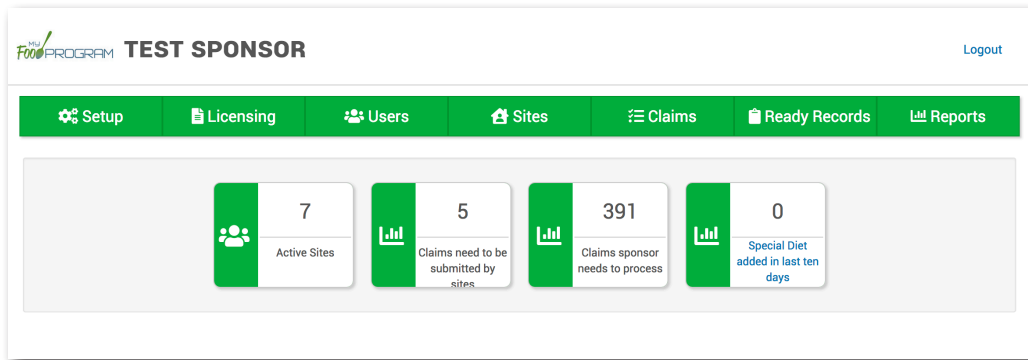




Summer Food Service Program Sponsor Admin: User Guide

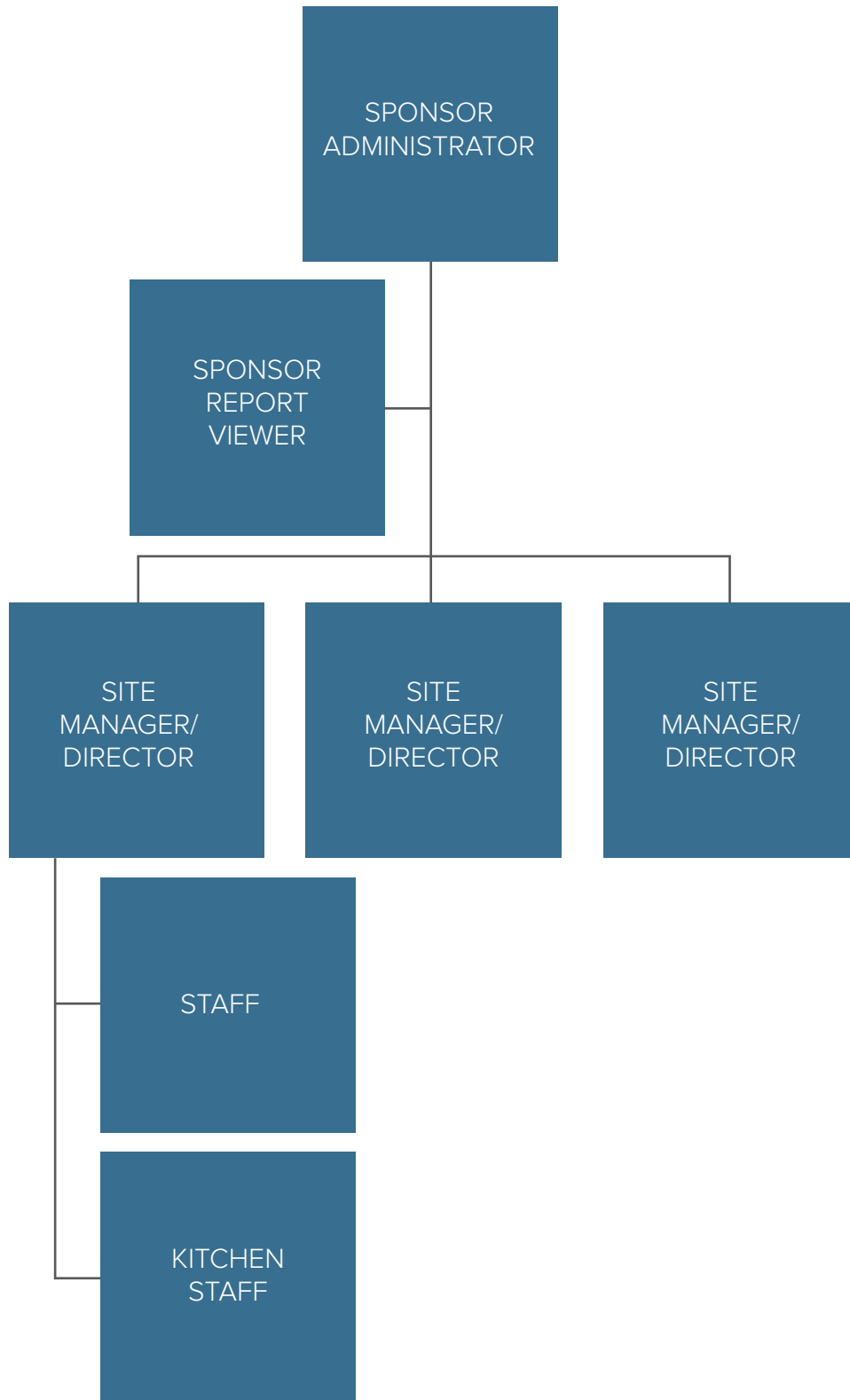
Welcome to My Food Program! This User Guide will help you navigate your way through the My Food Program website. You will find a section for each area of the website which includes instructions for getting up and running. This is meant to be the optimal method of setting up My Food Program. Certain features 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.



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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MY FOOD PROGRAM FUNCTION	SPONSOR ADMINS	SPONSOR REPORTS	SITE ADMIN/DIRECTOR	SITE STAFF	SITE KITCHEN STAFF
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 Staff	✓		✓		
Plan Menus	✓		✓		✓
Generate Food Productions Records	✓		✓		✓
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	<input type="text"/>
Position	<input type="text"/>
Birthdate	<input type="text"/>
Term Dates	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Employer Name	<input type="text"/>
Job Title at Employer	<input type="text"/>
Conflicts of Interest	<input type="text"/>

Voting Member of Board
 Compensation For Serving

ARAM Release Days:

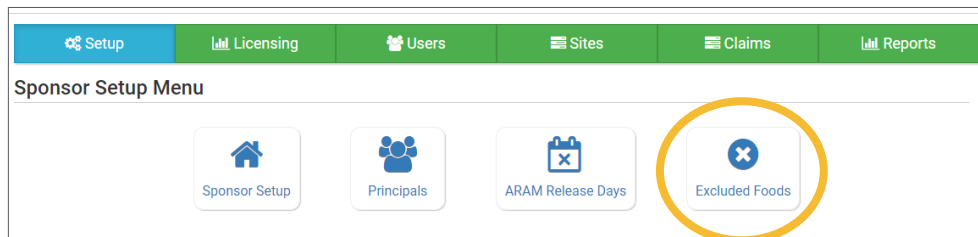
You can ignore this button, as this is not relevant for this site type.

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.

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

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 staff 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:
 - **Training Date (required)**
 - **Training Type (required)**
 - Description (optional): for your records.
 - Upload a scan or photo of the training agenda and/or signed training roster (optional).

Sponsor Staff Training

Training Date	<input type="text"/>
Training Type	<input type="text" value="Choose..."/>
Description	<input type="text"/>
Upload Training	<input type="text" value="Browse..."/>

MY FOOD PROGRAM FUNCTION	SPONSOR ADMINS	SPONSOR REPORTS	SITE ADMIN/DIRECTOR	SITE STAFF	SITE KITCHEN STAFF
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 Staff	✓		✓		
Plan Menus	✓		✓		✓
Generate Food Productions Records	✓		✓		✓
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					
<input checked="" type="checkbox"/>	Name	Type/Status	Address	Settings	Errors
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	
<input type="checkbox"/>	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.

TEST SPONSOR		Welcome TestSponsorAdmin Logout					
Setup	Licensing	Users	Sites	Claims	Reports		
Claims			01/01/2020		Create Claims		
Site Name	Site Type	Att & Meal		Claim		SFSP	
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	ARAM Claim	Claim
Adult Day Center	Adult Day Care	✔	✘	✔			
Child Care Center	Child Care Center	✔	✔ 02/17/2020 10:37 AM	✔	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	M	M M	✔	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	✔	✔ 03/04/2020 05:39 PM	✘		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	✘		✔			





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	
Missing Forms Report	Report of number of missing forms for each site.	N/A	
Site Audit Report	This report displays each site visit by date for this site.	Date Range	
Site Closures Report	This report displays all site closures for a date range.	Date Range	
Site Food Orders	This report displays meal orders by age range for each site.	Date	
Serious Deficiency Report	This report lists all serious deficiencies for a time period.	Date Range Status	
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	
Enrollment Create Date Report	This report displays participants with enrollment forms created within a range.	Date Range	
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	
Site Export Report	A spreadsheet that is a comprehensive site export file.	Site Status	

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	
Participant Export Report	Generates a csv file of all participant attributes.	Participant Status	
Expense Summary Reports	Expense Summary Report for all sites.	Date Range	
Site Summary Reports	Site Summary report for one for more sites, Manual and Online Claims.	Claim Type Report Type	
Participants Enrolled in Multiple Sites	Active Participants with the same First Name, Last Name and Birth Date enrolled in multiple sites.	N/A	
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	
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	
Daily Notes Export	A spreadsheet containing all daily notes for each site.	Date Range	
Meals Outside of Schedule	Report of all meals served outside of schedule during a month.	Month/Year	
☰ CLAIMS			
State Agency Export Files	Generate export files for state agencies.	N/A	 
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
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	
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: <ul style="list-style-type: none"> • 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 Only" Month/Year	
Claims (FDCH)	This report shows the claim summary for Family Day Care Homes.	Site Type Month/Year	
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: <ul style="list-style-type: none"> • Site Identification Number • Site Name • Payment Method • Claim Batch • CACFP Claim Estimate • Claim Adjustments Date(s) and Amount(s) 	Site Type Select: "Payment Amounts Only" Month/Year	

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, Siggis 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)
- Breeding, WGR (in oz)
- Breeding, 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.

