

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



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

To enter attendance and meal counts using your computer:

- Go to www.myfoodprogram.com, click Login in the upper-right corner and enter your username and password.
- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on “Daily Attendance” if the participant was in attendance for the day.
- Click on “Ate” if the participant was served a reimbursable meal or snack.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click Save.

The screenshot shows a web form titled "Side By Side Entry". At the top, there are three dropdown menus: "Date" (set to 05/05/2021), "Roster" (set to Infant), and "Meal" (set to Breakfast). Below these is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and "Select All". There are two rows of data: one for Benjamin Cubbage (ID 22) and one for Carter Hoffman (ID 38). Each row has checkboxes for "Daily Attendance" and "Ate". At the bottom, there are "Current Totals" for attendance (0) and meals (0), and a green "Save" button.

Notes:

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

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Web App



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

To enter attendance and meal counts with shifts using your computer:

- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on “Daily Attendance” if the participant was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the participant was present.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click Save.

A screenshot of the "Side By Side Entry" form. At the top, there are dropdown menus for "Date" (05/05/2021), "Roster" (Infant), and "Meal" (Breakfast). Below these is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and "Select All". There are two rows of data: one for Benjamin Cubbage (ID 22) and one for Carter Hoffman (ID 38). Each row has checkboxes for "Daily Attendance", "Shift 1", and "Shift 2". At the bottom, there are "Current Totals" for attendance (0) and meals (0), and a green "Save" button.

ID	Name	Select All
22	Benjamin Cubbage	<input type="checkbox"/> Daily Attendance <input type="checkbox"/> Shift 1 <input type="checkbox"/> Shift 2
38	Carter Hoffman	<input type="checkbox"/> Daily Attendance <input type="checkbox"/> Shift 1 <input type="checkbox"/> Shift 2

Current Totals: Attendance: 0, Meals: 0

Save

Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Daily Attendance” – this prevents a meal from being recorded without attendance.
- A participant only needs to be checked in as “Daily Attendance” once during the day. The “Daily Attendance” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Daily Attendance” column, you are removing the attendance and all meals for the day.

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Meal Outside of Schedule on Web App



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

To enter attendance and meal counts with meal outside of schedule using your computer:

- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on “Daily Attendance” if the participant was in attendance for the day.
- Click on “Ate” if the participant was served a reimbursable meal or snack.
- Select “Meal Outside of Normal Schedule” if this applies and be sure to provide a reason. This only appears if the site is a family child care home OR the sponsor has allowed sites to record meals outside of the normal schedule in Sponsor Setup.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click Save.

Side By Side Entry

Date: 05/05/2021 Roster: Infant Meal: Breakfast

Notes to Sponsor:

ID	Name	Select All <input type="checkbox"/>						
22	Benjamin Cubbage	<input type="checkbox"/>	Daily Attendance	<input type="checkbox"/>	Ate	<input type="checkbox"/>	Meal Outside of Normal Schedule	Reason...
38	Carter Hoffman	<input type="checkbox"/>	Daily Attendance	<input type="checkbox"/>	Ate	<input type="checkbox"/>	Meal Outside of Normal Schedule	Reason...

Current Totals: 0 0

Notes:

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

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen on Mobile App



To enter attendance and meal counts using your mobile device:

- Click “Attendance and Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the participant was in attendance for the day.
- Click on “Ate” if the participant was served a reimbursable meal or snack.
- Click Submit.

A screenshot of a mobile application interface. At the top, there is a blue header bar with "Back" and "MFP" on the left, and "3:24" and "Info" on the right. Below the header, there is a grey bar with "Date : 8/6/2019" and a "Search" button. Underneath, there are two tabs: "Rosters" and "Meals". Below the tabs, there are two dropdown menus: "All Children" under "Rosters" and "Breakfast" under "Meals". Below these, there is a "Name:" label and a list of participants. Each participant has a row with their name, a number, and two checkboxes labeled "Attendance" and "Ate". The participants are: 2 Bethany Johnson, 1 Dale Johnson, 3 Jane Smith, and 4 John Smith. At the bottom, there is a "Submit" button.

	Name:	Attendance	Ate
2	Bethany Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Dale Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Jane Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	John Smith	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

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

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Mobile App



To enter attendance and meal counts with shifts using your mobile device:

- Click “Attendance & Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the child was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the child was present.
- Click Submit.

A screenshot of a mobile application interface titled "MFP". At the top, it shows the time "12:11" and signal/battery icons. Below the title is a "Back" button with a left arrow. The main area has a date field "Date : 1/13/2021" and a "Search" button. There are two dropdown menus: "Rosters" with "↓ Infant" selected, and "Meals" with "↓ Breakfast" selected. Below these is a "Name:" label and an "Attendance Ate" label. The interface lists two children: "22 Benjamin Cabbage" and "38 Carter Hoffman". For each child, there is a "Present" checkbox (which is checked), a "Shift" section with buttons "1" and "2", and an "ARAM" section with a "?" button. At the bottom, there is a "Current Total" label and a box containing the number "0", followed by a "Submit" button.

Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Present” – this prevents a meal from being recorded without attendance.
- A child only need to be checked in as “Present” once during the day. The “Present” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Present” column, you are removing the attendance and all meals for the day