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.
✓	**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.
✓	**Legal Name**	
	Preferred Language	select English or Spanish
	Pre-Qualifying Month	if the site is a for-profit organization, you can track the month used to demonstrate that at least 25% of the participants in attendance in the month were from low-income households (as demonstrated by household income statements or beneficiaries of assistance programs).
	Intended Start Date	for your recordkeeping.
	Actual Start Date	for your recordkeeping.
	End Date	for your recordkeeping.
✓	**Profit Status**	indicate if the site is for-profit or non-profit.
✓	**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	
	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.
	Monitors	The designated monitor for this site. Sponsors can assign monitors to specific sites in the Sponsor Users section.

REQUIRED	FIELD	DESCRIPTION
✓	**Daily Attendance Method**	select "Present" or "In/Out". See topics "Taking Attendance Using Present Option" and "Taking Attendance Using In/Out Option" in the Attendance section for further information on how these options will impact attendance entry.
✓	**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.
	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 Method**	select "Headcount" or "Roster". See topics "Taking Meal Counts by Name" and "Taking Headcount Meal Counts" in the Meal Counts section for further information on how these options will impact meal count entry.
✓	**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".
	Infant Menu Method	select "By Date" or "By Name" for how you want to record infant menus.
	Reimbursement Method	select "Actual Meal Count by Type" or "Blended per Meal".
	Require menus before meal counts	if this flag is checked, then users are required to enter a menu before they can check children in for a meal. They will receive a proactive message on the web and mobile app telling them that the menu is required. In addition, menu cannot be edited after a meal count is entered. *Does NOT apply to infant rosters.
	Require finalized food production records before meal counts	if this flag is checked, then users are required to enter a menu, create a food production record and finalize that food production record before children can be checked in for a meal. They will receive a proactive message on the web and mobile app telling them that a finalized food production record is required. In addition, the food production record cannot be deleted after a meal count is entered. *Does NOT apply to infant rosters.
	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.
	Enhanced sponsor control of available food items	select this option if you want to manage the foods available to sites. When this box is checked, sites are restricted to adding only Favorite Foods to their menus and Sponsors have control over the Favorite Foods List.

REQUIRED	FIELD	DESCRIPTION
	Site Can Add Staff	Selecting this button will allow providers to add additional users, for example co-providers or helpers.
	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.
	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 Check for Errors Button	checking this box means that the site cannot see their claim errors prior to submitting their claim to their sponsor.
	Hide Submit to Sponsor Button (defaults to unchecked)	some sponsors find that sites prematurely and accidently 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).
	Group Family Child Care License	for your recordkeeping.
	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".
	Space/Time Percentage	entering a number in this field will mean that only a percentage of your expenses will be included in expense reports. See separate instructions for details.
	Notes	use this field to enter notes for the site. These notes are visible to the site users.
	Manual Claim Entry	if you select this box, users will not be able to enter attendance and meal counts. Instead, you as the sponsor enter the aggregate attendance and meal counts and enter them to create the claim
✓	**Licensing Age Range Errors**	if you want My Food Program to validate that meal counts do not exceed licensed capacity, then you should select "Error". If you have an alternate method of ensuring that meal counts do not exceed licensed capacity, then select "Ignore".
✓	**Enrollment Form Errors**	if you want My Food Program to disallow meals if a child is missing an enrollment form, then you should select "Error". If your state agency doesn't require enrollment forms or you have another way of tracking required CACFP enrollment information, then select "Ignore". If you set Enrollment Form Errors to "Ignore" the dashboard button for missing enrollment forms turns grey.

REQUIRED	FIELD	DESCRIPTION
✓	**Missing Infant Menu Errors**	if you want infant meals disallowed if no infant menus are entered, select "Error". If you have an alternate way of tracking infant menus or are not required to keep infant menus, then select "Ignore". If you want to ignore missing menus for children under 6 months while still enforcing the menu requirement for children ages 6-11 months old, then select "Ignore for infants under 6 months, Error for infants 6-11 months".
✓	**Missing Infant Notification Errors**	if you want meals for infants disallowed if they are missing an Infant Meal Notification, then select Error. The Infant Meal Notification is the form that indicates if the parent or the provider is supplying the breastmilk/formula and solid foods. If you want to pay for infant meals even if no Infant Meal Notification is on-file, then select Ignore.
	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 combintations 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.
✓	**Tier Status**	Select Tier I, Tier II High, Tier II Mixed or Tier II low. You may enter multiple tier determinations for a provider to ensure continuity in tier determinations. Tier determination dates cannot overlap and you cannot enter a new tier determination for a month that already has a claim.
	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.