Juice

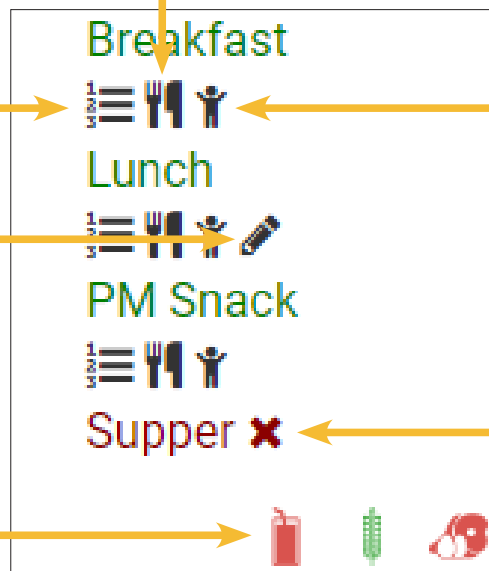
This icon means that juice was served that day. The software automatically prevents juice from being served twice in one day.

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.

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.



To plan a new menu:

- 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.

Menus can be edited unless:

1. A food production record has been created. If you want to edit a menu and a food production record has already been created based off that menu, then you need to delete the food production record before you can edit the menu.
2. 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 or food production records 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.

Your menu will say “Milk” and your Food Production Record will indicate how many total cups of milk of all types you served.

Favorite Foods

Favorite Foods	
Fluid Milk	
Mark as Favorite	Name
<input type="checkbox"/>	1% Milk
<input type="checkbox"/>	1% milk for ages 2+ (in half-pints)
<input type="checkbox"/>	Lactose-free 1% milk
<input type="checkbox"/>	Lactose-free skim milk
<input checked="" type="checkbox"/>	Milk, fluid
<input type="checkbox"/>	Milk, fluid (in gallons)
<input type="checkbox"/>	Skim Milk
<input type="checkbox"/>	Soy milk nutritionally equivalent to cow's milk

Menu Planning

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select Milk, fluid	Search... <input type="button" value="Q"/>

Option #2:

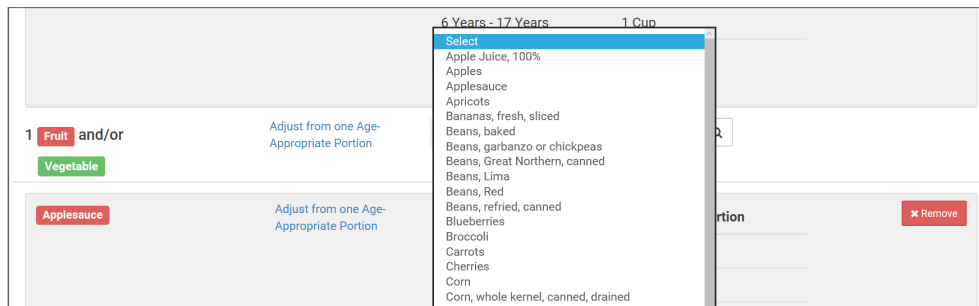
Your State Agency requires menus and/or food production records to be specific about the types of milk served. Before you begin recording menus, **you should set all the types of fluid milk that you use as “Favorite Foods”.**

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:

Favorite Foods	
Fluid Milk	
Mark as Favorite	Name
<input type="checkbox"/>	1% Milk
<input type="checkbox"/>	1% milk for ages 2+ (in half-pints)
<input type="checkbox"/>	Lactose-free 1% milk
<input type="checkbox"/>	Lactose-free skim milk
<input type="checkbox"/>	Milk, fluid
<input type="checkbox"/>	Milk, fluid (in gallons)
<input checked="" type="checkbox"/>	Skim Milk
<input type="checkbox"/>	Soymilk nutritionally equivalent to cow's milk

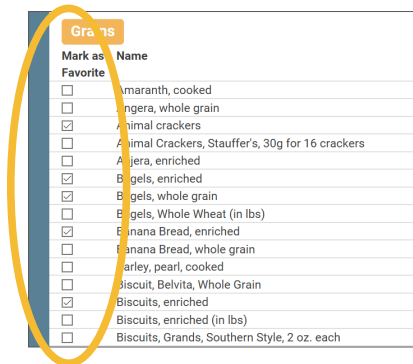
Favorite Foods	
Fluid Milk	
Mark as Favorite	Name
<input checked="" type="checkbox"/>	1% Milk
<input type="checkbox"/>	1% milk for ages 2+ (in half-pints)
<input type="checkbox"/>	Lactose-free 1% milk
<input type="checkbox"/>	Lactose-free skim milk
<input type="checkbox"/>	Milk, fluid
<input type="checkbox"/>	Milk, fluid (in gallons)
<input type="checkbox"/>	Skim Milk
<input type="checkbox"/>	Soymilk nutritionally equivalent to cow's milk

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:

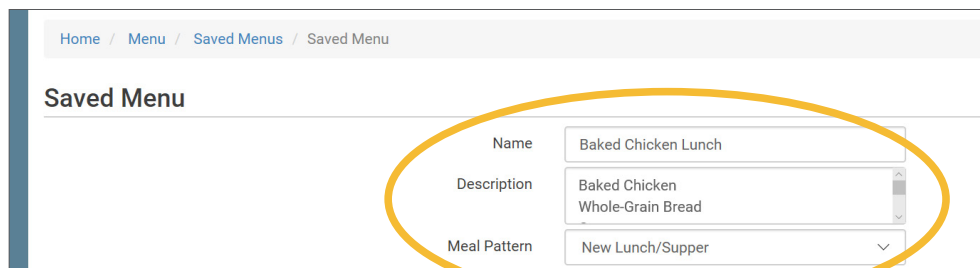
- Click on “Menu” from the main dashboard.
- Click on “Favorite Foods” in the upper-left corner.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click “Save”.



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.



Home / Menu / Saved Menus / Saved Menu

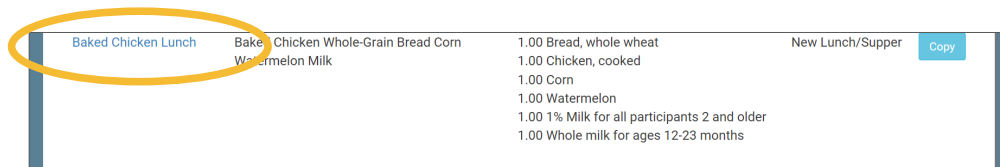
Saved Menu

Name: Baked Chicken Lunch

Description: Baked Chicken
Whole-Grain Bread

Meal Pattern: New Lunch/Supper

- 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.

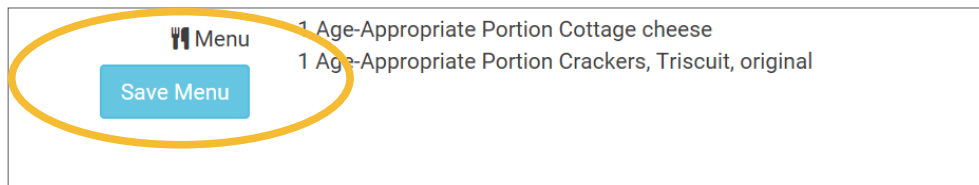


Baked Chicken Lunch	Baked Chicken Whole-Grain Bread Corn Watermelon Milk	1.00 Bread, whole wheat 1.00 Chicken, cooked 1.00 Corn 1.00 Watermelon 1.00 1% Milk for all participants 2 and older 1.00 Whole milk for ages 12-23 months	New Lunch/Supper	Copy
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Saved 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.



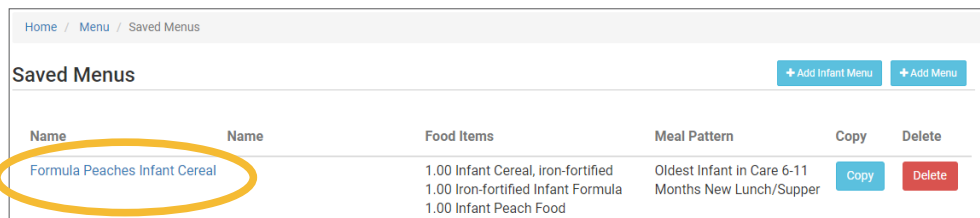
- Make any edits and click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

Menu: Saved Menus: Create New Saved Menu for Infants

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 Menu”.
- 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.



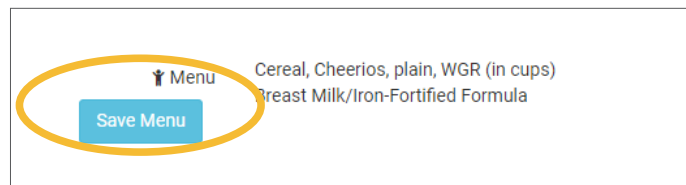
Name	Name	Food Items	Meal Pattern	Copy	Delete
Formula Peaches Infant Cereal		1.00 Infant Cereal, Iron-fortified 1.00 Iron-fortified Infant Formula 1.00 Infant Peach Food	Oldest Infant in Care 6-11 Months New Lunch/Supper	Copy	Delete

Menu: Saved Menus: Create New Saved Menu for Infants

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.

Menu: Saved Menus: Modify an Existing Saved 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.

Menu: Saved Menus: Copying a Saved Menu

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.

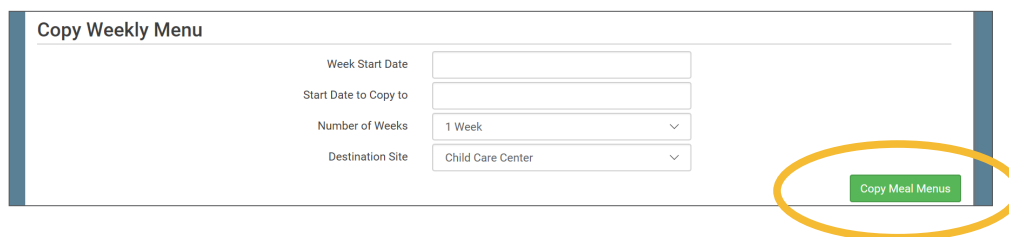


- Make any changes to the saved menu. Note: you need to give each saved menu a unique name. You should not change the Meal Pattern associated with the saved menu.
- Click “Save”.
- Your new saved menu is now available for menu planning.

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:
 - Week Start Date: 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.**
 - Start Date to Copy to: 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.
 - Number of weeks: 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.
 - Destination Site (**note**: this option does not appear for any site-level staff. 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 Menu”.
- 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.

