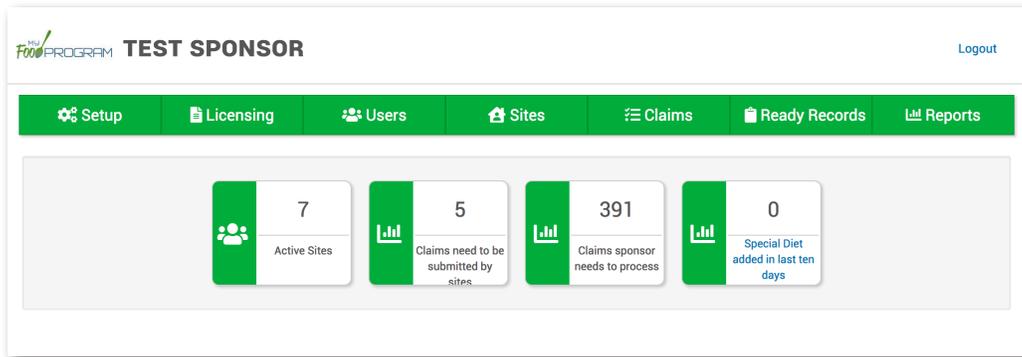


MY Food PROGRAM

Adult Care Sponsor Admin: User Guide

Welcome to My Food Program! This User Guide will help you navigate your way through the My Food Program website. You will find a section for each area of the website which includes instructions for getting up and running. This is meant to be the optimal method of setting up My Food Program. Certain features work better if you input data in a specific order, as it allows you to match up certain data fields. While there is no “wrong” way to enter data, this guide will walk you through in a way that will minimize your effort. If you still have questions, please don’t hesitate to contact us at info@myfoodprogram.com or 651-433-7345.

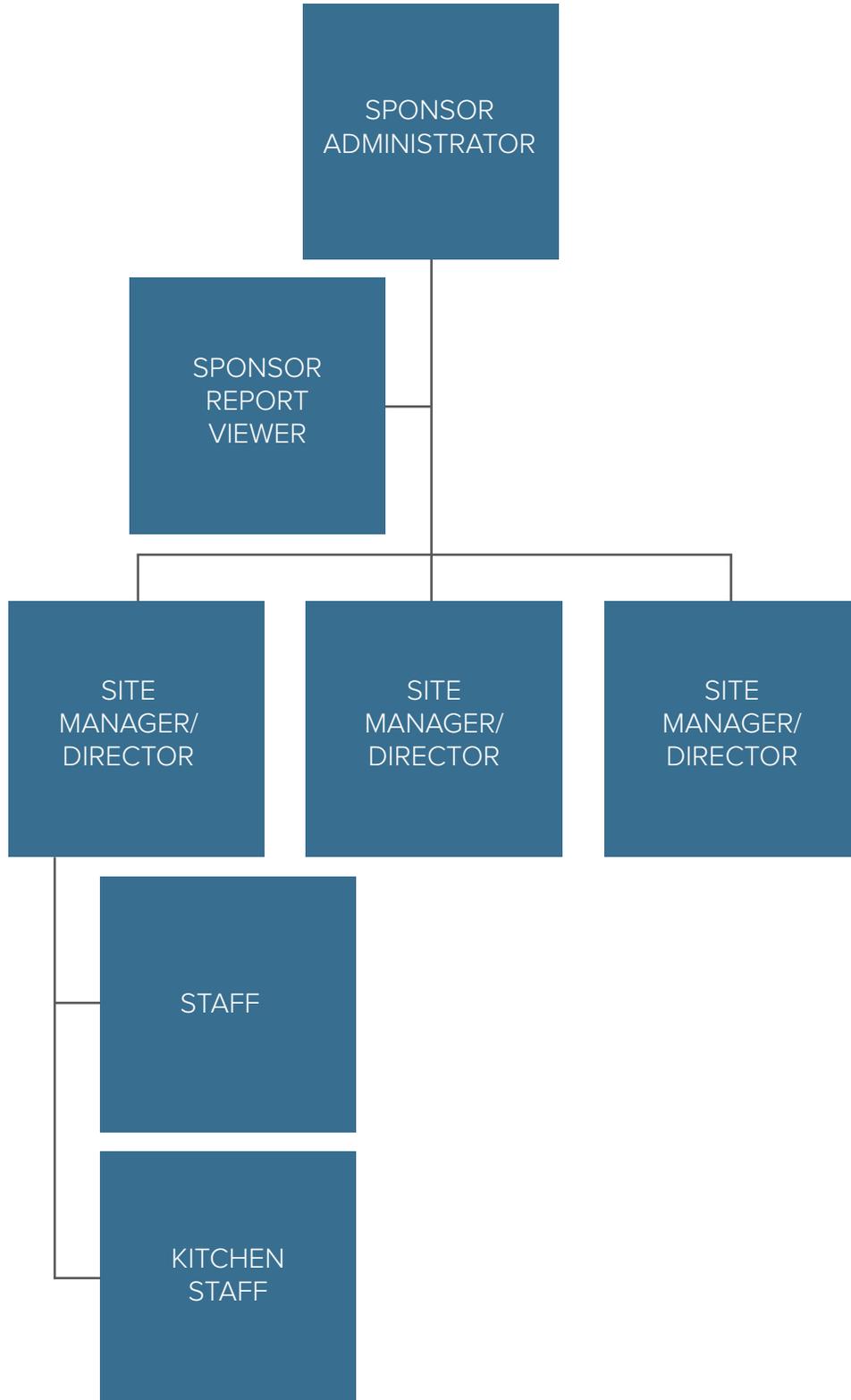


Above is a sample of your My Food Program dashboard. You are able to add your company logo to further personalize this page by going to the Setup tab.

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Sponsor Level

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).
- Allow site level users to create and edit Infant Meal Notifications
- Allow site level users to create and edit Infant Development Readiness Dates
- Allow site level users to create and edit Special Diets
- Restrict Site Level Users from adding Participants
- Allow Site-Level users to enter expenses: select here if you enter all expenses to document a nonprofit meal service or if another method is used for tracking expenses.
- Show Description for Print View: if this is unchecked the printed menus will always be a list of food items on the menu and cannot be over-ridden by the user. Providers or Centers can still add Menu Notes to supplement the food item list if needed.
- Disallow Meals Not Listed on Participant Enrollment Form (Child Care Centers and Family Day Care Homes Only).
- Allow site level users to create Summer/School Closures
- 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.
- Site Users Allowed to Edit and Create Rosters: select here to allow your site users to create and edit rosters.
- 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
- Default age for infant developmental readiness for solid foods: select the default date for infant developmental readiness for solid foods. The system defaults to setting developmental readiness at 6 months, but sponsors can also select to set it at 7, 8, 9, 10 or 11 months. When the default age is set, the boxes for infant developmental readiness for solid foods on the Participant screen are filled in for newly-enrolled children.
- 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.

Sponsor Principals:

If you wish to track sponsor principal individuals and their training, you can do that here.

To add a sponsor principal::

- Click on “Setup” from the main sponsor dashboard.
- Click the blue “Add” button.
- Complete the fields:
 - **Name (required)**: include the name as it appears on official documents.
 - **Position (required)**: job title or position on the Board of Directors (for non-profit).
 - **Birthdate (required)**
 - Term Dates (optional): for members of the Board of Directors.
 - **Address (required)**: assists with identification.
 - **Email Address (required)**
 - Employer (optional): if Board Member.
 - Job Title at Employer (optional).
 - Conflicts (optional): record conflicts of interest.
 - Checkboxes for “Can Vote” and “Receives Compensation” (optional).
- Click “Save”.

Sponsor Principal

Name	<input type="text"/>
Position	<input type="text"/>
Birthdate	<input type="text"/>
Term Dates	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Employer Name	<input type="text"/>
Job Title at Employer	<input type="text"/>
Conflicts of Interest	<input type="text"/>

Voting Member of Board
 Compensation For Serving

ARAM Release Days:

You can ignore this button, as this is not relevant for this site type.

Sponsors are able to input days that no sites should be able to claim meals.

To add Sponsor Closure days:

- Click on “Setup” from the main sponsor dashboard.
- Click on “Sponsor Closures” button.
- Click the blue “Add” button.
- Complete the fields:
 - **Reason Off Site:** select field trip, closure or holiday.
 - **Date Off Site**
- Click “Save”.

Sponsor Off Site

Reason Off Site

Date Off Site

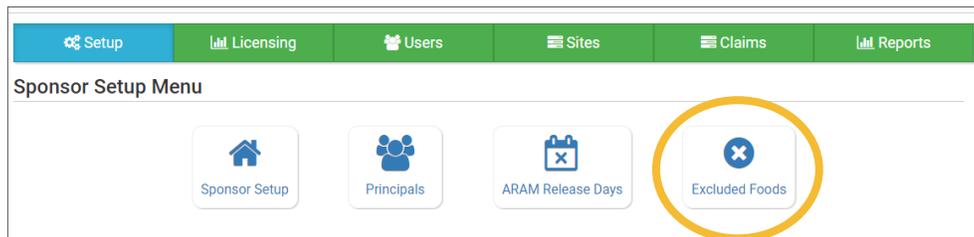
Note: The error message that displays will read “Meals claimed on days that a sponsor is closed”

Excluded Foods:

You have the ability to exclude foods from being included on menus. For example, if your state agency does not allow the breading on chicken nuggets to be counted toward the grain/bread component, you can prevent providers from adding them to their menus. .

To add excluded foods:

- Click on “Setup” from the main sponsor dashboard.
- Click on “Excluded Foods” button.
- Click the blue “Add” button.
- Select the specific foods that you want to exclude.
- Click “Save”.



Note that sponsors are not able to add foods to our database - that is a function available only to My Food Program staff. If you need a food added to our database, please contact us and we will get it added right away.

This page is used to set default settings for newly-created sites and also manage configurations for all existing sites. You can either ensure that all sites have the same configuration or change one of the settings for all sites without needing to go into each site individually. .

To manage site configurations:

- Click on “Setup” from the main sponsor dashboard.
- Click on the “Manage Site Configurations” button.
- On the left column you will see a list of settings for which sponsors can set a default value. See below.
- On the right column users can select from existing sites and apply the same settings. Here is where you can ensure that all sites have the same configuration or change one of the settings for all sites without needing to go into each site individually.
- Be sure to click “Save Configuration for future sites” or “Apply checked fields to selected sites” when finished.

Manage Site Configurations

Configuration to be applied to future new sites	Mark to apply to selected site(s)
	Select Site(s) to apply to <input style="width: 150px;" type="text"/>
Daily Attendance Method <input style="width: 150px;" type="text" value="Select"/>	<input type="checkbox"/>
Meal CountTimeFrame <input style="width: 150px;" type="text" value="Select"/>	<input type="checkbox"/>
Meal Count Method <input style="width: 150px;" type="text" value="Select"/>	<input type="checkbox"/>
Meal Count Entry <input style="width: 150px;" type="text" value="Select"/>	<input type="checkbox"/>
Infant Menu Method <input style="width: 150px;" type="text" value="By Date"/>	<input type="checkbox"/>
Reimbursement Method <input style="width: 150px;" type="text" value="Actual Meal Count by Type"/>	<input type="checkbox"/>
<input type="checkbox"/> Require menus before meal counts	<input type="checkbox"/>
<input type="checkbox"/> Require food production records before meal counts	<input type="checkbox"/>
<input type="checkbox"/> Allow Sites to Download Pre-Filled Participant Registration Forms (income and/or enrollment forms)	<input type="checkbox"/>
<input type="checkbox"/> Hide option for staff to take attendance	<input type="checkbox"/>
<input type="checkbox"/> Enhanced sponsor control of available food items	<input type="checkbox"/>
<input type="checkbox"/> Site can add Staff	<input type="checkbox"/>
<input type="checkbox"/> Ignore menu validation	<input type="checkbox"/>
<input type="checkbox"/> Invoicing Feature	<input type="checkbox"/>
<input type="checkbox"/> Allow meal orders to be entered using the mobile app	<input type="checkbox"/>
<input type="checkbox"/> Hide Check for Errors Button?	<input type="checkbox"/>
<input type="checkbox"/> Hide Submit to Sponsor button?	<input type="checkbox"/>
<input type="checkbox"/> Allow Staff to add Participants on Mobile	<input type="checkbox"/>
<input type="checkbox"/> Do not include ARAM participants in income and enrollment form reminders	<input type="checkbox"/>
Licensing Age Range Errors <input style="width: 150px;" type="text" value="Choose"/>	<input type="checkbox"/>
Enrollment Form Errors <input style="width: 150px;" type="text" value="Choose"/>	<input type="checkbox"/>
Missing Infant Menu Errors <input style="width: 150px;" type="text" value="Choose"/>	<input type="checkbox"/>
Missing Infant Notification Errors <input style="width: 150px;" type="text" value="Choose"/>	<input type="checkbox"/>
Facility License Missing/Expired <input style="width: 150px;" type="text" value="Choose"/>	<input type="checkbox"/>
<input type="button" value="Save Configuration for future sites"/>	<input type="button" value="Apply checked fields to selected sites"/>

Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by Age Range



Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. Age Ranges: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.
2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

To do licensed capacity checks by age range:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Age Range".
- Click "Save".

To define the age ranges:

- Click on "Licensing" on the main sponsor dashboard.
- Click the blue "+Add" button.
- Create all the age ranges.
 - Age ranges cannot overlap unless one is marked as a "school age" and one is marked as "non-school age".
 - Use the overlapping age ranges if the state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include 5 and 6 year olds.
 - If you use overlapping age ranges, then you MUST use the "Is enrolled or attending school" box in participant information.

A screenshot of a web form titled "Licensing Age Range". The form contains the following fields: "Name" (text input), "Min Age" (text input with a "Choose..." dropdown arrow), "Max Age" (text input with a "Choose..." dropdown arrow), and "School Age Range?" (checkbox). A green "Save" button is located in the bottom right corner of the form.

To set the capacity for each age range:

- Click on the "Sites" tab on the main sponsor dashboard.
- Select the appropriate site and then click on "Site Details".
- Scroll down to "Site Licensing" and click on the blue "+Add License" button
- Enter the following information for each age range:
 - Capacity
 - License Age Range: select from the list that you have created.
 - Night Capacity: only check this box if special night capacity is relevant.
- Click "Save".

Age Range Combinations

In some states, there are additional restrictions on licenses. For example, the facility license may say:

- Capacity: 57
- Infants: 18
- Toddlers: 14
- Preschool/School Age: 20
- Not to Exceed 8 School Age

In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

To add additional restrictions on licensed capacity that apply to more than one age group:

- Click on “Site Details” on the main dashboard.
- Click on the blue “Add Age Range Combination” button.
- Select the age ranges that apply to the restriction and the “not to exceed” value.

Age Range Combination

Age Ranges:

Not To Exceed:

[Save](#)

- Click “Save” and the additional restrictions will appear on the screen.

Site Licensing [+ Add License](#)

Capacity	License Age Range	Night Capacity?	Remove
<input type="text" value="18"/>	<input type="text" value="Infant"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="14"/>	<input type="text" value="Toddler"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="20"/>	<input type="text" value="Preschool"/>	<input type="checkbox"/>	✕ Remove
<input type="text" value="8"/>	<input type="text" value="School Age"/>	<input type="checkbox"/>	✕ Remove

Age Range Combinations [+ Manage Age Range Combinations](#)

Age Ranges	Not To Exceed
Preschool School Age	20
Infant Toddler Preschool School Age	57

Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by License Types



Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. Age Ranges: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.
2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

To define license type:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Licensed Type".
- Click "Save".

To define capacities and distribution for each license type:

- Click on the "Licensing" tab on the main sponsor dashboard.
- Click the blue "+Add" button on the right-hand side of the screen.
- Enter the following information for each of the rules that apply to licenses in your state. Note that there are typically 3-6 rules for each license type AND multiple configurations for each license type. Refer to your state licensing statutes to ensure accuracy:
 - License Type Name
 - Minimum Age & Maximum Age
 - Capacity
 - Night Capacity: only check this box if special night capacity is relevant.
 - School Age: options include Applies Only to School Aged, Applies Only to Non School Aged or Applies to All Children. **You should select "Applies to All Children" unless your state defines "school age" according to school enrollment status rather than calendar age.**
- Click the blue "+Add" button to add another age range OR Click "Save".
- You may add as many license types as you need.

License Type

License Type Name

Age Ranges and Capacities + Add

Minimum Age	Maximum Age	Capacity	Night	School Age	Remove
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="10"/> <small>Year</small>	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Aged <input type="radio"/> Applies Only to Non-School Aged <input checked="" type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="6"/> <small>Year</small>	<input type="text" value="8"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Aged <input checked="" type="radio"/> Applies Only to Non-School Aged <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="29"/> <small>Month</small>	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Aged <input checked="" type="radio"/> Applies Only to Non-School Aged <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="11"/> <small>Month</small>	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Aged <input checked="" type="radio"/> Applies Only to Non-School Aged <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>

Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by License Types



To assign a license or licenses to a site:

- Click on the “Sites” tab on the main sponsor dashboard.
- Select the appropriate site and then click on “Site Details”.
- Scroll down to “License Types” and select the License(s) you want to apply to this site.
- Click “Save”.

Sponsor users are employees or contractors with the sponsoring organization that should have access to information about all sites under a sponsorship. If you would like an individual to only have access to some sites, you should add them as site-level users instead. See separate instructions for details.

To add a sponsor user:

- Click on “Users” on the main sponsor dashboard.
- Click on the blue “Add” button and enter the fields:
 - **Name (required)**
 - **Username (required)**
 - **Password (required):** must be at least 12 characters.
 - **Confirm Password (required)**
 - Email Address, Phone Number, Start Date and End Date (optional)
 - Status: active/inactive. A sponsor user marked as inactive will not be able to log in.
 - **Roles (required):** select “Sponsor Admin” which gives full permission to all sponsor and site-level information or “Sponsor Reporter” which is mostly read-only. You can assign the centers or providers in their sponsorship and you can restrict the monitoring forms available to Sponsor Reporters on the My Food Program for Reviewers Mobile App. For more information, refer to the Permissions Matrix.
 - Notes: for your records.
 - Sign Here: only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.
- Training: enter training here if you would like to use My Food Program to track training by sponsor staff.

Staff Info

Name

User Name

Password

Confirm Password

Email Address

Phone Number

Start Date

End Date

Status

Roles Sponsor Admin
 Sponsor Reports

Specific Sites

Specific Audit Forms

Notes

Sign Here:

Training

Type	Date	Description	Link
------	------	-------------	------

To add a new sponsor staff training:

- Click on “Users” on the main sponsor dashboard.
- Click on the name of the sponsor user.
- Click the blue “Add” button in the training section.
- Enter the fields:
 - **Training Date (required)**
 - **Training Type (required)**
 - Description (optional): for your records.
 - Training Hours: for your records and available on the Staff Training Report.
 - Upload a scan or photo of the training agenda and/or signed training roster (optional).

Sponsor Staff Training

Training Date	<input type="text"/>
Training Type	<input type="text" value="Select"/>
Description	<input type="text"/>
Training Hours	<input type="text"/>
Upload Training	<input type="button" value="Choose File"/> No file chosen
Current Upload	No Upload

FUNCTION	OWNER OR SPONSOR ADMINS	SPONSOR REPORTER	SITE ADMIN/DIRECTOR	SITE STAFF	KITCHEN STAFF OR INFANT TEACHER
 MENUS					
Manage Available Foods	✓				
Create/Edit/Delete Menus	✓		✓		✓
Manage Favorite Foods*	✓		✓		✓
Copy Menus	✓		✓		✓
Print Menus	✓		✓		✓
Create/Edit/Finalize/Delete Food Production Record	✓		✓		✓
Create/Edit/Finalize/Delete Meal Order*	✓		✓		✓
 ATTENDANCE AND MEAL COUNTS					
Enter a Meal Count at Point of Service	✓		✓	✓	✓
Edit Meal Counts for a Month without a Claim*	✓		✓		
Allow Sites to Claim Meals Outside of Participant Schedule	✓				
Enter Attendance for the Current Day	✓		✓	✓	✓
Edit Attendance for a Month without a Claim*	✓		✓		
 PARTICIPANTS & ROSTERS					
Create/Delete/Inactivate a Roster	✓		✓	✓	✓
Add or Withdraw a Child	✓		✓	✓	✓
Change a Child's Roster or Schedule*	✓		✓	✓	✓
Print an Income or Enrollment Form for the Parent to Sign	✓		✓	✓	✓
Certify Income or Enrollment Forms	✓				
Add an Infant Meal Notification	✓		✓	✓	✓
Designate an Infant as Developmentally Ready for Solid Foods	✓		✓	✓	✓
Indicate that a Child has Special Dietary Needs	✓		✓	✓	✓
Move a Child to a Different Household	✓		✓	✓	✓
Merge Duplicate Children	✓		✓	✓	✓

Sponsor:
Permissions Matrix

FUNCTION	OWNER OR SPONSOR ADMINS	SPONSOR REPORTER	SITE ADMIN/DIRECTOR	SITE STAFF	KITCHEN STAFF OR INFANT TEACHER
👤 STAFF/USERS					
Add/Inactivate a New Sponsor-Level User	✓				
Change a Sponsor User Password	✓				
Add/Inactivate a New Site-Level User	✓		✓		
Change a Site-Level Users Password	✓		✓		
Add a Signature to be Applied to Attendance and Meal Count Forms			✓		
🏠 SITE DETAILS					
View Site Details	✓		✓		
Modify Site Settings	✓				
🚌 CLOSURE/FIELD TRIPS					
Record a Closure or Field Trip	✓		✓		
🥛 MILK AUDIT					
Manage Milk Audit Settings	✓				
Create/Edit/Delete a Milk Audit*	✓		✓		✓
🏢 EXPENSES					
Set Expense Categories	✓				
Record Expenses to Demonstrate a Nonprofit Meal Service	✓		✓		✓
Manage Opening and Closing Balances in Nonprofit Meal Service Account	✓				

Sponsor:
Permissions Matrix

FUNCTION	OWNER OR SPONSOR ADMINS	SPONSOR REPORTER	SITE ADMIN/DIRECTOR	SITE STAFF	KITCHEN STAFF OR INFANT TEACHER
📁 CLAIMS					
Check for Claim Errors Before Submitting*	✓		✓		
Submit a Claim	✓		✓		
Set a Site's Licensed Capacity	✓				
Designate Days that a School Age Child can be Claimed for Lunch on ARAM	✓				
Manage Claim Batches	✓				
Create or Rollback a Claim	✓				
View a Claim Summary	✓	✓	✓		
📊 REPORTS					
View Reports for a Single Site	✓	✓	✓		✓
View Reports for All Sites	✓				
Record Hours Worked	✓		✓	✓	✓
☰ VISITS					
Add a Review Visit	✓	✓	✓		
View a Review Visit Summary	✓	✓	✓		

Sites can be added to My Food Program either individually or uploaded in bulk.

To add a single site:

- Click on “Sites” on the main sponsor dashboard.
- Click on the blue “Add” button in the upper right corner.
- Enter the Site Details. For information about how to set up a site, reference the guide on Site Configuration.
- Click “Save”.

Sponsors that are going to use My Food Program for multiple sites can save time by creating sites using our import feature rather than creating each site individually.

To bulk import sites:

- Download the Site Import Template.
- Enter the information for your sites using copy/paste or by renaming the columns in your own spreadsheet.
- Save the document and ensure that you retain the .csv file extension. Files with Excel .xlsx extensions will not work.
- Click the blue “Upload Sites” button.
- Locate the file in with the site information.
- You will now see a list of sites. Click on the checkbox next to the word “Name” to mark all sites for upload. If you only wish to upload some sites, click them in individually. Any errors will be displayed on the far-right column; sites with errors will not be uploaded.
- Click “Save” and your sites will be uploaded.

Upload Sites					
<input checked="" type="checkbox"/>	Name	Type/Status	Address	Settings	Errors
<input checked="" type="checkbox"/>	Happy Kid's Daycare HAPPY KIDS ID: 23892309248	Child Care Center Active	111 Huron Rd Fresno CA 95628 PST8PDT	Meal Count Type: Roster Meal Time Frame: Day Attendance: Present Requires Roster: true Self Sponsored: true Staff Allowed: true	
<input checked="" type="checkbox"/>	Longmont Elementary LUSD ID: 273478347834	After School Program Inactive	222 Kimbark Ave Longmont CO 34533 MST7MDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
<input checked="" type="checkbox"/>	Grandmas Home Elders Inc ID: 77675949494	Adult Day Care Active	333 Jane Way Erie PA 12344 EST5EDT	Meal Count Type: Headcount Meal Time Frame: Day Attendance: In/Out Times Requires Roster: false Self Sponsored: false Staff Allowed: false	
<input type="checkbox"/>	Home is Here City of Akron ID: 78346729290	Active	444 Public Road Akron OH 32324 CST6CDT	Meal Count Type: Headcount Meal Time Frame: Point of Service Attendance: Present Requires Roster: false Self Sponsored: true Staff Allowed: true	SiteType Homeless Shelter is not valid for this sponsor.

Site claims can be run individually or for all sites under a sponsorship at once. To run a claim individually, refer to the guides on claims processing. Claims that have been “Submitted to Sponsor” (i.e. through step 3 in the claims process) will be included when processing claims in bulk.

To run claims in bulk:

- Click on “Claims” on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green “Create Claims” button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!



- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

TEST SPONSOR		Welcome TestSponsorAdmin Logout					
Setup	Licensing	Users	Sites	Claims	Reports		
Claims			01/01/2020	Create Claims			
Site Name	Site Type	Att & Meal		Claim		SFSP	
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	ARAM Claim	Claim
Adult Day Center	Adult Day Care	✔	✘	✔			
Child Care Center	Child Care Center	✔	✔ 02/17/2020 10:37 AM	✔	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	M	M M	✔	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	✔	✔ 03/04/2020 05:39 PM	✘		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	✘		✔			

Each active site is listed on the screen along with the status of their claim:

- Attendance & Meal Counts
 - **Red** if no attendance or meal counts have been entered for the month
 - **Green** if attendance and meal counts have been entered for the month
 - **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
 - **Red** if the site still needs to submit their attendance and meal counts to sponsor
 - **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
 - **M symbol** if it is a manual claim
- Claim Errors
 - **Red** if there are claim errors
 - **Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created

Below is our full list of available reports, separated by the following categories: Attendance & Meal Counts, Claims, Financial, Food Service Operations, Export, Income and Enrollment, and Monitoring and Training. If your state agency requires a specific report, we can develop new reports to meet those requirements. Reach out with any questions.

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
☰ ATTENDANCE & MEAL COUNT REPORTS			
Average Daily Participation Report	This reports shows the average daily participation for meals. Used by Texas sponsors.	Month/Year	
Meal Count and Menu Claim Documentation	Meal counts and menu data for a claim month,	Report Date Active Sites Inactive Sites	
Payable Meals Custom Date Range	Generates a csv file of payable meals by week by tier.	Date Range	
Weekly Meal Count with Attendance by FPR	The Weekly Meal Count Report contains meal counts and attendance for each participant per meal by FRP type for a given week.	Date Separate OR Combined Rosters	
Monthly Meal Count with Attendance Report	Monthly Meal Count with Attendance Report for all sites.	Month/Year All OR Payable Only Meal Type	
Attendance and Meal Counts by Roster	Claim Information Separated By Roster.	Month/Year	
Meals Outside of Schedule	Report of all meals served outside of schedule during a month.	Month/Year	
⬆ CLAIMS REPORTS			
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	
🏛 FINANCIAL REPORTS			
Expense Summary Reports	Expense Summary Report for all sites.	Date Range	
Expense Summary by Center	This report sums the costs for expense categories by center for a selected date range.	Center OR All Date Range	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
Reimbursements by Calendar Year	Yearly summary of CACFP reimbursement for all sites.	Year	
Nonprofit Status Report	The ending balance for each site for the selected months.	Month/Year	
🍴 FOOD SERVICE OPERATIONS REPORTS			
Site Food Orders	This report displays meal orders by age range for each site.	Date	
Site Menu Report*	Child and Infant menus for every site with a claim. *This report will only include menus for sites that have created a claim for that month.	Month/Year	
Special Diet Report	Special Diet report for one or more sites.	Sites OR All	
📄 EXPORT REPORTS			
Participant Export Report	Generates a csv file of all participant attributes.	Participant Status	
Site Export Report	A spreadsheet that is a comprehensive site export file.	Site Status	
📄 INCOME AND ENROLLMENT REPORTS			
Annual Re-Enrollment	Generates Re-Enrollment form for all active participants for all active sites.	Effective Date AND Expiration Date of Enrollment Renewal	
Bulk Enrollment Form Report	Generates one pdf with a enrollment form for each household for each site.	Missing/Expired Enrollment Forms, Income Forms or Both	
Enrollment Create Date Report	This report displays participants with enrollment forms created within a range.	Date Range	
Expired/Missing HIEF Report	These reports are only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.		
Pending HIEF Report			
Missing Forms Report	Report of number of missing forms for each site.	N/A	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
Missing Forms Detail Report	This report lists all missing or expired income/enrollment forms for the selected month.	Month/Year Missing, Expired, Expiring OR All Enrollment OR Income Forms By Site OR Monitor	
Income Certification Address Logging	Logs of all income certification requests.	Date Range	
 MONITORING AND TRAINING REPORTS			
Missing/Expired Training Report	This report displays each user for each site that has missing or expired training.	Current Fiscal Year OR Current Year OR Last 12 Months	
Participants Enrolled in Multiple Sites	Active Participants with the same First Name, Last Name and Birth Date enrolled in multiple sites.	N/A	
Participants with Duplicate Meals in Multiple Sites	Participants with the same First, Last Name and Birthdate that have eaten the same meal at multiple sites.	N/A	
Serious Deficiency Report	This report lists all serious deficiencies for a time period.	Date Range Status	
Monitoring Visits	This report displays each site visit by date for this site.	Date Range	
Site Summary Reports	Site Summary report for one for more sites, Manual and Online Claims.	Claim Type Report Type	
Sponsor Staff Training Report	A spreadsheet of all of the training for all sites between the selected dates.	Date Range	
Site Closures Report	This report displays all site closures for a date range.	Date Range	
Daily Notes Export	A spreadsheet containing all daily notes for each site.	Date Range	
Facility License Report	A list of the facility license numbers, effective dates and expiration dates for all active sites. Facility licenses that are missing, expired or expiring in the next 30 days will be in red text.	Start Date	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
 CLAIMS			
State Agency Export Files	Generate export files for state agencies.	N/A	 
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	
Claims	This report shows the claim summary for selected site types including Child Care Centers, Adult Day Care Centers, Afterschool Programs, Emergency Shelters and Summer Food Service Programs.	Site Type Month/Year	
Claims (Payment Amounts Only)	<p>This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the center. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields:</p> <ul style="list-style-type: none"> • Site Identification Number • Site Name • Payment Method • Claim Batch • Claiming Percentage • CACFP Blend Rate Estimate • CACFP Actual Meal Count Claim Estimate • ARAM Claim Estimate 	Site Type Select: "Payment Amounts Only" Month/Year	
Claims (FDCH)	This report shows the claim summary for Family Day Care Homes.	Site Type Month/Year	
Claims (FDCH) (Payment Amounts Only)	<p>This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the family day care home. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields:</p> <ul style="list-style-type: none"> • Site Identification Number • Site Name • Payment Method • Claim Batch • CACFP Claim Estimate • Claim Adjustments Date(s) and Amount(s) 	Site Type Select: "Payment Amounts Only" Month/Year	

Menu

The food database only includes creditable foods. If you would like a food added, please send a request to info@myfoodprogram.com. When planning your menus, keep in mind that the software was designed to prevent errors, so you will not be able to save a menu that doesn't credit with the CACFP.

