Attendance & Meal Count Entry:
Attendance and Meal Counts on the Same Screen
with mixed CACFP/ARAM on Web App

MY FOOD PROGRAM

The checkbox on the Site Details Page "After School Program (ARAM)" is used by traditional child care centers that are also participating in the At-Risk Afterschool Meals Program. Centers that participant in both programs need to keep separate records, which can be accomplished in My Food Program. Note: for traditional child care centers to participate in ARAMS, meal counts must be taken by name. Headcount meal counts cannot be used with this configuration.

In order to check in a child for an ARAM meal, all of these conditions must be true:
1. The site is indicated as eligible for ARAM in Site Details.
2. The meal is designated as eligible for ARAM in Site Details.
3. The child is designated as enrolled in ARAM on their participant page.
4. The roster is designated as eligible for ARAM in Participants & Rosters..

To enter attendance and meal counts with mixed CACFP/ARAM using web app:
- Click on "Attendance & Meal Count Entry" from the main dashboard.
- Select the Date, Roster and Meal.
- Click on "ARAM Meal" next to the eligible participant.
- If a participant is not marked as eligible for ARAM, then no ARAM box with 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.
- 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.

Notes:
- You cannot click "ARAM Meal" 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.