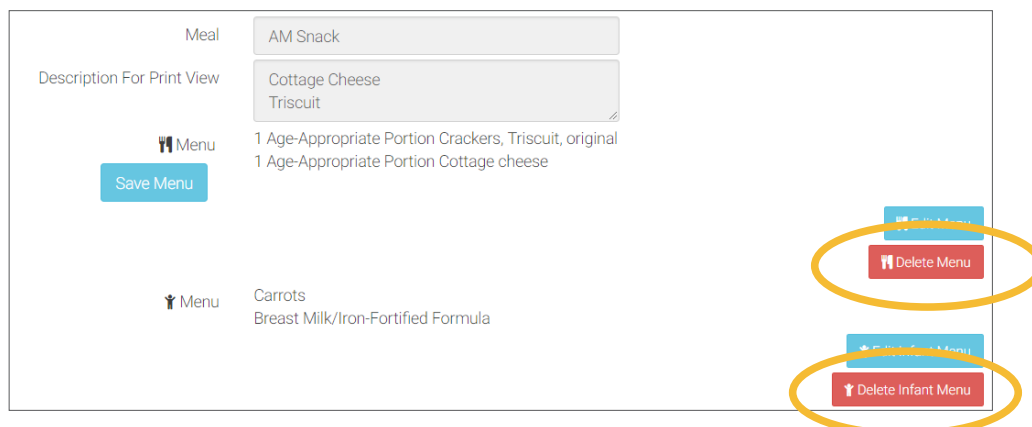
Monthly Child Menu						
August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pineapple; Bread WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Parmesan or Romano Cheese; Bread WGR; Oranges; Tomatoes; Cucumbers PM Snack: Carrots; 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

Menu: Deleting a Menu

You may delete a menu as long as the meal has not been included in a claim. If a food production record has been created based on the menu, deleting the menu will ALSO delete the food production record. This is to ensure that the menu and food production record 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 food production record:

1. Make sure that a menu is planned. If no menu is planned, the button “Edit Food Production” 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.

To create a new food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to generate a food production record.
- Click on the blue “Edit Food Production” button in the lower right corner.
- The food production screen is divided into two parts: Food Production and Milk Production. It is separate because the age ranges for milk are different than the age ranges for food.
 - Food production has three columns:
 1. Number of participants: this is the column that will be used to generate the food production 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. The system disregards any numbers entered in the first two rows.
 2. Our Estimate: this column is greyed-out because it cannot be edited. Numbers appear here if a meal count has already been entered:
 - 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. Age Range: A list of the CACFP age ranges.


Food Production	
Number of participants Our Estimate	Age Range
<input type="text"/> <input type="text" value="0"/>	6 Years - 12 Years
Number of participants Our Estimate	Milk Age Range
<input type="text"/> <input type="text" value="0"/>	6 Years - 12 Years

Food Production	
Number of participants Our Estimate	Age Range
<input type="text"/> 0	6 Years - 12 Years
Number of participants Our Estimate	Milk Age Range
<input type="text"/> 0	6 Years - 12 Years

- 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 Production” 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
<input type="text" value="3.5"/>	oz	Cottage cheese
<input type="text" value="15"/>	Crackers	Crackers, Triscuit, original

- **NOTE: the units used in the food production records 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 food production record 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 food production amounts listed on the Meal Details screen.

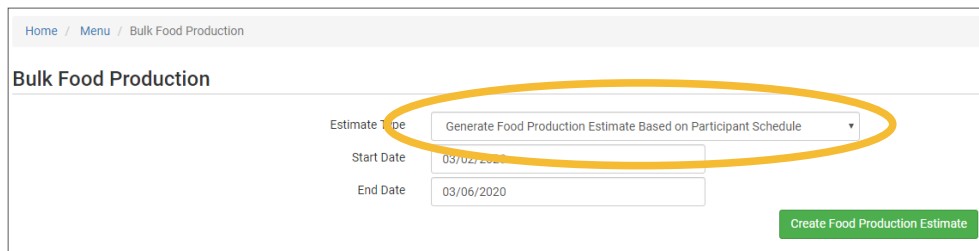
 Food Production	15 Crackers 3.5 oz Cottage cheese
---	--------------------------------------

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!



Home / Menu / Bulk Food Production

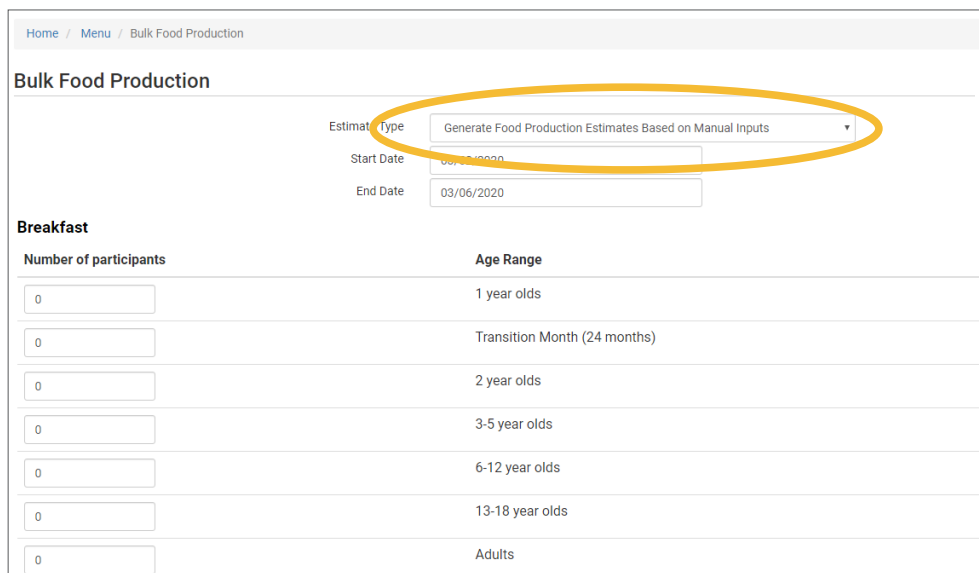
Bulk Food Production

Estimate Type: **Generate Food Production Estimate Based on Participant Schedule**

Start Date: 03/02/2020

End Date: 03/06/2020

Create Food Production Estimate



Home / Menu / Bulk Food Production

Bulk Food Production

Estimate Type: **Generate Food Production Estimates Based on Manual Inputs**

Start Date: 03/02/2020

End Date: 03/06/2020

Breakfast

Number of participants	Age Range
<input type="text" value="0"/>	1 year olds
<input type="text" value="0"/>	Transition Month (24 months)
<input type="text" value="0"/>	2 year olds
<input type="text" value="0"/>	3-5 year olds
<input type="text" value="0"/>	6-12 year olds
<input type="text" value="0"/>	13-18 year olds
<input type="text" value="0"/>	Adults

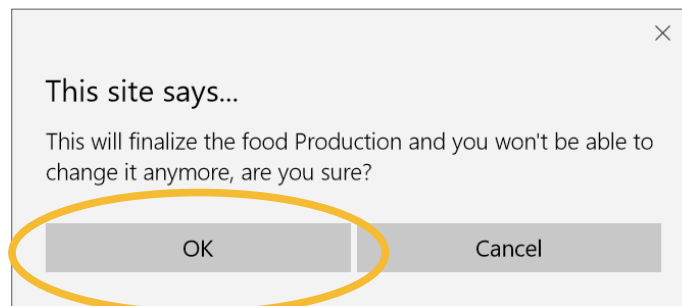
Menu: Food Production: Finalizing Food Production Records

Once a food production estimate is created, you can see it in Food Production Reports and on the Meal Details page. However, a food production record is not locked-in until it is finalized. Advantages of taking the extra step of finalizing a food production record:

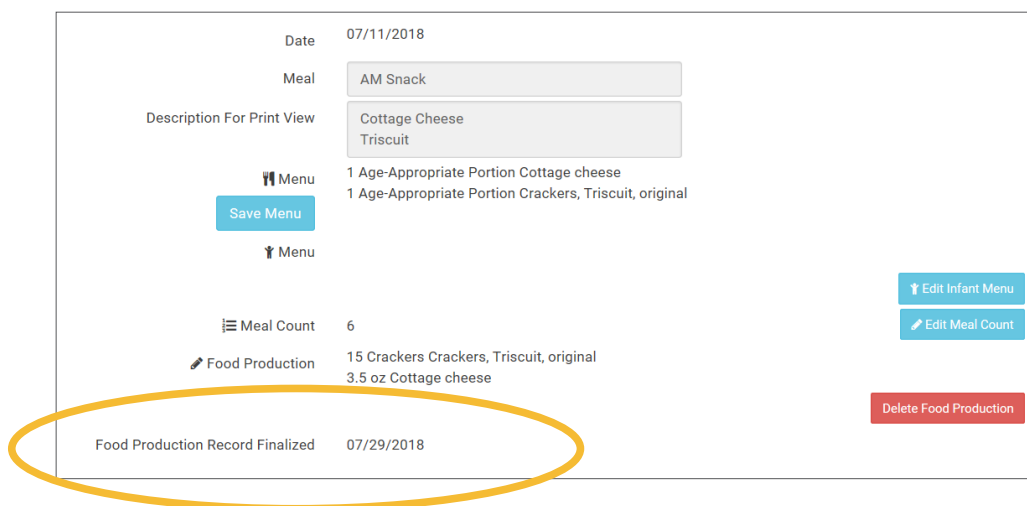
1. The menu is locked after a food production record is finalized. This means that menus cannot be edited unless the food production record is deleted. Finalizing food production records ensures that your menu will always match your food production records.
2. A date/time stamp will be associated with a finalized food production record. This assists sponsors in ensuring that food production records were created in a timely manner.

To finalize a food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to finalize a food production record.
- Click on the blue “Finalize Food Production Record” in the lower right corner.
- A warning box will appear. Click “OK”.



- You will now be returned to the Meal Details screen. You will note that the “Edit Menu” button is now gone and a date and time stamp is displayed for the finalized food production record.



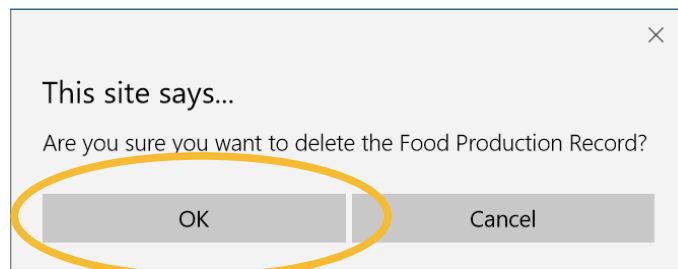
Menu: Food Production: Deleting Food Production Records

You may wish to delete a food production record under the following circumstances:

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

To delete a food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to delete a food production record.
- Click on the red “Delete Food Production Record” 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 food production record is gone.

