shows totals for day, week, and month.	Date Range	Sponsor Provider Kitchen Staff	PDF
Infant Menu by Name Report*	This report lists the participants and the foods they were served.	Date Range	Sponsor Provider Kitchen Staff	PDF

*This report is only displayed if the site does Infant Menu by Name.

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
👥 PARTICIPANT REPORTS				
Ethnicity/Racial Report	Report by month of race and ethnicity information on each participant that attended that month.	Month/Year Meal Type	Sponsor Provider	PDF
Household Report	Report of parent/guardians linked with participants. Includes household income eligibility form status and enrollment form status.	Month/Year Status	Sponsor	PDF
Ineligible Participant List	A list of the participants whose meal counts are not included in the claim.	N/A	Sponsor Provider	PDF
Lapsed Participant Report	Report of all participants that have not attended or checked in for a meal in the last 90 days.	N/A	Sponsor Provider	PDF
Participant Export Report	Generates a csv file of all participant attributes.	Active or All Participants	Sponsor Provider Kitchen Staff	CSV
Participant Report	A list of the participants that attended during a calendar month and their F/R/P status.	Month/Year Status	Sponsor	PDF

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
📊 RECORDKEEPING REPORTS				
Bulk Enrollment Form Report	Generates one pdf with a enrollment form for each household with an expired or missing enrollment or income form.	Expired.Missing Enrollment AND/OR Income Forms	Sponsor Provider Kitchen Staff	PDF
Daily Menu Attendance and Meal Count Sheet	Generates daily menu attendance and meal count PDF.	N/A	Sponsor Provider Kitchen Staff	PDF
Duplicate Case Number Report	Report of households with matching case numbers.	N/A	Sponsor Provider	PDF
Infant Food Serving Report	Use this form to record the specific foods and amounts served to infants. Infant names are populated based on schedule or actual meal attendance and are divided into the two infant age ranges: 0-5 months and 6-11 months.	Date Range	Sponsor Provider Kitchen Staff	PDF
Missing Forms Report	Displays a list of participants missing enrollment forms or those with forms that are nearing expiration.	Enrollment Forms	Sponsor Provider	PDF
Missing Infant Meal Notification	Report of all participants with an age under 12 months that do not have an infant meal notification letter entered into My Food Program.	N/A	Sponsor Provider	PDF
Paper Back-Ups	Attendance and meal count sheets by roster. Note: only available for meal counts by name and not available for headcount meal count.	Date Roster	Sponsor Provider Kitchen Staff	PDF
Site Summary Report	This report shows information about the site, the participants and their schedule, user training from current fiscal year, and site visits.	N/A	Sponsor Provider Kitchen Staff	PDF
Texas family child care homes monitoring form	Generates the Texas monitoring for family child care homes.	N/A	Sponsor Provider Kitchen Staff	PDF

| REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
👤 STAFF REPORTS				
Staff Active/Inactive Report	This report is used to track My Food Program users that are associated with this site. It has a custom date range picker and displays columns with staff name, status, role, start date and end date.	Date Range	Sponsor Provider	PDF
Staff Hours Detail Report	Detail of staff hours for a selectable period of time.	Date Range	Sponsor Provider	PDF
Staff Training Report	This report is used to track training for site staff. It has a custom date range picker and displays columns with staff name, role, a description of the training and the date of training. The information in this report is linked to information entered into the training details on the staff page.	Date Range	Sponsor Provider	PDF

