

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



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

To enter attendance and meal counts using your computer:

- Go to www.myfoodprogram.com, click Login in the upper-right corner and enter your username and password.
- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- 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. 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.
- Select “Disallow Meal” and Select a reason from the dropdown menu, if this applies.
- You can also select the bold “Disallow Meal” at the top of the list to disallow all meals for this roster, date and meal. Be sure to select a reason from the dropdown menu, if this applies.
- Click Save.

A screenshot of the "Side By Side Entry" web form. At the top, there are fields for "Date" (11/24/2020), "Roster" (Infant), and "Meal" (Breakfast). Below this is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and three radio button options: "Daily Attendance", "Ate", and "Meal Outside of Normal Schedule". Each row also has a "Reason..." text field and a "Disallow Meal" dropdown menu. The "Disallow Meal" dropdown is currently set to "Select". At the bottom, there are "Current Totals" for "Daily Attendance" (0) and "Ate" (0), and a green "Save" button.

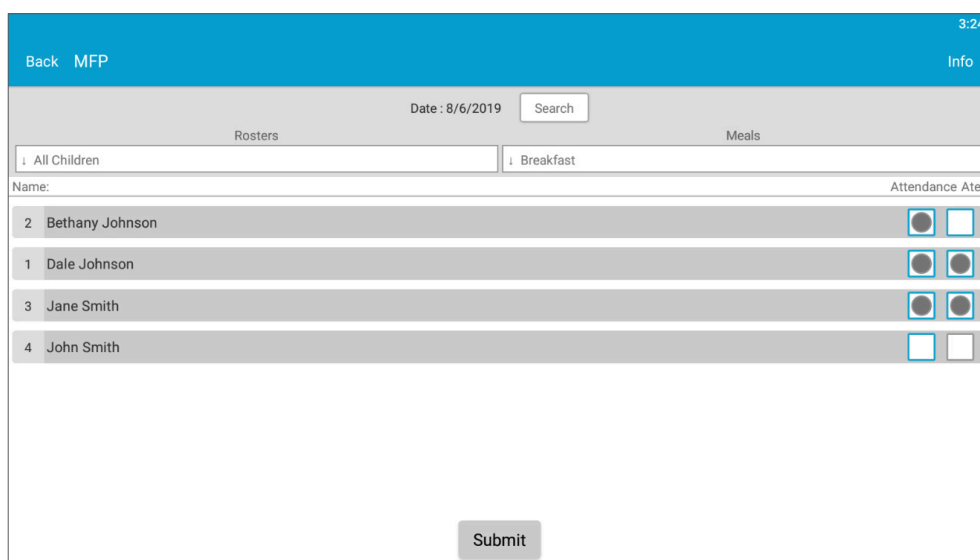
Notes:

- 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.

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

To enter attendance and meal counts using your mobile device:

- Open the My Food Program mobile app.
- Enter your username and password (or click on your username if you have saved your password to the device).
- Click “Side By Side”.
- Select the Roster and the Meal.
- Click on “Present” if the 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 the My Food Program mobile app interface. The top bar is blue with "Back MFP" on the left and "3:24" and "Info" on the right. Below the bar, there's a grey header with "Date : 8/6/2019" and a "Search" button. Underneath, there are two dropdown menus: "Rosters" with "All Children" selected and "Meals" with "Breakfast" selected. Below these is a table with columns "Name:" and "Attendance Ate". The table has four rows:

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"/>

At the bottom of the screen is a grey "Submit" button.

Notes:

- You cannot click “Ate” until you have clicked “Present” – this prevents a meal from being recorded without attendance.
- A participant 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