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.

The only selection required for the Food Production Report is the date range.

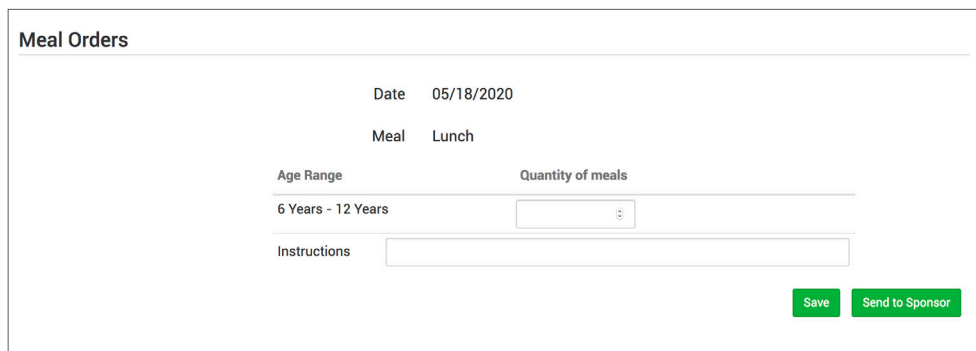
To run the report, make your selection for the date range and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Contracting Entity		ID #			08/20/2018				
Date Served	Meal	USDA Age Range		Food Production Amounts					
07/02/2018	Breakfast								
Menu English Muffins, Apples and Milk.		Age Range	Actual Headcount	Planned Headcount	Amount	Unit	Component	Food Item	
		Preschoolers	2	3	2.75	Cup	Fruit	Apples	
		School Age 1	1	1	4.00	oz eq	Grains	English muffins, enriched	
		Toddlers	3	3	3.25	Cup	Fluid Milk	1% Milk for all participants 2 and older	
		Non-CACFP	1	1	1.50	Cup	Fluid Milk	Whole milk for ages 12-23 months	
	Adult	1	1						
<hr/>									
Date Served	Meal	USDA Age Range		Food Production Amounts					
08/02/2018	Lunch								
Menu Beef Meatballs Tater Tots Peaches Hamburger Bun Milk		Age Range	Actual Headcount	Planned Headcount	Amount	Unit	Component	Food Item	
		Preschoolers	23	24	8.00	half pints	Fluid Milk	Whole milk for 12-23 month (in half-pints)	
		School Age 1	18	18	53.00	half pints	Fluid Milk	1% milk for ages 2+ (in half-pints)	
		Toddlers	19	19	91.00	oz	Meat/Meat Alternate	Meatball, Ckn Triky Beef 1 oz FZN 160CT	
		Non-CACFP	1	1	39.50	oz eq	Grains	Bun, Hamburger Wheat 4.25" FZN SCT	
		Adult	1	1	4.69	lbs	Fruit	Peaches, canned (in lbs)	
					5.56	lbs	Vegetable	Potato, Nugget Par-fried FZN 5 LB	
<hr/>									
		Infants							
		0-5 Months	1	1					

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 the 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.

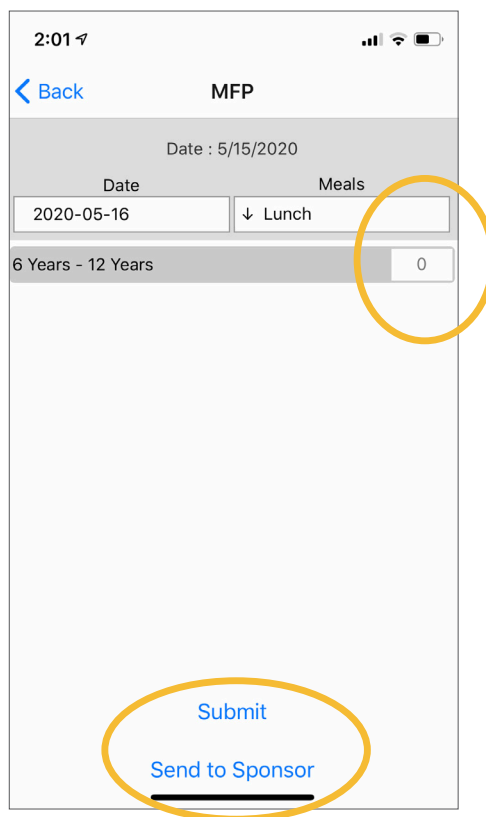
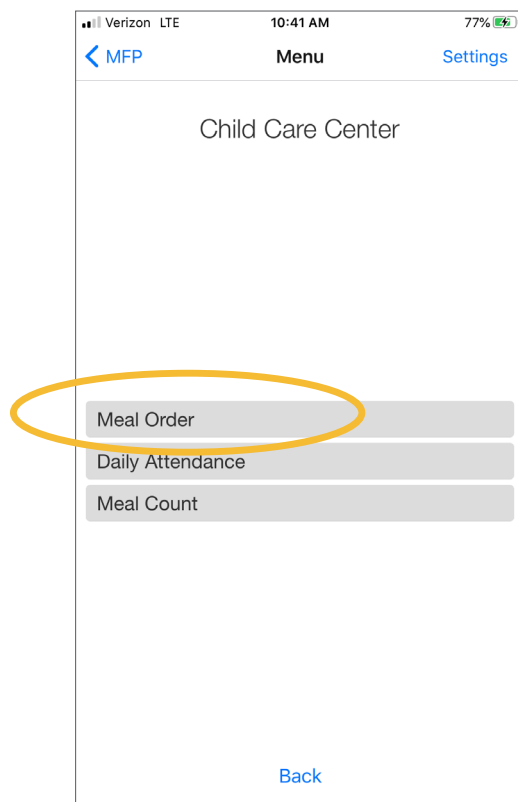
A screenshot of the "Meal Orders" web application form. The form is titled "Meal Orders" and contains the following fields and buttons:

- Date**: 05/18/2020
- Meal**: Lunch
- Age Range**: 6 Years - 12 Years
- Quantity of meals**: A dropdown menu with a small "x" icon to the right.
- Instructions**: A text input field.
- Buttons**: Two green buttons labeled "Save" and "Send to Sponsor" are located at the bottom right of the form.

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:
 - Quantity of meals: enter the quantity of meals for the 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.



*Food
Temperatures*

My Food Program can be used to track food temperatures at three different points in the process:

- When it leaves the caterer,
- When it arrives at the program, and
- When it is served.

Sponsors can set required meals and temperature time points in Site Details and may disallow meals that are outside of the safe temperature range.

Food temperatures can be entered using either the web app or the mobile app.

To enter a food temperature using the web app:

- Click on “Food Temps” on the main dashboard
- Dates with at least one food temperature entered will be green. Those without any food temperatures entered will be red.
- Select the meal and date from the food temperature calendar

Home / Food Temps

Month: Year:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 PM Snack Supper	31 PM Snack Supper	1 PM Snack Supper	2 PM Snack Supper	3 PM Snack Supper	4
5	6 PM Snack Supper	7 PM Snack Supper	8 PM Snack Supper	9 PM Snack Supper	10 PM Snack Supper	11
12	13 PM Snack Supper	14 PM Snack Supper	15 PM Snack Supper	16 PM Snack Supper	17 PM Snack Supper	18
19	20 PM Snack Supper	21 PM Snack Supper	22 PM Snack Supper	23 PM Snack Supper	24 PM Snack Supper	25
26	27 PM Snack Supper	28 PM Snack Supper	29 PM Snack Supper	30 PM Snack Supper	31 PM Snack Supper	

- Enter the food temperatures and select whether the meal type is Hot or Cold. You may enter one, two or all three food temperatures.
- Click “Save”.
- You can print a summary of food temperatures using the Food Temperature Report.

Food Temperature for Lunch on 03/04/2020

Meal Type Hot Cold

Temperature when leaving facility

Temperature at time of delivery

Temperature at time of service

My Food Program can be used to track food temperatures at three different points in the process:

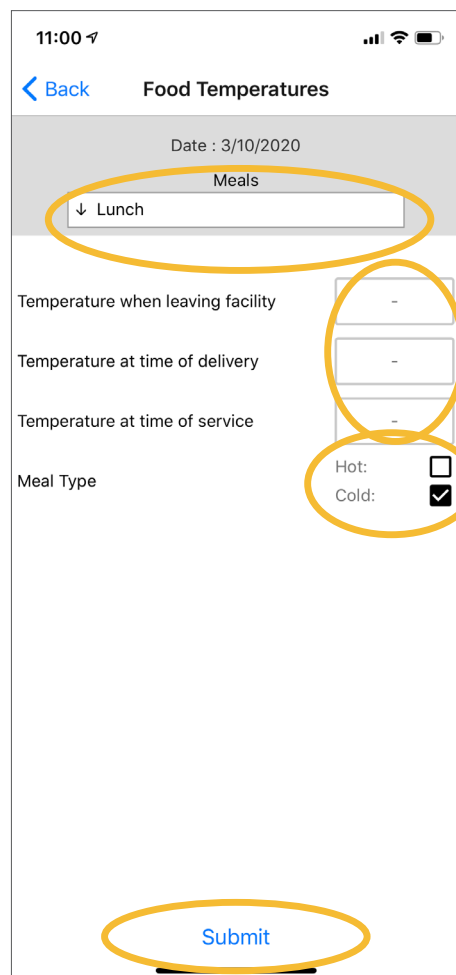
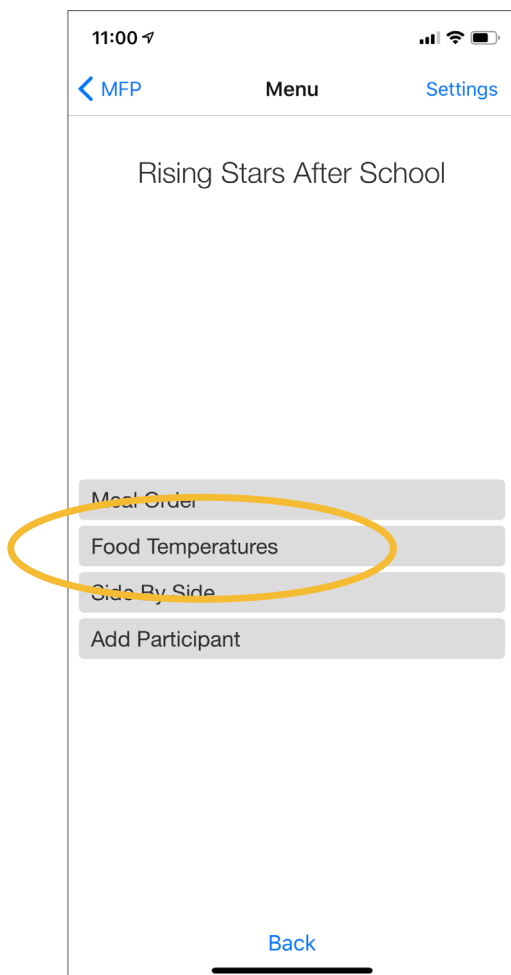
- When it leaves the caterer,
- When it arrives at the program, and
- When it is served.