When viewing your menus, you will notice that there are a number of icons used. These are meant to be a visual reference to note the status of your menus. Please see below for more detailed descriptions.



Numbered List

This icon means that a meal count has been entered.



Fork & Knife

This icon means that a menu has been planned. The name of the meal turns green once both a menu and meal count have been entered.



Food Production Record

This icon means that a food production record has been created for this meal.



Site Closures

This icon means that the site was recorded as closed or on a holiday that day.



Juice

This icon means that juice was served that day. The software automatically prevents juice from being served twice in one day.



Whole Grain Rich

This icon will be green if you have served a food that is whole grain-rich. If you have not served a food that is whole grain-rich, the icon is grey.



Meat/Meat Alternate

This icon means that a meat/meat alternate was served at breakfast instead of a grain. The software automatically limits those substitutions to three times per week.

Breakfast

AM Snack

Lunch

To plan a new menu for children ages 1 and older:

- Click on “Menu” on the main dashboard.
- Click on the date and meal type for which you want to enter a menu.
- To plan a menu for children ages 1 and older:
 - Click on the blue “Edit Menu” button.
 - Enter the “Description for Print View”. Note that whatever is entered in this box is what will appear when you print a menu.
 - Enter the “Menu Notes”. Note that whatever is entered here will be added to the list of food items and will also appear on the *Child Menu Print Ready Report*.
 - If you wish to use a saved menu, select it from the “Use Saved Menu” drop-down, then make any changes and click Save.
 - If you want to enter food items without using a saved menu:
 - Go through each of the required components and select the food item that you are using to meet that meal pattern requirement.
 - You must have a food item for each required meal component in order to save the menu.
 - You may add food items using the drop-down Favorite Foods list. If your sponsor allows it, you may also search our food database for additional food items. If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
 - If you select a food item by mistake, simply click the red “Remove” button.
 - When you are done, click “Save”. If there the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.

Meal Menu

Date: 11/03/2020

Meal: Breakfast

Description For Print View:

Menu Notes:

Use Saved Menu: Select

Requirements

One of each of the following
One whole-grain rich food per day : not met

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Adjust from one Age-Appropriate Portion	Select	Search... <input type="button" value="Q"/>
1 Fruit and/or Vegetable	Adjust from one Age-Appropriate Portion	Select	Search... <input type="button" value="Q"/>
1 Grains and/or Meat/Meat Alternate	Adjust from one Age-Appropriate Portion	Select	Search... <input type="button" value="Q"/>

Menus can be edited unless:

1. A food production record has been created. If you want to edit a menu and a food production record has already been created based off that menu, then you need to delete the food production record before you can edit the menu.
2. A claim has been processed for the month. If you want to edit a menu and a claim has been created, you need to roll-back the claim, edit the menu, and then re-process the claim.

To edit a planned menu:

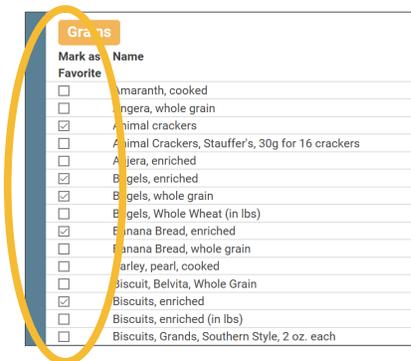
- Click on “Menu” on the main dashboard.
- Click on the date and meal you wish to edit.
- Remove, add or substitute the food items.
- Click “Save”. If the menu you planned meets the meal pattern requirements, then you will be re-directed to the Meal Details page. If your menu does not meet the meal pattern requirements, you will see info boxes in red that will identify the errors.

As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the drop-down menu when planning menus.



A few items are automatically set to be favorites. To add or remove items from your favorite foods list:

- Click on “Menu” from the main dashboard.
- Click on “Favorite Foods” in the upper-left corner.
- This screen is split into two sections with the top list for “Foods for Participants Other than Infants < 12 months” and the bottom list for “Foods for Infants < 12 months”.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click “Save”.



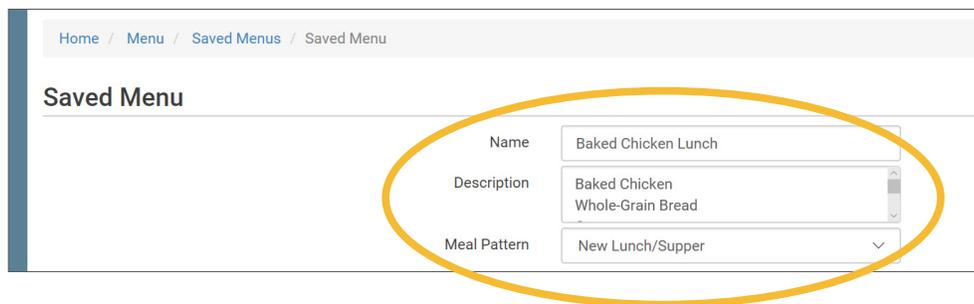
To copy favorite foods from one site to another:

- Once you have all the favorites selected and saved, scroll to the bottom of the screen and select the site from the dropdown menu.
- Click the green “Copy favorite foods” button.

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #1 to Create a New Saved Menu:

- Click on “Menu” from the main dashboard.
- Click on “Saved Menus”.
- Click on the blue “Add Menu” button on the upper-right corner.
- Complete the fields for:
 - Name: this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with just an entree, for example “Baked Chicken Lunch”, or with a list of the food items, for example “Yogurt and Crackers” or with the information from a cycle menu plan, for example “Monday Breakfast Week 1”.
 - Description: the description is what will appear on the printed version of your menu. If you do not enter any text in the “Description” box, then the names of the food items will appear on the printed version of your menu. If you plan to print and post your menu, it would be best to complete the description.
 - Meal Pattern: this is a required field. Select whether you are planning a breakfast, snack or lunch/supper so that the correct meal pattern appears during menu planning.



Home / Menu / Saved Menus / Saved Menu

Saved Menu

Name: Baked Chicken Lunch

Description: Baked Chicken
Whole-Grain Bread

Meal Pattern: New Lunch/Supper

- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.



Baked Chicken Lunch	Baked Chicken Whole-Grain Bread Corn Watermelon Milk	1.00 Bread, whole wheat 1.00 Chicken, cooked 1.00 Corn 1.00 Watermelon 1.00 1% Milk for all participants 2 and older 1.00 Whole milk for ages 12-23 months	New Lunch/Supper	Copy
----------------------------	---	---	------------------	------

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #2 to Create a New Saved Menu:

- Click on “Menu” from the main dashboard.
- Click on the date and meal type that you want to plan, for example, lunch on July 27.
- Complete the steps to plan a menu by adding required food items using favorite foods and/or the food item search function.
- Click “Save” to return to the Meal Details screen.
- Click the blue “Create Saved Menu” button underneath the Menu.



- Make any edits and click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

Menu: Saved Menus: Modify an Existing Saved Menu



A saved menu can be edited at any time. Be aware that any meals that were recorded using that saved menu in the past **will not be changed**. If you need to change the food items served on a particular day, you will need to edit the planned menu.

To edit a saved menu:

- Click on “Menu” from the main dashboard.
- Click on “View Menus” in the upper-left corner.
- Click on the name of the saved menu that you want to edit.
- Make any changes to the menu that you need by removing and/or adding items. You can also change the Name and Description of the menu. You should not change the Meal Pattern associated with the saved menu.
- When you are done making changes, click “Save”.
- The edited saved menu is now available on your list.

Menu: Saved Menus: Copying a Saved Menu

A saved menu can be copied. You would use this feature if you are creating a new saved menu with food items that are substantially the same. For example, if you have a saved menu of Pancakes, Applesauce and Milk and you want to create a new saved menu with Waffles, Applesauce and Milk. Copying the saved menu with pancakes may be faster than creating a new saved menu.

To copy a saved menu:

- Click on “Menu” on the main dashboard.
- Click on “View Menus” in the upper-left corner.
- Locate the saved menu that you want to copy and click on the blue “Copy” button on the far right side.

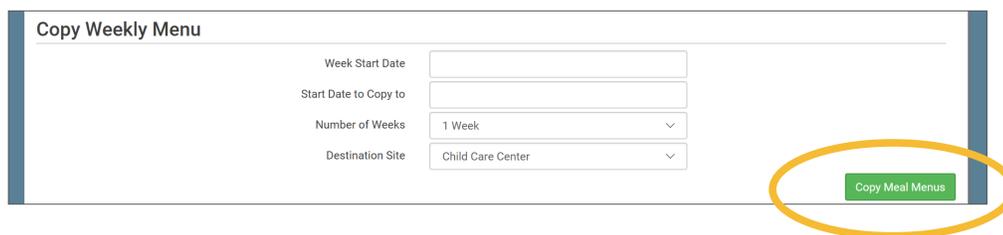


- Make any changes to the saved menu. Note: you need to give each saved menu a unique name. You should not change the Meal Pattern associated with the saved menu.
- Click “Save”.
- Your new saved menu is now available for menu planning.

Menus can be copied from one week to any other week and within sites under the same sponsor.

To copy a menu:

- Click on “Menu” from the main dashboard.
- Scroll to the bottom of the menu calendar page to the section titled “Copy Weekly Menu”.



- All fields are required:
 - Week Start Date: this is the week that is your master copy. Only Sundays will be able to be selected. **You can only copy by the week. You cannot copy only one day to another day.**
 - Start Date to Copy to: this is where your new menu will appear. **The week that you are copying TO must be empty.** If you attempt to copy a menu to a week with any menus planned, you will get an error.
 - Number of weeks: you may choose to copy up to 6 weeks of menus to another period of 6 weeks. This is especially helpful for programs that use a rotating menu.
 - Destination Site (**note**: this option does not appear for any site-level staff. This option is only available to sponsor admin users): the drop-down menu defaults to the current site. If you wish to copy menus from one site to another site, then select the destination site here.
- Click “Copy Meal Menu”.
- You can confirm that the menus were copied by looking for the icons on the menu calendar page.

A menu can be printed directly from the My Food Program web app or by exported as an Excel or PDF file. **Note:** the words that appear in print view are from the “Display Name” field in each day’s menu. If you type text in the Description for Print View then the software uses that text instead of the Display Name.

To print a menu:

- Click on “Menu” on the main dashboard.
- Click on the “Print Menus” button at the top of the page.
- Select “Monthly Child Menu Print-Ready”.
 - After you click “Monthly Child Menu Print-Ready” a report will be generated and the page will refresh. Click on “Download Print-Ready Menu” and save the PDF document in your location of choice.

Monthly Child Menu							
							August 2020
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pineapple; Bread WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Parmesan or Romano Cheese; Bread WGR; Oranges; Tomatoes; Cucumbers PM Snack: Carrots; Applesauce	28 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Mandarin Oranges Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Ground Beef; Broccoli; Cantaloupe; Bread WGR PM Snack: Bananas; Bread WGR	29 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pears; Eggs; Bread WGR; Cheese Lunch: Ground Beef; Scalloped Potatoes; Corn; Tortillas; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Ritz Crackers; Watermelon	30 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bananas; Waffles Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Ground Beef; Cucumbers; Roasted Potatoes; Cantaloupe PM Snack: Teddy Grahams WGR; Apple Juice (100% Juice)	31 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Apples; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Chicken Nuggets; Tenders or Strips; Bananas; Roasted Potatoes; Bread WGR PM Snack: Animal Crackers; Applesauce; Sun Chips WGR	1	
2	3 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Whole Milk (1 yr); Cucumbers; Bread WGR Lunch: Whole Milk (1 yr); 1% Milk (2 yrs+); Chicken Nuggets; Tenders or Strips; Bread WGR; Lactose-free 1% Milk PM Snack: Bread WGR; Peanut Butter	4 Breakfast: 1% Milk (2 yrs+); Apples; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Chicken Nuggets; Tenders or Strips; Broccoli; Apples; Bread WGR PM Snack: Bread WGR; Peanut Butter	5 Breakfast: Whole Milk (1 yr); 1% Milk (2 yrs+); Bread WGR; Pears Lunch: Chicken; 1% Milk (2 yrs+); Whole Milk (1 yr); Tortillas; Apples; Green Beans PM Snack: Animal Crackers WGR; Cheese	6 Breakfast: Bread WGR; Apples; 1% Milk (2 yrs+); Whole Milk (1 yr) Lunch: Ground Beef; Spaghetti; Mashed Potatoes; Mandarin Oranges; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Graham Crackers; Bananas; Apple Juice (100% Juice)	7 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Pinto Beans; Bread WGR Lunch: Hot Dogs; French Fries; Applesauce; Buns WGR; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Apple Juice (100% Juice); Sun Chips WGR	8	
9	10 Breakfast: Milk; Apple Slices; Toast Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Deli Ham; Grapes; Goldfish Crackers; Waffles WGR; Cucumbers PM Snack: Waffles; Bananas	11 Breakfast: Milk; Apple Slices; Cheerios WGR Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Beef Ribeye; Corn; Grapes; Bread WGR PM Snack: Celery; Peanut Butter	12 Breakfast: 1% Milk (2 yrs+); Whole Milk (1 yr); Bread WGR; Bananas Lunch: Cheese; Ham; Cucumbers; Apples; Tortillas; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Peanut Butter; Apples	13 Breakfast: Bananas; Bread WGR; 1% Milk (2 yrs+); Whole Milk (1 yr) Lunch: Ground Beef; Corn; Spaghetti; Mashed Potatoes; 1% Milk (2 yrs+); Whole Milk (1 yr) PM Snack: Peanut Butter; Bread WGR	14 Breakfast: Milk; Apple Slices; Toast Lunch: 1% Milk (2 yrs+); Whole Milk (1 yr); Pinto Beans; Pinto Beans; Chicken Drumsticks; Broccoli; Bread WGR PM Snack: Goldfish Crackers; Cheese	15	

Menu: Edit Meal Count from Menu Page

Meal counts can always be edited by going to the main dashboard and clicking on “Meal Count”. There is also a shortcut to editing meal counts from the menu page.

To edit meal counts from menu page:

- Click on “Menu” on the main dashboard.
- Click on the date and meal that you want to edit.
- Click on the blue button on the right side that says “Edit Meal Count”.
- You will be redirected to the attendance/meal count page where you can view which participants were checked in for that meal and on which roster. You can delete meal check-in’s by unchecking the “Ate” box next to the participant’s name and clicking on the green “Save”button..

Side By Side Entry

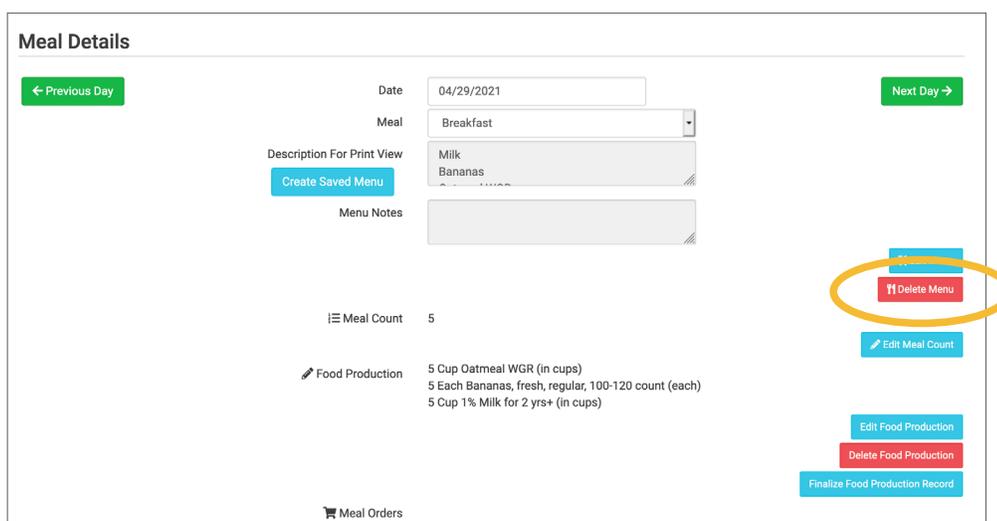
Date: 02/12/2020 Roster: School Age Meal: PM Snack

ID	Name	Daily Attendance	Ate	Meal Outside of Normal Schedule	Reason...	Disallow Meal
4	Olivia Abbott	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
5	Alanna Barrett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
14	Elli'onna Brown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
77	Jane Doe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
41	Roger Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
6	Gavin Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select

You may delete a menu as long as the meal has not been included in a claim. If a food production record has been created based on the menu, deleting the menu will ALSO delete the food production record. This is to ensure that the menu and food production record always match.

To delete a menu for a single day:

- Click on Menu on the main dashboard.
- Click on the date and meal that you want to delete.
- Click the red “Delete Menu” button.
- The menu is now deleted and the fork/knife icon disappears from the menu calendar.



Meal Details

← Previous Day Date: 04/29/2021 Next Day →

Meal: Breakfast

Description For Print View: Milk, Bananas

Create Saved Menu

Menu Notes

Meal Count: 5

Food Production: 5 Cup Oatmeal WGR (in cups), 5 Each Bananas, fresh, regular, 100-120 count (each), 5 Cup 1% Milk for 2 yrs+ (in cups)

Meal Orders

Buttons on the right: Edit Meal Count, **Delete Menu** (circled in yellow), Edit Food Production, Delete Food Production, Finalize Food Production Record

To delete a menu for multiple days:

- Click on Menu on the main dashboard.
- Click on the “Delete Menus” button at the top of the page.
- Select the Delete From, Delete To and Meal you wish to delete.
- Click the red “Delete Menus” button.



Delete Menus

Delete From * 07/05/2021

Delete To * 07/09/2021

Meal * All selected

Delete Menus

Menu: Food Production: Creating New Food Production Records



Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button “Edit Food Production” will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.
5. In order to see the output of a Food Production Record, look under Reports.

To create a new food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to generate a food production record.
- Click on the blue “Edit Food Production” button in the lower right corner.
- Food production has four columns:
 1. Numbers for Production Record: these are the numbers that are manually entered by the center to be used in food production calculations.
 2. Estimate from Schedules: these numbers will be filled in for dates in the FUTURE and will include our estimates for how many participants we expect in each age category based on participant schedule.
 3. Actual Meal Counts: this column will be filled in for dates that are TODAY or in the PAST and will include the actual counts of each participant in each age category.
 4. Age Range: A list of the CACFP age ranges.

Food Production			Breakfast 03/08/2021
Numbers for Production Record	Estimate from Schedules	Actual Meal Counts	Age Range
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1 year olds
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Transition Month (24 months)
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2 year olds
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	3-5 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	6-12 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	13-18 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	Adults

[Estimate Production](#)

- Complete the fields for “Number for Production Records”. If there are no participants in a particular age range, you can leave it blank. It is not necessary to type a zero into those fields.
- Click the blue “Estimate Production” button and the estimates will appear at the bottom. To generate the estimates, My Food Program multiplies the number of participants in each age range by the minimum portion size requirements associated with that age range.

Amount	Unit	Food
<input type="text" value="1"/>	Cup	Whole Milk for 1 yr olds (in cups)
<input type="text" value="3.5"/>	Cup	1% Milk for 2 yrs+ (in cups)
<input type="text" value="4"/>	Ounces	English Muffins, Enriched (in oz)
<input type="text" value="2.5"/>	Cup	Apples, fresh or canned (in cups)

- **NOTE: the units used in the food production records are tied to the food item that you selected on the menu.** If you wish to change the units, you must go back to the menu and select a different food item. For example, if you want your food production record to be pounds, then you need to select a food item with “(in lbs)” in the description. Otherwise, the units will default to those used in the meal pattern requirements (cups, servings, and ounces).
- Edit the estimates to reflect the actual amount of food and fluid milk produced and click “Save” to be returned to the Meal Details screen. You will now see the food production amounts listed on the Meal Details screen.

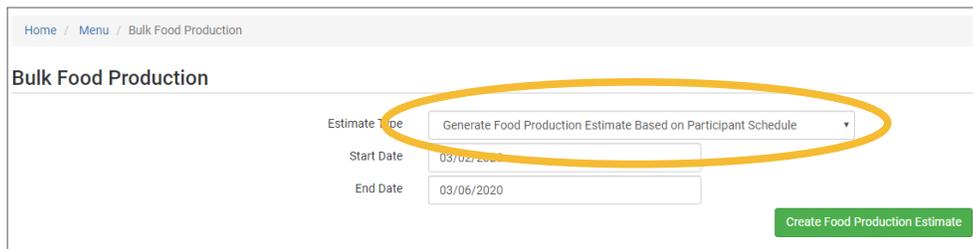
Food Production	1 Cup Whole Milk for 1 yr olds (in cups) 3.5 Cup 1% Milk for 2 yrs+ (in cups) 4 Ounces English Muffins, Enriched (in oz) 2.5 Cup Apples, fresh or canned (in cups)
-----------------	---

Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button “Food Production Estimates” will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.
5. In order to see the output of a Food Production Record, look under Reports.

To create a new food production record in bulk:

- Click on “Menu” on the main dashboard.
- Click the “Food Production Estimates” button.
- Select the Estimate Type:
 - Generate Food Production Estimate Based on Participant Schedule: if you use this option, the system will use participant schedules to generate estimates in the future. This can help with food procurement! (Note: if meal counts are already taken, then the system will use those instead of schedules).
 - Generate Food Production Estimate Based on Manual Inputs: use this option if you don’t have participant schedules entered. This allows you to input an estimated attendance by age range for each meal type.
- Remember that you MUST enter menus before generating food production records!



Home / Menu / Bulk Food Production

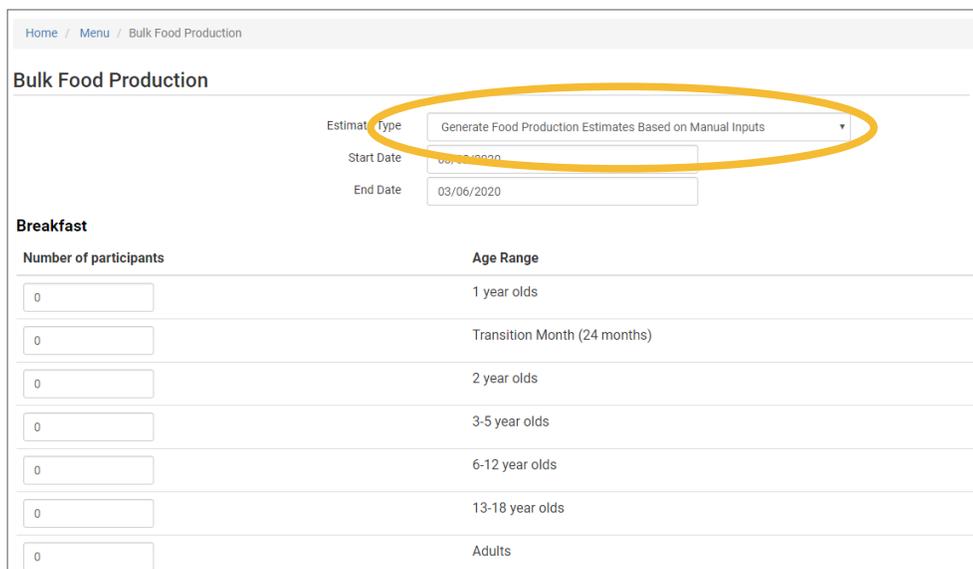
Bulk Food Production

Estimate Type: **Generate Food Production Estimate Based on Participant Schedule**

Start Date: 03/02/2020

End Date: 03/06/2020

Create Food Production Estimate



Home / Menu / Bulk Food Production

Bulk Food Production

Estimate Type: **Generate Food Production Estimates Based on Manual Inputs**

Start Date: 03/02/2020

End Date: 03/06/2020

Breakfast

Number of participants	Age Range
<input type="text" value="0"/>	1 year olds
<input type="text" value="0"/>	Transition Month (24 months)
<input type="text" value="0"/>	2 year olds
<input type="text" value="0"/>	3-5 year olds
<input type="text" value="0"/>	6-12 year olds
<input type="text" value="0"/>	13-18 year olds
<input type="text" value="0"/>	Adults

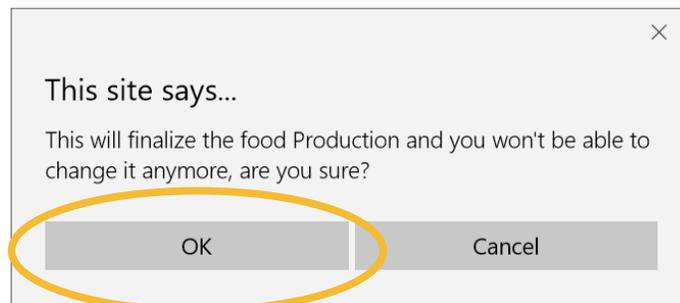
Menu: Food Production: Finalizing Food Production Records

Once a food production estimate is created, you can see it in Food Production Reports and on the Meal Details page. However, a food production record is not locked-in until it is finalized. Advantages of taking the extra step of finalizing a food production record:

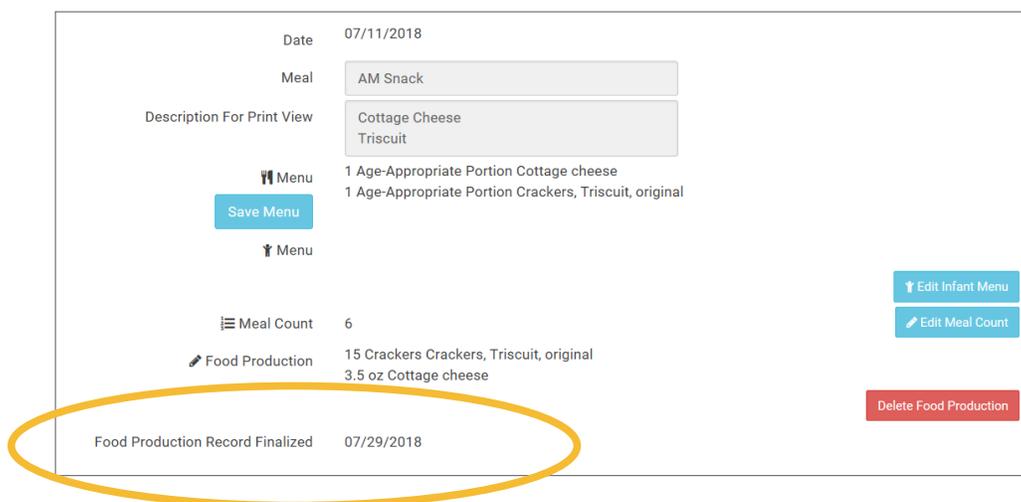
1. The menu is locked after a food production record is finalized. This means that menus cannot be edited unless the food production record is deleted. Finalizing food production records ensures that your menu will always match your food production records.
2. A date/time stamp will be associated with a finalized food production record. This assists sponsors in ensuring that food production records were created in a timely manner.

To finalize a food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to finalize a food production record.
- Click on the blue “Finalize Food Production Record” in the lower right corner.
- A warning box will appear. Click “OK”.



- You will now be returned to the Meal Details screen. You will note that the “Edit Menu” button is now gone and a date and time stamp is displayed for the finalized food production record.



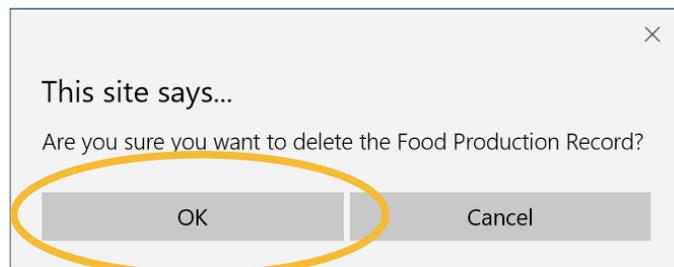
Menu: Food Production: Deleting Food Production Records

You may wish to delete a food production record under the following circumstances:

1. You had a last-minute change to your menu and the food production record is now incorrect.
2. You made an error in the original food production record.

To delete a food production record:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to delete a food production record.
- Click on the red “Delete Food Production Record” in the lower right corner.
- You will see a warning box. Click “OK”.



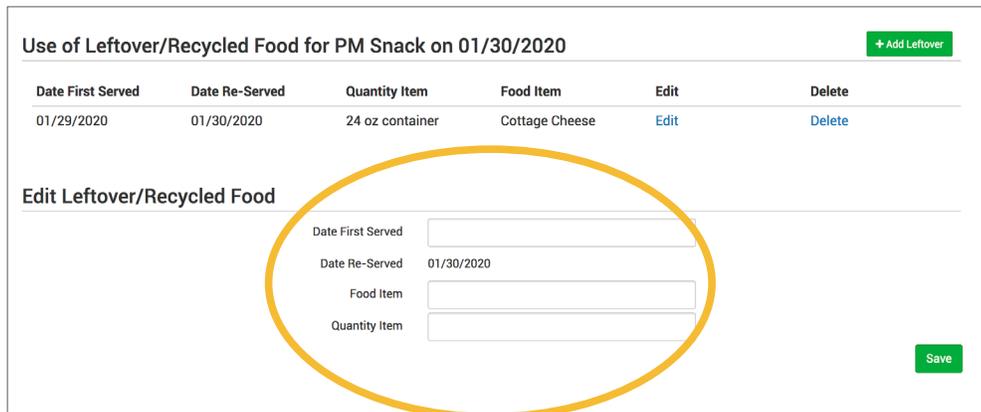
- You will be returned to the Meal Details screen. You will note that the “Edit Menu” button has now returned (unless a claim has already been processed for that month) and the time/date stamp associated with the original finalized food production record is gone.

Menu: Food Production: Record Use of Leftover/Recycled Food

You must create a food production record prior to recording leftover/recycled food.

To record the use of leftover/recycled food:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to record the leftover/recycled food.
- Click on the blue “Edit Food Production” button in the lower right corner.
- At the bottom of the screen, click the blue “Record Use of Leftover/Recycled Food” button.
- All fields are required:
 - Date First Served
 - Date Re-Served (this field is pre-populated)
 - Food Item
 - Quantity Item



Use of Leftover/Recycled Food for PM Snack on 01/30/2020 + Add Leftover

Date First Served	Date Re-Served	Quantity Item	Food Item	Edit	Delete
01/29/2020	01/30/2020	24 oz container	Cottage Cheese	Edit	Delete

Edit Leftover/Recycled Food

Date First Served

Date Re-Served 01/30/2020

Food Item

Quantity Item

[Save](#)

- This information will appear on the *Daily Meal Production with Leftovers & Dietary Accommodations* report.

Menu: Food Production: Record Substitution for Special Dietary Needs



You must create a food production record prior to recording substitutions for special dietary needs.

To record substitutions for special dietary needs:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to record the substitutions.
- Click on the blue “Edit Food Production” button in the lower right corner.
- At the bottom of the screen, click the blue “Record Substitution for Special Dietary Needs” button.
- Select the participant you would like to record the substitution for.
- Enter information in the following fields:
 - Food Omitted
 - Food Substituted
- Select whether the substitution was provided by the parent.
- Click on the green “Save” button.

Substitution for Special Dietary Needs for Lunch on 02/06/2020					
Participant	Disability	Reason	Food Omitted	Food Substituted	Parent Provided
<input type="checkbox"/> Ell'onna Brown	Y		<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Jane Doe	N	Strawberry Allergy	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Notes:

- Participants listed on this screen already have a Special Dietary Need noted under their participant information.
- If there are no participants listed, you will need to enter a special dietary need into their participant information:
 - From the main dashboard, click on “Participants & Rosters”.
 - Select the name of the participant you would like to modify.
 - Scroll to the bottom, and under “Special Diet”, on the right-hand side, click the blue “+Add” button.
 - Complete the fields in the Special Diet Form and click “Save”.