Visits

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
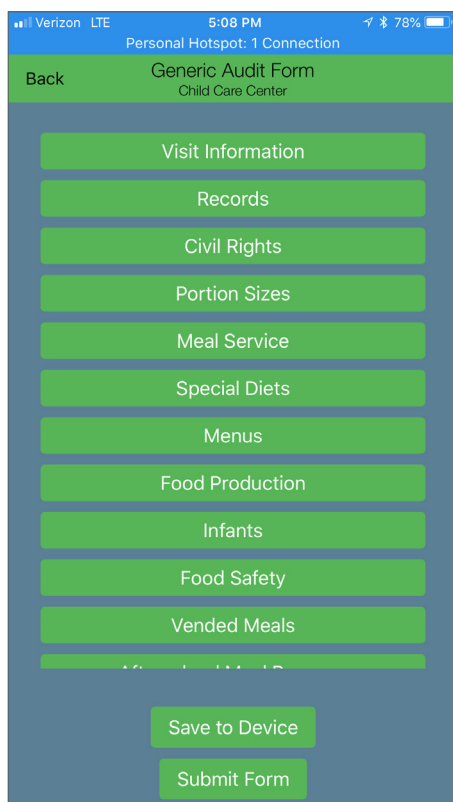2. Using a **paper-form and scanning it into My Food Program**.

To add a new review visit using the My Food Program for Reviewers mobile app:

- Download the My Food Program for Reviewers mobile app, available on Google Play, iTunes and the Amazon Appstore.
- Login using the same username and password as for the web app and the meal count app.
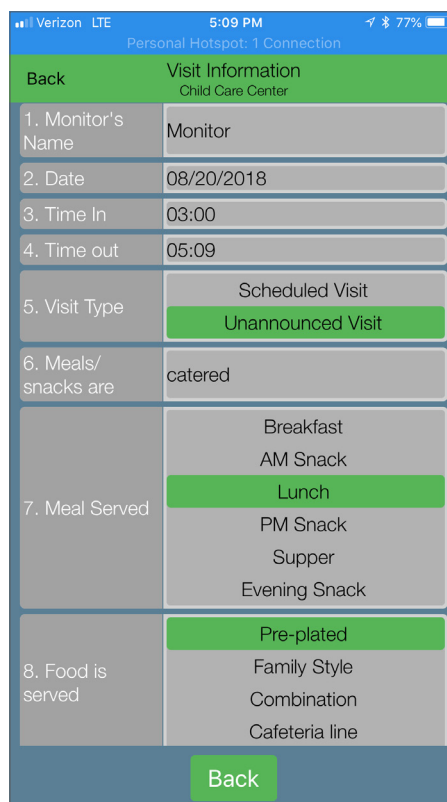- Select the site for the visit.
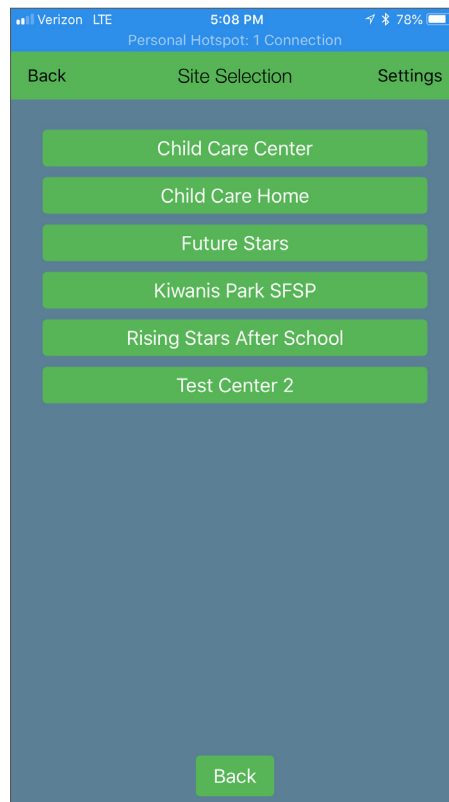
- Select the name of the review form you are going to use. **Note:** we are able to input any custom form you want! Just send us the form in any version you have available (word, PDF, etc.) and we can mimic the same form in My Food Program! This is no additional charge for sponsors.
- Proceed through each section, answering questions as you go.