Sponsors can set required meals and temperature time points in Site Details and may disallow meals that are outside of the safe temperature range.

Food temperatures can be entered using either the web app or the mobile app.

To enter a food temperature using the mobile app:

- Click on “Food Temps” on the main dashboard.
- Select the meal from the drop-down menu.
- Enter the food temperatures. You may enter one, two or all three food temperatures.
- Select whether the meal type is Hot or Cold.
- Click “Submit”



Meal Count

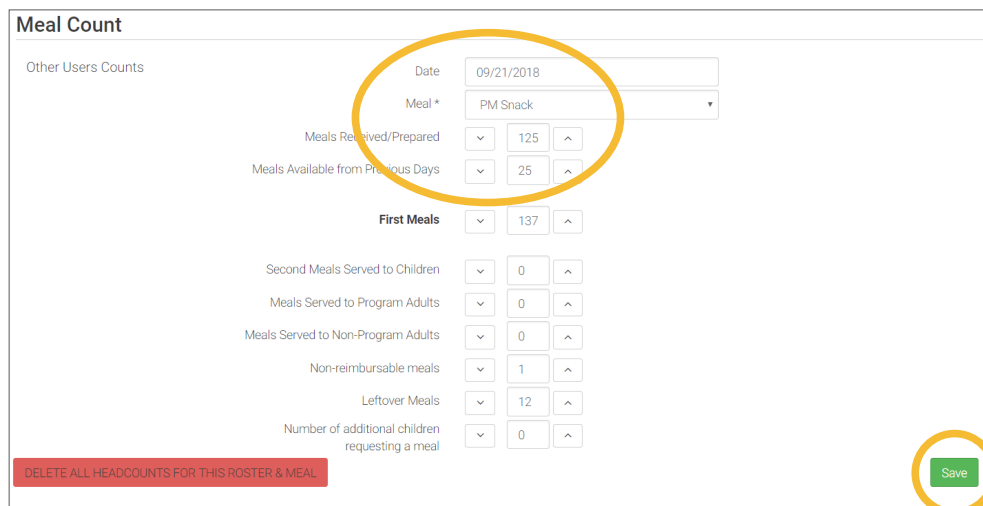
Meal Count: Taking Meal Counts Using Web App

Meals counts can be recorded two ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.

To take a 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.



Meal Count

Other Users Counts

Date: 09/21/2018

Meal *: PM Snack

Meals Received/Prepared: 125

Meals Available from Previous Days: 25

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

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.

Meal Count: Taking Meal Counts Using Mobile App

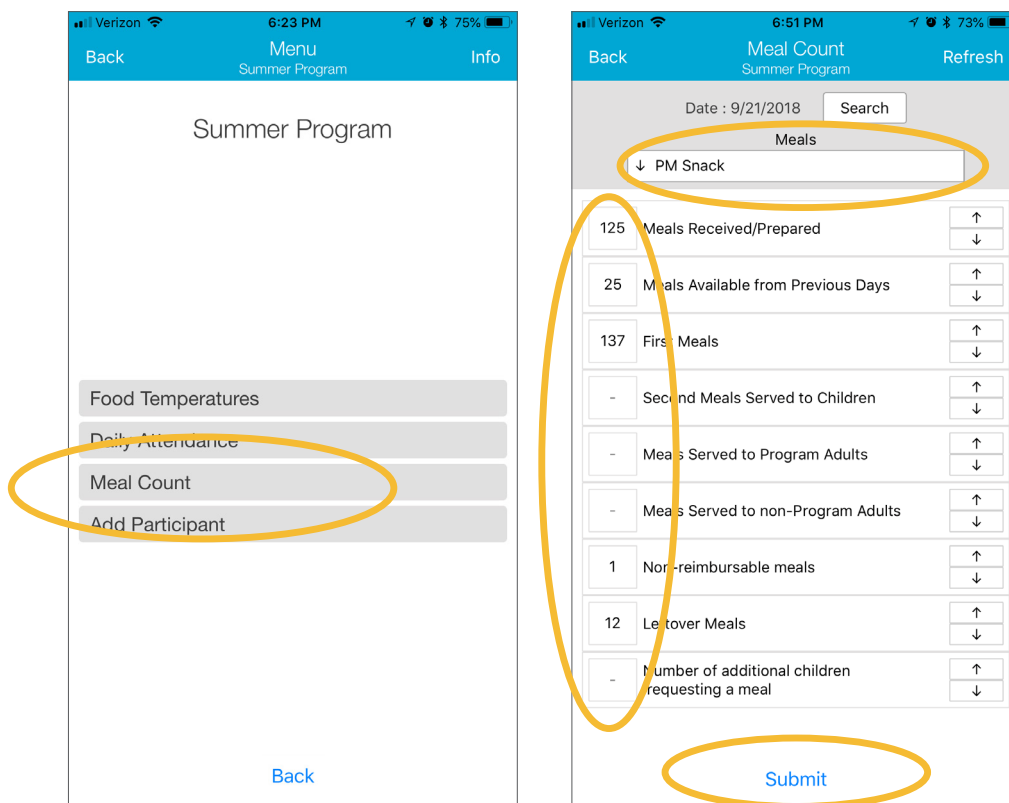
Meals counts can be recorded two ways:

- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.

To take a 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.



Staff

When you create a new site, you also need to create new users who can access the site. Some centers choose to have each staff person be assigned their own username and password. The main advantage to individualized login information is that you can track who is entering meal counts (or forgetting to!). On the downside, it can be difficult to manage if people routinely forget their login credentials.

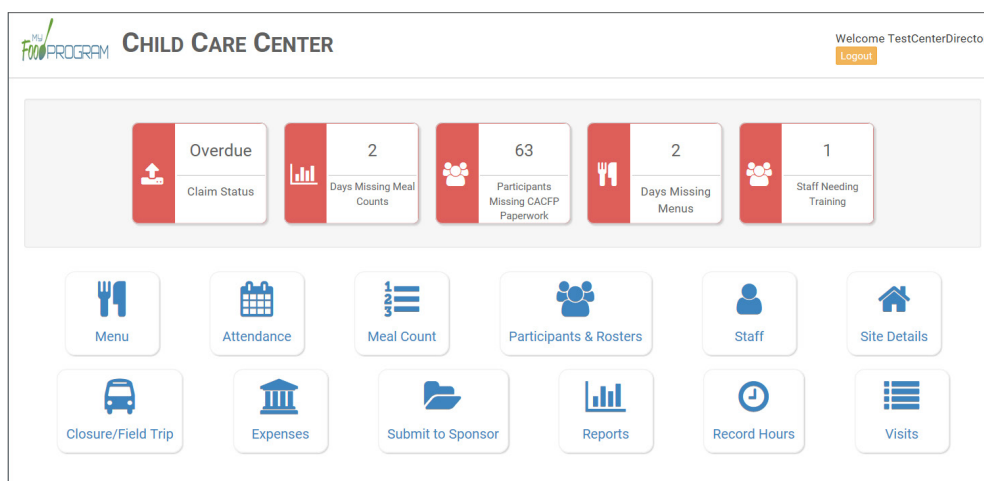
To create a new site-level user:

- 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”.

Site-level users can be assigned one of three roles:

- Site Manager/Director
- Staff
- Kitchen Staff

The dashboard for a Site Manager/Director looks like this:

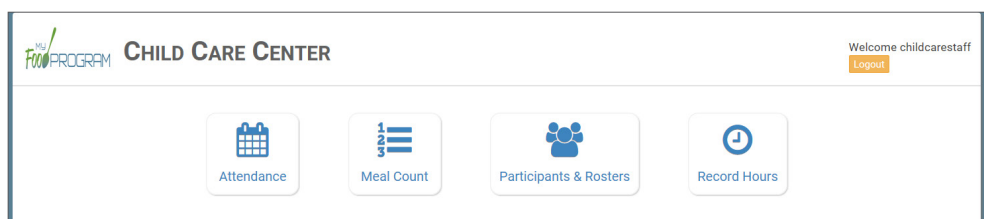


Site Manager/Directors have full access to all features.

The dashboard for a Kitchen Staff looks like this:



The dashboard for a Staff looks like this:



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 staff 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 staff training:

- Click on “Staff” on the main dashboard.
- Click on the name of the staff person who participated in training.
- Scroll to the bottom and click the blue “Add” button in the Training section.
- Enter the fields as follows:
 - **Training Date (required):** use the date picker or type in the date on which the training occurred.
 - **Training Type (required):** select Civil Rights and CACFP Required Elements or Other.
 - **Description** (optional): for your recordkeeping.
 - **Upload Training:** 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	<input type="text"/>
Training Type	<input type="text" value="Select"/> ▼
Description	<input type="text"/>
Upload Training	<input type="button" value="Browse..."/>

Staff: Add Existing Staff Members to a Site

One staff person can be assigned to more than one site. The most common scenario for this configuration is a caterer that provides meals for multiple sites and needs access to My Food Program in order to complete food production records.

To add an existing staff member to a new site:

- On the site on which the staff person already has a username, click on “Staff” on the main dashboard
- Click on the name of the staff person and copy their username and user code.

Name	Test Center Director
User Name	TestCenterDirector
User Code	2d66ba
Password	••••••••••

- On the site that you want to add the user to, click on “Staff” on the main dashboard
- Click the blue “Add Existing User” button on the upper-left corner
- Type their username and user code and indicate the permission level
- Click “Save”.

