

*Summer Food
Service Program
Sponsor Admin
Quick Start Guide*

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

1

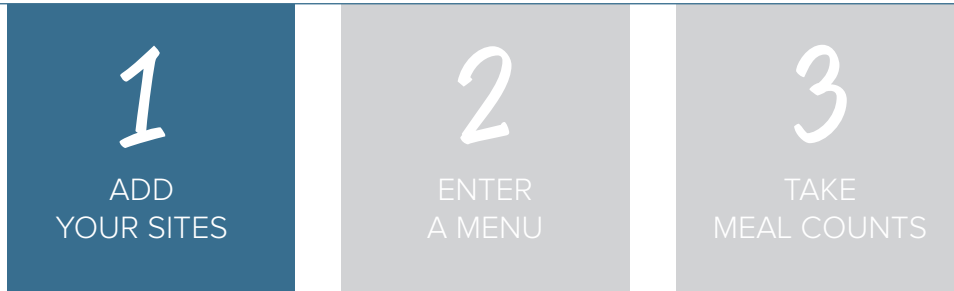
ADD
YOUR SITES

2

ENTER
A MENU

3

TAKE
MEAL COUNTS



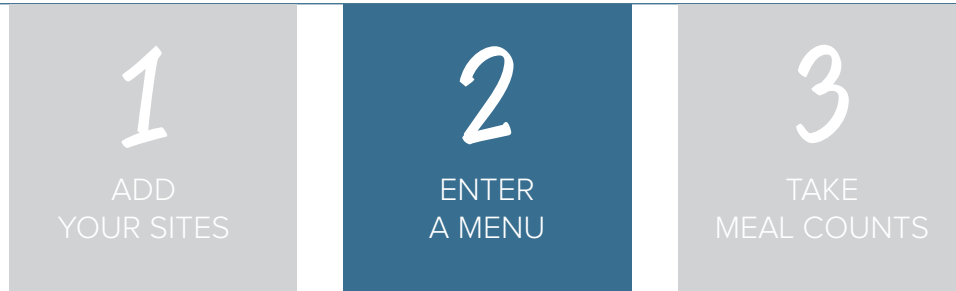
The first step is to add your site(s) to My Food Program.

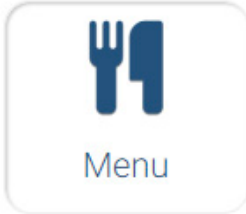
Start by clicking on . Then click on  to bring up the Site Details screen.

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


FIELD	DESCRIPTION
Name	Put in the name of your site as you want it to appear on reports.
Type	Choose "Summer Food".
Site Identification Number	Enter a Site ID. Usually this is issued by the state agency.
Status	Set your site to "Active"
Address, City, State, Zip	Enter the physical location of the center.
Daily Attendance Method	Select either "present" if you only need a record of whether a child was in attendance or "in/out" if you want time stamps.
Meal Count Timeframe	Select "Point of Service".
Time Zone	Time zone matters because the mobile app restricts the entry of counts to the specific meal time.
Meal Count Entry	Select from "Daily entry with separate screens for attendance and meal counts", "Daily entry with combined screens for attendance and meal counts", "Daily entry of meal counts only (attendance records kept outside of My Food Program)", "Weekly attendance and meal count from paper", or "Monthly bulk entry by name".
Summer Food Area Type	Select either "Self-Prep or Rural" or "Vended or Urban".
Missing Infant Notification Errors	Choose "Error" if you want to disallow meals for participants under 12 months old who do not have an infant meal notification letter entered. Choose "Ignore" if you are not going to disallow these meals.
Site Hours	Enter the opening and closing time of your center and the days of the week the center is open.
Site Meal Times	Enter the times and meals served at your center

Click  and you're done!




Click on  from the main dashboard.

The icon is a blue square with rounded corners containing a white fork and knife. Below the icon, the word "Menu" is written in a blue, sans-serif font.


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

The button is blue with rounded corners, featuring a white fork and knife icon to the left of the text "Edit Menu" in a white, sans-serif font.


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

The search input field is white with a light gray border and contains the text "Search...". To its right is a magnifying glass icon.

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

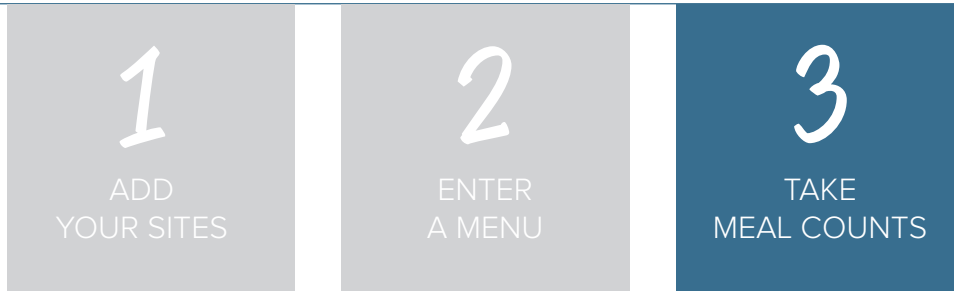
Once you've entered a food item in all of the required food groups, click . If you forgot one of the food groups, we'll remind you.

The button is green with rounded corners and the word "Save" in a white, sans-serif font.

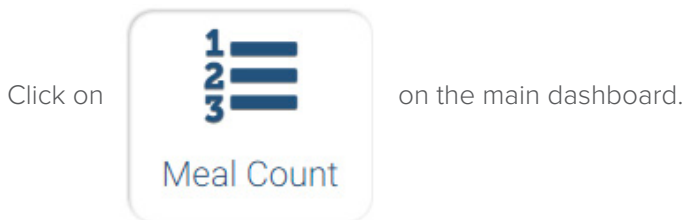
If you are also going to use My Food Program to track infant menus, then click .

The button is blue with rounded corners, featuring a white baby icon to the left of the text "Edit Infant Menu" in a white, sans-serif font.

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



You're ready to take some meal counts!



- 1 Select the date and meal.
- 2 Use the up/down arrows or enter the count manually.

Meal Count

Other Users Counts

1 Date: 09/21/2018

Meal *: PM Snack

Meals Received/Prepared: 125

Meals Available from Previous Days: 25

2

First Meals: 137

Second Meals Served to Children: 0

Meals Served to Program Adults: 0

Meals Served to Non-Program Adults: 0

Non-reimbursable meals: 1

Leftover Meals: 12

Number of additional children requesting a meal: 0

DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL

Save

Click  and you're done!

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.



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



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

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

- 1 Click “Meal Count”.
- 2 Select the Meal.
- 3 Use the up/down arrows or enter the count manually.
- 4 Click “Submit” at the bottom of the screen.