- Save the visit information.
  - ○ If you are in a location without cellular or wifi connection, click the "Save to Device" when you have finished. The app will prompt you about any fields that are blank. When you are again in a location with cellular or wifi coverage, open the app again, select the saved form and then click "Submit Form"
  - ○ If you are in a location with cellular or wifi connection, click the "Submit Form" button to record the visit.
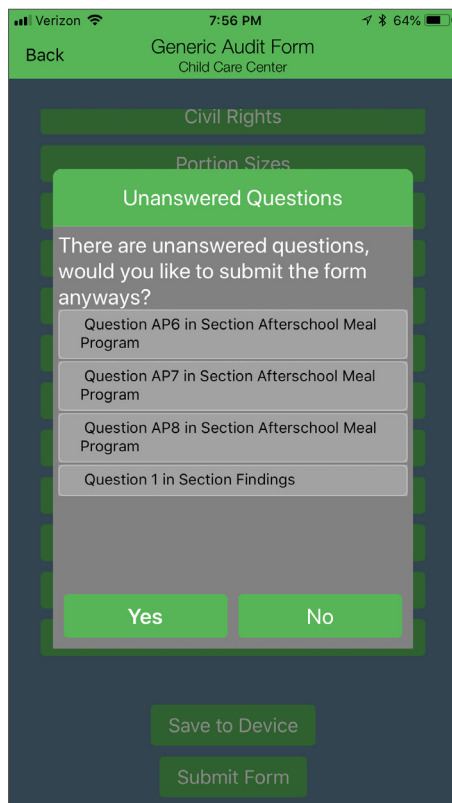
- The visit results are now available for viewing and printing from the web app.
- Once you save a visit, an email is automatically sent to the main sponsor email account as an alert.

To view or print a visit report entered using the mobile app:

- Click on "Visits" on the main dashboard.
- Click on the hyperlink for the date of the visit.
- Click on the hyperlink for the "Audit Report".
- Print directly from your web browser.

Site	Child Care Center
Audit Date	2018-08-20 22:08:35.518
Site Audit Type	Generic Audit Form

	Visit Information	
1	Monitor's Name	Monitor
2	Date	08/20/2018
3	Time In	03:00
4	Time out	05:09
5	Visit Type	Unannounced Visit
6	Meals/snacks are	catered
7	Meal Served	Lunch
8	Food is served	Pre-plated

	Records	Met	Not Met	N/A	Notes
R1	All staff have current CACFP training	X			completed 8/1/18
R2	All children have current enrollment forms	X			
R3	Information about WIC is provided	X			poster in entry
R4	Information on CACFP is provided "Building for the Future"	X			
R5	Facility license is current	X			

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To add a new review visit using the web app:

- Click on "Visits" on the main dashboard.
- Click the blue "Add Visit" in the upper-right corner.
- Enter the fields:
    - **Visit Date (required)**
    - Type: select from:
        - 28-day follow-up
        - Regular Monitoring
        - Regular Monitoring – 1st Tri
        - Regular Monitoring – 2nd Tri
        - Regular Monitoring – 3rd Tri
        - Weekend Visit
        - CAP follow-up
        - Other
        - Site audit
    - Vist Announced: check if the site was notified of the visit ahead of time.
    - Meal Observed: select from Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack
    - Follow-Up Required: check if a follow-up is required.
    - Not Home: check if provider was not home.
    - Upload Visit Form: click "browse" and select the scan of the paper form.
- Upload any photographs and/or audits you would like stored with the visit form.
- Click "Save".
- Once you save a visit, an email is automatically sent to the main sponsor email account as an alert.
- This information feeds into the Site Audit Report.

Visits:
Viewing and Deleting Visits

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:
1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To view a visit using the web app:
- Click on "Visits" on the main dashboard.
- Click the blue hyperlink for the visit date.
- View the form:
    - If the visit was added using the mobile app, click on the blue "Audit Report" hyperlink at the bottom of the screen.
    - If the visit was added using the web app, click on the blue "View Document" hyperlink at the top of the screen next to Current Form.

To delete a visit using the web app:
- Click on "Visits" on the main dashboard.
- Click the red "Delete" button next to the correct visit. Note: this action cannot be reversed, so please use this feature with care.
- Confirm that you wish to proceed with the deletion.