Now when that staff person logs into My Food Program, the system will prompt them to select the site that they want to access:

Choose the Site You Wish to Work With:

Child Care Center

Test Center 2

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.
	Preferred Language	select English or Spanish
✓	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.
	Intended Start Date	for your recordkeeping.
	Actual Start Date	for your recordkeeping.
	End Date	for your recordkeeping.
✓	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.
✓	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.

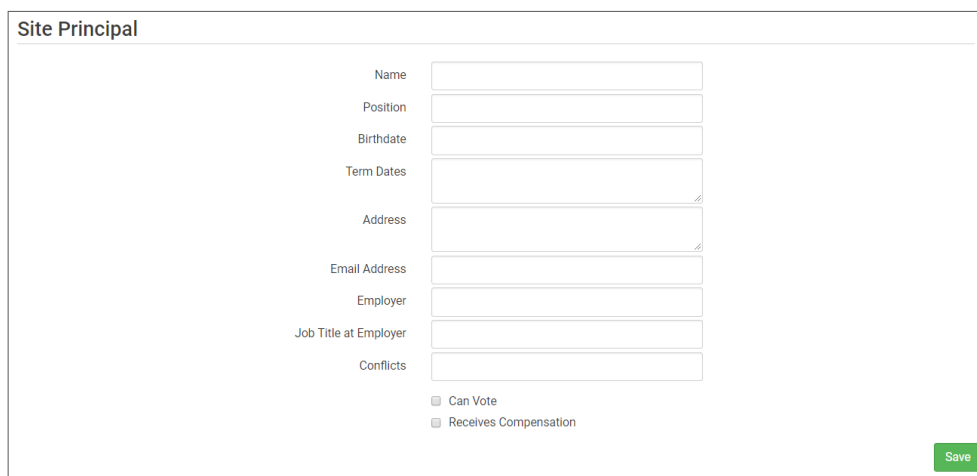
REQUIRED	FIELD	DESCRIPTION
	Restrict All Site Staff Meal Count Times (defaults to unchecked)	this requires even Site Director/Managers to enter meal counts within the specified time frame. If you have this box checked, then Site Director/Managers cannot go back and correct meal counts from prior days 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 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”.
	Summer Food Area Type	Select from Vended/Urban or Self-Prep/Rural. The Summer Food area type will change the reimbursement rates used to determine your claim estimate.
	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.
	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.
	Site is Self-Sponsored (defaults to unchecked)	use this box if you are a single-site sponsor. See separate instructions for details.
	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.
	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 accidentally 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).
	Require temperatures before meal counts	Temperatures must be entered before meal counts can be entered. The system will automatically re-direct users to the food temperature page if they attempt to enter a meal count

REQUIRED	FIELD	DESCRIPTION
	Disallow Temperatures outside of range	if your state agency requires that you disallow any meals that are outside of the safe temperature range, select this box and be sure to enter the safe temperature range in Sponsor Setup
	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".
	Notes	use this field to enter notes for the site. These notes are visible to the site users.
	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.
	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 combinations 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.
	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.

Sites are required to identify the key staff that are responsible for the implementation of the CACFP and provide identifying information to the sponsor in order to ensure that no key staff 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 Staff 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”.



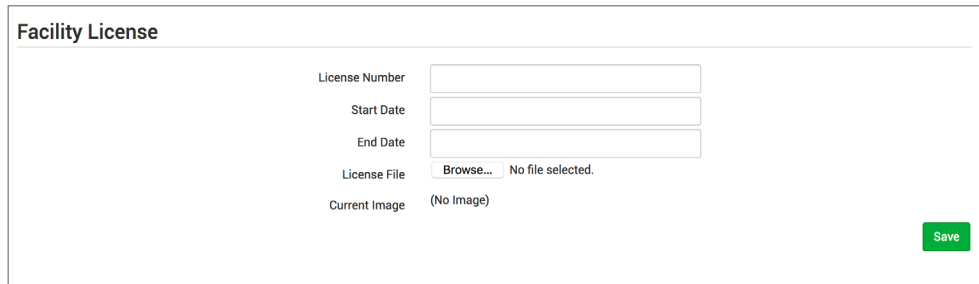
The screenshot shows a form titled "Site Principal" with the following fields and options:

- Name:
- Position:
- Birthdate:
- Term Dates:
- Address:
- Email Address:
- Employer:
- Job Title at Employer:
- Conflicts:
- Can Vote
- Receives Compensation
-

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”.

A screenshot of a web form titled "Facility License". The form contains several input fields: "License Number", "Start Date", and "End Date", each with a corresponding text box. Below these is a "License File" section with a "Browse..." button and the text "No file selected.". At the bottom left is a "Current Image" label with "(No Image)" below it. A green "Save" button is located at the bottom right of the form area.

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.

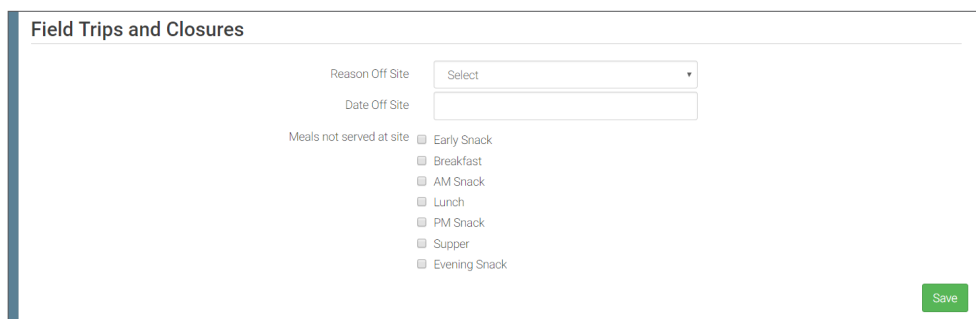
Closure/Field Trip

Closure/Field Trip: Adding and Viewing a Closure/Field Trip

The “Closure/Field Trip” section of My Food Program is intended for sites 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”.



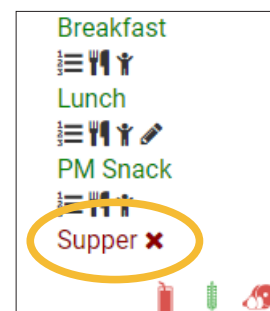
The screenshot shows a form titled "Field Trips and Closures". It contains the following fields and options:

- Reason Off Site: A dropdown menu with "Select" as the current value.
- Date Off Site: A date input field.
- Meals not served at site: A list of meal types with checkboxes:
 - Early Snack
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Supper
 - Evening Snack
- A green "Save" button is located in the bottom right corner.

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.”



Closures/Field Trips can be logged by either the sponsor or the site 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”.

Milk Audit

The “Milk Audit” feature of My Food Program allows sponsors to conduct a milk audit without needing to print and compare reports.

To enter a milk audit:

- Click on “Milk Audit” on the main dashboard.
- Select the following:
 - **Month/Year (required):** the date for the audit.
 - **Calculation Type (required):**
 - Calculated from Attendance: this will take the minimum portion size for milk times the number of participants in each age range and calculate how much milk you should have used.
 - Food Production Amounts: this will take the usage amounts right from your food production records. Ensure that you have entered a food production record for each of the meals with milk so you have accurate amounts.
 - **Audit Type (required):**
 - By Day: this version gives you a running balance by day and meal of how much milk is on hand.
 - By Month: this version gives you a bottom line for the entire month.
- Click “Create Milk Audit” button.
- Under “Manual Increase” enter the Opening Balance:
 - Enter the date.
 - Select “Opening Balance” under Reason.
 - Select Milk Type.
 - Enter Amount and Units: note that the opening balance should be equal to the ending balance from the previous month.
 - Click “Save”.

Any milk purchases entered using our Expense feature will be automatically pulled into the report. Users also have the option to manually increase milk amounts to reflect an opening balance or purchase not entered in our Expense tracker. Users can manually decrease amounts if there is spoilage/waste or additional servings of milk.

Milk Audit By Month		Calculated From Attendance - Feb 2020	
Reason	Fluid Milk Type	Purchase	Usage
Opening Balance	1% Milk	72 Cups	
Purchase <input checked="" type="checkbox"/>	1% Milk	16 Cups	
1% Milk \$	1% Milk	640 Cups	
1% milk \$	1% Milk	320 Cups	
Whole milk \$	Whole Milk	80 Cups	
Whole Milk \$	Whole Milk	160 Cups	
Breakfast	1% Milk		524 Cups
Breakfast	Whole Milk		119 Cups
Lunch	1% Milk		523 Cups
Lunch	Whole Milk		119 Cups
Spoilage/Waste	Whole Milk		1 Cups
Usage Subtotal	1% Milk		1,047 Cups
Usage Subtotal	Whole Milk		239 Cups
Ending Balance	1% Milk	1 Cups	
	Whole Milk	1 Cups	

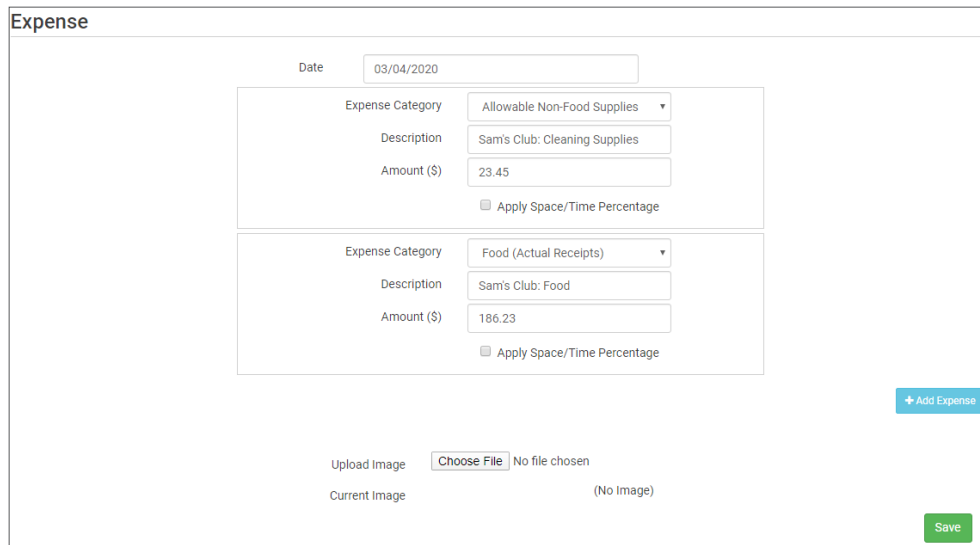
\$ Expense Manual Increase

Expenses

The “Expenses” feature of My Food Program is intended for sites to upload receipts and invoices to document a nonprofit meal service.