Special Diet Form	
Start Date	<input type="text"/>
End Date	<input type="text"/>
Disability	<input type="checkbox"/>
Reason	<input type="text"/>
Food Omitted	<input type="text"/>
Food Substituted	<input type="text"/>
Upload Form	<input type="button" value="Browse..."/> No file selected.

You must create a meal order for a date in the future. If you try to create a meal order for the current date, or a date in the past, the “Edit Meal Order” button will not appear.

To create a meal order using the web app:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to create a meal order.
- Click on the blue “Edit Meal Order” button in the lower right corner.
- Enter information in the following fields:
 - Quantity of meals: enter the quantity of meals for each appropriate USDA age range
 - Instructions: use this field to enter notes, such as dietary needs or delivery instructions
- Click on the green “Save” button to save this to the meal with the ability to continue to edit.
- Click on the green “Send to Sponsor” button to finalize the meal order and no longer be able to edit.

Meal Orders

Date 05/05/2020

Meal Breakfast

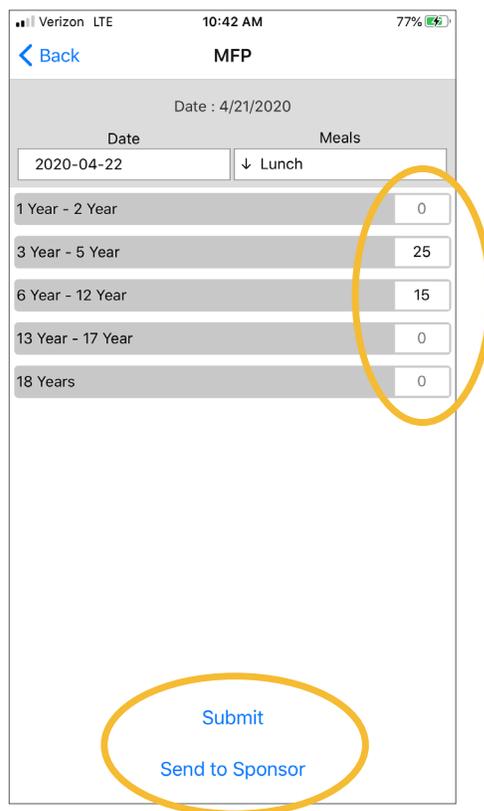
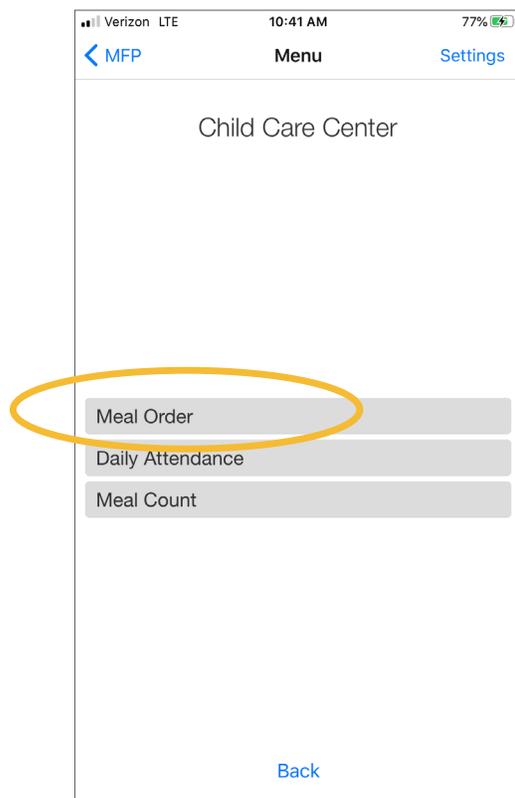
Age Range	Quantity of meals
1 Year - 2 Year	<input type="text"/>
3 Year - 5 Year	<input type="text"/>
6 Year - 12 Year	<input type="text"/>
13 Year - 17 Year	<input type="text"/>
18 Years	<input type="text"/>

Instructions

You must create a meal order for a date in the future. If you try to create a meal order for the current date, or a date in the past, the “Edit Meal Order” button will not appear.

To create a meal order using the mobile app:

- Click on the “Meal Order” button.
- Click on the date and meal for which you would like to create a meal order.
- Enter information in the following fields:
 - Quantity of meals: enter the quantity of meals for each appropriate USDA age range
- Click “Submit” to save this to the meal with the ability to continue to edit.
- Click “Send to Sponsor” to finalize the meal order and no longer be able to edit.



*Attendance and
Meal Count Entry*

Entering Attendance & Meal Counts: 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.
- 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.

A screenshot of the "Side By Side Entry" web form. At the top, there are three dropdown menus: "Date" set to "05/05/2021", "Roster" set to "Infant", and "Meal" set to "Breakfast". Below these is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and "Select All". There are two rows of data: one for Benjamin Cubbage (ID 22) and one for Carter Hoffman (ID 38). Each row has checkboxes for "Daily Attendance" and "Ate". At the bottom, there are two input boxes for "Current Totals" both containing the number "0", and a green "Save" button to the right.

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.

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Web App



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

To enter attendance and meal counts with shifts using your computer:

- 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 “Shift 1” and/or “Shift 2” for each shift for which the participant was present.
- 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.

A screenshot of a web application interface titled "Side By Side Entry". At the top, there are three input fields: "Date" with the value "05/05/2021", "Roster" with a dropdown menu showing "Infant", and "Meal" with a dropdown menu showing "Breakfast". Below these is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and "Select All". The table contains two rows of data: one for Benjamin Cabbage and one for Carter Hoffman. Each row has three checkboxes: "Daily Attendance", "Shift 1", and "Shift 2". Below the table, there are two "Current Totals" input fields, both showing "0". A green "Save" button is located at the bottom right of the form.

Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Daily Attendance” – this prevents a meal from being recorded without attendance.
- A participant only needs to be checked in as “Daily Attendance” once during the day. The “Daily Attendance” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Daily Attendance” column, you are removing the attendance and all meals for the day.

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Meal Outside of Schedule on Web App



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

To enter attendance and meal counts with meal outside of schedule using your computer:

- 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 and be sure to provide a reason. 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.
- 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.

The screenshot shows a web form titled "Side By Side Entry". At the top, there are three dropdown menus: "Date" set to "05/05/2021", "Roster" set to "Infant", and "Meal" set to "Breakfast". Below these is a "Notes to Sponsor" text area. The main part of the form is a table with columns for "ID", "Name", and "Select All". There are two rows of data: one for Benjamin Cubbage (ID 22) and one for Carter Hoffman (ID 38). Each row has three checkboxes: "Daily Attendance", "Ate", and "Meal Outside of Normal Schedule", followed by a "Reason..." text box. At the bottom left, "Current Totals" shows two input boxes, both containing "0". A green "Save" button is located at the bottom right.

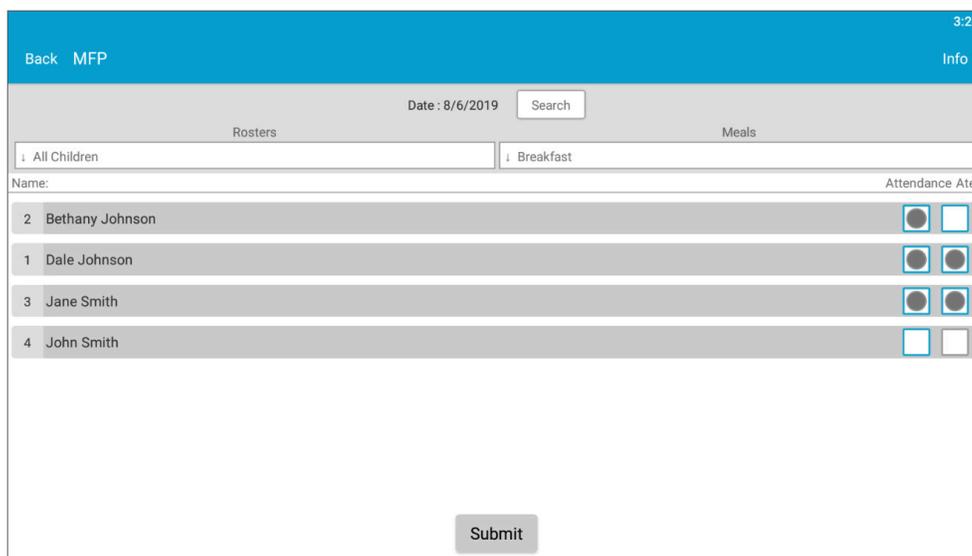
Notes:

- You cannot click “Ate” until you have clicked “Daily Attendance” – this prevents a meal from being recorded without attendance.
- A participant only need to be checked in as “Daily Attendance” once during the day. The “Daily Attendance” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Daily Attendance” column, you are removing the attendance and all meals for the day.

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen on Mobile App

To enter attendance and meal counts using your mobile device:

- Click “Attendance and Meal Count Entry”.
- 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.



The screenshot shows a mobile app interface for entering attendance and meal counts. At the top, there is a blue header with "Back MFP" on the left and "3:24" and "Info" on the right. Below the header, the date "Date: 8/6/2019" and a "Search" button are displayed. The interface is divided into two main sections: "Rosters" and "Meals". Under "Rosters", there is a dropdown menu showing "All Children". Under "Meals", there is a dropdown menu showing "Breakfast". Below these sections, there is a table with columns for "Name:" and "Attendance Ate". The table lists four participants: Bethany Johnson, Dale Johnson, Jane Smith, and John Smith. Each participant has two checkboxes: one for "Attendance" and one for "Ate". Bethany Johnson has the "Attendance" checkbox checked. Dale Johnson has both "Attendance" and "Ate" checkboxes checked. Jane Smith has both "Attendance" and "Ate" checkboxes checked. John Smith has both "Attendance" and "Ate" checkboxes unchecked. At the bottom of the screen, there is a "Submit" button.

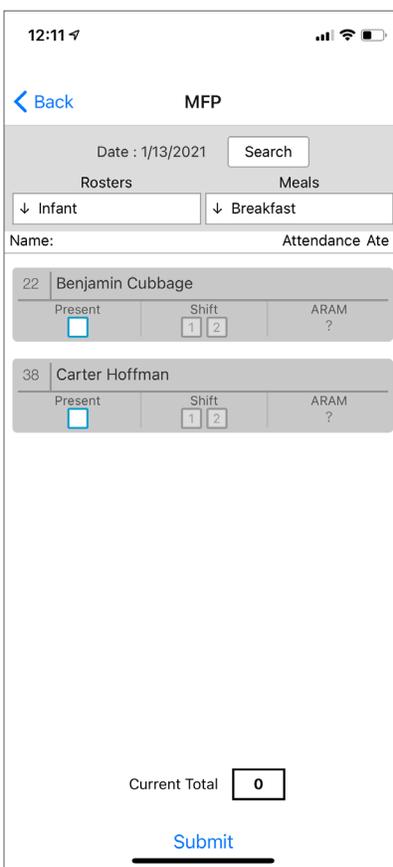
Notes:

- 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.

Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Mobile App

To enter attendance and meal counts with shifts using your mobile device:

- Click “Attendance & Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the participant was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the participant was present.
- Click Submit.



The screenshot shows a mobile app interface for entering attendance and meal counts. At the top, the time is 12:11. Below the time, there is a "Back" button and the text "MFP". The date is set to 1/13/2021, and there is a "Search" button. Below the date, there are two dropdown menus: "Rosters" with "Infant" selected and "Meals" with "Breakfast" selected. Below the dropdowns, there is a "Name:" field and an "Attendance Ate" field. The main content area shows two rows of data for participants: Benjamin Cabbage (ID 22) and Carter Hoffman (ID 38). Each row has a "Present" checkbox, a "Shift" column with buttons for "1" and "2", and an "ARAM" column with a question mark. At the bottom, there is a "Current Total" field with the value "0" and a "Submit" button.

Notes:

- You cannot click “Shift 1” and/or “Shift 2” 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

Attendance

Attendance and meal counts can be recorded three ways:

Web App

through any web browser, such as Chrome, Explorer, Edge or Safari.

Mobile App

available through Google Play or iTunes.

Paper

which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in “Site Details”:

Present

simply records whether the participant was in attendance on a day or not

In/Out

records an arrival and departure time

Attendance: Daily Attendance using Web App



To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Notes to Sponsor: providers or centers now 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 the box next to the name of each participant in attendance.
- 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”.

Attendance

Date

Roster

Notes to Sponsor

ID	Name	Present
22	Benjamin Cabbage	<input type="checkbox"/>
38	Carter Hoffman	<input type="checkbox"/>

Current Total

Attendance: Daily Attendance with Meal Outside of Normal Schedule using Web App



To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- The current date will auto-populate or select the date (note that you cannot take attendance for future dates).
- (Optional) Select the Roster for which you want to take attendance.
- Notes to Sponsor: providers or centers now 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 the box next to the name of each participant in attendance under “Present”.
- 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 the box next to the name of each participant who is attending at a time outside their normal schedule under “Meal Outside of Normal Schedule”. Be sure to provide a reason.
- Click “Save”.

Attendance

Date:

Roster:

Notes to Sponsor:

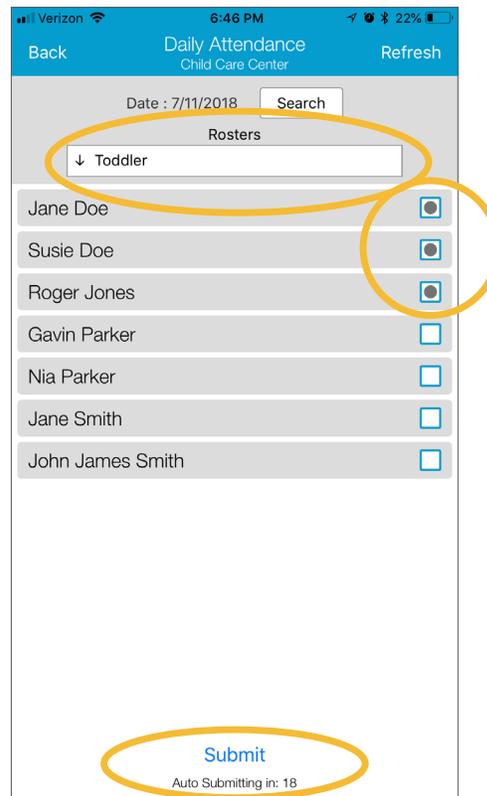
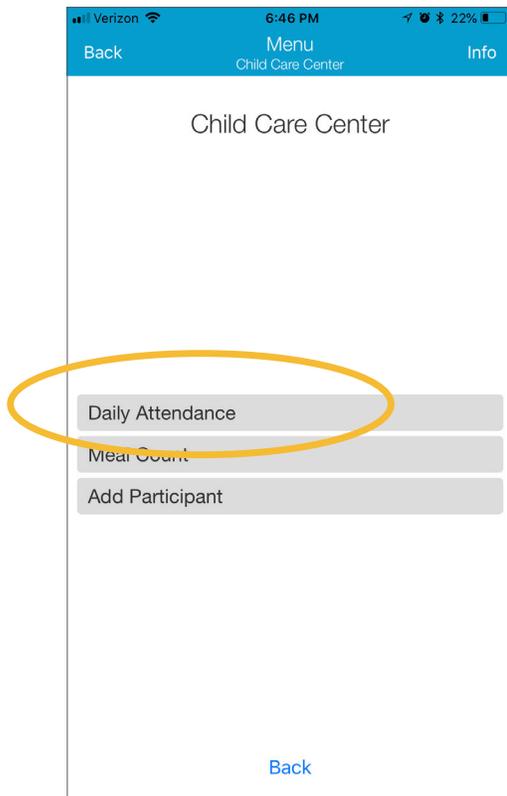
ID	Name	Present	Meal Outside of Normal Schedule
22	Benjamin Cabbage	<input type="checkbox"/>	<input type="checkbox"/> Reason...
38	Carter Hoffman	<input type="checkbox"/>	<input type="checkbox"/> Reason...

Current Total:

Attendance: Daily Attendance using Mobile App

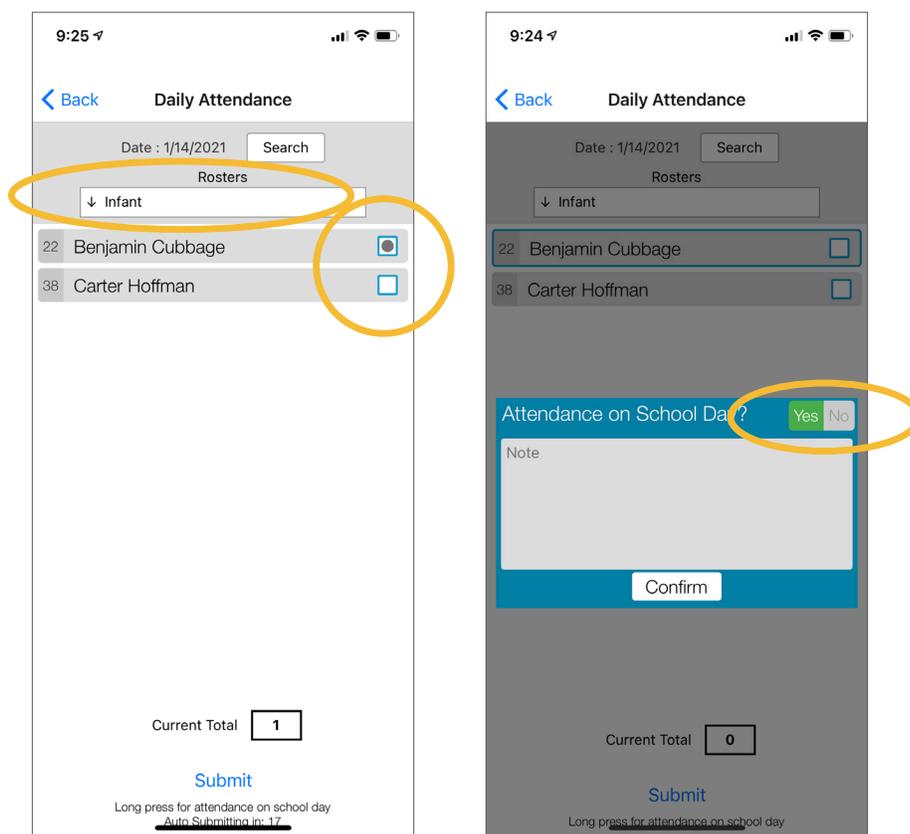
To take attendance using using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select those that are present.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



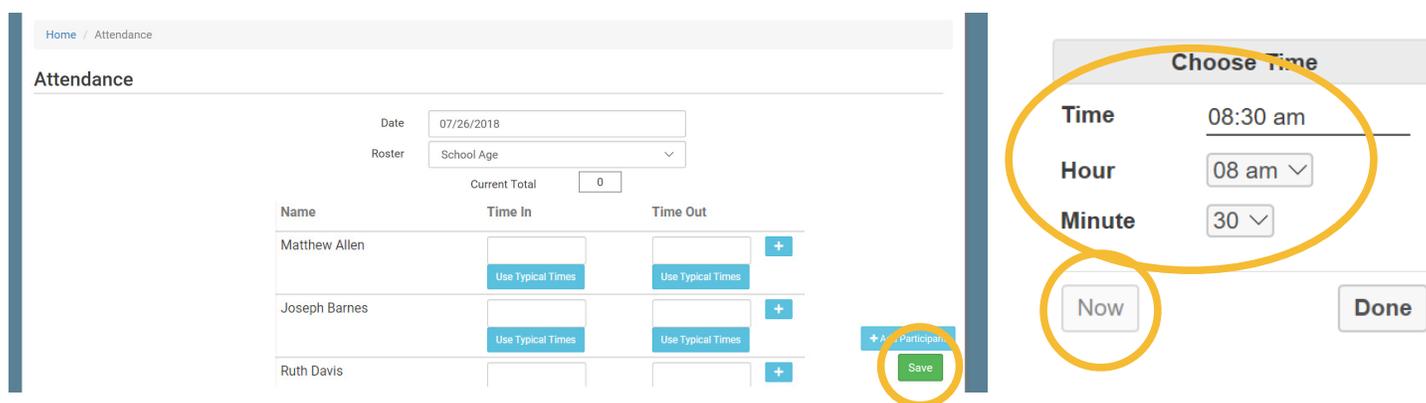
To take attendance using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select those that are present.
- To record a participant attending outside of their normal schedule, do a long press (press & hold) on the participant’s name.
 - A new dialog box will open saying “Attendance on School Day?” which you can toggle to YES.
 - Be sure to provide a reason in the notes field (required).
 - Click “Confirm”.
 - Select the checkbox next to their name for attendance.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- When the participant arrives, use the time-picker function to enter the Time In, or simply click the button that says “Now” from within the time-picker to auto-fill the current time.
- You can also click the “Use Typical Times” button to pre-fill the arrival or departure time from the enrollment form participant schedule.
- Click “Done” to save the time and then click the green “Save” button to record the time entry.
- When the participant departs, use the time-picker function to record the Time Out.
- Click “Save”.
- If a participant arrives and departs more than once in a day (for example, a participant attends the center before and then again after an appointment), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.



Home / Attendance

Attendance

Date: 07/26/2018
Roster: School Age
Current Total: 0

Name	Time In	Time Out
Matthew Allen	<input type="text"/> Use Typical Times	<input type="text"/> Use Typical Times
Joseph Barnes	<input type="text"/> Use Typical Times	<input type="text"/> Use Typical Times
Ruth Davis	<input type="text"/>	<input type="text"/>

+ Participant
 Save

Choose Time

Time: 08:30 am
Hour: 08 am
Minute: 30
Now Done

Notes:

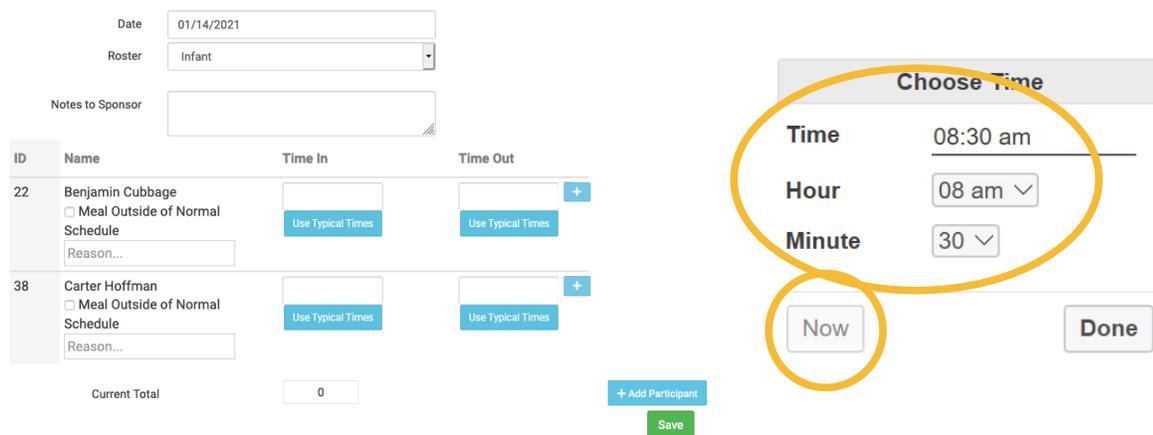
- If you do not enter an arrival time and a participant is checked in for a meal, the “Time In” will automatically be set to the time at which the first meal or snack for the day was recorded.
- If you do not enter a departure time, the system will record the departure at 11:59pm.

Attendance: In/Out Times with Meal Outside of Normal Schedule using Web App

To take attendance using the web app:

- Click on the “Attendance” button on the main dashboard.
- The current date will auto-populate or select the date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- Notes to Sponsor: centers now 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.
- When the participant arrives, use the time-picker function to enter the Time In, or simply click the button that says “Now” from within the time-picker to auto-fill the current time.
- You can also click the “Use Typical Times” button to pre-fill the arrival or departure time from the enrollment form participant schedule.
- Click “Done” to save the time and then click the green “Save” button to record the time entry.
- When the participant departs, use the time-picker function to record the Time Out.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- Click “Save”.
- If a participant arrives and departs more than once in a day (for example, a participant attends the center before and then again after an appointment), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.

Attendance



ID	Name	Time In	Time Out
22	Benjamin Cabbage	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Meal Outside of Normal Schedule	<input type="button" value="Use Typical Times"/>	<input type="button" value="Use Typical Times"/>
	<input type="text" value="Reason..."/>		
38	Carter Hoffman	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Meal Outside of Normal Schedule	<input type="button" value="Use Typical Times"/>	<input type="button" value="Use Typical Times"/>
	<input type="text" value="Reason..."/>		

Current Total: 0

+ Add Participant

Save

Choose Time

Time: 08:30 am

Hour: 08 am

Minute: 30

Now Done

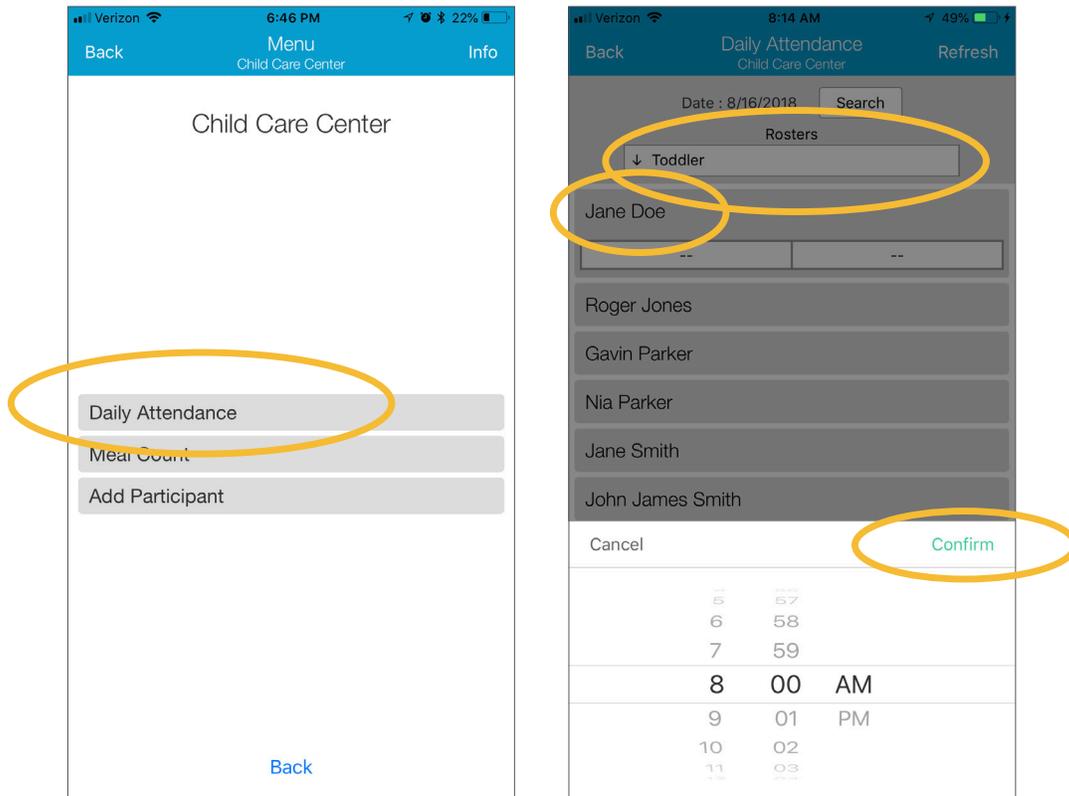
Notes:

- If you do not enter an arrival time and a participant is checked in for a meal, the “Time In” will automatically be set to the time at which the first meal or snack for the day was recorded.
- If you do not enter a departure time, the system will record the departure at 11:59pm.

Attendance: In/Out Times using Mobile App

To take attendance using the mobile app:

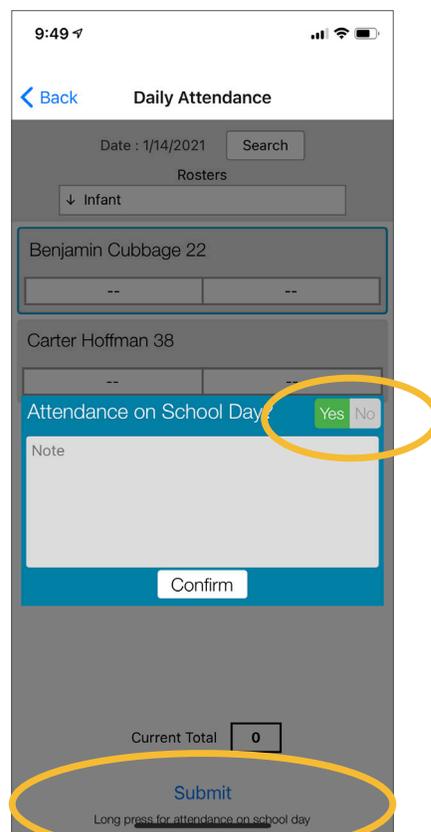
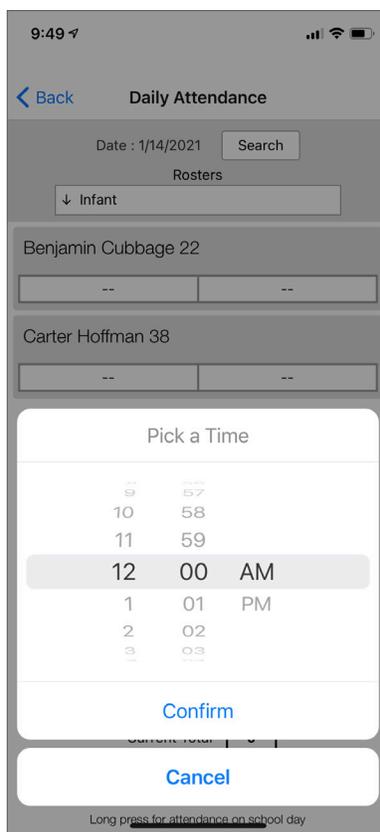
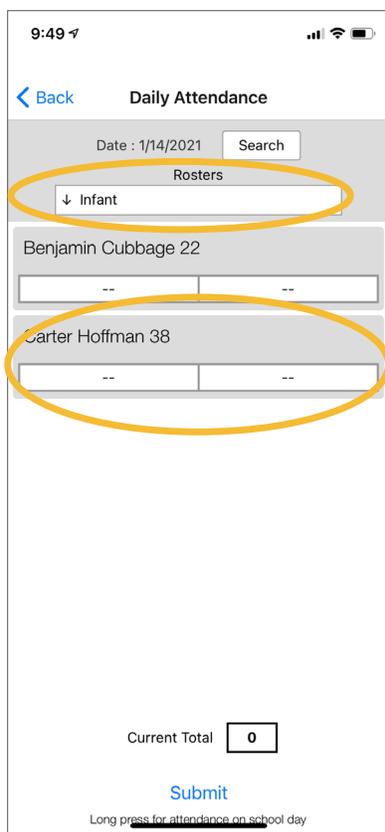
- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select the name of the participant and click on the left box to enter a “time in”. Use the selector to enter the time the participant arrived. Click “Confirm”.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



Attendance: In/Out Times with Meal Outside of Normal Schedule using Mobile App

To take attendance using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select the name of the participant and click on the left box to enter a “time in”. Use the selector to enter the time the participant arrived. Click “Confirm”.
- Click on the right box to enter a “time out” following the same method and click “Confirm”.
- If you need to record that they are attending outside of their normal schedule, do a long press (press and hold) on the participant’s name.
 - A new dialog box will open saying “Attendance on School Day?” which you can toggle to YES.
 - Be sure to provide a reason in the notes field (required).
 - Click “Confirm”.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



Meal Count

Attendance and meal counts can be recorded three ways:

Web App

through any web browser, such as Chrome, Explorer, Edge or Safari.

