

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
- Allow Sites to Override Disallow for Meals Not Listed on Participant Enrollment Form by Checking “Meal Outside of Schedule” and Providing a Reason (Child Care Centers and Family Day Care Homes Only).
- Disallow Meals Not Listed on Participant Enrollment Form (Child Care Centers and Family Day Care Homes Only).
- 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, sponsor can ALSO require child care centers, family child care homes and adult day care programs to enter this information as well. Additional information is not required for after school programs or emergency shelters.
- Batch Claims: select here if you would like to process your claims in batches.
- Allow Participant Status “Pending”: select here if you want to have Pending as an option for participant status.
- Allow Participant Status “Incomplete”: select here if you want to have Incomplete as an option for participant status.
- Apply electronic signature to meal count forms after claim is submitted
- Only enrollment form included in Participant Registration download
- Hide portion size reminders on menu page: select here for a simplified screen when entering menus.
- Licensed Capacity Method: select Age Range OR License Types.
- 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
- Receipt Totals Policy: select Required OR Optional.
- Food Shortage Policy: select from these options (does not apply to Family Child Care Homes):
 - Do not disallow for food shortages
 - Disallow for food shortages and allow editing of FPR in the past
 - Disallow for food shortages and do not allow editing of FPR in the past
- 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
 - Facilities and Space Costs - Operational
 - 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
 - Training - Operational
 - Vended Meals

- Administrative (Child Care Center, Adult Day Care, After School, Emergency Shelter, and Summer Food)

NOTE: only self-sponsored sites have administrative expenses contribute toward their nonprofit food service account.

- Administrative Salaries and Benefits
- Facilities and Space Costs - Admin
- Non-Allowable Expenses Included on Receipt
- 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

- Payment Integration: select Quickbooks from the drop-down menu in order to use Quickbooks to pay your sites.

- 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
 - Milk Audit Requirement: select from: Milk audit not required before claim OR Milk audit required before claim but do not adjust claim for underserved milk OR Milk audit required before claim and adjust claim if milk is underserved. If the last one is selected, you will have the following additional options:
 - Disallow for Under-Served Milk: select Adjust claim by a percentage of meals & snacks OR Adjust claim to account for a specific amount of underserved milk OR Adjust claim to remove specific meals and snacks based on milk receipt dates.
 - Leeway Percentage: the threshold set by the state agency that triggers a claim adjustment for a milk shortage. If the amount by which the site is short on milk is under the Leeway Percentage, then no claim adjustments are made.

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.