

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



All Afterschool Programs are flagged as ARAM by default, which includes the site, meals, children and rosters. If the ARAM option isn't showing, double-check that the site, meal, child and roster are all set as ARAM.

To enter attendance and meal counts at the same time using web app:

- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on “Daily Attendance” if the child was in attendance for the day.
- Click on “ARAM Meal” next to the eligible participant.
- If a participant is not marked as eligible for ARAM, then no ARAM box will appear on the meal count screen. Check that the child is marked as eligible for ARAM.
- 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.

The screenshot shows the 'Side By Side Entry' interface. At the top, there are dropdown menus for 'Date' (12/04/2020), 'Roster' (Afterschool Program), and 'Meal' (PM Snack). Below this is a 'Notes to Sponsor' text area. The main section is a table with columns for 'ID', 'Name', and three checkboxes: 'Daily Attendance', 'ARAM Meal', 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 'ARAM Meal' (0), and a green 'Save' button.

Notes:

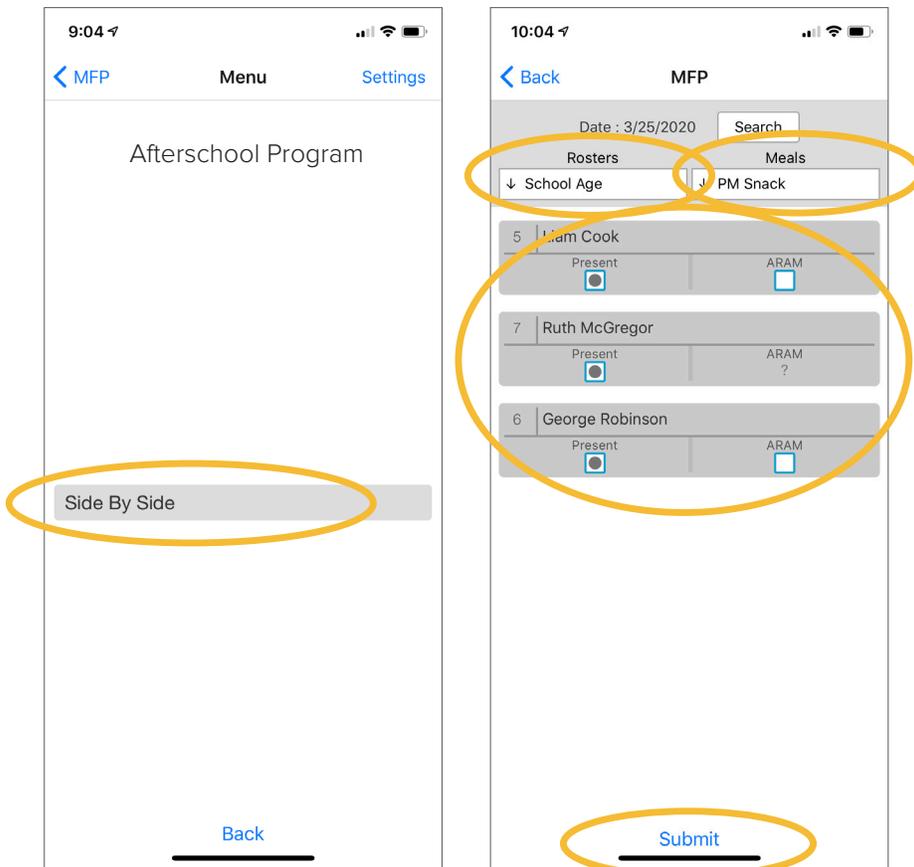
- You cannot click “ARAM Meal” until you have clicked “Present” – this prevents a meal from being recorded without attendance.
- A child only needs to be checked in as “Present” once during the day. The “Present” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Present” column, you are removing the attendance and all meals for the day.
- If you are recording Infant Menus by Name there will be a hyperlink at the bottom of this screen to take you directly to the Infant Menu by Name screen for this date and meal type.

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

All Afterschool Programs are flagged as ARAM by default, which includes the site, meals, children and rosters. If the ARAM option isn't showing, double-check that the site, meal, child and roster are all set as ARAM.

To enter attendance and meal counts at the same time using mobile app:

- Click "Side By Side".
- Select the Roster and the Meal.
- Click on "Present" if the child was in attendance for the day.
- Click on "ARAM Meal" if the child was served a reimbursable meal or snack.
- If a participant is not marked as eligible for ARAM, then no ARAM box will appear on the meal count screen. Either check the child in for a CACFP meal on another roster or go back and mark the child as eligible for ARAM.
- Click Submit.



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