Mobile App

available through the Google Play or iTunes.

Paper

which must then be manually entered using the web app.

Meal Counts can be taken two different ways and the method is set in “Site Details”:

Meal Count by Name (roster-based)

this means that you are selecting the names of individual participants for each meal

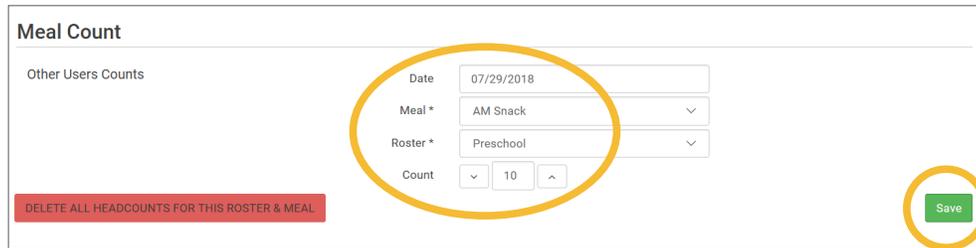
Headcount

this means that you are just counting the number of participants present for a meal and entering that number. You are not tracking which participants are attending each specific meal.

Meal Count: By Headcount using Web App

To take a headcount meal count:

- Click on “Meal Count” on the main dashboard.
- Select the date, meal and roster for which you want to take a count.
- Use the up/down arrows or type a number into the box.
- Click “Save” to record the meal counts.

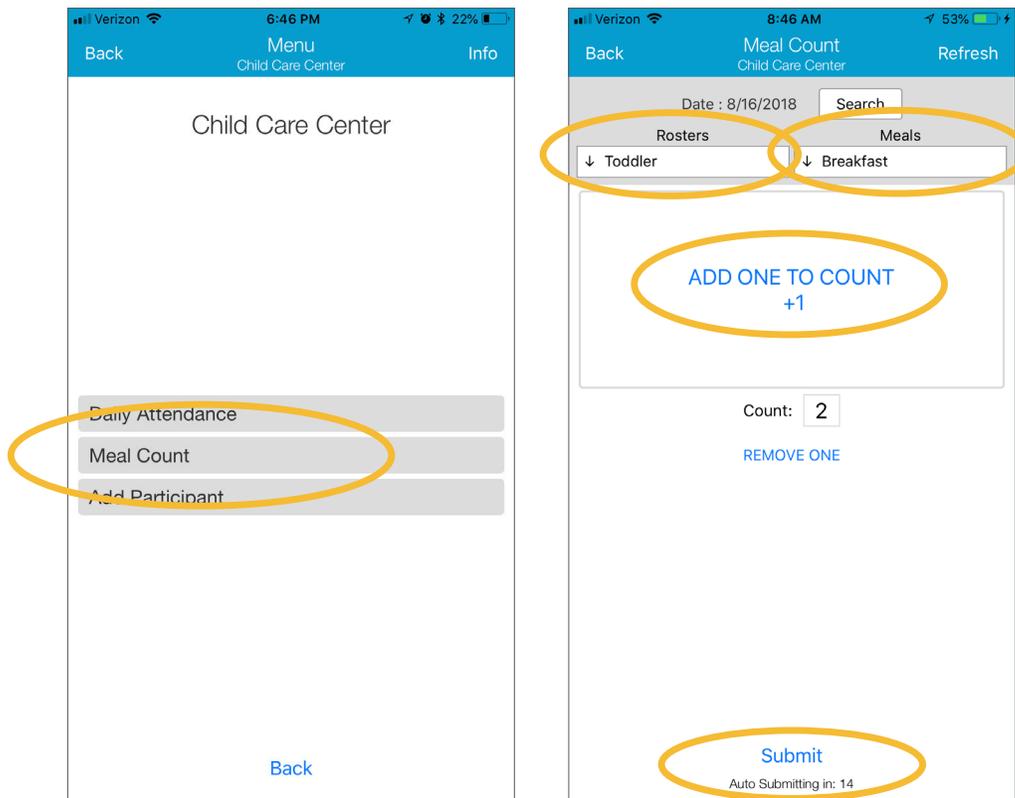


Note: headcount meal counts from other users will appear on the upper-left corner. If two users enter counts for the same meal on the same day, they will add together. If using headcount meal counts, we strongly recommend having only one person assigned to entering meal counts. Multiple users are less of a problem with meal count by name since the system prevents a participant from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular participants, it can cause confusion if multiple people enter counts.

Meal Count: By Headcount using Mobile App

To take headcount meal count using mobile app:

- Click on the “Meal Count” button and select the correct roster and meal.
- Click the “Add One to Count” button until you reach the number of participants eating the meals.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



Note: If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.

Meal Count: By Name with Shifts using Web App



To take a meal count by name:

- **Note:** attendance must be taken prior to meal counts.
- Click on “Meal Count” on the main dashboard.
- Select the date, roster and meal for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Each participant will be listed multiple times, once for each shift.
- Click the “Ate” button next to the name of each participant and the appropriate shift. If no participants appear on the list, check that attendance has been taken first.
 - **Note:** if a participant is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- 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”. You will see a confirmation message at the top of the screen confirming meal counts were saved.

Meal Count Roster

Date:

Roster:

Meal:

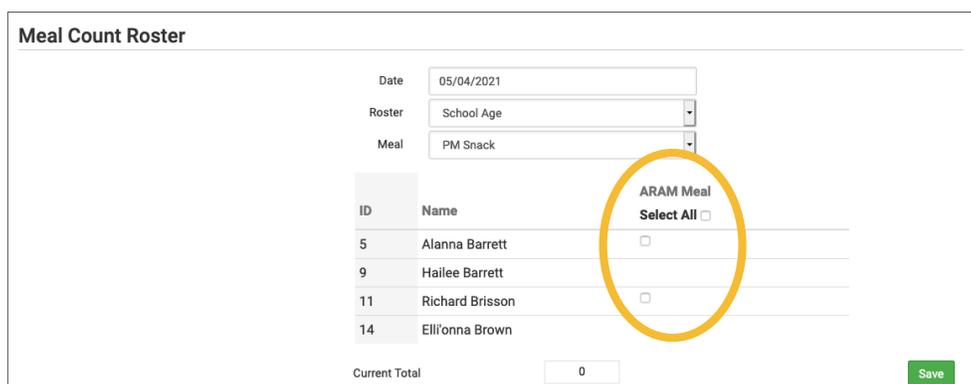
ID	Name	Shift	Ate
			Select All <input type="checkbox"/>
22	Benjamin Cubbage	1	<input type="checkbox"/>
22	Benjamin Cubbage	2	<input type="checkbox"/>
38	Carter Hoffman	1	<input type="checkbox"/>
38	Carter Hoffman	2	<input type="checkbox"/>

Current Total:

Note: 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.

To take a meal count with mixed CACFP/ARAM:

- Click on “Meal Count” on the main dashboard.
- Select the date, meal and roster for which you want to take a count.
- Select the box under ARAM Meal for the eligible participants.
- If a participant is not marked as eligible for ARAM, then no ARAM box will appear on the meal count screen. Either check the participant 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” to record the meal counts.



ID	Name	ARAM Meal Select All
5	Alanna Barrett	<input type="checkbox"/>
9	Hailee Barrett	<input type="checkbox"/>
11	Richard Brisson	<input type="checkbox"/>
14	Ell'onna Brown	<input type="checkbox"/>

Current Total: 0 Save

Meal Count: By Name using Web App



To take a meal count by name:

- **Note:** attendance must be taken prior to meal counts.
- Click on “Meal Count” on the main dashboard.
- Select the date and roster for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Click the “Ate” button next to the name of each participant in attendance at the meal. If no participants appear on the list, check that attendance has been taken first.
 - **Note:** if a participant is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- 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”. You will see a confirmation message at the top of the screen confirming meal counts were saved.

Meal Count Roster

Date:

Roster:

Meal:

ID	Name	Ate
		Select All <input type="checkbox"/>
22	Benjamin Cabbage	<input type="checkbox"/>
38	Carter Hoffman	<input type="checkbox"/>

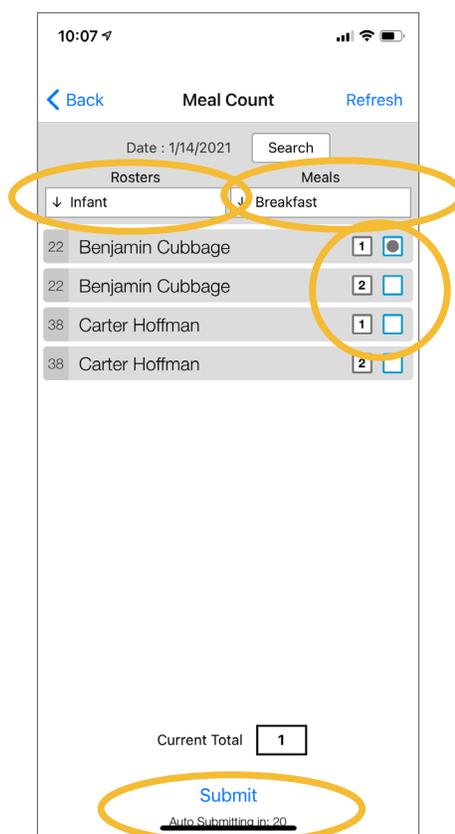
Current Total:

Note: 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: By Name with Shifts using Mobile App

To take meal count by name using mobile app:

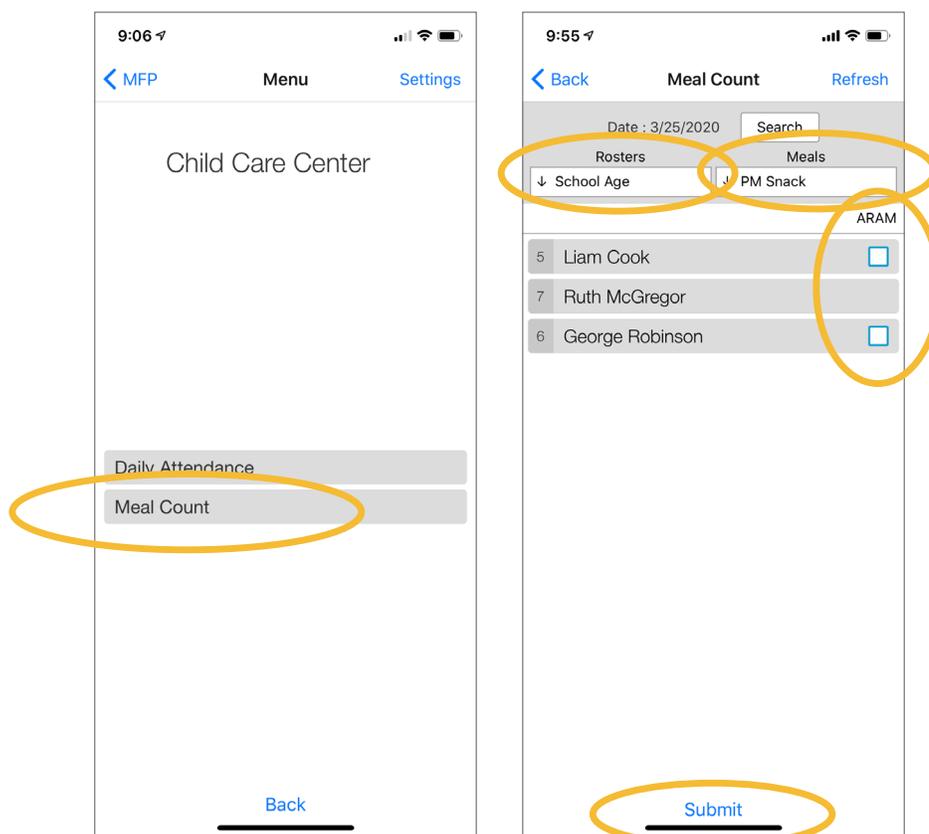
- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. If no participants appear on the list, check that attendance has been taken first.
- Each participant will be listed multiple times, once for each shift.
- Click the box next to the name of each participant and the appropriate shift.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.



Note: If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.

To take meal count with mixed CACFP/ARAM using mobile app:

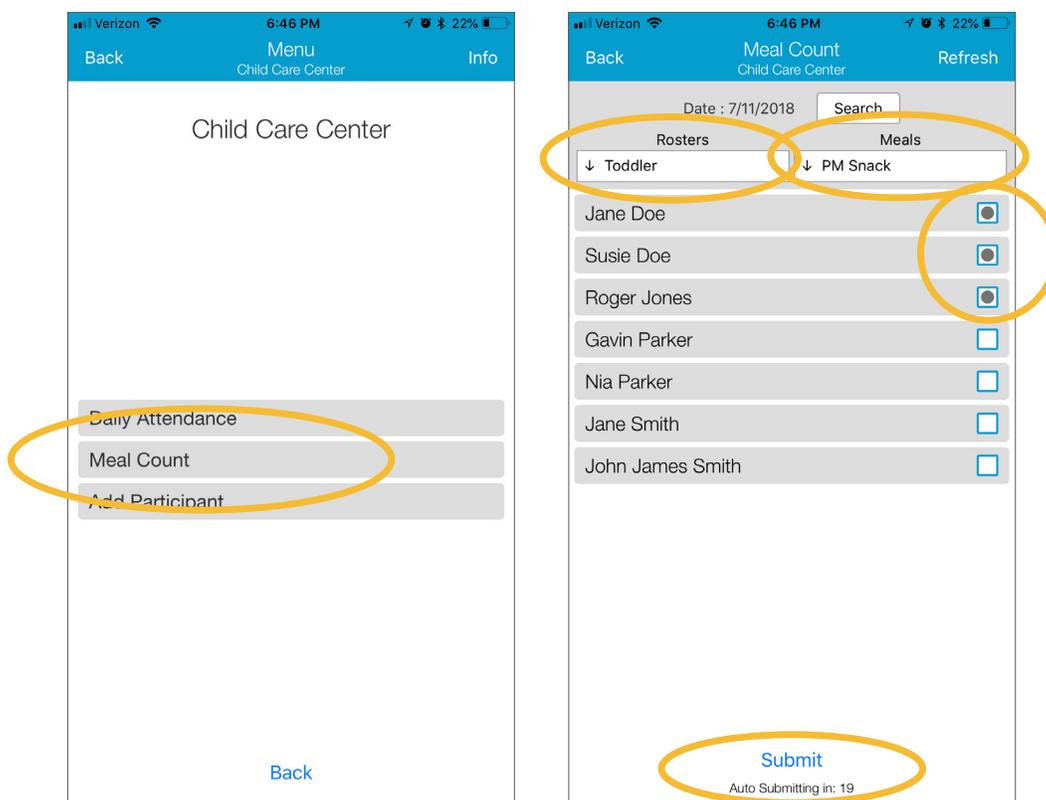
- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. Check the box to the right of the participant’s name under ARAM for eligible participants.
- Click “Submit”.
- If a participant is not marked as eligible for ARAM, then no ARAM box will appear on the meal count screen. Either check the participant in for a CACFP meal on another roster or go back and mark the participant as eligible for ARAM.
- This information will be saved to the database and users who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



Note: If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.

To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. If no participants appear on the list, check that attendance has been taken first. Check the box to the right of the participant’s name for all of the participants that ate the meal.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



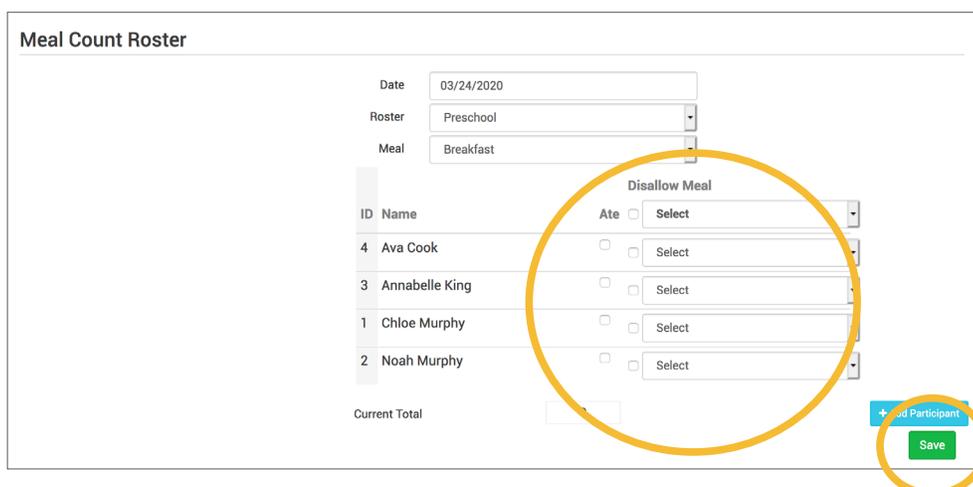
Note: If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.

Meal Count: Disallowing Meal Counts from the Meal Count Page

Meal counts can be disallowed from the meal count screen.

To disallow a meal from the meal count page:

- Click on “Meal Count” on the main dashboard.
- Select the date, roster and meal for which you are disallowing a meal count.
- You can either disallow ALL meals or select individuals.
- Check the box at the top for all, or the box next to each individual’s name under Disallow Meal.
- Select the option for why the meal is being disallowed. Options include:
 - Meal counts not current
 - Meal counts not taken at point of service
 - Meal served is not creditable
 - Parent-provided meal
 - Special dietary need not correctly accommodated
 - All components not served at the same time
 - Participant not eligible for CACFP
 - Milk Shortage
 - Claiming Percentage below 25 percent
 - Program records not available during monitoring visit
 - Program and claim records received after the deadline
 - Report does not match monitor review or parent audit
 - Site not available for monitoring review
 - Failure to attend Required Training
 - Unrecorded school holiday, offsite, closure, or virtual learning, etc
 - Over Licensed Capacity
- Click “Save”.



The screenshot shows the "Meal Count Roster" interface. At the top, there are dropdown menus for "Date" (03/24/2020), "Roster" (Preschool), and "Meal" (Breakfast). Below these is a table with columns for "ID", "Name", "Ate", and "Disallow Meal". The "Disallow Meal" column contains a "Select" dropdown menu for each row. A large yellow circle highlights the "Disallow Meal" dropdown menus for the four participants listed. At the bottom right, there are two buttons: a blue "+ Add Participant" button and a green "Save" button, both also circled in yellow.

ID	Name	Ate	Disallow Meal
4	Ava Cook	<input type="checkbox"/>	Select
3	Annabelle King	<input type="checkbox"/>	Select
1	Chloe Murphy	<input type="checkbox"/>	Select
2	Noah Murphy	<input type="checkbox"/>	Select

Meal Count: Disallowing Meal Counts in Bulk



Meal counts can be disallowed in bulk from the Review Claim Errors and Disallow Meals screen. You can choose to disallow “By Participant” or “By Meal”.

To disallow “By Participant”:

- Click on “Review Claim Errors and Disallow Meals” on the main dashboard.
- Then click on the blue “View/Edit Meals Disallowed by Sponsor” button.
- Select “By Participant” in the first dropdown.
- Then select individual participants, or you can select all, and choose the date.
- Click the green “Load” button.
- A table will appear with the roster, name(s) of the participant(s), meal types and each date for the week.
 - If you see the knife and fork icon, with a green background, that indicates a meal was recorded.
 - In order to disallow a meal, click on the red plus button next to the icon, select the appropriate reason and click save. The box will now have a red background with the number that indicates the reason for the disallow.
 - You may also select the green “Disallow All” button at the top to disallow all meals in that week with the same reason.
 - There is also a red “Remove All Disallows” button that you can click if you would like to remove all of the disallows for the week.
- At the top of each date is another red plus button. You can click here to disallow all meals for that date. Choose your appropriate reason and click save.

Bulk Disallow

By Participant: Calvin Allaire | Date: 05/01/2021 | Load Reset Disallow All Remove All Disallows

		+ + + + + + +							
Roster	Participant	Meal Type	05/01/2021	05/02/2021	05/03/2021	05/04/2021	05/05/2021	05/06/2021	05/07/2021
Preschool +1	Calvin Allaire	Breakfast							
		Lunch							
		PM Snack							

1	Meal counts not current
2	Meal counts not taken at point of service
3	Meal served is not creditable
4	Parent-provided meal
5	Special dietary need not correctly accommodated
6	All components not served at the same time
7	Participant not eligible for CACFP
8	Milk Shortage
9	Claiming Percentage below 25 percent
10	Program records not available during monitoring visit
11	Program and claim records received after the deadline
12	Report does not match monitor review or parent audit
13	Site not available for monitoring review
14	Failure to attend Required Training
15	Unrecorded school holiday, offsite, closure, or virtual learning, etc

Note: There is a list on this page with all of the available reasons for disallowing a meal. Each reason is numbered and those numbers appear in the table for each disallow. You are able to view the entire week and quickly see the reason for each disallow. You can also print this information for your records with the *Disallowed Meals Report*.

Meal Count: Disallowing Meal Counts in Bulk



Meal counts can be disallowed in bulk from the Review Claim Errors and Disallow Meals screen. You can choose to disallow “By Participant” or “By Meal”.

To disallow “By Meal”:

- Click on “Review Claim Errors and Disallow Meals” on the main dashboard.
- Then click on the blue “View/Edit Meals Disallowed by Sponsor” button.
- Select “By Meal” in the first dropdown.
- Then select meal type, roster and date. Note that you are able to select all meal types and all rosters.
- Click the green “Load” button.
- A table will appear with the roster, participants, meal type and each date for the week.
 - If you see the knife and fork icon, with a green background, that indicates a meal was recorded.
 - In order to disallow a meal, click on the red plus button next to the icon, select the appropriate reason and click save. The box will now have a red background with the number that indicates the reason for the disallow.
 - You may also select the green “Disallow All” button at the top to disallow all meals in that week with the same reason.
 - There is also a red “Remove All Disallows” button that you can click if you would like to remove all of the disallows for the week.
- At the top of each date is another red plus button. You can click here to disallow all meals for that date. Choose your appropriate reason and click save.

Bulk Disallow

By Meal: Breakfast | Roster: Toddlers | Date: 05/01/2021 | Load Reset Disallow All Remove All Disallows

			+						
Roster	Participant	Meal Type	05/01/2021	05/02/2021	05/03/2021	05/04/2021	05/05/2021	05/06/2021	05/07/2021
Toddlers	Carolyn Miller	Breakfast			11 +	11 +	11 +	11 +	11 +
	Scottlyn Fearing	Breakfast			11 +	11 +	11 +	11 +	11 +
	Joshua Roy	Breakfast			11 +	11 +	11 +	11 +	11 +
	Anders Christner	Breakfast			11 +			11 +	
	Aiden McDougall	Breakfast			11 +	11 +	11 +	11 +	11 +
	Allie Cronin	Breakfast			11 +	11 +	11 +	11 +	11 +
	Lucy Gilbertson	Breakfast			11 +			11 +	
	Hazel Nagimesi	Breakfast			11 +	11 +	11 +	11 +	11 +
	Liam Marshall	Breakfast			11 +	11 +	11 +	11 +	
	Wally Roehl	Breakfast			11 +	11 +	11 +	11 +	11 +
Hunter Hamm	Breakfast			11 +	11 +	11 +	11 +	11 +	

1	Meal counts not current
2	Meal counts not taken at point of service
3	Meal served is not creditable
4	Parent-provided meal
5	Special dietary need not correctly accommodated
6	All components not served at the same time
7	Participant not eligible for CACFP
8	Milk Shortage
9	Claiming Percentage below 25 percent
10	Program records not available during monitoring visit
11	Program and claim records received after the deadline
12	Report does not match monitor review or parent audit
13	Site not available for monitoring review
14	Failure to attend Required Training
15	Unrecorded school holiday, offsite, closure, or virtual learning, etc

Note: There is a list on this page with all of the available reasons for disallowing a meal. Each reason is numbered and those numbers appear in the table for each disallow. You are able to view the entire week and quickly see the reason for each disallow. You can also print this information for your records with the *Disallowed Meals Report*.

Meal Count: Editing Meal Counts



Meal counts can be edited in the past for months for which meal counts have been submitted to sponsor by users with the following permissions:

1. Sponsor Administrators
2. Site Manager/Director (if allowed by sponsor)

No users of any permission level can edit a meal count in a month for which meal counts have been submitted to sponsor. In order to edit meal counts if a claim has been processed, the claim must be rolled back.

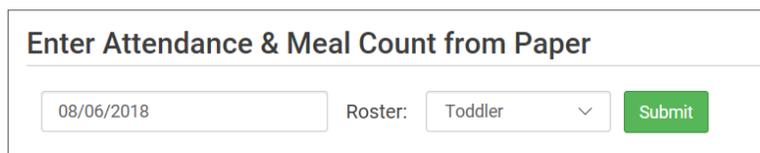
To edit a meal count:

- Click on “Meal Count”, “Attendance & Meal Count Entry” or “Attendance & Meal Count from Paper” on the main dashboard. The name of the button will depend on your site configuration.
- Click on the date and meal for which you need to edit a meal count.
- Click in additional participants or “uncheck” participants entered in error.
- Click “Save”.

Paper Entry

To print attendance and meal counts sheets:

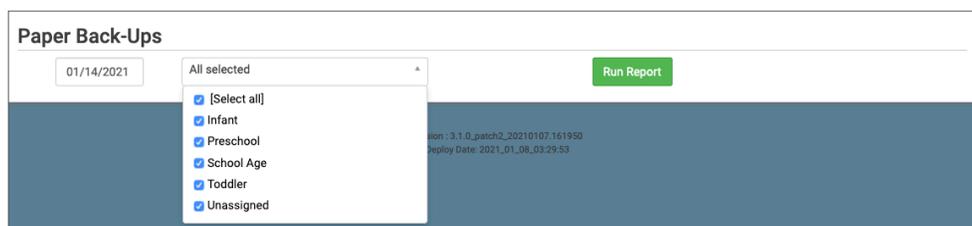
- Click on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.



- You will now see a list of participants that are assigned to that roster along with a list of the meals served.
- Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

To print attendance and meal counts sheets from the Reports section:

- Click on “Reports” on the main dashboard.
- Select “Recordkeeping Reports” from the drop-down list.
- Select the report called “Paper Backups”.



- Select the week and roster for which you would like to print. From here, you can also “Select All”.
- Click the green “Run Report” button.
- Click on the “Download Report” hyperlink that appears to open your file.

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: Infant ▼

← Previous Week

Week beginning 04 Jan 2021 **Roster: Infant**

Next Week →

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
Benjamin Cabbage	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
Carter Hoffman	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack

- Record attendance and meal counts on the paper forms by checking the box for each participant that attended on each day as well as each meal that they ate. Be sure to note the shift options and select appropriately.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: School Age ▼

← Previous Week
Week beginning 04 Jan 2021
Roster: School Age
Next Week →

	Monday 4			Tuesday 5			Wednesday 6			Thursday 7			Friday 8		
Olivia Abbott	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	
Alanna Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	
Hailee Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	

- Record attendance and meal counts on the paper forms by checking the box for each participant that attended on each day as well as each meal that they ate.
- Check the box under “ARAM Meal” for eligible participants.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Daily Attendance and Meal Counts by Name with Record Meals Outside of Normal Schedule



To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

08/06/2018 Roster: Toddler

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

01/04/2021 Roster: Infant

Week beginning 04 Jan 2021 Roster: Infant

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
Benjamin Cubbage	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>
Carter Hoffman	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text" value="Reasor"/>

- Record attendance and meal counts on the paper forms by checking the box for each participant that attended on each day as well as each meal that they ate.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

- You will now see a list of all participants along with the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Week beginning 04 Jan 2021

Monday 4 Tuesday 5 Wednesday 6 Thursday 7 Friday 8

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
	<input style="width: 30px;" type="text" value="0"/> Breakfast				
	<input style="width: 30px;" type="text" value="0"/> Lunch				
	<input style="width: 30px;" type="text" value="0"/> PM Snack				
Olivia Abbott	<input type="checkbox"/> Attendance				
Alanna Barrett	<input type="checkbox"/> Attendance				
Hailee Barrett	<input type="checkbox"/> Attendance				
Silas Bohnberger	<input type="checkbox"/> Attendance				

- Record attendance on the paper forms by checking the box for each participant that attended on each day.
- Record meal counts by entering the total number of meals served in the box to the left of each meal.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: In/Out Times and Meal Counts by Name

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

08/06/2018 Roster: Toddler

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

01/04/2021 Roster: Infant

Week beginning 04 Jan 2021 Roster: Infant

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8	
Benjamin Cabbage	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
Carter Hoffman	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out <input type="button" value="+"/>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack

- Record attendance on the paper forms by entering a time in and time out for each participant.
- Record meal counts by checking the box next to each meal that the participant ate.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen and enter the times that correspond to those on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: Infant ▼

← Previous Week

Week beginning 04 Jan 2021

Roster: Infant

Next Week →

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
Benjamin Cabbage	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +
Carter Hoffman	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="text"/> Time In <input type="text"/> Time Out +

Print
Save

- Record attendance on the paper forms by entering a time in and time out for each participant.
- Record meal counts by checking the box next to each meal that the participant ate. Be sure to note the shift options and select appropriately.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen and enter the times that correspond to those on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: School Age ▼

← Previous Week
Week beginning 04 Jan 2021
Roster: School Age
Next Week →

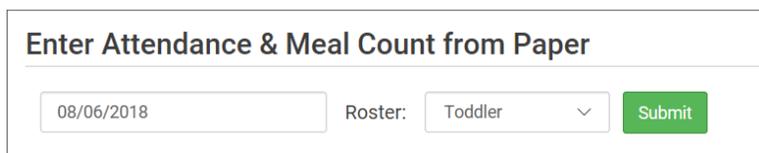
	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8	
Olivia Abbott	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal
Alanna Barrett	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal
Hailee Barrett	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> ARAM Meal

- Record attendance on the paper forms by entering a time in and time out for each participant.
- Record meal counts by checking the box next to each meal that the participant ate.
- Check the box under “ARAM Meal” for eligible participants.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen and enter the times that correspond to those on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

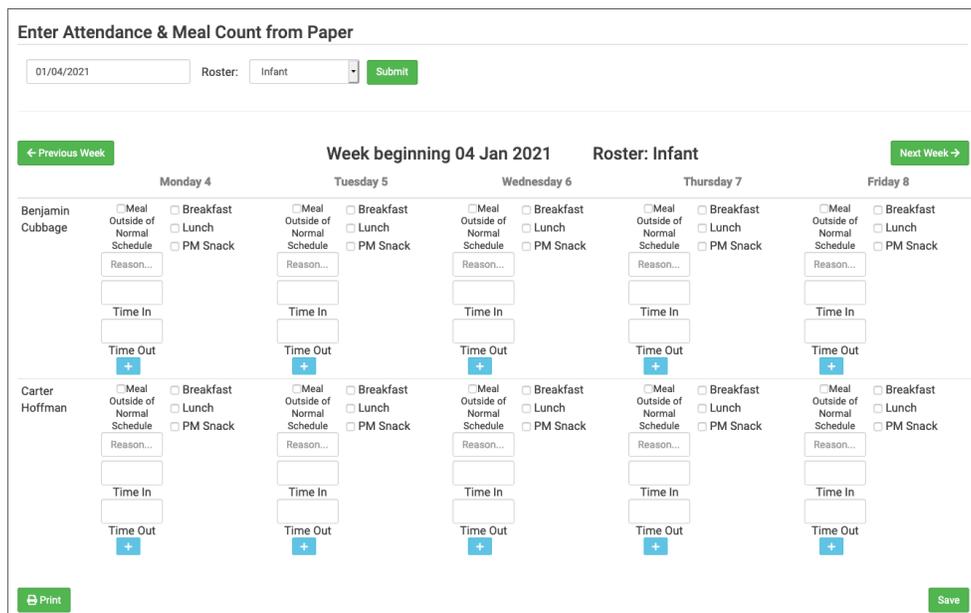
Paper Entry: In/Out Times and Meal Counts by Name with Record Meals Outside of Normal Schedule

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.



- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



- Record attendance on the paper forms by entering a time in and time out for each participant.
- Record meal counts by checking the box next to each meal that the participant ate.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen and enter the times that correspond to those on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: In/Out Times and Meal Counts by Headcount

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

- You will now see a list of all participants along with the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

🔗 See Meal Counts By Others

← Previous Week**Week beginning 04 Jan 2021**Next Week →

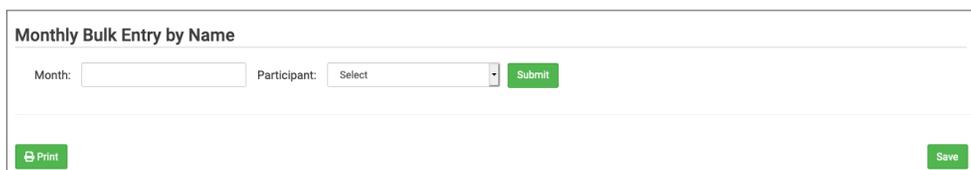
	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
	<input type="text" value="0"/> Breakfast				
	<input type="text" value="0"/> Lunch				
	<input type="text" value="0"/> PM Snack				
Olivia Abbott	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +
Alanna Barrett	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +
Hailee Barrett	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="text"/> Time In <input type="text"/> Time Out +

- Record attendance on the paper forms by entering a time in and time out for each participant.
- Record meal counts by entering the total number of meals served in the box to the left of each meal.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

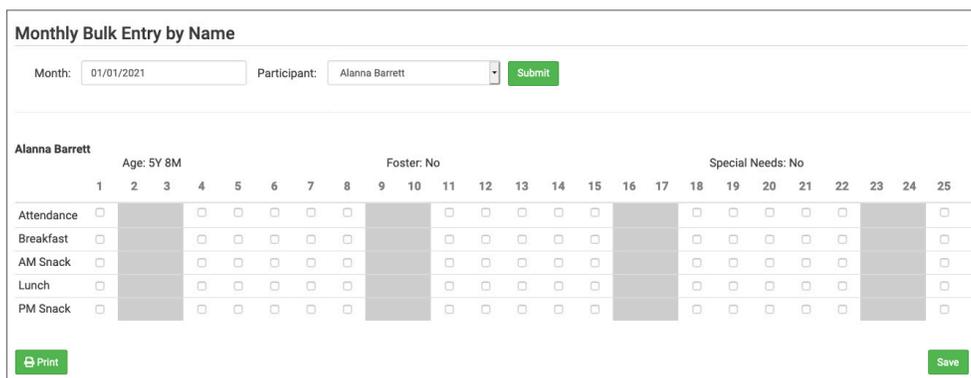
Paper Entry: Monthly Entry with Daily Attendance and Meal Counts by Name on Paper

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.



- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



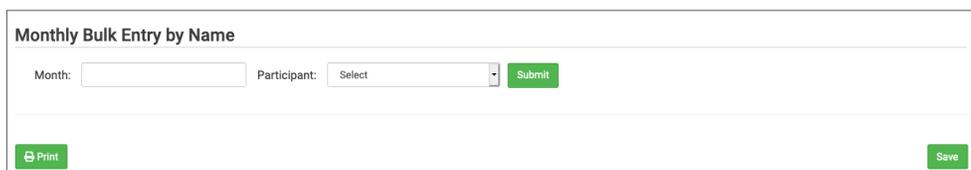
Alanna Barrett		Age: 5Y 8M		Foster: No		Special Needs: No																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Attendance	<input type="checkbox"/>																								
Breakfast	<input type="checkbox"/>																								
AM Snack	<input type="checkbox"/>																								
Lunch	<input type="checkbox"/>																								
PM Snack	<input type="checkbox"/>																								

- Record attendance and meal counts on the paper forms by checking the box next to attendance and each meal that they attended for each appropriate day.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with Daily Attendance and Meal Counts by Name on Paper with Shifts

To record attendance and meal counts on paper:

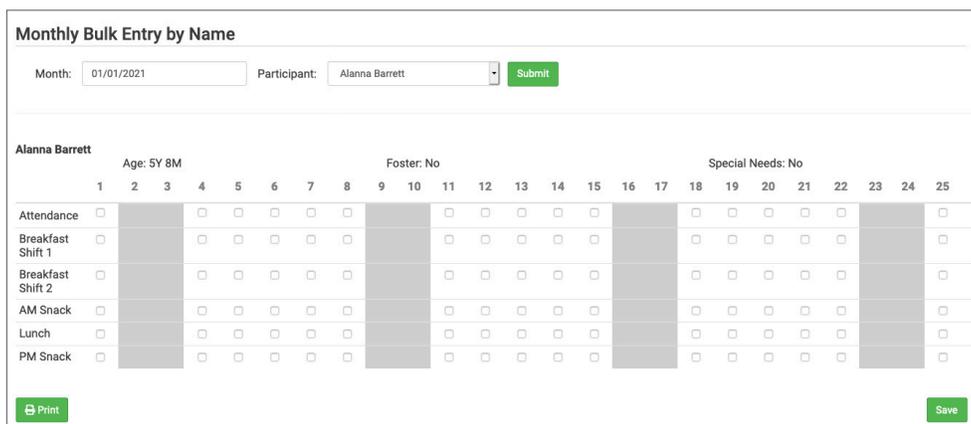
- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.



Monthly Bulk Entry by Name

Month: Participant:

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



Monthly Bulk Entry by Name

Month: Participant:

Alanna Barrett Age: 5Y 8M Foster: No Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	:
Attendance	<input type="checkbox"/>																									
Breakfast Shift 1	<input type="checkbox"/>																									
Breakfast Shift 2	<input type="checkbox"/>																									
AM Snack	<input type="checkbox"/>																									
Lunch	<input type="checkbox"/>																									
PM Snack	<input type="checkbox"/>																									

- Record attendance and meal counts on the paper forms by checking the box next to attendance and each meal that they attended for each appropriate day. Be sure to note the shift options and select appropriately.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with Daily Attendance and Meal Counts by Name on Paper with Mixed CACFP/ARAM



To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.

Monthly Bulk Entry by Name

Month: Participant:

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Monthly Bulk Entry by Name

Month: Participant:

Olivia Abbott

Age: 4Y 0M Foster: Yes Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Attendance	<input type="checkbox"/>																								
Breakfast	<input type="checkbox"/>																								
AM Snack	<input type="checkbox"/>																								
Lunch	<input type="checkbox"/>																								
PM Snack	<input type="checkbox"/>																								

- Record attendance and meal counts on the paper forms by checking the box next to attendance and each meal that they attended for each appropriate day.
- Check the box under “ARAM Meal” for eligible participants.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with Daily Attendance and Meal Counts by Name on Paper with Record Meals Outside Schedule



To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.

Monthly Bulk Entry by Name

Month: Participant:

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Monthly Bulk Entry by Name

Month: Participant:

Alanna Barrett Age: 5Y 8M Foster: No Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Attendance	<input type="checkbox"/>																	
	<input type="checkbox"/>																	
	<input type="text" value="Reason"/>																	
Breakfast	<input type="checkbox"/>																	
AM Snack	<input type="checkbox"/>																	
Lunch	<input type="checkbox"/>																	
PM Snack	<input type="checkbox"/>																	

- Record attendance and meal counts on the paper forms by checking the box next to attendance and each meal that they attended for each appropriate day.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with In/Out Attendance and Meal Counts by Name on Paper with Shifts

To record attendance and meal counts on paper:

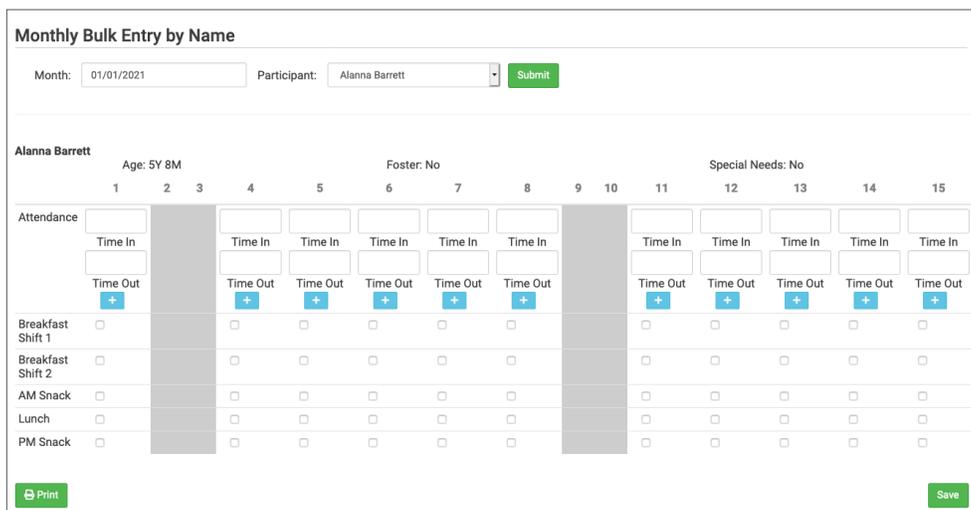
- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.



Monthly Bulk Entry by Name

Month: Participant:

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



Monthly Bulk Entry by Name

Month: Participant:

Alanna Barrett Age: 5Y 8M Foster: No Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Attendance	<input type="text"/>			<input type="text"/>			<input type="text"/>								
Time In	<input type="text"/>			<input type="text"/>			<input type="text"/>								
Time Out	<input type="text"/>			<input type="text"/>			<input type="text"/>								
	<input button"="" checkbox"="" type="button" value="+</input></td> </tr> <tr> <td>Breakfast Shift 1</td> <td><input type="/>			<input type="checkbox"/>			<input type="checkbox"/>								
Breakfast Shift 2	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>								
AM Snack	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>								
Lunch	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>								
PM Snack	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>								

- Record attendance on the paper forms by entering a time in and time out for each day.
- Record meal counts by checking the box next to each meal that the participant ate. Be sure to note the shift options and select appropriately.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form. Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with In/Out Attendance and Meal Counts by Name on Paper with Mixed CACFP/ARAM



To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

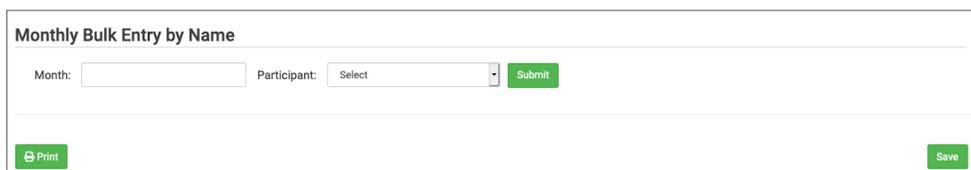
Monthly Bulk Entry by Name		Month: 01/01/2021		Participant: Olivia Abbott		Submit										
Olivia Abbott Age: 4Y 0M Foster: Yes Special Needs: No																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Attendance	Time In															
	Time Out															
Breakfast	Ate ARAM Meal															
AM Snack	Ate ARAM Meal															
Lunch	Ate ARAM Meal															
PM Snack	Ate ARAM Meal															
		Print				Save										

- Record attendance on the paper forms by entering a time in and time out for each day.
- Record meal counts by checking the box next to each meal that the participant ate.
- Check the box next to “ARAM Meal” for eligible participants.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form. Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

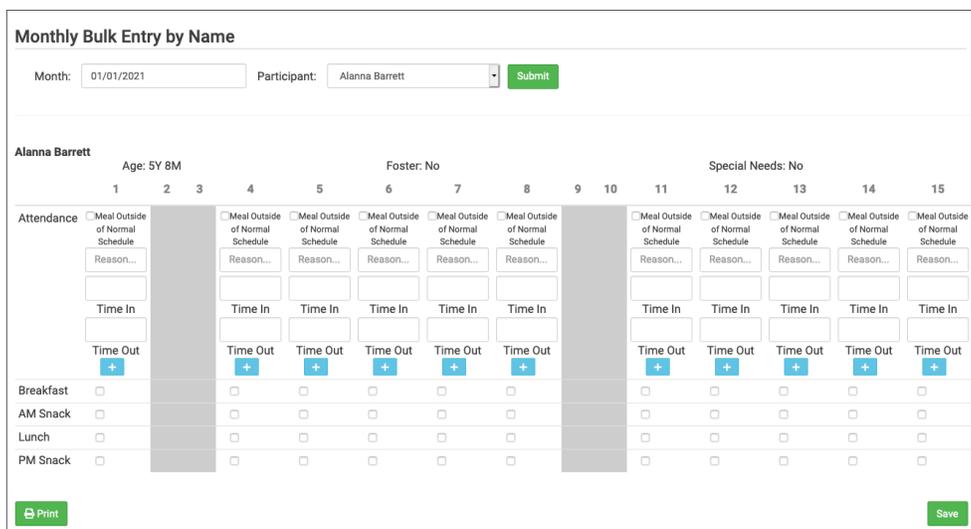
Paper Entry: Monthly Entry with In/Out Attendance and Meal Counts by Name on Paper with Record Meals Outside Schedule

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.



- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

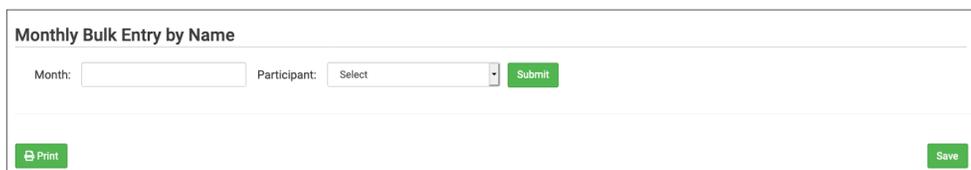


- Record attendance on the paper forms by entering a time in and time out for each day.
- Record meal counts by checking the box next to each meal that the participant ate.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form. Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

Paper Entry: Monthly Entry with In/Out Attendance and Meal Counts by Name on Paper

To record attendance and meal counts on paper:

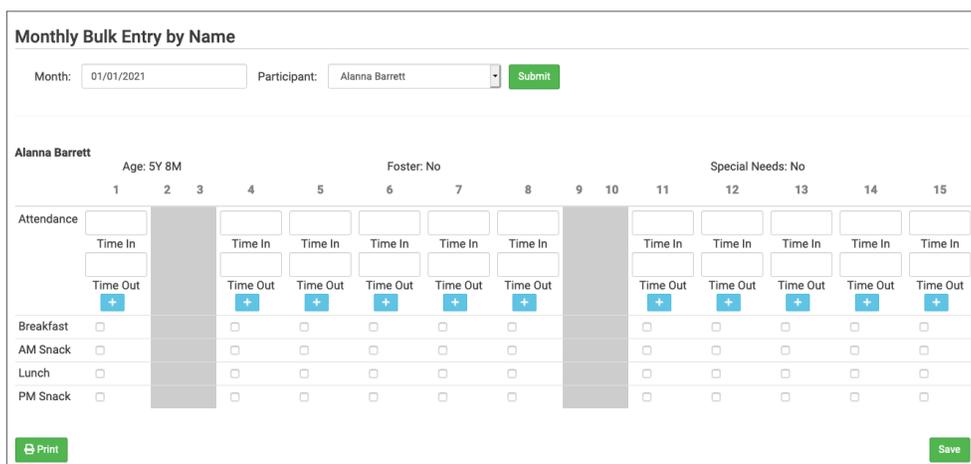
- Print the meal count and attendance sheets from the web app by clicking on “Monthly Bulk Entry by Name” on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-down menu.
- Click “Submit”.



Monthly Bulk Entry by Name

Month: Participant:

- You will now see the participant’s name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**



Monthly Bulk Entry by Name

Month: Participant:

Alanna Barrett Age: 5Y 8M Foster: No Special Needs: No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Attendance	<input type="text"/>														
Time In	<input type="text"/>														
Time Out	<input type="text"/>														
Breakfast	<input type="checkbox"/>														
AM Snack	<input type="checkbox"/>														
Lunch	<input type="checkbox"/>														
PM Snack	<input type="checkbox"/>														

- Record attendance on the paper forms by entering a time in and time out for each day.
- Record meal counts by checking the box next to each meal that the participant ate.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Monthly Bulk Entry by Name” and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form. Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.

*Participants
& Rosters*

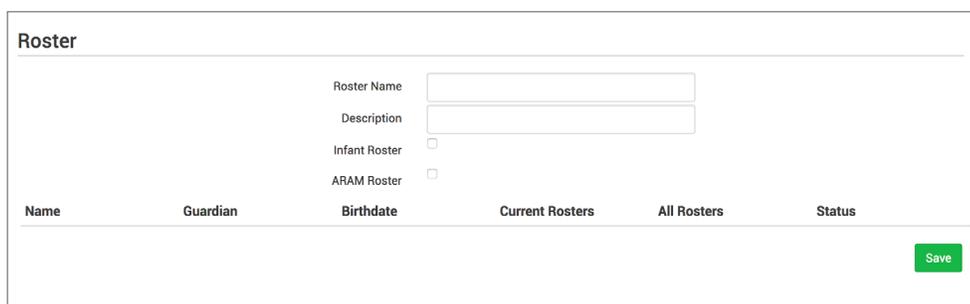
Rosters are simply lists of participants. **Participants can be on more than one roster and My Food Program will prevent double counting.** Different centers use rosters in different ways. Here are some examples:

1. The most common way to use rosters is to have them be a list of participants by room.
2. Creating lists based on schedules. For example: a roster of participants who attend on Monday, Wednesday, and Friday and another roster of participants who attend on Tuesday and Thursday.
3. Sorting participants according to the shifts run by the center. For example: a weekday roster and a weekend roster.

There is no limit to the number of rosters you can create or the number of participants who can be on a roster.

To create a new roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “New Roster” button in the upper-right.
- Give your roster a name and description.
- Select the box that says “Infant Roster” for any rosters that are for infants. Checking this box will allow teachers to take meal counts at any time during the day (although never before a meal has occurred). This flexibility is allowed because centers are to follow infant feeding preferences rather than strict meal times.
- Select the box that says “ARAM Roster” for any At-Risk Afterschool rosters. This should be selected by default for all Afterschool Program sponsors.
- Click “Save”.
- Your new roster is now available.



Name	Guardian	Birthdate	Current Rosters	All Rosters	Status
------	----------	-----------	-----------------	-------------	--------

Rosters can always be renamed by clicking on the name of the roster, typing the new name and clicking “Save”.

Participants & Rosters: Deleting and Deactivating Rosters



Rosters can only be deleted if no participant has ever been checked in for attendance or a meal on that roster. This restriction is in place because there are reports that can be run by roster and deleting a roster would corrupt those reports.

To delete a roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the red “Delete Roster” button.
- You will get a warning message. Click “OK” to continue.
- The roster is now deleted.

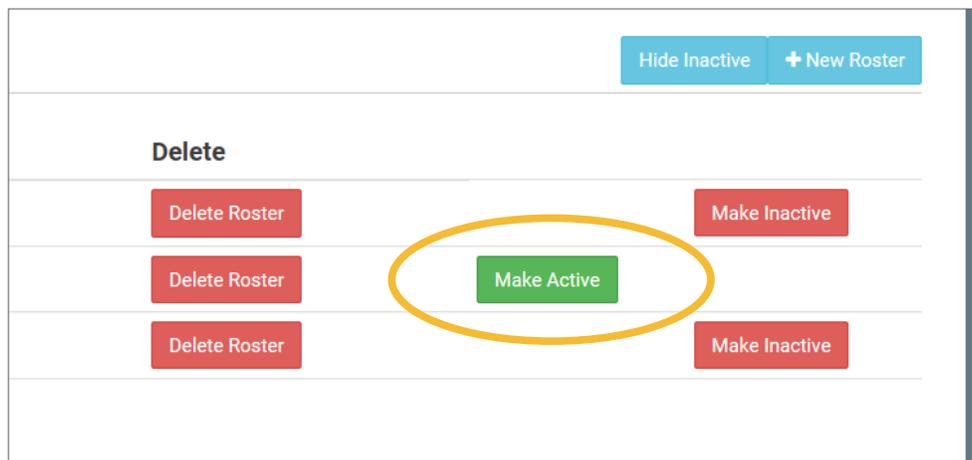
If you have a roster that you cannot delete, you can make it inactive.

To make a roster inactive:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the red “Make Inactive” button.
- The roster is now inactive and will not appear on attendance or meal count screens. However, the roster will still be available on historical reports.

To reactivate a roster:

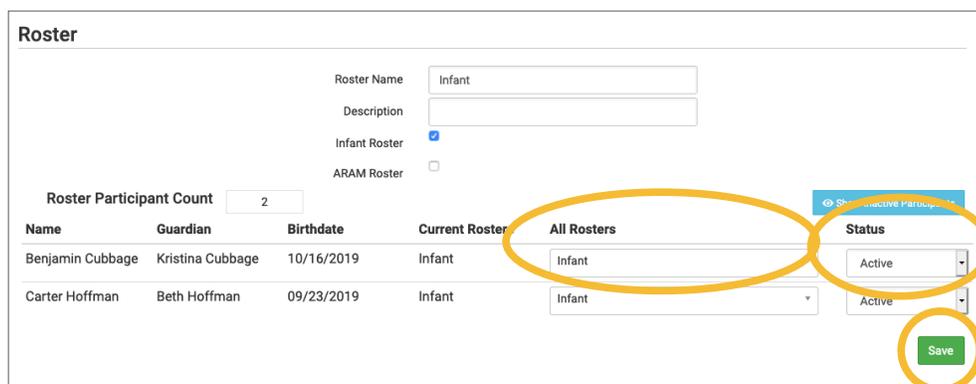
- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue button “Show Inactive” in the upper-right corner.
- Any rosters that were inactive will appear with a green button that says “Make Active”. Click on the green “Make Active” button to have a roster appear on the attendance and meal count screens again.



The participants that are assigned to each roster can be managed individually on each participant's information page. If you need to move a lot of participants and don't wish to click them individually, you can manage roster assignments easily on the roster page.

To manage roster assignments for multiple participants:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the roster that contains the participants you need to manage.
- On the roster page, you will see:
 - Roster Name
 - Description
 - Infant Roster Option
 - ARAM Roster Option
 - Roster Participant Count
- You will also see the following columns for all participants:
 - Name
 - Guardian
 - Birthdate
 - Current Rosters
 - All Rosters
 - Status
- There is a blue button labeled "Show (or Hide) Inactive Participants" that allows you to quickly show or hide those participants that are not currently active.
- Use the drop-down menus in the "All Rosters" column to change roster assignments of multiple participants. For example, when a group of preschoolers enroll in school and are promoted to the school-age roster.
- Use the drop-down menus in the "Status" column to change the status of multiple participants quickly. For example, if you have a roster of participants who only attend during the summer and now they will be inactive.
- Click "Save" and all changes will be applied to all the children with altered roster assignments or status.



Roster

Roster Name: Infant
Description:
Infant Roster:
ARAM Roster:

Roster Participant Count:

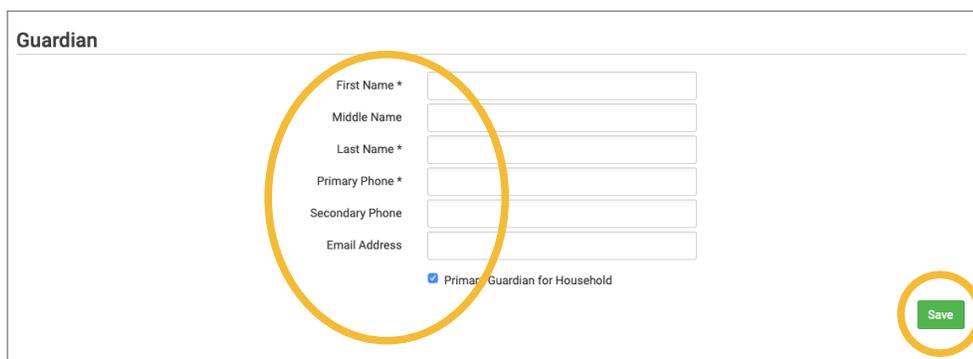
Name	Guardian	Birthdate	Current Roster	All Rosters	Status
Benjamin Cabbage	Kristina Cabbage	10/16/2019	Infant	Infant	Active
Carter Hoffman	Beth Hoffman	09/23/2019	Infant	Infant	Active

Save

When a new household enrolls in a site, a new household should be created. Remember that all participants in a household are linked to a single income form and household address.

To add a new household:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “Add New Household” button.
- Enter the household address and click “Save”.
- If the participant is under the custodial care of someone else, click the blue “Add Guardian” button.
- Complete the first name (required), last name (required), phone number and email for the parent/guardian.
- The “Primary Guardian for Household” is checked by default. You can uncheck this box if this guardian is not the primary guardian.
- Click “Save”.

A screenshot of a web form titled "Guardian". The form contains several input fields: "First Name *", "Middle Name", "Last Name *", "Primary Phone *", "Secondary Phone", and "Email Address". Each field has a corresponding text input box. Below the input fields is a checkbox labeled "Primary Guardian for Household" which is checked. A green "Save" button is located in the bottom right corner of the form. A yellow circle highlights the input fields, and another yellow circle highlights the "Save" button.

- The household is now ready to be completed with the participants’ information and the household income form. Please see separate instructions for those tasks.

Participants & Rosters: Households & Participants:

Adding Participants: Uploading Participants



If you have a new site and a list of participants in an Excel spreadsheet, you can use the upload feature instead of creating each participant individually.

To upload participants to My Food Program:

- Download the participant upload template [here](#).
- Copy the information from your spreadsheet into the template.
- Save the template. **Be sure to save as file extension “.csv”. Excel files like “.xlsx” will not work.**
- Log into My Food Program and click on “Participants & Rosters” on the main dashboard.
- Click on the green “Upload Participants” button.
- Use the file explorer to locate the file with participant information and click “Open”.
- To import all participants on your spreadsheet, click the checkbox next to the word “Participant” in the upper-left corner. This will select all participants on the list.
- If any participants cannot be imported, there will be an error message on the far right corner. You can either proceed with the upload and add those participants manually or cancel the upload and fix the errors in the spreadsheet.
- Once you have selected all the participants you wish to import, scroll to the bottom of the page and click “Save”.
- Your participants are now entered into My Food Program. Note: the import feature creates each participant in an individual household. If you wish to group participants into households, you will need to use the function of changing households.

Upload Participants				
<input checked="" type="checkbox"/> Participant	Guardian/Roster	Household	Schedule	Errors
<input checked="" type="checkbox"/> Olivia Daniels Birthdate: 01/01/2014 Active Start: 03/03/2015	Melanie Daniels (651) 555-1234	1111 Main Street S. Minneapolis MN Start: 05/05/2013 Expire: 03/31/2016	Monday: 6:00 AM - 9:00 PM Tuesday: 6:00 AM - 9:00 PM Wednesday: 6:00 AM - 9:00 PM Thursday: 6:00 AM - 9:00 PM Friday: 6:00 AM - 9:00 PM Saturday: 6:00 AM - 9:00 PM Sunday: 6:00 AM - 9:00 PM	
<input type="checkbox"/> John James Smith Birthdate: 02/02/2013 Inactive Start: 02/14/2016 Withdrawn: 03/31/2016	James Smith 808-555-1234	111 Main St Merced CA 12345 Tier: Tier I Start: 05/05/2014 Expire: 05/31/2015	Monday: 7:00 AM - 12:00 PM Saturday: 9:00 AM - 3:00 PM	Participant with this name and birthdate already exists
<input checked="" type="checkbox"/> April Garcia Birthdate: 11/09/2002 Hispanic or Latino Active Start: 01/11/2016	Jerry Garcia 208-222-1234	222 Main St Hanford CA 80808 Tier: Tier I Start: 05/05/2015 Expire: 05/31/2016	Monday: 3:00 AM - 7:00 PM Tuesday: 3:00 AM - 7:00 PM Saturday: 9:00 AM - 3:00 PM	

Sometimes you need to add a new participant to an existing household. The most common scenario for this function is when an enrolled participant also has their spouse enroll in the center.

To add a new participant to an existing household:

- Click on “Participants & Rosters” on the main dashboard
- Locate the existing household by either:
 - Clicking on the name of the Guardian for the household from the main participant page
 - OR
 - Clicking on the orange “Add to Existing Household” button from the main participant page.
- Click the blue “Add Participant” button
- Complete the required fields and click “Save”.

Before adding a new participants, ensure that you are not creating a duplicate. My Food Program will prevent the creation of a participant with the same first name, last name and date of birth of an existing participant, but just one typo and a duplicate participant could be created.

To add a new participant:

- Click on “Participants & Rosters” on the main dashboard.
- Either create a new household (see separate instructions) or locate the existing household to which you need to add a participant (see separate instructions).
- From the Household Info page, click the blue “Add Participant” button.
- Complete the fields as described:
 - **First name (required)**
 - Middle name (optional)
 - **Last name (required)**
 - Birthdate estimated: this checkbox should be used if you are adding a participant and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
 - **Birthdate (required)**
 - **Start Date (required)**: this is the date that the participant should begin being claimed for CACFP meals. All meals prior to this date will be disallowed during claims processing.
 - Date Withdrawn (optional): this is for your recordkeeping only. Active participants checked in for meals/snacks after this date will not be disallowed solely because of a withdraw date.
 - Gender (optional): for your recordkeeping.
 - **Status (required, but no change required if you accept default to “Pending”)**: A status of Active, Pending or Incomplete are for your recordkeeping purposes. A status of Inactive will remove the participant from lists of meal counts and attendance. See separate instructions for further explanation of this feature.
 - Allergies (optional): you can record any allergies or special dietary needs in this text box. Any text you enter here will be emailed to the sponsor and also show up as a pop-up alert on the mobile app for the roster to which this child is assigned.
 - **Roster Assignment (required, but will default to Unassigned if you do nothing)**: see separate instructions about how to create and manage rosters. Remember that a participant can be added to more than one roster and My Food Program will prevent any double-counting.
 - Racial Identity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.
 - Ethnicity (optional): you should complete this information based off of income or enrollment information if you wish to use My Food Program for tracking race/ethnicity data for reporting purposes.