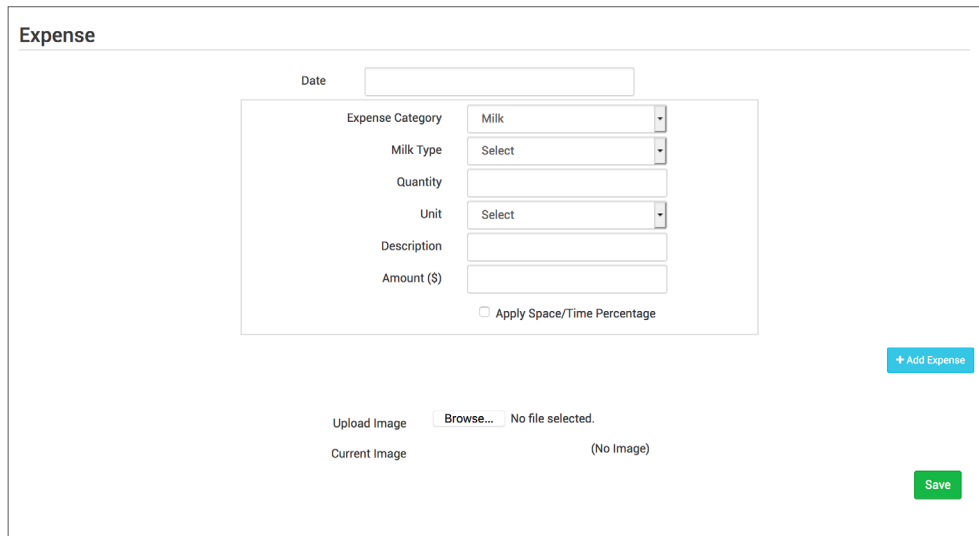
To add a new expense:

- 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:
 - **Date (required)**: the date the expense was incurred.
 - **Expense Category (required)**: select Milk from the dropdown menu.
 - **Milk Type**: select from: Skim, 1%, 2%, Whole or Fluid Milk Substitute.
 - **Quantity**: enter the quantity purchased.
 - **Unit**: select from: Ounces, Cups Half Gallons or Gallons.
 - **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 - Whole Milk”.
 - **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.
- 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.

You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- 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
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - CACFP Hours Administrative (examples include preparing claims, household income statements, etc.)
- Click “Save”
- Note: the information saved here will feed into the *Staff Hours Detail Report*.

Record Hours for ChildCareCenter

Date	<input type="text"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
CACFP Hours Direct Labor	<input type="text"/>
CACFP Hours Administrative	<input type="text"/>

*Review
Disallowed Meals*

Review Disallowed Meals: Claims Step 1: Meal Validation by Site



NOTE: the dashboard icon “Review Disallowed Meals” is called “Submit to Sponsor” if logged in as a site-level user. In addition, sites 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.
 - Food Production: this will display “true” if a food production record has been entered and “false” if there is no food production record. This is for information only, your claim will proceed without a food production record entered.
- Scroll to the bottom of the page and click “Check for Errors”.

The screenshot shows the My Food Program dashboard interface. At the top, there are four progress indicators: Submitted to Sponsor, Claim Created, Claim Sent to State, and Payment Expected. Below this is the 'New Meal Attendance' section, which includes a date selector set to 'June 2020' and a table with columns: Date, Meal, Menu Entered, Meal Count, and Food Production. Underneath is the 'Meal Errors' section, which includes an 'Error Description' and 'Error Count' table, and a message stating 'No claim errors'. At the bottom, there is a 'Checked Meal Attendance' section with a similar table structure. At the very bottom of the page, there are three buttons: 'Check for Errors' (circled in yellow), 'Submit to Sponsor', and 'Withdraw Meal Submission'.

Review Disallowed Meals: Claims Step 1: Meal Validation by Site



- 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 site 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.

Meal Check Complete
Home / Submit Meal Attendance

Submitted to Sponsor

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance May 2020

Date	Meal	Menu Entered	Meal Count

Meal Errors

Error Description	Error Count
Meals for which there are no menus	1
Meals/snacks claimed outside of the operating days	1

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count
05/05/2020	Breakfast	false	5

[Check for Errors](#) [Submit to Sponsor](#) [Withdraw Meal Submission](#)

Review Disallowed Meals: Claims Step 2: Review of Errors by Site



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 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.**

Review Disallowed Meals: Claims Step 3: Submit to Sponsor by Site

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

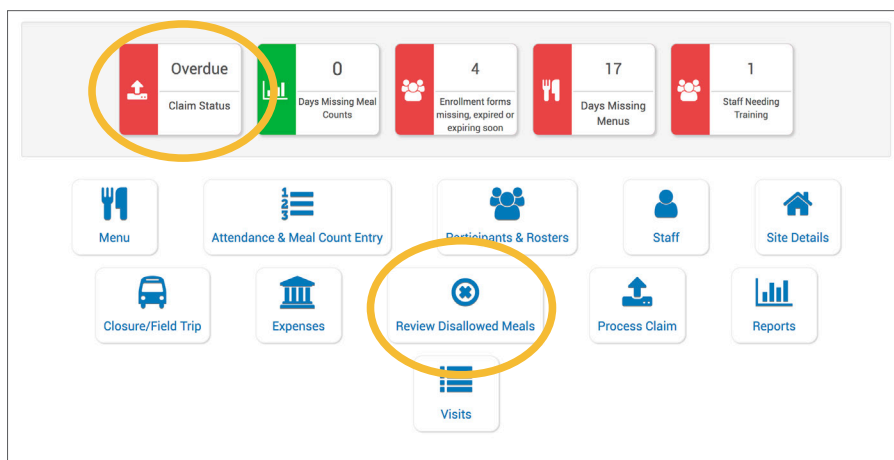
The claims process has five steps:

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 site and any errors have been resolved (Step 2), the site 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 site).
- Click on the green “Submit to Sponsor” button.
- A warning message will appear. Click “OK” to proceed.



prod.myfoodprogram.com says

This will finalize the meals for this month and you won't be able to change it anymore, are you sure?

OK

Cancel

Review Disallowed Meals: Claims Step 3: Submit to Sponsor by Site

- The system will not run through the validation process. Depending on the size of the site 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 the first date icon will now be GREEN and show the date. In addition, the site can no longer change menus or alter meal count or attendance records.
- You can also see your claim has been submitted from your dashboard as the Claim Status will now be GREEN.

New Meal Attendance March 2020

Date	Meal	Menu Entered	Meal Count
Meal Errors			
Error Description			Error Count
Meals claimed for children who are not enrolled in the program			2
Meals claimed for children who have expired enrollments in the program			6
Meals for which there are no menus			2
Meals for which there is no infant menu			1
Meals/snacks claimed in excess of the approved age range license capacity			2
Checked Meal Attendance			
Date	Meal	Menu Entered	Meal Count
03/03/2020	Breakfast	true	5
03/05/2020	Breakfast	false	5
03/23/2020	Breakfast	false	1

[Withdraw Meal Submission](#)

Dashboard Metrics:

- Claim Status:** OK
- Days Missing Meal Counts:** 0
- Enrollment forms missing, expired or expiring soon:** 4
- Days Missing Menus:** 17
- Staff Needing Training:** 1

Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Closure/Field Trip
- Expenses
- Review Disallowed Meals
- Process Claim
- Reports
- Visits

Process Claim

Process Claim: Claims Step 4: Review of Errors by Sponsor



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 and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once a site 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 site 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 SFSP 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/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.
2	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.

Process Claim: Claims Step 4:
Review of Errors by Sponsor



#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
3	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".
4	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 Menu 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.
5	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".
6	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.
7	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.
8	Meal temperatures out of range	The sponsor has set the policy to disallow meals that are outside of the safe range and a food temperature was recorded outside of the safe range.	The Food Temperature Report will have all recorded food temperatures for each meal.	Adjust any food temperatures that were entered incorrectly.

Process Claim: Claims Step 5: Processing Claims for Individual Sites with Batches

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:

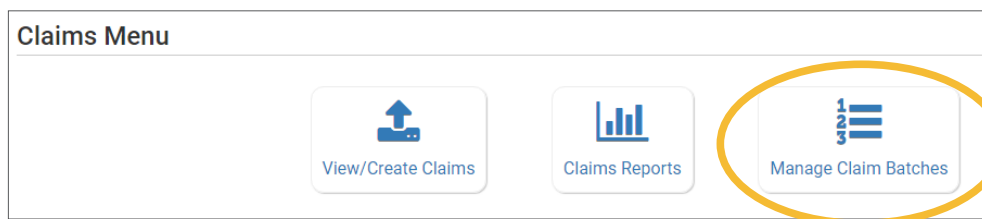
1. Meal validation (“check for errors”) by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors by the sponsor.
5. Claims creation by the sponsor.

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.

Claim Date*	05/01/2020
Batch Name*	May 2020 Batch 1
Submit to State Date	06/05/2020
Expected Payment Date	06/11/2020

Step 2: Assign each claim to a batch.

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

April 2020	Select Batch	Create Claim
------------	--------------	--------------

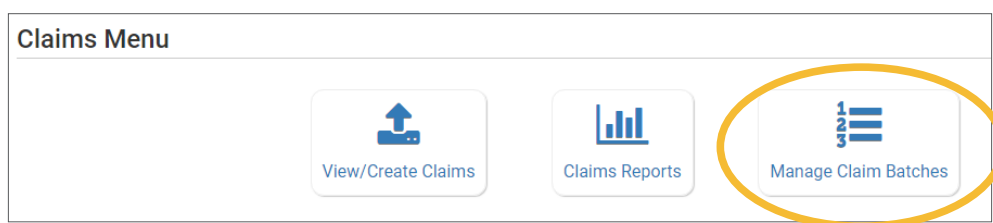
Process Claim: Claims Step 5: Processing Claims for All Sites with Batches

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.

Claim Date*	05/01/2020
Batch Name*	May 2020 Batch 1
Submit to State Date	06/05/2020
Expected Payment Date	06/11/2020

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.