- Include in claims (if unchecked, attendance and meal counts are recorded but not included in the claim) (optional): this box is checked by default. Having this box checked means that the participant is enrolled in CACFP and their meal and snack counts should be included in a claim for reimbursement. If this box is unchecked, the meals and snacks for this participant will not be included in a claim. See separate instructions for further explanation of this feature.
 - Received Subsidized Care (optional): this box is unchecked by default. If your state agency requires that you track both the A-Free/B-Reduced/C-Paid status based on household income eligibility forms AND the percentage of participants that are eligible for subsidized care (child care assistance), then you should use this feature. If you are only required to track A-Free/B-Reduced/C-Paid status, then you can ignore this box.
 - After School Program (ARAM) (optional): this function is not used for adult care centers.
 - Foster Child (optional): if this box is selected, this participant is automatically included as an "A" or "Tier I".
 - Special Needs - allowed to claim over age 13 (optional): if this box is selected, the participant can be claimed even if they are over the age of 13.
 - Related, Non-Residential (optional): use this feature for tracking licensed capacity checks.
 - Participant Notes (optional): for your recordkeeping.
 - External Group ID (optional): use this feature if you wish to assign a group ID to your participants. The group ID will appear on the Participant Report.
 - External Site ID (optional): use this feature if you wish to assign an ID to each participant for tracking. The site ID will appear on the Participant Report.
 - Participant Schedule (optional): use information from the enrollment form to complete this section. See separate instructions for further explanation of this feature.
 - Special Diet (optional): enter the date, summary, and upload a scan of any forms documenting special dietary needs. Entering a special diet statement here will automatically send an email to the sponsor admin to alert them that a form has been uploaded and may need approval. See separate instructions for further explanation of this feature.
- Click "Save". You will get an error message if any required fields are missing or you are attempting to create a duplicate.

There are four potential participant statuses. **For the purposes of My Food Program, three of them are identical and are used only for your recordkeeping purposes.**

The following three participant statuses will include participants on attendance and meal count lists:

- Active
- Pending
- Incomplete

Active

Many sponsors use “Active” to mean that all the required CACFP paperwork has been turned in.

Pending

Many sponsors use “Pending” to mean that a participant has been added to My Food Program, but they have not received any paperwork.

Incomplete

The “Incomplete” status is most often used if some of the required CACFP paperwork has been submitted, but some is still missing.

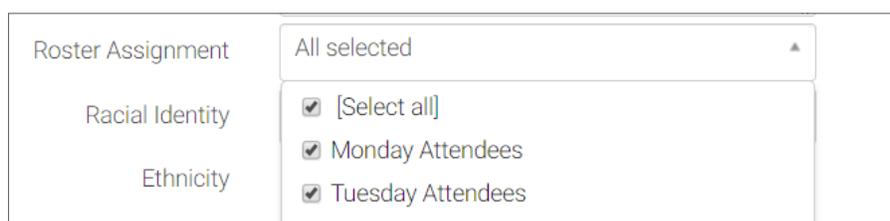
Inactive

The status of “Inactive” will remove a participant from appearing on attendance and meal count lists. The Date Withdrawn will be automatically populated with the date the participant is changed to inactive in the system.

Rosters are simply lists of participants. **Participants can be on more than one roster and My Food Program will prevent double counting.**

To assign a participant to a roster or rosters:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the participant added.
- Click “Save”.

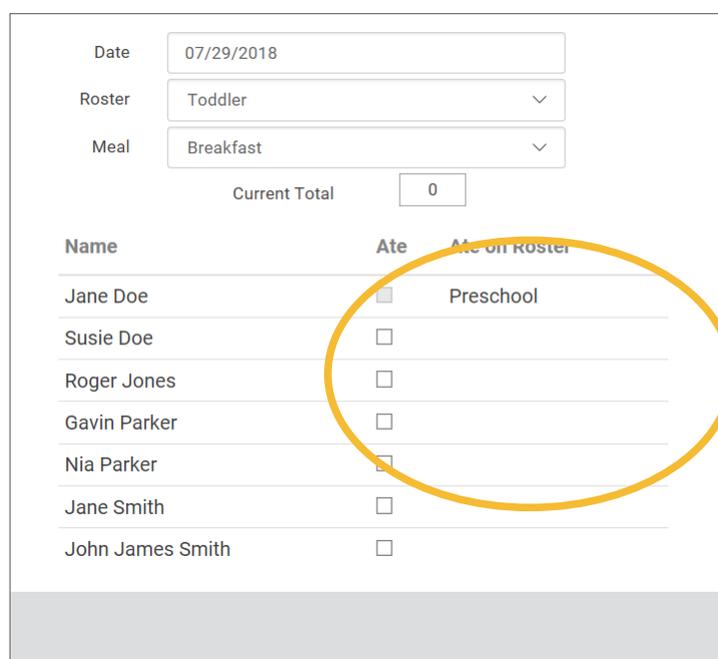


The screenshot shows a form with the following fields and options:

- Roster Assignment:** A dropdown menu currently set to "All selected".
- Racial Identity:** A checkbox labeled "[Select all]" which is checked.
- Ethnicity:** Two checkboxes: "Monday Attendees" (checked) and "Tuesday Attendees" (checked).

How My Food Program prevents participants on multiple rosters from being double-counted:

- **Web App:** If a participant is on multiple rosters and has already been checked in on a meal on one roster, you will get a prompt that prevents you from checking them in for the same meal on a different roster:



The screenshot shows the Web App interface with the following details:

- Date:** 07/29/2018
- Roster:** Toddler
- Meal:** Breakfast
- Current Total:** 0
- Table:** A table with columns for Name, Ate, and Me on Roster. The "Me on Roster" column for Jane Doe is highlighted with a yellow circle, indicating she is already on a roster.

Name	Ate	Me on Roster
Jane Doe	<input checked="" type="checkbox"/>	Preschool
Susie Doe	<input type="checkbox"/>	
Roger Jones	<input type="checkbox"/>	
Gavin Parker	<input type="checkbox"/>	
Nia Parker	<input type="checkbox"/>	
Jane Smith	<input type="checkbox"/>	
John James Smith	<input type="checkbox"/>	

- **Mobile App:** If a participant has already been checked in on another roster, their name is already marked.
- **Paper:** When transferring paper attendance and meal counts to the website, My Food Program will alert user that participant was already checked in.

There may be instances in which you want to take meal counts for a participant, but do not want their counts included in a claim. The most common reason for using the feature is a participant who brings their own meals. Another use of this feature is to include staff in meal counts to properly account for the expense of feeding staff without including them in a claim.

On each participant page is a box that says “Include in claims”. **This box is checked by default when new participants are created.**



If the box that says “Include in claims” remains CHECKED

then the meal counts will be included in claims.



If the box that says “Include in claims” is UNCHECKED

then meal counts for this participant will NOT be included in claims.

When you have a mix of CACFP and non-CACFP participants, reports are more complicated. For many reports, you have a choice of “CACFP Meals Only” or “All”.

- CACFP Meal Only reports will include only participants with the “Include in claims” box marked. It will exclude any participants with the “Include in claims” box unchecked.
- All report will include both CACFP and non-CACFP participants.

Take care when running the following reports:

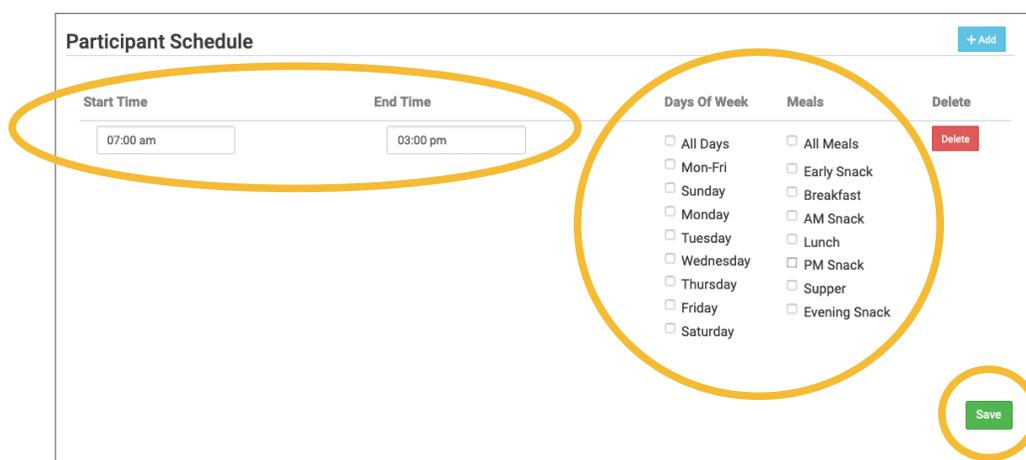
- Participant Report
- Ethnicity/Racial Report
- Disallowed Meals Report
- Meal Count Summary
- Meal Count by Roster
- Meal Count by Name
- Meal Count by Roster Summary
- Five Day Meal Count Report
- Total Meal Count Report
- Claim Summary Report

Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for food production.
- Including the participant's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

To set a participant's schedule:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".



Participant Schedule + Add

Start Time	End Time	Days Of Week	Meals	Delete
<input type="text" value="07:00 am"/>	<input type="text" value="03:00 pm"/>	<input type="checkbox"/> All Days <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> All Meals <input type="checkbox"/> Early Snack <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack	<input type="button" value="Delete"/>

See Alternate Schedules on next page >

You have the ability to create an alternate schedule for participants, which can be applied during summer holidays and school closures. The provider or center can simply record the days of a school closure or summer holiday and My Food Program will look at the alternate schedule for that participant.

To create an alternate schedule:

- From the Participant page, you can either click on “Copy Regular Schedule to Alternate Schedule” to have a starting point OR click “Edit Alternate Schedule” to build a new schedule from scratch.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue “Add” button to create another set of in/out times and meals.
- Click “Save”.

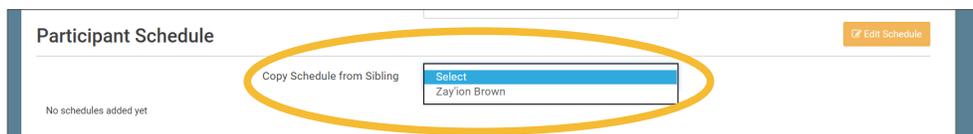
- This is what the Participant page will look like with both schedules listed:

Participant Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	07:30 am 05:30 pm					
	Breakfast PM Snack					
Alternative Participant Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	07:30 am 05:30 pm					
	Breakfast AM Snack Lunch PM Snack					

Since participants from the same household often maintain the same schedule, there is a short-cut that allows users to copy the schedule of a participants from the same household.

To copy a schedule from a sibling:

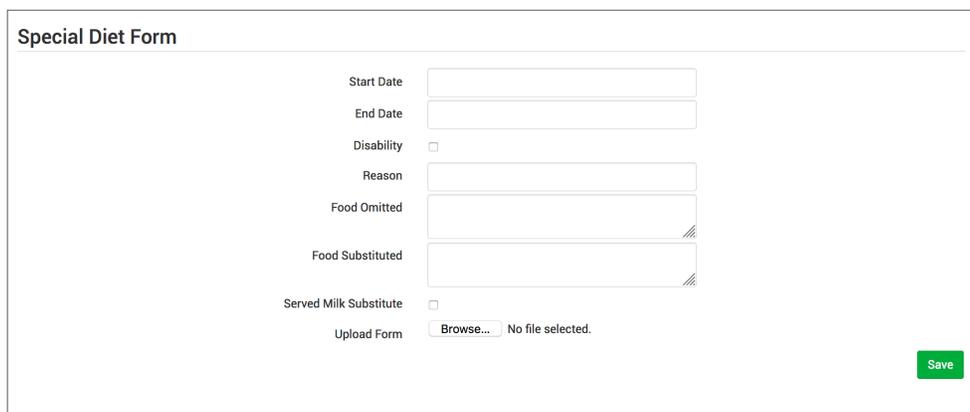
- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Participant Schedule.
- Select the name of the participants from the same household from the drop-down menu.
- The schedule will then be populated. If the participants from the same household did not have any schedule information, then nothing will be copied.
- Click “Save”.



Documentation of special dietary needs can be tracked in My Food Program.

To add a special diet for a participant:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to “Special Diet” and click the blue “Add” button.
- Enter the fields:
 - Start date: effective date of the special dietary accomodation
 - End date: optional. Leave blank if this is an on-going dietary need
 - Disability checkbox: check if the special dietary need is related to a medical disability. This box being unchecked indicates that the dietary need is not related to a medical disability.
 - Reason: complete the reason for the special dietary need. For example, “Celiac Disease” or “Lactose Intolerance”.
 - Food Omitted: list the foods that the recognized medical authority has instructed the center to avoid serving the participant.
 - Food Substituted: list the foods that will be served in lieu of the omitted foods. Note: some state agencies require that foods substitutions be documented for every meal. In this case, you would want to add the additional food to your menus. If your state agency allows you to document an on-going substitution (for example, “every time strawberries are served, this participant is offered peaches” you can designate that here.
 - Served Milk Substitute: if checked, then participant will not be included in the milk requirements calculations used in the Milk Audit or the Milk Served Report.
- Upload a scan or photograph of the form, if desired.
- Click “Save”.

A screenshot of the "Special Diet Form" interface. The form is titled "Special Diet Form" and contains several input fields and checkboxes. The fields are: "Start Date" (text input), "End Date" (text input), "Disability" (checkbox), "Reason" (text input), "Food Omitted" (text input), "Food Substituted" (text input), and "Served Milk Substitute" (checkbox). Below these fields is an "Upload Form" section with a "Browse..." button and the text "No file selected." A green "Save" button is located in the bottom right corner of the form area.

Note: when a special diet form is added, My Food Program automatically sends an email to the main sponsor contact to alert them. Sponsors should review the special diet form and provide technical assistance to the site regarding implementation.

Participants & Rosters: Households & Participants: Deleting Participants

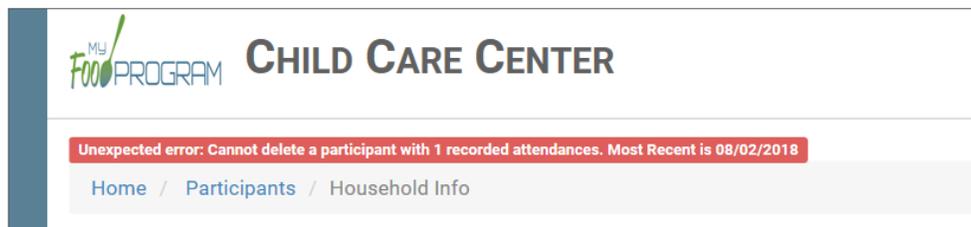


My Food Program only allows you to delete participants that **have not been entered in for any attendance or meal counts**. Alternatives to deleting a participant include:

- Merging the participant if you have created a duplicate.
- Setting the participant's status to "inactive" in order to remove their name from attendance and meal count rosters.

To delete a participant:

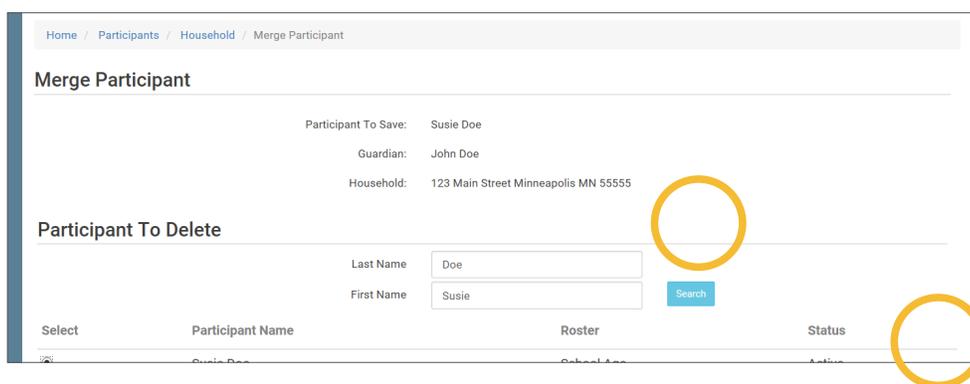
- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the red "Delete Participant" button.
- If no attendance or meal count records exist for this participant, you will get a message that says "Participant Successfully Deleted". If the participant has any attendance or meal count information, you will get a red error that says "Unexpected error: Cannot delete a participant with XX recorded attendances. Most Recent is MM/DD/YYYY."



My Food Program prevents users from creating participants with the exact same name and birthdate. However, if a duplicate participant is created in error, it is possible to merge them together **As long as neither participant has been included in a claim.** If either the “original” participant or the duplicate participant have been included in a claim, then a merge is not possible. In that instance, we recommend contacting My Food Program customer support for additional assistance. We can assist with manually moving the meal counts from the duplicate participant to the original participant and then deleting the duplicate. If both the original participant and duplicate participant have been included in a claim, then the only way to resolve the situation is to roll-back the claim, correct the meal counts, and then re-process the claim.

To merge participants:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Click on the orange “Merge with Participant” button.
- Input the information for the duplicate participant in the “Participant to Delete” section and click the blue “Search” button.
- Select the participant you wish to delete. Click the green “Merge” button.
- If the merge is successful, you will get a blue confirmation message at the top. If either the “Participant to Save” or “Participant to Delete” have been included in a claim, you will get a red error message and the merge will not proceed.



Select	Participant Name	Roster	Status
	Susie Doe		Active

Note: when you merge participants, they are added to the household of the “Participant to Save” and the Participant Information (such as birthdate, roster assignment, enrollment form dates, etc.) is the same as the “Participant to Save”.

Participants & Rosters: Households & Participants: Moving Participants to Different Households



Participants can be moved to different households at any time. However, when a claim is processed, a participant's income eligibility status (A-Free, B-Reduced or C-Paid) is determined by the income form associated with the household they were in **at the time of the claim processing**. So take care in moving participants to different households if they have been included in a claim.

Also note that if a household does not have any participants listed in it, it will be automatically deleted. If you are moving the only participant in a household to another household, take care that this action is desired as the household will be deleted after the move.

To move a participant to a different household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Change Household" button to bring up a list of households.
- Select the household that you want to move the participant to, scroll down to the bottom and click "Save".

Change Household

Participant: Roger Daniels
Current Household: 1111 Main Street S. Minneapolis MN

Select New Household

Select	Guardian	Address
<input type="radio"/>	Barry Andersen	444 Main St Fresno CA 98765
<input type="radio"/>	Jerry Garcia	222 Main St Hanford CA 80808
<input type="radio"/>	Mary Jones	333 First St Madera CA 90919
<input type="radio"/>	James Smith	111 Main St Merced CA 12345

Household income forms are associated with every participant in a household. The effective dates of the income form will determine the income eligibility status (A-Free, B-Reduced, C-Paid) for each participant in a household.

To add a household income form:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Scroll down to “Household Income Statement” and click the blue “Add Income Form” button.
- Complete the fields:
 - Parent Signature Date: use the date picker to select the date the parent signed the form.
 - Sponsor Signature Date: use the date picker to select the date the sponsor signed the form.
 - Click the “Fill in Effective and Expiration Dates Based on Signature Dates” button OR fill in the fields manually.
 - First effective month: **use the date picker and click “Done”** to select the first month in which the form is active. **Note: if a claim has already been processed for a month, you cannot make an income form eligible for that month** because it would change the claiming percentage for that month. If you wish to add the income form, you must rollback the claim, add the new income form, then reprocess the claim and submit a claim adjustment to your state agency.
 - Last effective month: **use the date picker and click “Done”** to select the last month in which the form is active. There is no minimum amount of time an income form can be active, but there is a maximum of 13 months.
 - Select the F/R/P value for the income form. My Food Program does not automatically calculate the F/R/P status based on income and household size, however **you can use the Income Category Calculator at the bottom of this page to assist with these calculations**. Please see website for user responsibility.
 - Reason: If you select “A-Free” as the status, select the reason. If the reason is a Case Number, enter that number.
 - Notes: for your recordkeeping.
- Upload a scan or photograph of the form, if desired.
- Click “Save”.

Household Income Eligibility Form

Parent Signature Date

Sponsor Signature Date

[Fill in Effective and Expiration Dates Based on Signature Dates](#)

First effective month

Last effective month

F/R/P values

Reason

Notes

Upload Form No file selected.

[Save](#)

Income Category Calculator*

Household Size

Annual Income

Monthly Income

Twice Per Month Income

Every Two Weeks Income

Weekly Income

[Calculate](#)

It is possible to edit the effective dates of a household income form at any time, except **you cannot change the status for a month for which a claim is already processed.**

To edit an existing income form:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the primary guardian to bring up the Household Info page. (Alternatively, click on the participant’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Click on the hyperlink for the income form.
- Change the fields.
- Click “Save”. You will get an error message if you are attempting to change the income status for a month in which a claim has already been processed.

Participants & Rosters: Households & Participants: Deleting an Income Form



You may delete an income form as long as it was effective for a month in which a claim has not been processed.

To delete an income form:

- Click on Participants & Rosters on the main dashboard.
- Click on the name of the primary guardian for the household OR click on the name of a participant and then navigate to “Household” using the breadcrumbs menu at the top.
- Click the blue hyperlink that says “Delete Income Form” next to the form you’d like to remove. **NOTE:** if you don’t see this hyperlink, it is because the income form is not eligible to be deleted because it was in effect during a month that has been claimed.
- The income form is now removed.

First effective month	Last effective month	Category	View	Delete
08/01/2018	07/31/2019	C-Paid		Delete
06/01/2017	06/30/2018	A-Free		

Participants & Rosters: Households & Participants: Printing Pre-Filled Income and Enrollment Forms



We've designed a single form that collects all the enrollment information required by USDA (participant's normal days and hours in care as well as the meals normally received) along with the income information needed to place a household in an income category. **Before using this form, we strongly recommend that you send it to your state agency for approval.**

To generate a pre-filled income and enrollment form for a household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the parent/guardian.
- At the bottom of the page, click on the blue "Create Participant Registration Form" button.
- A blue hyperlink called "Download Report" will appear on the lower-left corner of the screen. Click on "Download Report" and a PDF will be saved to your default download location.



- The form will be pre-filled with the following information:
 - Participant's First and Last Name (all the participants in the household)
 - Date of Birth
 - "Enrolled in Center" will be marked if a participant is included in My Food Program. If there are additional participants in the household that are not enrolled in the center, instruct the parent/guardian to write those participants in on any remaining rows.
 - Normal Hours
 - Race/Ethnicity
 - Parent/Guardian Name and Phone Number
 - Household Address

Child Care Food Program Enrollment and Benefit Form
Site Name: **Adult Day Center**

Part 1: All Children in Household

Name	Date of Birth	Enrolled in Center	Normal Hours	Normal Days of Care / Meals* the Child Normally Receives write in Care each Day (Circle)	Foster** Child	Racial Identity* (select all that apply)	Ethnic Identity* (select one)
Frank Anderson	04/02/1940	<input checked="" type="checkbox"/>	08:00 am to 03:00 pm	Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
		<input type="checkbox"/>		Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
		<input type="checkbox"/>		Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
		<input type="checkbox"/>		Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
		<input type="checkbox"/>		Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
		<input type="checkbox"/>		Sun PSE Mon PSE Tues PSE Weds PSE Thurs PSE Fri PSE Sat PSE	<input type="checkbox"/>	<input type="checkbox"/> Asian or Latino <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander

*B = Breakfast | A = AM Snack | L = Lunch | P = PM Snack | S = Supper | E = Evening Snack
**If all children listed above are Foster Children, skip to Part 3 to Sign this Form.
*Optional

Child Care Food Program Enrollment and Benefit Form
Site Name: **Adult Day Center**

Part 2: Benefits or Household Income: Complete EITHER Section A or Section B

Section A: If any member of your household receives State SNAP, FDIPIR, or State TANF cash assistance, provide the name and case number for the person who receives benefits. If no one receives these benefits, please complete the section below for Total Household Gross Income. (DSNAP, FDIPIR, DTANF)

NAME: _____ CASE NUMBER / EDIP: _____

Section B: Total Household Gross Income—You must tell us how much and how often

A. Name: _____ B. Gross income and how often it was received

1. List all adult household members AND any children that earn income, if an adult household member does not earn income, write "no income" _____

2. Welfare: child support, alimony _____

3. Pensions, retirement, Social Security, SSI, VA benefits _____

4. All other income _____

Circle How Often It Was Received**

_____ W B T M A
_____ W B T M A
_____ W B T M A

**W = Weekly | B = Bi-Weekly | T = Twice a Month | M = Monthly | A = Annually

Part 3: Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 2 is completed using household income, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Statement on the right.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign Here: _____ Date: _____
Print Name: **Mike Leo**
Address: _____ Zip Code: _____
City: _____ State: **IL** Phone Number: **(612) 859-2108**
Last four digits of Social Security Number: _____

I do not have a Social Security Number

Don't fill out this part. This is for official use only.

Total Income: _____ Per: _____
Week Every 2 Weeks Twice A Month Month Year
Household size: _____
Eligibility: A-Free B-Reduced C-Paid
Effective: _____ to _____
Sponsoring Organization Signature: _____
Date: _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program. Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital status for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.nrc.usda.gov/complaint_filing_cact.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.mike@usda.gov. This institution is an equal opportunity

Participants & Rosters: Printing List of Active Participants



Lists of participants can be printed from multiple places, including on each roster page or from the main participant page.

To print a list of active participants as a PDF:

- Click on “Participants & Rosters” on the main dashboard.
- Click the green “Print Participant List” button.
- Save or print the generated PDF.
- Fields included on the form are:
 - Participant Name
 - DOB
 - Roster Assignment
 - Parent/Guardian

MY Foo PROGRAM Adult Day Center		Participant List	
		Created: 09/20/2018	
Participant Name	Birthdate	Rosters	Guardian Name
Anderson, Frank	04/02/1940	Monday Attendees	null
Barber, Delia	08/18/1955	Monday Attendees, Wednesday Attendees, Friday Attendees	null
Fernandez, Gary	08/01/1932	Monday Attendees	null

Participants & Rosters: Using Participant Search Function



On the main participant screen, you can use the search function to quickly find participants.

Below are the options for using the participant search function:

- Participant, Roster, Birthdate, Guardian & City are all fields that can be searched by typing a word or words.
Note that an exact match is required. We recommend you use the shortest string of characters as possible in order to broaden search results.
- Status can be filtered by the four available statuses (Active, Inactive, Incomplete, Pending).

The screenshot shows a web interface for searching participants. At the top left, the word "Participants" is displayed. To its right are four buttons: "Upload Participants" (green), "Add to Existing Household" (orange), "Add New Household" (blue), and "Print Participant List" (green). Below these buttons is a search bar with the text "brown" and a magnifying glass icon. To the right of the search bar are several columns, each with a magnifying glass icon and a label: "Roster", "Birthdate", "Guardian", "City", and "Status". A dropdown arrow is visible next to the "Status" label. Below the search bar and columns is a table with one row of data:

Participant Name	Roster	Birthdate	Guardian	City	Status
Elli'onna Brown	Unassigned	06/11/2015	Gloria Brown	Primos	Active

Staff

When you create a new site, you also need to create new users who can access the site. Some centers choose to have each staff person be assigned their own username and password. The main advantage to individualized login information is that you can track who is entering meal counts (or forgetting to!). On the downside, it can be difficult to manage if people routinely forget their login credentials.

To create a new site-level user:

- Click on “Staff” on the main dashboard, then click on the blue “Add” button in the upper-right corner.
- Enter the fields:
 - **Name (required)**
 - **User Name (required)**: this will be part of their login credentials.

Click the blue “Click to Set or Reset Password” button to reveal confirmation fields:

- **Password (required)**: a minimum of 12 characters. There is no requirement for upper-case, lower-case, numbers or special characters.
- **Confirm Password (required)**: retype password.
- Email Address (optional)
- Phone Number (optional)
- Start Date (optional)
- End Date (optional)
- **Status (required)**: a status of “active” will allow the user to login. A status of “inactive” will prevent a login
- Primary Contact for Site (optional)
- Allowed to Add Participants on Mobile (optional): this option will allow the staff to add participants using the mobile app.
- Allowed to Record Hours on Mobile (optional): this option will allow the staff to record hours worked using the mobile app.
- Allowed to Change Participant ARAM Flag (optional): this option will allow the staff to check or un-check the box on the Participant Page that indicates a child’s eligibility to participate in the At-Risk Afterschool Meals Program.
- Allowed to delete receipts: this option will allow the staff to delete receipts.
- Allow expense entry after claim creation: this option will allow staff to enter expenses for a month with a claim.
- **Roles (required)**: select one of three roles. See additional materials for further explanation. Manager/director can access all site information, Staff can access meal counts, participants & rosters and record hours. Kitchen Staff or Infant Teacher can access menus, meal counts, participants & rosters and record hours.
- Notes (optional): for your recordkeeping.
- Sign Here: add signatures for “Site Manager/Director” permission level users. These signatures will populate on the Daily, Weekly and Monthly Meal Count with Attendance Reports along with the date that the site submitted their claim to their sponsor.

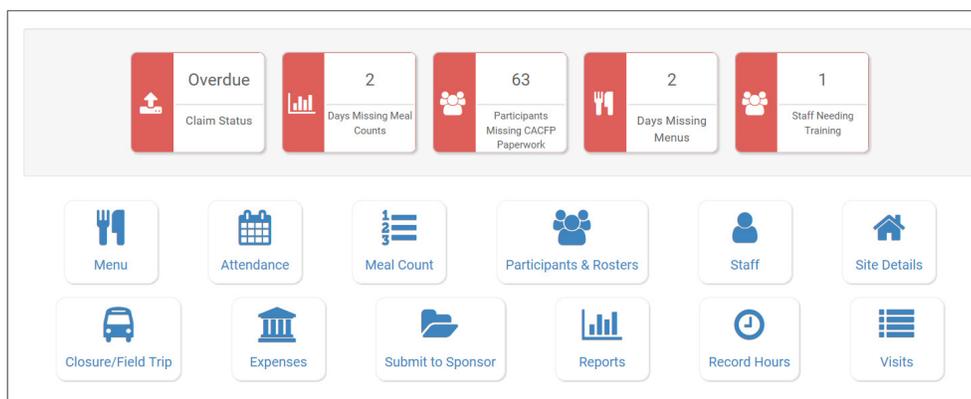
Under “Hourly Rate” click the blue “+ Add” button:

- Hourly Rate (optional): if you are using My Food Program to track payroll expenses for the purpose of demonstrating a nonprofit meal service, enter a start date, end date and hourly rate.
- Click “Save”.

Site-level users can be assigned one of three roles:

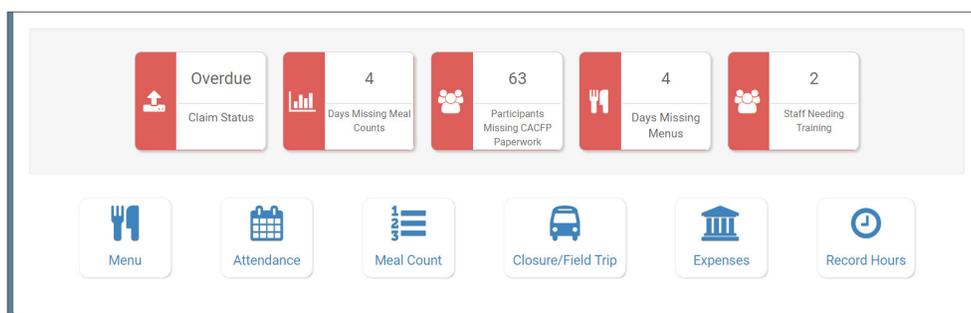
- Site Manager/Director
- Staff
- Kitchen Staff

The dashboard for a Site Manager/Director looks like this:



Site Manager/Directors have full access to all features, including the ability to view confidential household income eligibility status information.

The dashboard for a Kitchen Staff looks like this:



While kitchen staff have access to the “Participants & Rosters” button, they do not have the ability to view confidential household income eligibility status information. They are able to see the effective dates of an income form, but not the status (A-Free/B-Reduced/C-Paid). They are also not able to add an income form. This is what their Household Income view looks like:

Household Income Statement	
First effective month	Last effective month
08/01/2018	08/31/2019

The dashboard for a Staff looks like this:

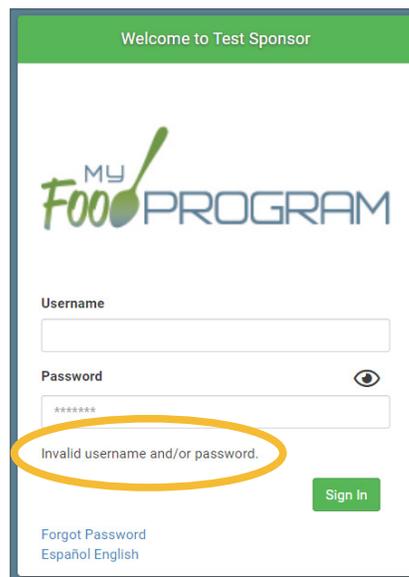


As with kitchen staff users, staff cannot see confidential household income eligibility status information. Refer to the permissions matrix for a detailed list of the functionality for each user type.

Site-level users can be set to either Active or Inactive status.

To change the status of a site-level user:

- Click on “Staff” on the main dashboard.
- Click on the name of the staff member..
- Under Status, select either Active or Inactive.
- Click “Save”.
- **Note:** if a staff member is set to Inactive, they will receive the following message when trying to login: “Invalid username and/or password.”



Annual staff training on Civil Rights and Food Program duties and responsibilities are a required part of participation in the CACFP. 7 CFR 226.16 states “At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program’s meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system.”

To track documentation of staff training:

- Click on “Staff” on the main dashboard.
- Click on the name of the staff person who participated in training.
- Scroll to the bottom and click the blue “Add” button in the Training section.
- Enter the fields as follows:
 - **Training Date (required):** use the date picker or type in the date on which the training occurred.
 - **Training Type (required):** select Civil Rights and CACFP Required Elements or Other.
 - **Description** (optional): for your recordkeeping.
 - **Upload Training:** you may wish to upload a copy of the training agenda, training materials and/or a signed training roster.
- Click “Save”.

Staff Training

Training Date	<input type="text"/>
Training Type	<input type="text" value="Select"/> ▾
Description	<input type="text"/>
Upload Training	<input type="button" value="Browse..."/>

Staff: Add Existing Staff Members to a Site

One staff person can be assigned to more than one site. The most common scenario for this configuration is a caterer that provides meals for multiple sites and needs access to My Food Program in order to complete food production records.

To add an existing staff member to a new site:

- On the site on which the staff person already has a username, click on “Staff” on the main dashboard
- Click on the name of the staff person and copy their username and user code.

Name	Test Center Director
User Name	TestCenterDirector
User Code	2d66ba
Password	●●●●●●●●●●

- On the site that you want to add the user to, click on “Staff” on the main dashboard
- Click the blue “Add Existing User” button on the upper-left corner
- Type their username and user code and indicate the permission level
- Click “Save”.

Now when that staff person logs into My Food Program, the system will prompt them to select the site that they want to access:

Choose the Site You Wish to Work With:

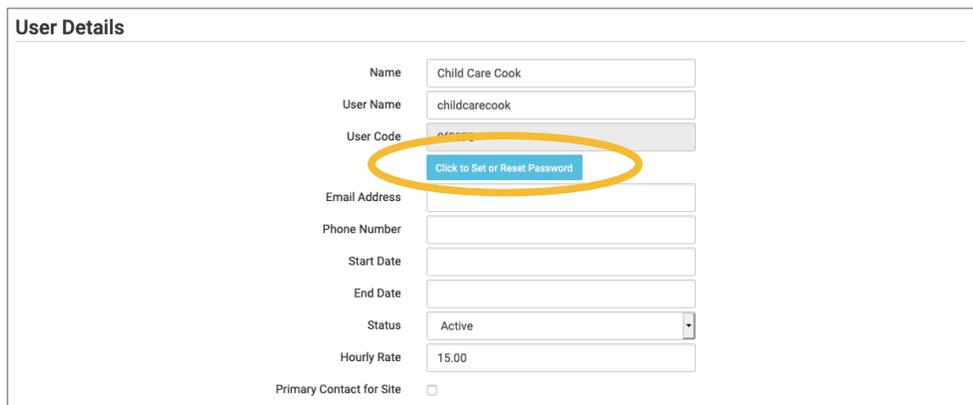
Child Care Center

Test Center 2

For security reasons, passwords are not viewable in the User Details. Even though you cannot see the passwords, they are stored and saved in the system in a secure format.

To change a staff member's password:

- Click on “Staff” from the main dashboard.
- Click on the name of the staff member whose password you would like to change.
- Click the blue “Click to Set or Reset Password” button to reveal confirmation fields.
- Enter the new password into the Password field.
- Re-Enter the new password in to the Confirmed Password field.
- Click “Save”.



User Details

Name	Child Care Cook
User Name	childcarecook
User Code	016500
	Click to Set or Reset Password
Email Address	
Phone Number	
Start Date	
End Date	
Status	Active
Hourly Rate	15.00
Primary Contact for Site	<input type="checkbox"/>

Site Details

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	
	Mailing Address, City, State, Zip	
	Email Address	
	Phone	
	Second 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.

REQUIRED	FIELD	DESCRIPTION
	Monitors	The designated monitor for this site. Sponsors can assign monitors to specific sites in the Sponsor Users section.
✓	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 participants 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 participants 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.
	Allow Sites to Download Pre-Filled Participant Registration Forms (income and/or enrollment forms)	select this if you would like your sites to download the pre-filled participant registration forms. Sponsors using only electronic forms or only their own paper forms may want to leave this box unchecked.

REQUIRED	FIELD	DESCRIPTION
	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.
	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.
	Site is Self-Sponsored (defaults to unchecked)	use this box if you are a single-site sponsor. See separate instructions for details.
	Invoicing Feature (defaults to unchecked)	checking this box turns on the ability for a site to generate invoices for participants 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 accidentally 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).
	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.
	Offer versus Serve	If the Offer vs Serve box is checked, then the whole grain-rich requirements will only be met if ALL grains offered at a meal or snack are whole grain-rich. If there is a mix of enriched and whole-grain foods offered, the meal or snack will not meet the whole grain-rich requirement.
	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.

REQUIRED	FIELD	DESCRIPTION
✓	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 participant 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.
✓	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”.
✓	Missing Infant Notification Errors	If you want meals for infants disallowed if they are missing an Infant Meal Notification, the 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.
✓	Facility License Missing/ Expired	if you want to disallow meals for a missing or expired facility license, then select Error. If you do not want to disallow meals for missing or expired facility license, then select ignore.
	Iron-Fortified Infant Formula Offered by Center or Provider	Use this field to indicate the brand of iron-fortified infant formula offered to enrolled infants.
	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.

Site Details: Site Configuration



REQUIRED	FIELD	DESCRIPTION
	Age Range Combinations	if you would like to add the restriction of age range combinations 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.
	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.

Some sites choose to serve meals in shifts. For example, school-age children arrive for breakfast then leave for school. Then the preschool children arrive and also are served breakfast. If you added the school-agers and the preschoolers together, it would appear that the meal counts for breakfast exceed the licensed capacity. Meal shifts allow sites to properly document meal counts and also verify that licensed capacity was not exceeded at any one time.

To assign shifts to a meal:

- Click on “Site Details” on the main site dashboard.
- Click the checkbox next to “Shifts are an option for Meal Times”. Once this box is checked, an additional column appears in Site Meal Times called “Number of Shifts”.

Start Time	End Time	Meal	Number of Shifts	Is this a night meal?	Remove
08:00 am	09:00 am	Breakfast	2	<input type="checkbox"/>	Remove
08:00 am	08:30 am	Shift 1			
08:31 am	09:00 am	Shift 2			

- Select the number of shifts for each meal. The minimum is 1 and the maximum is 3.
- Once a meal has been assigned as having more than 1 shift, the meal count screen changes. Each participant checked in for a meal must be assigned to a shift.

Side By Side Entry	
Date	07/28/2020
Roster	Infant
Meal	Breakfast
Notes to Sponsor	
ID	Name
8	Jane Doe
4	Paul Hill

- During meal validation, My Food Program will check that the total number of participants checked in for each shift does not exceed the licensed capacity.

My Food Program can be used to verify that attendance and meal counts do not exceed licensed capacity.

To configure this setting, use the “Licensing Age Range Errors” option in Site Details:

- Click on “Site Details” on the main dashboard.
- Make the appropriate selection on “Licensing Age Range Errors”:
 - “Ignore” means that My Food Program will not check that attendance and meal counts are within licensed capacity.
 - “Error” means that My Food Program will check that attendance and meal counts are within licensed capacity.
- Click “Save”.

Before adding the Site Licensing information in Site Details, ensure that the licensing age ranges are correctly configured at the sponsor level. See separate instructions for details.

To add site licensing capacity:

- Click on “Site Details” on the main dashboard.
- Click on the blue “Add License” button.
- Enter a number in the field for “Capacity” and select the appropriate license age range.
- Repeat the “Add License” process until all license age ranges have been entered.
- Click “Save”.

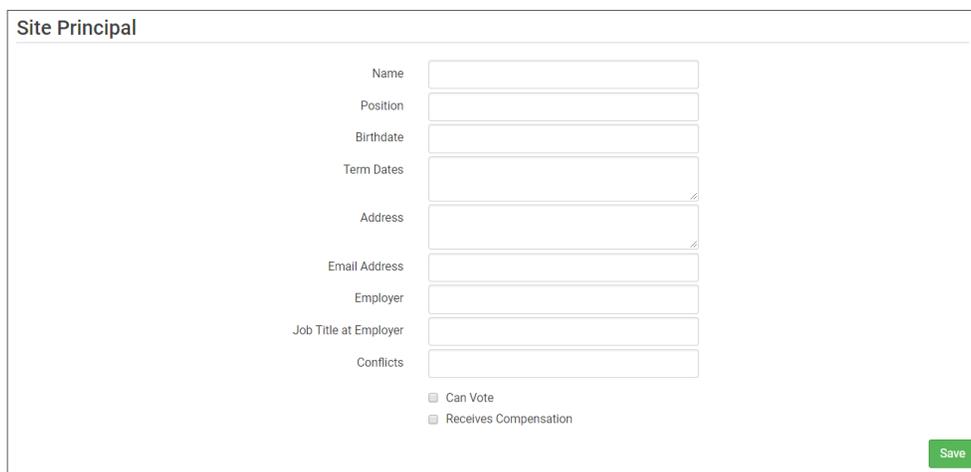
A screenshot of a web form titled "Site Licensing". The form has a header with the title and a blue "+ Add License" button. Below the header is a table with four columns: "Capacity", "License Age Range", "Night Capacity?", and "Remove". The "Capacity" column contains a text input field with the number "50". The "License Age Range" column contains a dropdown menu with "Adult" selected. The "Night Capacity?" column contains a small square checkbox. The "Remove" column contains a red button with a white "x" icon and the text "Remove".

Capacity	License Age Range	Night Capacity?	Remove
<input type="text" value="50"/>	<input type="text" value="Adult"/>	<input type="checkbox"/>	<input type="button" value="x Remove"/>

Sites are required to identify the key staff that are responsible for the implementation of the CACFP and provide identifying information to the sponsor in order to ensure that no key staff person is on the National Disqualified List. Entering the site principals here is for one-time recording purposes. If you wish to track their participation in annual training separately, then they should be added as Site Staff members.

To enter Principals (key staff) for a site:

- Click on “Site Details’ from the main dashboard.
- Scroll down to “Principals” and click the blue “Add Principals” button.
- Enter the fields:
 - **Name (required)**: include the name as it appears on official documents.
 - Position (optional): job title or position on the Board of Directors (for non-profit).
 - **Birthdate** (required)
 - Term Dates (optional): for members of the Board of Directors.
 - Address (optional): assists with identification.
 - Email Address (optional)
 - Employer (optional): if Board Member.
 - Job Title at Employer (optional)
 - Conflicts (optional): record conflicts of interest.
 - Checkboxes for “Can Vote” and “Receives Compensation” (optional)
- Click “Save”.



The screenshot shows a form titled "Site Principal" with the following fields and options:

- Name:
- Position:
- Birthdate:
- Term Dates:
- Address:
- Email Address:
- Employer:
- Job Title at Employer:
- Conflicts:
- Can Vote
- Receives Compensation
-

My Food Program can be used to verify that the facility is licensed by the state agency.

To add a facility license:

- Click on “Site Details” on the main dashboard.
- Scroll to the “Facility License” section at the bottom.
- Click on the blue “Add Facility License” button.
- Enter the fields:
 - License Number
 - Start Date
 - End Date
 - License File: upload an image of the license for your records.
- Click “Save”.

Facility License

License Number	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
License File	<input type="button" value="Browse..."/> No file selected.
Current Image	(No Image)

Note: you can add multiple licenses into this section. For example, if your license is about to expire and you have your new one already completed, you can save them both in here.

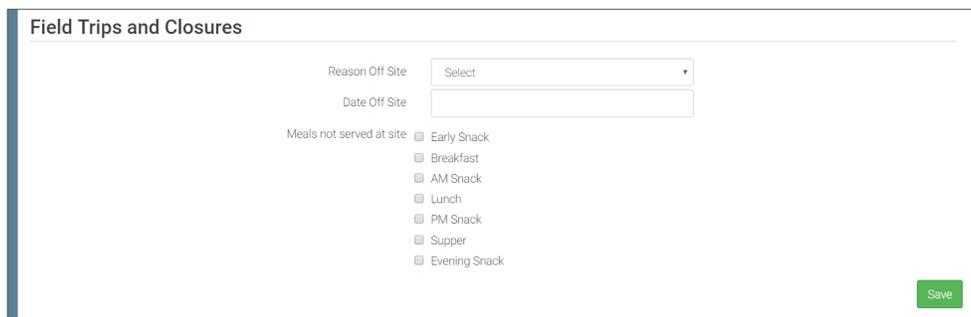
Closure/Field Trip

Closure/Field Trip: Adding and Viewing a Closure/Field Trip

The “Closure/Field Trip” section of My Food Program is intended for sites to provide prior notification to their sponsor of a site closure or a time when the participants will be away from the site at meal time. This is so that a sponsor does not attempt to conduct a review visit on a day when a meal cannot be observed.

To add a new closure/field trip:

- Click on “Closure/Field Trip” on the main dashboard.
- Click the blue “Add” button in the upper-right corner.
- Complete the fields:
 - **Reason (required)**
 - **Date (required)**
 - **Meals not served at site (must select at least one)**
- Click “Save”.



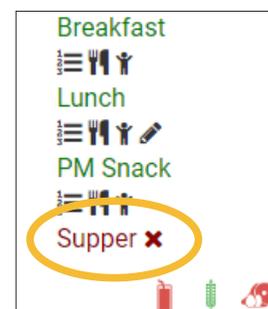
The screenshot shows a form titled "Field Trips and Closures". It contains the following fields and options:

- Reason Off Site: A dropdown menu with "Select" as the current value.
- Date Off Site: A date input field.
- Meals not served at site: A list of meal types with checkboxes:
 - Early Snack
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Supper
 - Evening Snack
- A green "Save" button is located in the bottom right corner.

A recorded closure/field trip will show on the menu calendar with a red X.

You will not be able to take meal counts for these meals. If you try to record a meal count you will receive the following error: “Site closure for this day and meal.”

If you record attendance and meal counts and then add the closure, those meals will be disallowed with the following error: “Meals/Snacks claimed outside of the operating days.”



Closures/Field Trips can be logged by either the sponsor or the site to indicate the dates when meals will not be served on-site and a review visit should not be conducted.

To view closures/field trips:

- Click on “Closure/Field Trip” on the main dashboard.
- Upcoming closures and fields trips will be displayed on the screen.
- To view past closures and field trips logged, check the box “Include Closures/Field Trips Before Today”.

Milk Audit

The “Milk Audit” feature of My Food Program allows sponsors to conduct a milk audit without needing to print and compare reports.

To enter a milk audit:

- Click on “Milk Audit” on the main dashboard.
- Select the following:
 - **Month/Year (required):** the date for the audit.
 - **Calculation Type (required):**
 - Calculated from Attendance: this will take the minimum portion size for milk times the number of participants in each age range and calculate how much milk you should have used.
 - Food Production Amounts: this will take the usage amounts right from your food production records. Ensure that you have entered a food production record for each of the meals with milk so you have accurate amounts.
 - **Audit Type (required):**
 - By Day: this version gives you a running balance by day and meal of how much milk is on hand.
 - By Month: this version gives you a bottom line for the entire month.
- Click “Create Milk Audit” button.
- Under “Manual Increase” enter the Opening Balance:
 - Enter the date.
 - Select “Opening Balance” under Reason.
 - Select Milk Type.
 - Enter Amount and Units: note that the opening balance should be equal to the ending balance from the previous month.
 - Click “Save”.

Any milk purchases entered using our Expense feature will be automatically pulled into the report. Users also have the option to manually increase milk amounts to reflect an opening balance or purchase not entered in our Expense tracker. Users can manually decrease amounts if there is spoilage/waste or additional servings of milk.

Milk Audit By Month		Calculated From Attendance - Feb 2020	
Reason	Fluid Milk Type	Purchase	Usage
Opening Balance	1% Milk	72 Cups	
Purchase <input checked="" type="checkbox"/>	1% Milk	16 Cups	
1% Milk \$	1% Milk	640 Cups	
1% milk \$	1% Milk	320 Cups	
Whole milk \$	Whole Milk	80 Cups	
Whole Milk \$	Whole Milk	160 Cups	
Breakfast	1% Milk		524 Cups
Breakfast	Whole Milk		119 Cups
Lunch	1% Milk		523 Cups
Lunch	Whole Milk		119 Cups
Spoilage/Waste	Whole Milk		1 Cups
Usage Subtotal	1% Milk		1,047 Cups
Usage Subtotal	Whole Milk		239 Cups
Ending Balance	1% Milk	1 Cups	
	Whole Milk	1 Cups	

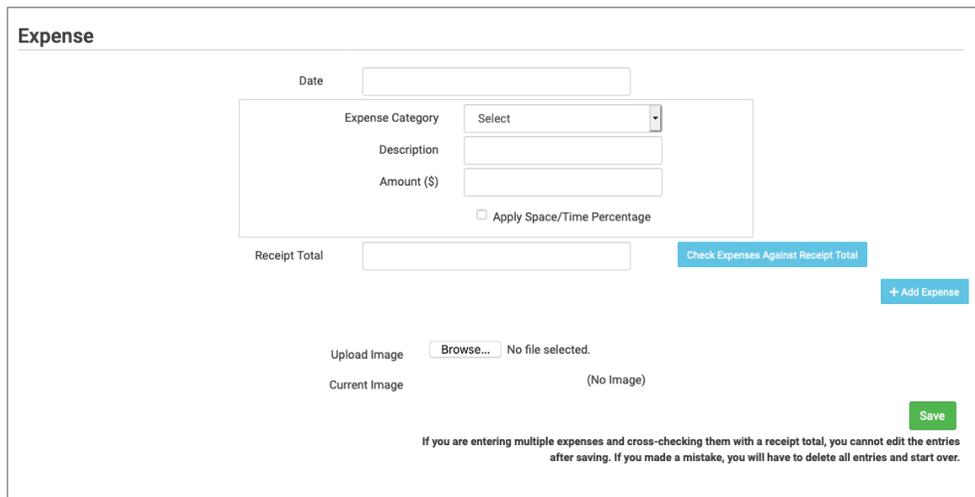
\$ Expense Manual Increase

Expenses

The “Expenses” feature of My Food Program is intended for sites to upload receipts and invoices to document a nonprofit meal service.

To add a new expense:

- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
 - **Date (required):** the date the expense was incurred
 - **Expense Category (required):** the most common category used is Food (Actual Receipts)
 - Note: there is a list of active staff to select from when recording expenses under any categories related to labor and benefits.
 - **Description (required):** typically used to record the store at which the item was purchased and a summary of the expense. For example “Sam’s Club - paper goods”
 - **Amount (required)**
 - Apply Space/Time Percentage: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
 - Enter “50” as the space/time percentage in Site Details.
 - Enter the total amount spent on paper goods in the “Amount” field.
 - Check the box for “Apply Space/Time Percentage”.
 - Receipt Total: enter a receipt total.
 - Click “Check Expenses Against Receipt Total” to cross-check the sum of expenses to the receipt total.
 - If you have several categories for one receipt/invoice, click the blue “+ Add Expense” button.
 - Upload Image (optional, but recommended): upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click “Save” and the expense is now viewable and will be included in expense reports.



Expense

Date

Expense Category

Description

Amount (\$)

Apply Space/Time Percentage

Receipt Total

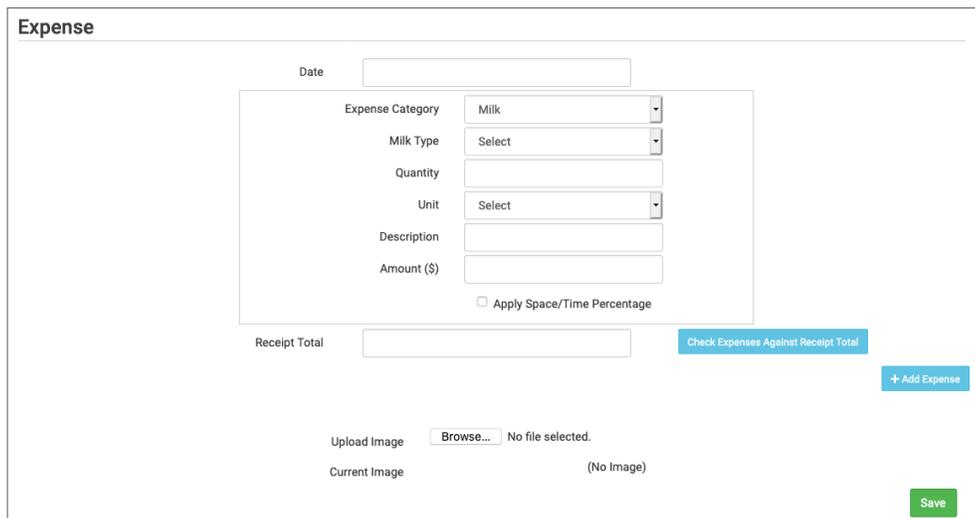
Upload Image No file selected.

Current Image (No Image)

If you are entering multiple expenses and cross-checking them with a receipt total, you cannot edit the entries after saving. If you made a mistake, you will have to delete all entries and start over.

To add a new milk expense:

- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
 - **Date (required)**: the date the expense was incurred.
 - **Expense Category (required)**: select Milk from the dropdown menu.
 - **Milk Type**: select from: Skim, 1%, 2%, Whole or Fluid Milk Substitute.
 - **Quantity**: enter the quantity purchased.
 - **Unit**: select from: Ounces, Cups Half Gallons or Gallons.
 - **Description (required)**: typically used to record the store at which the item was purchased and a summary of the expense. For example “Sam’s Club - Whole Milk”.
 - **Amount (required)**
 - **Apply Space/Time Percentage**: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
 - Enter “50” as the space/time percentage in Site Details.
 - Enter the total amount spent on paper goods in the “Amount” field.
 - Check the box for “Apply Space/Time Percentage”.
 - **Receipt Total**: enter a receipt total.
 - Click “Check Expenses Against Receipt Total” to cross-check the sum of expenses to the receipt total.
 - If you have several categories for one receipt/invoice, click the blue “+ Add Expense” button.
 - **Upload Image (optional, but recommended)**: upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click “Save” and the expense is now viewable and will be included in expense reports.
- Note: the information saved here will feed into the *Milk Purchased Report*.



To delete an expense:

- Click on “Expenses” on the main dashboard.
- Click on the red “Delete” button next to the expense you wish to remove. **Note:** this action is permanent and also deletes any files uploaded to the expense. Use this feature with care.

Expenses: Nonprofit Food Service Account Status



You are able to track the balance in the nonprofit food service account to ensure that the CACFP reimbursement is being appropriately spent.

To track balances:

- Click on “Expenses” from the main dashboard.
- Click the blue “Nonprofit Food Service Account Status” button on the upper-right corner.
- Set the opening balance. Either type a number in or click the green button on the left to copy the closing balance from the prior month.
- Reimbursement for Operating (85% of meal reimbursement plus cash in lieu of commodities) is populated based on the claim data but can be edited if necessary.
- Reimbursement for Admin (15% of meal reimbursement) is populated only for self-sponsored sites and is based on the claim.
- Operating Expenses are drawn directly from the receipt ledger.
- Admin Expenses are drawn directly from the receipt ledger and only available for self-sponsored sites.
- If you edit the opening balance or change the reimbursement amounts, you can re-calculate the ending balance for a month by clicking the green button on the right.

Home / Expense List / Nonprofit Food Service Account Status

Nonprofit Food Service Account Status

Month/Year		Opening Balance	Reimbursement for Operating*	Reimbursement for Admin*	Operating Expenses**	Admin Expenses**	Ending Balance	Save
Oct 2020	Copy Closing Balance from Prior Month							Recalculate
Sep 2020	Copy Closing Balance from Prior Month	\$ -34,912.03	\$ 0	\$ 0	\$ 0.00	\$ 0.00		Recalculate
Aug 2020	Copy Closing Balance from Prior Month	\$ -35,055.18	\$ 2,235.51	\$ 0	\$ 2,092.36	\$ 0.00	\$ -34,912.03	Recalculate
Jul 2020	Copy Closing Balance from Prior Month	\$ -32,668.49	\$ 2,347.89	\$ 0	\$ 4,734.58	\$ 0.00	\$ -35,055.18	Recalculate
Jun 2020	Copy Closing Balance from Prior Month	\$ -29,191.36	\$ 2,547.74	\$ 0	\$ 6,024.87	\$ 0.00	\$ -32,668.49	Recalculate
May 2020	Copy Closing Balance from Prior Month	\$ -25,709.15	\$ 1,991.51	\$ 0	\$ 5,473.72	\$ 0.00	\$ -29,191.36	Recalculate
Apr 2020	Copy Closing Balance from Prior Month	\$ -21,047.24	\$ 807.2	\$ 0	\$ 5,469.11	\$ 0.00	\$ -25,709.15	Recalculate

*Check for Errors
or Submit to
Sponsor*

Check for Errors or Submit to Sponsor: Claims Step 1: Meal Validation by Site



The claims process has five steps:

1. Meal validation (“check for errors”) by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

To complete the first step in the claims creation process, meal validation (“check for errors”):

- Click on “Check for Errors or Submit to Sponsor” on the main dashboard.
- Select the Month/Year from the pop-up window and click “Load”.
- A list of meals that have not been validated appears on the screen with the following columns:
 - Date
 - Meal
 - Menu Entered: this will display “true” if a menu has been entered and “false” if a menu is missing. Depending on your provider configuration, this might stop your claim from proceeding. Check provider configuration for details.
 - Meal Count: the total number of participants checked in for the meal across all rosters.
 - Food Production: this will display “true” if a food production record has been entered and “false” if there is no food production record. This is for information only, your claim will proceed without a food production record entered.
- Scroll to the bottom of the page and click “Check for Errors”.

The screenshot displays the My Food Program dashboard. At the top, there are four progress indicators: Submitted to Sponsor, Claim Created, Claim Sent to State, and Payment Expected. Below this, a section titled 'New Meal Attendance Entered Since Last Check for Errors' shows the date 05/04/2021 at 09:48 AM and a dropdown menu set to May 2021. A table with columns Date, Meal, Menu Entered, Meal Count, and Food Production is present. Below the table is a 'Meal Errors' section with the text: 'These meals were last checked for errors on 05/04/2021 at 09:48 AM, any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.' It shows 'Error Description' and 'Error Count' with the message 'No claim errors'. A link for 'Disallowed Meals Report' is provided. At the bottom, a 'Checked Meal Attendance' table is visible. At the very bottom of the page, three buttons are shown: 'Check for Errors' (circled in orange), 'Submit to Sponsor', and 'Withdraw Meal Submission'.

Check for Errors or Submit to Sponsor: Claims Step 1: Meal Validation by Site



- The system will now run the meals through validation and display a progress bar. This may take several minutes. You do not need to remain on this page for the meal validation process to continue. Depending on how you have the site configured, My Food Program will be checking that:
 - Meals were entered only for dates and times that the facility was open.
 - Licensed capacity was not exceeded.
 - Meal counts did not exceed attendance.
 - Menus meet meal pattern requirements.
 - All participants were within the licensing age ranges of the facility.
 - Enrollment forms are current for all participants checked in for meals.
 - Infant menus were entered.
- Once the meal validation is complete, the list of meals will disappear and any errors generated will be displayed below. If no claim errors are found, the Review Claim Errors and Disallow Meals screen displays a message that confirms no claim errors were found. See separate instruction for details on how the site should review these errors prior to submitting their meal counts to their sponsor.

Completed!

Submitted to Sponsor

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance Entered Since Last Check for Errors 05/04/2021 at 09:47 AM May 2021

Date	Meal	Menu Entered	Meal Count	Food Production
------	------	--------------	------------	-----------------

Meal Errors

These meals were last checked for errors on 05/04/2021 at 09:47 AM , any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
No claim errors	

Details on meal errors can be found on the [Disallowed Meals Report](#)

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count	Food Production
------	------	--------------	------------	-----------------

Check for Errors or Submit to Sponsor: Claims Step 2: Review of Errors by Site



The claims process has five steps:

1. Meal validation (“check for errors”) by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once step 1 is completed, a list of errors will appear on the screen. **For details on any claim errors, you can run the *Disallowed Meals Report* to help you resolve the errors. If you still have questions, please contact your sponsor.**

Check for Errors or Submit to Sponsor: Claims Step 3: Submit to Sponsor by Site

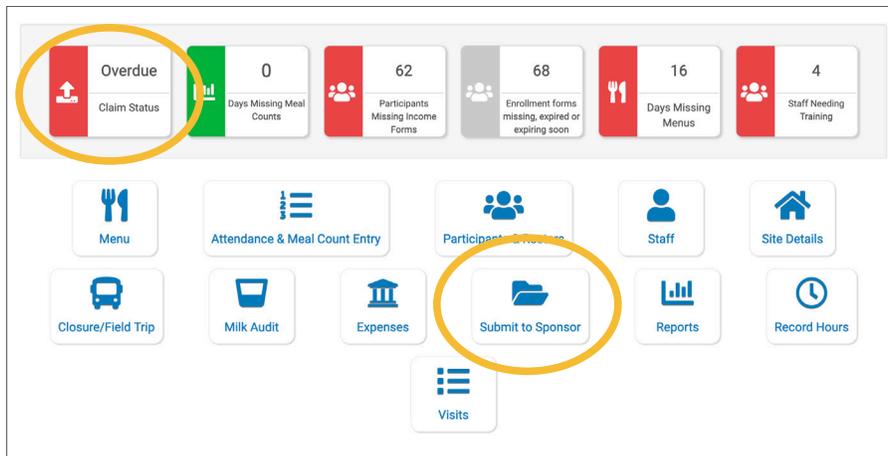
The claims process has five steps:

1. Meal validation (“check for errors”) by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once meals have been validated by the site and any errors have been resolved (Step 2), the site needs to complete step 3 to alert the sponsor that they are finished with their claim for reimbursement.

To submit a claim to a sponsor:

- You will know that your Claim has not been submitted If your Claim Status is RED.
- Click on “Review Claim Errors and Disallow Meals” (logged in as sponsor) or “Check for Errors or Submit to Sponsor” (logged in as site).
- Click on the green “Submit to Sponsor” button.
- A warning message will appear. Click “OK” to proceed.



prod.myfoodprogram.com says

This will finalize the meals for this month and you won't be able to change it anymore, are you sure?