Process Claim: Claims Step 5: Processing Claims for All Sites with Batches



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.

Claims		05/01/2020		Select Batch	Create Claims	Export as .csv		
Site Name	Site Type	Att & Meal		Claim		ARAM	SFSP	Batch
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	Claim	Claim	
Adult Day Center	Adult Day Care							
Child Care Center	Child Care Center		05/30/2020 11:40 AM		05/30/2020 11:40 AM			1
Child Care Home	Family Child Care Home							
Safe Harbor Shelter	Emergency Shelter							
Test Center 2	Child Care Center		05/30/2020 08:07 PM					

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.

Process Claim: Claims Step 5: Processing Claims for Individual Sites without Batches

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.

Process Claim: Claims Step 5: Processing Claims for All Sites without Batches



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!



- 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.

TEST SPONSOR		Welcome TestSponsorAdmin Logout					
Setup	Licensing	Users	Sites	Claims	Reports		
Claims			01/01/2020	Create Claims			
Site Name	Site Type	Att & Meal		Claim		SFSP	
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	ARAM Claim	Claim
Adult Day Center	Adult Day Care	✔	✘	✔			
Child Care Center	Child Care Center	✔	✔ 02/17/2020 10:37 AM	✔	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	M	M M	✔	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	✔	✔ 03/04/2020 05:39 PM	✘		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	✘		✔			

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

Process Claim: Rolling Back Claims



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 recommend printing or saving the following reports to substantiate the original claim prior to rolling back the claim:**

1. Additional Meal Counts Report
2. 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.

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
☰ ATTENDANCE & MEAL COUNT REPORTS				
Meal Counts by Meal Type	This reports shows the total meal counts and additional counts for each day for each meal.	Date Range	Sponsor Site Manager Kitchen Staff	
SFSP Daily Meal Count Form	A printout of the daily meal count in each category (first meals, second meals, adult meals, leftovers, etc.) along with a space for a staff signature.	Date Meal	Sponsor Site Manager Kitchen Staff	
⬆️ 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 Site Manager	
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 Site Manager	
Sponsored Claim Summary Report	This report displays sponsored claim summary information. Payable meals by totals and reimbursement rates.	Month/Year Claiming Method Type of Meal	Sponsor Site Manager	
🏛️ 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 Site Manager Kitchen Staff	
Expense Summary Report	This report sums up the costs for each expense type over the period of time selected.	Date Range	Sponsor Site Manager Kitchen Staff	

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 Site Manager Kitchen Staff	
Delivery Receipt Report	Menu and food production information is pre-populated on this form. It is designed to be printed and sent with vended meal providers and used to document food temperatures and signatures.	Date	Sponsor Site Manager Kitchen Staff	
Food Production 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 Site Manager Kitchen Staff	
Food Temperature Report	This reports shows the food temperatures entered for the select time period.	Month/Year	Sponsor Site Manager Kitchen Staff	
Grocery List Report	This report displays the estimated milk and food needed for a given date range based on participant schedules.	Date Range	Sponsor Site Manager Kitchen Staff	
Milk Purchased Report	This report displays the milk purchased per type. Shows totals for day, week, and month.	Date Range	Sponsor Site Manager Kitchen Staff	
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 Site Manager Kitchen Staff	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
📊 RECORDKEEPING REPORTS				
Daily Menu Attendance and Meal Count Sheet	Generates daily menu attendance and meal count PDF.	N/A	Sponsor Site Manager Kitchen Staff	
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 Site Manager Kitchen Staff	
👤 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 Site Manager	
Staff Hours Detail Report	Detail of staff hours for a selectable period of time.	Date Range	Sponsor Site Manager	
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 Site Manager	

Visits

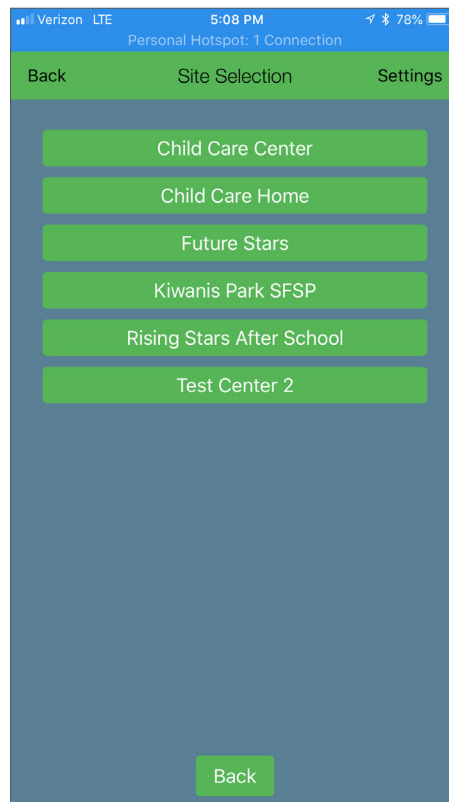
Visits: Adding a New Visit using Mobile App

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**.

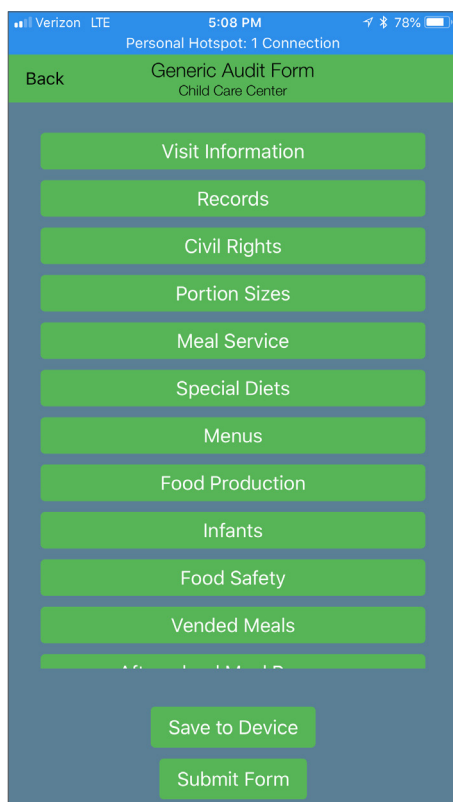
To add a new review visit using the My Food Program for Reviewers mobile app:

- 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.



Visits: Adding a New Visit using Mobile App

- 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.



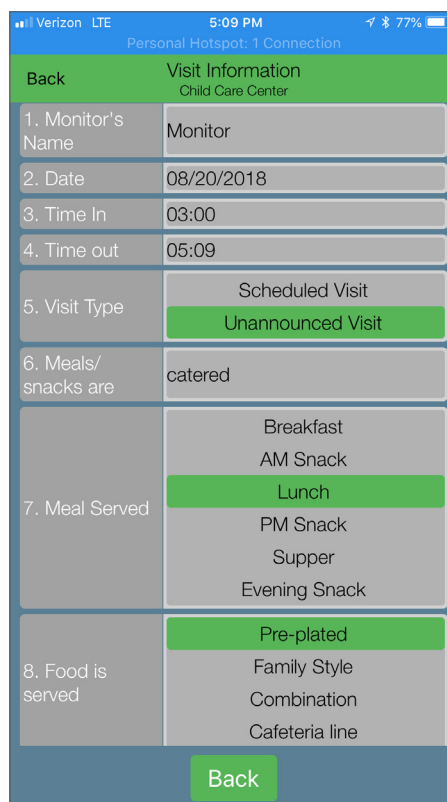
Verizon LTE 5:08 PM Personal Hotspot: 1 Connection 78% battery

Back Generic Audit Form
Child Care Center

- Visit Information
- Records
- Civil Rights
- Portion Sizes
- Meal Service
- Special Diets
- Menus
- Food Production
- Infants
- Food Safety
- Vended Meals

Save to Device

Submit Form



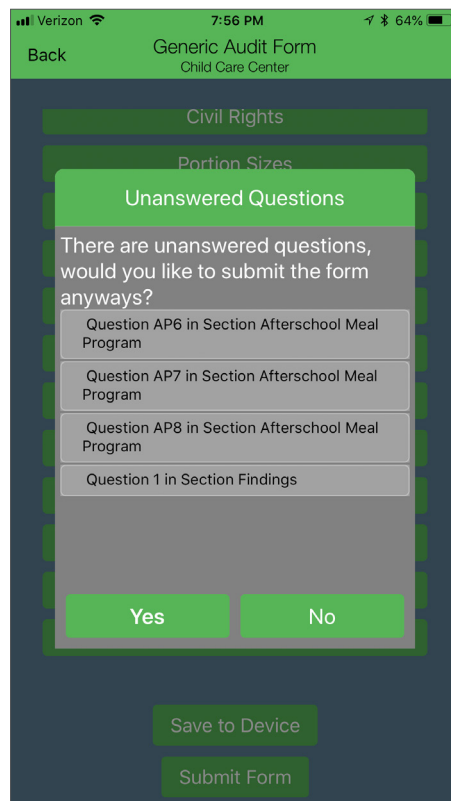
Verizon LTE 5:09 PM Personal Hotspot: 1 Connection 77% battery

Back Visit Information
Child Care Center

1. Monitor's Name	Monitor
2. Date	08/20/2018
3. Time In	03:00
4. Time out	05:09
5. Visit Type	Scheduled Visit Unannounced Visit
6. Meals/snacks are	catered
7. Meal Served	Breakfast AM Snack Lunch PM Snack Supper Evening Snack
8. Food is served	Pre-plated Family Style Combination Cafeteria line

Back

- 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.

Visits: Adding a New Visit using Mobile App



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			

Visits:

Adding a New Visit using Web App



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
 - Visit 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.

A screenshot of the "Site Visit" form in a web application. The form is titled "Site Visit" and contains several input fields and checkboxes. The fields include "Visit Date" (a text input), "Type" (a dropdown menu with "Select" as the current value), "Meal Observed" (a dropdown menu with "None" as the current value), and "Upload Visit Form" (a "Browse..." button next to the text "No file selected."). There are also checkboxes for "Visit Announced", "Follow-up Required", and "Not Home". Below the form fields, there is a section for "Photos" with an "Add Photo" button and a table with columns for "Photo" and "Delete". At the bottom of the form, there is a "Save" button and a section for "Audits" with a table that has columns for "Start Date", "End Date", "Status", and "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.