OK Cancel

Check for Errors or Submit to Sponsor: Claims Step 3: Submit to Sponsor by Site



- The system will not run through the validation process. Depending on the size of the site and the way the Site Details are configured, this may take several minutes. A progress bar is displayed on the screen and once the check of meals and attendance is complete, the page will automatically refresh and the results will display on the screen.
- When claim submission is complete, the “Check for Errors or Submit to Sponsor” button disappears and the first date icon will now be GREEN and show the date. In addition, the site can no longer change menus or alter meal count or attendance records.
- You can also see your claim has been submitted from your dashboard as the Claim Status will now be GREEN.

Submitted to Sponsor 04/28/2020

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance March 2020

Date	Meal	Menu Entered	Meal Count

Meal Errors

Error Description	Error Count
Meals claimed for children who are not enrolled in the program	2
Meals claimed for children who have expired enrollments in the program	6
Meals for which there are no menus	2
Meals for which there is no infant menu	1
Meals/snacks claimed in excess of the approved age range license capacity	2

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count
03/03/2020	Breakfast	true	5
03/05/2020	Breakfast	false	5
03/23/2020	Breakfast	false	1

[Withdraw Meal Submission](#)

OK Claim Status

0 Days Missing Meal Counts

62 Participants Missing Income Forms

68 Enrollment forms missing, expired or expiring soon

16 Days Missing Menus

4 Staff Needing Training

Menu

Attendance & Meal Count Entry

Participants & Rosters

Staff

Site Details

Closure/Field Trip

Milk Audit

Expenses

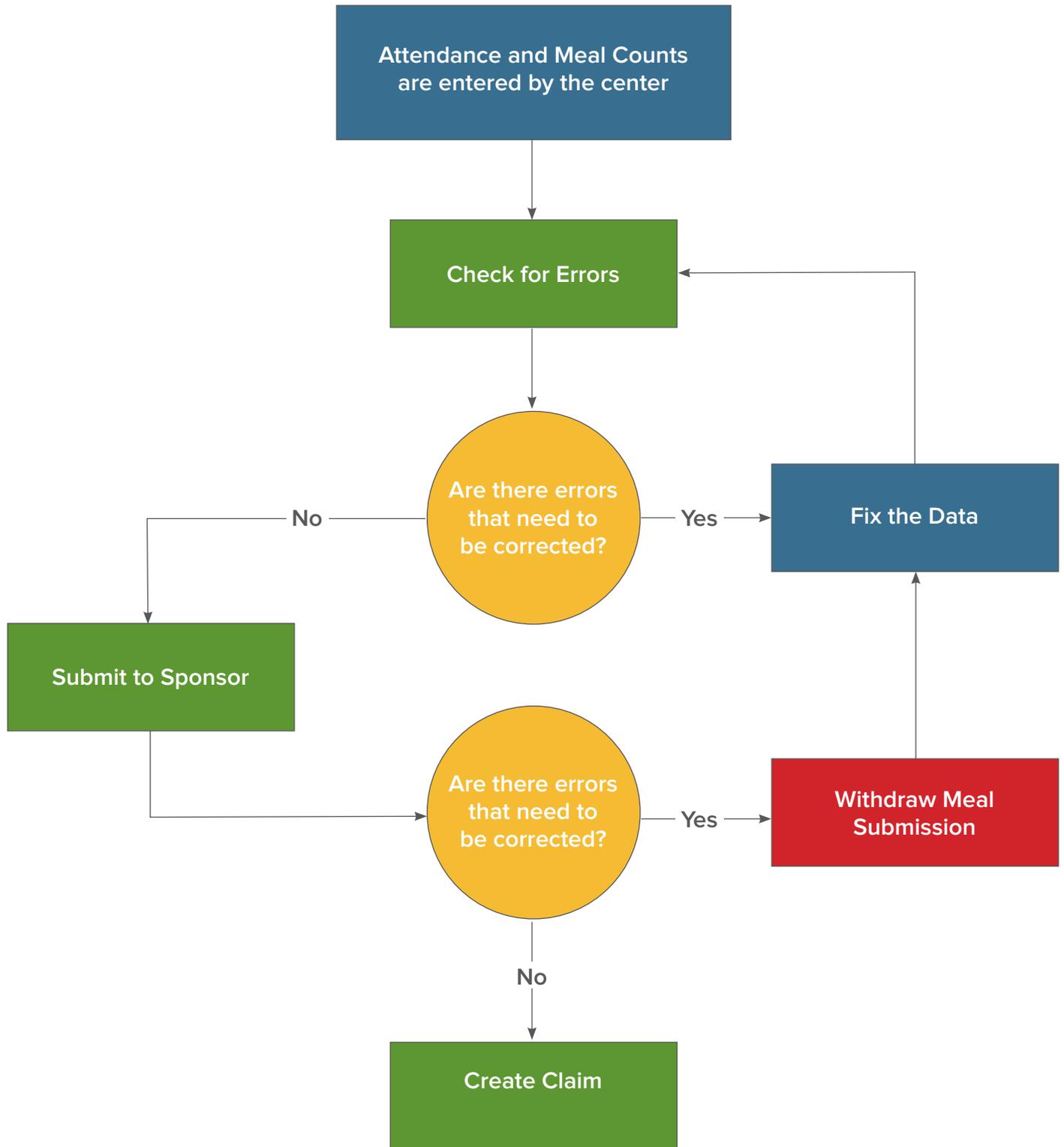
Submit to Sponsor

Reports

Record Hours

Visits

Process Claim



Process Claim: Claims Step 4: Review of Errors by Sponsor



NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

The claims process has five steps:

1. Meal validation (“check for errors”) by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once a site has indicated that they have completed the review of their meal counts and attendance for the month, the next step is for the sponsor to complete a second review and also disallow any meals.

Any errors that have been identified by My Food Program are listed on the “Review Claim Errors and Disallow Meals” screen. Below is a list of all potential errors and the method used to resolve the errors if it is possible. You may be asking the site for additional documentation in order to clear errors. **Sponsors must not resolve errors unless they are genuine, have documentation and a logical explanation. If errors are true violations of CACFP rules and not incorrect input, the corresponding meals will be disallowed in the claims creation process.**

There is a green button labeled “Check for New Enrollment Forms” that allows you to specifically look for enrollment forms that have been added to the software in the time between when the provider or center clicked “Submit to Sponsor” but before the claim is created. This button will disappear once a claim is created and is hidden from the provider or center.

There is another button called “Resubmit with Sponsor Changes”. This will allow sponsors to correct any recordkeeping mistakes related to attendance, meal counts, menus or add additional enrollment or income forms and re-submit the claim WITHOUT changing the date/time that the site originally submitted their information to the sponsor. IF a new date/time stamp on submission is needed, the “Withdraw Meal Submission” button can be used for that purpose. This button will appear after a provider or center has submitted their claim to the sponsor but a claim has not been created yet.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
1	Meals/snacks claimed in excess of the approved total license capacity.	Site Details are configured to “Error” for Licensing Age Range Errors AND a meal or snack has more participants checked in than is allowed by the total licensed capacity.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the total licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met: Change Site Details configuration to “Ignore” Licensing Age Range Errors.

Process Claim: Claims Step 4:
Review of Errors by Sponsor



#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
2	Meals/snacks claimed outside of the operating days.	A meal count is entered for a meal or snack that is not on a day that the facility is open. NOTE: this can only occur if site days of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating days.	Verify the days and meals that the facility is open under "Site Details". Remove or disallow the meal/snack counts for the days that are outside of operating days.
3	Meals/snacks claimed outside of the operating hours.	A meal count is entered for a meal or snack that is during a time that the facility is not open. NOTE: this can only occur if site times of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating times.	Verify the times and meals that the facility is open. If accurate, meals must remain disallowed. Remove or disallow the meal/snack counts that are outside of operating hours.
4	Meals/snacks claimed in excess of the approved age range license capacity.	Site Details are configured to "Error" for Licensing Age Range Errors AND a meal or snack has more participants checked in in a specific age range than is allowed by licensing.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the age range licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met: Change Site Details configuration to "Ignore" Licensing Age Range Errors.
5	Meals which do not meet the USDA meal pattern requirements.	Site Details are configured to validate menus AND a meal or snack does not meet the meal pattern requirements.	Disallowed Meals Report will list the meal(s) or snack(s) that are not creditable.	Verify that the meal or snack menu to accurate as to what components were served. If so, meals must remain disallowed. If you are using another system to track menus: Change Site Details configuration to "Ignore meal validation".
6	Meals claimed that differ from those recorded by the field monitor at the time of the visit.	A meal recorded by a site differs from the meal recorded by a monitor.	Disallowed Meals Report will list the meal or snack that is a mis-match. Visits will have details about the menu recorded by the monitor while the Menu section will have the menu recorded by the site.	Revise the site menu to match that recorded by the field monitor. This is most likely related to specific callouts on units or product numbers. Ex: Blueberries, fresh, lbs VS Blueberries, cups.

Process Claim: Claims Step 4:
Review of Errors by Sponsor



#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
7	Meals for which there are no menus.	Site Details are configured to enforce meal validation AND a meal count has been entered for a meal or snack and no menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) without menus.	Delete or disallow the meal counts. Add a creditable menu that matches what was actually served. If you are using another system to track menus: Change Site Details configuration to “Ignore meal validation”.
8	Meal total count greater than number of participants.	The number of participants checked in for a meal is greater than the number of participants checked in for attendance.	Disallowed Meals Report will list the meal(s) and snack(s) with meal counts greater than attendance.	Verify which count matches reality: the attendance or the meal count (requires another system such as a parent check-in at the door). Delete or disallow meal counts for participants recorded in error, revise attendance if it can be proved.
9	Too many meals claimed for program	This error is only applicable to sites that do headcount meal counts. It is triggered when the site is attempting to claim more than 2 meals and 1 snack or 1 meal and 2 snacks, which would require meal count by name	Site Details will have the meals offered by the site.	Switch the site from Meal Count Method “Headcount” to “Roster” or remove the available meals and snacks to 2 meals and 1 snack or 2 snacks and 1 meal.
10	Meal count is zero for head count based site.	A menu is entered but no participants were marked in for the meal.	Disallowed Meals Report will list the meal(s) and snack(s) without a count entered.	Enter meal counts if they were recorded on a backup (ex: paper or other system), otherwise they must remain disallowed.
11	No licensing age range for participant.	A participant was checked in for a meal and their birthdate is outside the age ranges set in Site Details under Licensing.	Disallowed Meals Report will list the participant that is outside the age range of the facility license.	Verify that the correct the birthdate of the participant was input. The “attends or is enrolled in school” check box determines which age range they are counted against. If you have another system to track licensing: Change Site Details configuration to Ignore “Licensing Age Range Errors”.

Process Claim: Claims Step 4: Review of Errors by Sponsor



#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
12	Meal does not meet 2016 meal pattern (Juice).	Site Details are configured to validate menus and juice was included on the menu twice in one day.	Disallowed Meals Report will list the date on which juice was on the menu twice.	Verify that the menu matches what was served. If so, meals must remain disallowed.
13	No whole grain-rich food served on this date.	Site Details are configured to validate menus and no whole grain-rich foods were included on the menu.	Disallowed Meals Report will list the dates on which a whole grain-rich food was missing.	Verify that there wasn't an input error where an enriched food was input instead of a whole grain-rich. If not, meals must remain disallowed.
14	Meal does not meet 2016 meal pattern (Proteins).	Site Details are configured to validate menus and meat/meat alternate was served instead of grain more than three times in a week.	Disallowed Meals Report will list the dates on which meat/meat alternate was substituted for grain.	Verify that the menu matches what was served, that ONLY a protein was served at breakfast more than three times in a week. If so, meals must remain disallowed.
15	Meal claimed for participant who is a non-CACFP participant	A participant has been marked in for a meal and also flagged as a participant that should not be included in the claims.	Ineligible Participant Report will have a list of participants with the "Include in claims" flag unchecked.	Check the box for "include in claims" for any participants that should be included in the claim.
16	Meal served to participant outside of participant normal schedule	The sponsor has set the policy that meals that are not listed on the enrollment form should be disallowed and a participant has been checked in for a meal outside of their normal schedule without the box "Meal Outside of Schedule" being checked and a reason provided.	The meal count screen will have details about which meals the participant attended. The participant page will have their schedule of typical days and meals.	There are three options to clear this error: 1. change the sponsor policy about disallowing meals outside of the participant schedule 2. adjust the meal counts so that the participant is only checked in for meals that correspond with their enrollment form or 3. provide a reason that the participant is eating meal outside of their schedule on the meal count page.
17	Meal served to participant without check in record	This error applies only to sites using in/out times for attendance. This error occurs when a participant is checked in for a meal when their time in indicates that they were not in attendance at meal time.	The meal count page will have information about the meals that the participant was checked in on. The attendance page will have the time in and time out. Site Details will have information about the meal times.	Adjust any incorrect time in records, meal attendance or meal times.

Process Claim: Claims Step 5: Processing Claims for Individual Sites with Batches

NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

The claims process has five steps:

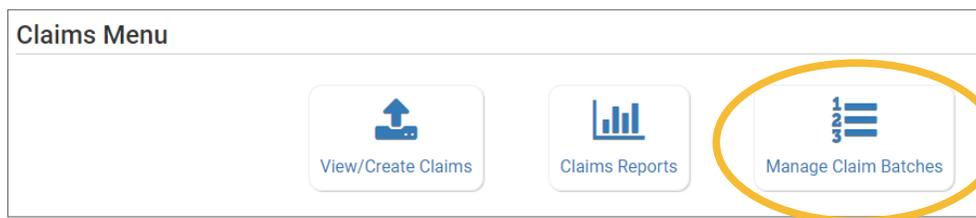
1. Meal validation (“check for errors”) by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors by the sponsor.
5. Claims creation by the sponsor.

Sponsors can now group their claims into batches in order to track multiple claims submissions to the state agency. To create a claim for an individual site with batches, be sure to turn on batch claiming in Sponsor Setup.

On a monthly basis, running claims in batches has two steps:

Step 1: Name your claim batches.

- On the sponsor dashboard, click “Claims” and then “Manage Claim Batches”.



- On the next screen you can name the Claim Batch (you can use a simple 1, 2, 3 system or you can use a date or any other batch naming convention you would like!) and also designate the date that the batch is being submitted to the state and the date your centers or providers can expect payment.

Claim Date*	05/01/2020
Batch Name*	May 2020 Batch 1
Submit to State Date	06/05/2020
Expected Payment Date	06/11/2020

Step 2: Assign each claim to a batch.

- When you run claims, you will be prompted to assign each claim to a batch.

April 2020	Select Batch	Create Claim
------------	--------------	--------------

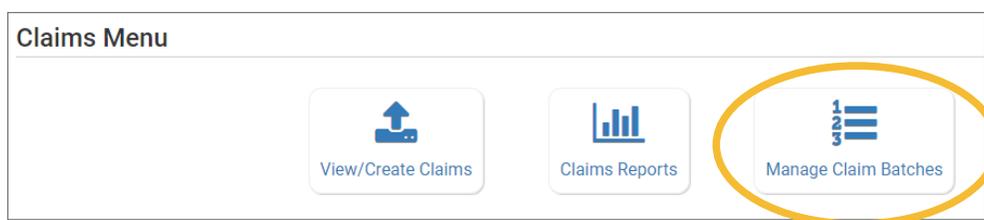
Process Claim: Claims Step 5: Processing Claims for All Sites with Batches

NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

Sponsors can now group their claims into batches in order to track multiple claims submissions to the state agency. To run claims in bulk with batches, be sure to turn on batch claiming in Sponsor Setup.

On a monthly basis, running claims in batches has two steps: **Step 1: Name your claim batches.**

- On the sponsor dashboard, click “Claims” and then “Manage Claim Batches”.



- On the next screen you can name the Claim Batch (you can use a simple 1, 2, 3 system or you can use a date or any other batch naming convention you would like!) and also designate the date that the batch is being submitted to the state and the date your centers or providers can expect payment.

Claim Date*	05/01/2020
Batch Name*	May 2020 Batch 1
Submit to State Date	06/05/2020
Expected Payment Date	06/11/2020

Step 2: Assign claims to a batch.

- Next, return to the main sponsor dashboard and click on “Claims” and “View/Create Claims”.
- Select the month/year for claims processing and then select the batch.
- Click the green “Create Claims” button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!



- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

Process Claim: Claims Step 5: Processing Claims for All Sites with Batches



NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

Claims									
		05/01/2020		Select Batch		Create Claims			
Export as .csv									
Site Name	Site Type	Att & Meal		Claim		ARAM	SFSP		
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	Claim	Claim	Batch	
Adult Day Center	Adult Day Care								
Child Care Center	Child Care Center		05/30/2020 11:40 AM		05/30/2020 11:40 AM				1
Child Care Home	Family Child Care Home								
Safe Harbor Shelter	Emergency Shelter								
Test Center 2	Child Care Center		05/30/2020 08:07 PM						

Each active site is listed on the screen along with the status of their claim:

- Attendance & Meal Counts
 - Red** if no attendance or meal counts have been entered for the month
 - Green** if attendance and meal counts have been entered for the month
 - M symbol** if it is a manual claim site
- Site Submitted to Sponsor
 - Red** if the site still needs to submit their attendance and meal counts to sponsor
 - Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
 - M symbol** if it is a manual claim
- Claim Errors
 - Red** if there are claim errors
 - Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created
- Batch specifies which batch a claim is assigned to.

Process Claim: Claims Step 5: Processing Claims for Individual Sites without Batches



NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

The claims process has five steps:

1. Meal validation (“check for errors”) by the site.
2. Review and correction of any errors by the site.
3. Submission to sponsor by the site.
4. Correction of any errors by the sponsor.
5. Claims creation by the sponsor.

To create a claim for an individual site:

- Click on “Process Claim” from the main dashboard.
- Select the correct month and year from the drop-down menu.
- Click “Create Claim”.
- My Food Program will now go through the meal validation process. Depending on the size and configuration of the site, this may take several minutes.
- When the claim is finished, you will be directed to the claim screen with a summary of payable meals.

Claim

Claim Date:	July 2017
Site Identification:	TESTCENTER1
Early Snack Count:	0
Breakfast Count:	60
AM Snack Count:	71
Lunch Count:	128
PM Snack Count:	64
Supper Count:	0
Evening Snack Count:	0

[Rollback Claim](#)

- More details on a claim is available in the Report section. See separate instructions for details.

Process Claim: Claims Step 5: Processing Claims for All Sites without Batches



NOTE: the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a site-level user. In addition, site-level users do not have a “Process Claim” dashboard button.

To run claims in bulk:

- Click on “Claims” on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green “Create Claims” button. The claims creation process may take several minutes depending on the size of the sites and their configuration. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!



- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

TEST SPONSOR		Welcome TestSponsorAdmin Logout					
Setup	Licensing	Users	Sites	Claims	Reports		
Claims			01/01/2020	Create Claims			
Site Name	Site Type	Att & Meal		Claim		SFSP	
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	ARAM Claim	Claim
Adult Day Center	Adult Day Care	✔	✘	✔			
Child Care Center	Child Care Center	✔	✔ 02/17/2020 10:37 AM	✔	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	M	M M	✔	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	✔	✔ 03/04/2020 05:39 PM	✘		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	✘		✔			

Each active site is listed on the screen along with the status of their claim:

- Attendance & Meal Counts
 - **Red** if no attendance or meal counts have been entered for the month
 - **Green** if attendance and meal counts have been entered for the month
 - **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
 - **Red** if the site still needs to submit their attendance and meal counts to sponsor
 - **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
 - **M symbol** if it is a manual claim
- Claim Errors
 - **Red** if there are claim errors
 - **Green** if no claim claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created

The Payments to Sites screen allows you to track whether you have sent payment to your sites for a claim month.

To record payments for sites:

- Click on “Claims” on the main sponsor dashboard and then select “Claim Payments”.
- In the upper-right hand corner select a month with claims already created.
- A list will populate with every site that a claim was created for the selected month. This list includes:
 - Site Name; Site ID; Site Type; Claim Type
 - Includes
 - Original Claim
 - Adj Only: a claim adjustment created after the original claim was paid.
 - Original Claim + Adj: a claim adjustment created before the original claim was paid.
 - Total Claim: this field is editable and initially displays our estimate. It is recommended that you change this value to the amount of reimbursement provided by your state agency as differences in rounding protocols sometimes means our estimates are off.
 - Operating Funds: similar to Total Claim field. Not applicable for Family Day Care Homes.
 - Payment to Site Amount
 - Paid: check individually or all at once using the top checkbox.
 - Date/Time
 - External Bill ID: this will be blank for now. New features coming soon!
- Click the green “Save” button in the upper-right hand corner.
 - NOTE: Once you click save the software will prevent any paid claims from ever being rolled back.
 - The Date/Time stamp will be added to the claims that have been marked as paid.
- You have the option to export this data as a spreadsheet by selecting Paid, Unpaid or All from the drop-down menu in the upper-left hand corner of the screen and clicking “Export as .csv”.
- NOTE: any changes made to claim amounts on this screen will be reflected in the Site-Level Claim Summary Report, Sponsor-Level Claim Summary Spreadsheet and the Nonprofit Food Service Account Status.

Payments to Sites											
										12/01/2020	
All										Export as .csv	Save
Site Name	Site ID	Site Type	Claim Type	Includes	Total Claim	Operating Funds*	Payment to Site Amount	Paid	Date/Time	External Bill ID	
After School Program	C067	After School Program	ARAM	Original Claim	123.01	105.33	\$105.33	<input type="checkbox"/>			
Child Care Center Example 1	81	Child Care Center	CACFP	Original Claim	2878.45	2480.38	\$2,480.38	<input type="checkbox"/>			
Child Care Center Example 2	36	Child Care Center	CACFP	Original Claim	992.00	851.43	\$851.43	<input type="checkbox"/>			
Family Child Care Home Example 1	313	Family Child Care Home	CACFP	Original Claim	\$330.19		\$330.19	<input checked="" type="checkbox"/>	01/29/2021 15:43:21 EST		
Family Child Care Home Example 2	217	Family Child Care Home	CACFP	Original Claim	1460.42		\$1,460.42	<input type="checkbox"/>			
Family Child Care Home Example 3	448	Family Child Care Home	CACFP	Original Claim	356.16		\$356.16	<input type="checkbox"/>			
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Original Claim	\$394.86		\$394.86	<input checked="" type="checkbox"/>	01/29/2021 15:31:55 EST		
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Adj Only	19.50		\$19.50	<input type="checkbox"/>			
Family Child Care Home Example 5	459	Family Child Care Home	CACFP	Original Claim + Adj	441.88		\$441.88	<input type="checkbox"/>			

1X ONE TIME

- Turn on Quickbooks Integration
- Link Quickbooks and My Food Program
- Designate Liability and A/P Accounts
- Match Quickbooks Vendors and My Food Program Sites

To Turn on Quickbooks Integration:

- Click on “Setup” from the main sponsor dashboard.
- Click on the “Sponsor Setup” button.
- Scroll down to Payment Integration and select Quickbooks from the drop-down menu for Integration Type.
- Click “Save” and return to the Setup menu. There should now be a “Connect to Quickbooks” button.

To Link My Food Program and Quickbooks:

- Click on “Connect to Quickbooks”. NOTE: you will need your Quickbooks username and password.
- Click on the “QB Connect” button and login to Quickbooks.
- You will now return to the My Food Program page with a connection confirmation at the top.
- You will also see information for your access token which may need to be renewed every few months.
- There is also a “Disconnect Quickbooks” button that you can use at anytime.

To Designate Liability and A/P accounts:

- You will need to select your Liability and Accounts Payable accounts and click on Save.

Sponsor Connected to Quickbooks Company Sandbox Company_US_2
The access tokens will need to be renewed after 05/16/2021 17:03:51 CDT


 Reset Authentication


 Disconnect Quickbooks

Billing Accounts

Account Name	Number	Description	Use Account for Site Bills
Reimbursement Pass-Through		Reimbursement Owed to Sponsored Centers and Providers	<input type="checkbox"/>
State Sales Tax Payable			<input type="checkbox"/>

A/P Accounts

Account Name	Number	Description	Use Account for Site Bills
Accounts Payable		Money Owed to Vendors	<input type="checkbox"/>

Process Claim: Quickbooks Initial Setup and Paying Bills



To Match your Quickbooks Vendors and your My Food Program Sites:

- Click on “Sites” from the main sponsor dashboard and select the name of your site.
- Click on the “Link to Quickbooks” button.
- You will see a list of the active vendors in your Quickbooks account. Select the one that matches your site within My Food Program.
- Click on the green “Save” button.

Quickbooks Vendors for company Sandbox Company_US_2

Vendor Name	Use Vendor
Example Center 1	<input type="checkbox"/>
Example Center 2	<input type="checkbox"/>
Example Provider 1	<input type="checkbox"/>
Example Provider 2	<input type="checkbox"/>
Example Provider 3	<input type="checkbox"/>
Example Provider 4	<input type="checkbox"/>
Example Provider 5	<input type="checkbox"/>

[Save](#)



MONTHLY

- Mark Claims as Paid to Send Bills from My Food Program to Quickbooks
- Pay Bills in Quickbooks

To Mark Claims as Paid to Send Bills from My Food Program to Quickbooks:

- Click on “Claims” on the main sponsor dashboard and then select “Claim Payments”.
- In the upper-right hand corner select a month with claims already created.
- A list will populate with every site that a claim was created for the selected month. This list includes:
 - Site Name; Site ID; Site Type; Claim Type
 - Includes
 - Original Claim
 - Adj Only: a claim adjustment created after the original claim was paid.
 - Original Claim + Adj: a claim adjustment created before the original claim was paid.
 - Total Claim: this field is editable and initially displays our estimate. It is recommended that you change this value to the amount of reimbursement provided by your state agency as differences in rounding protocols sometimes means our estimates are off.
 - Operating Funds: similar to Total Claim field. Not applicable for Family Day Care Homes.
 - Payment to Site Amount
 - Paid: check individually or all at once using the top checkbox.
 - Date/Time: this will be added once you click save.
 - External Bill ID: this will be added on save and matched to Quickbooks.
- Click the green “Save” button in the upper-right hand corner. NOTE: Once you click save the software will prevent any paid claims from ever being rolled back.
- You have the option to export this data as a spreadsheet by selecting Paid, Unpaid or All from the drop-down menu in the upper-left hand corner of the screen and clicking “Export as .csv”.
- NOTE: any changes made to claim amounts on this screen will be reflected in the Site-Level Claim Summary Report, Sponsor-Level Claim Summary Spreadsheet and the Nonprofit Food Service Account Status.

Payments to Sites										
Site Name	Site ID	Site Type	Claim Type	Includes	Total Claim	Operating Funds*	Payment to Site Amount	Paid <input type="checkbox"/>	Date/Time	External Bill ID
After School Program	C067	After School Program	ARAM	Original Claim	123.01	105.33	\$105.33	<input type="checkbox"/>		
Child Care Center Example 1	81	Child Care Center	CACFP	Original Claim	2878.45	2480.38	\$2,480.38	<input type="checkbox"/>		
Child Care Center Example 2	36	Child Care Center	CACFP	Original Claim	992.00	851.43	\$851.43	<input type="checkbox"/>		
Family Child Care Home Example 1	313	Family Child Care Home	CACFP	Original Claim	\$330.19		\$330.19	<input checked="" type="checkbox"/>	01/29/2021 15:43:21 EST	
Family Child Care Home Example 2	217	Family Child Care Home	CACFP	Original Claim	1460.42		\$1,460.42	<input type="checkbox"/>		
Family Child Care Home Example 3	448	Family Child Care Home	CACFP	Original Claim	356.16		\$356.16	<input type="checkbox"/>		
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Original Claim	\$394.86		\$394.86	<input checked="" type="checkbox"/>	01/29/2021 15:31:55 EST	

Process Claim: Quickbooks Initial Setup and Paying Bills

To Pay Bills in Quickbooks:

- Login to your Quickbooks account.
 - Click on “+ New” in the upper left-hand corner and select “Pay Bills” under Vendors.
 - You will see a list of all your bills which you can either select all using the top button or select individually.
 - Click the green “Schedule payments online” button. You will be taken to the Bill Pays page.

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> Example Center 1		03/09/2021	\$2,512.51	Not available	2,512.51	\$2,512.51
<input checked="" type="checkbox"/> Example Center 2		03/09/2021	\$977.15	Not available	977.15	\$977.15
<input type="checkbox"/> Example Center 2		03/09/2021	\$915.95	Not available		\$0.00
<input checked="" type="checkbox"/> Example Provider 1		03/09/2021	\$391.66	Not available	391.66	\$391.66
<input checked="" type="checkbox"/> Example Provider 3		03/09/2021	\$771.01	Not available	771.01	\$771.01
<input checked="" type="checkbox"/> Example Provider 4		03/09/2021	\$657.71	Not available	657.71	\$657.71
5 bills selected			\$5,310.04	\$0.00	\$5,310.04	\$5,310.04

- For each bill, select the account you want to use as your Payment Method and confirm the Delivery Method. Check and ACH payments have no fees, while Credit Card payments incur a processing fee.
- Once you have confirmed all the bills, click on the green “Schedule all payments” button at the bottom.
- You will have the option to email the receipt to your centers or providers stating the amount, date and delivery method for their payments.

VENDOR	DEDUCTION DATE	DELIVERY DATE	PAYMENT METHOD	DELIVERY METHOD	AMOUNT
Example Center 1	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$2,512.51
Example Center 2	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$977.15
Example Provider 1	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$391.66
Example Provider 3	Feb 26, 2021	Mar 5, 2021	Set method	Check	\$771.01
Example Provider 4	Mar 4, 2021	Mar 9, 2021	Set method	Bank	\$657.71

Process Claim: Rolling Back Claims



Claims can be rolled back in My Food Program, but this feature should be used with great care as no record of the claim will be retained. **If a claim has already been submitted to the state agency for reimbursement, then we strongly recommend printing or saving the following reports to substantiate the original claim prior to rolling back the claim:**

1. Meal Count by Name Report
2. Participant Report
3. Claim Summary Report

Common reasons to roll back a claim include:

- Receiving household income eligibility forms or enrollment forms for the prior month that should be included in the claim.
- Receiving additional paperwork to substantiate a claim or provide reason to disallow meals.

To roll back a claim:

- Click on “Process Claim” on the main dashboard.
- Select the correct month/year from the drop down.
- Click on the red “Rollback Claim” button.
- Click “OK” when the system prompts you to confirm.
- The claim is now rolled back and the meals are set to new. Menus, meal counts, income forms, enrollment forms and other data can now be changed. To re-create a claim, start-over at step 1 of the claims process.

Process Claim: Put a Claim on Hold

To put a claim on hold:

- Click on “Process Claim” on the main dashboard.
- Select the month/year of the claim and click the orange “Create Hold” button.
- This claim will now be skipped and the claim type will be listed as HOLD. It will also display the date and time and who the hold was placed by.
- To release the hold, just click the blue “Remove” button to the right of the claim.



Claim Date	Claim Type	Batch	Claim Made By	Claimed On	Action
Jan 2021	HOLD		ctwait	01/22/2021 05:23 PM	✕ Remove
Jun 2020	CACFP	2	System Admin	01/22/2021 01:11 PM	☑ Sponsor Manual Adjustments
Apr 2020	CACFP	1	System Admin	05/08/2020 11:42 AM	☑ Sponsor Manual Adjustments

To make a manual claim adjustment:

- Click on “Process Claim” on the main dashboard.
- Click on the orange “Sponsor Manual Claim Adjustment” button to the right of the appropriate claim.
 - There will be a summary of the claim for the month at the top.
 - Below that is a list of the claim errors.

There are two ways to adjust the claim:

- Override Error
 - Check the box below the “Override Error?” header for each error message.
 - Click the green “Save Overrides” button below.
 - You will now see the date and authorizer for each of the overrides.
 - These adjustments will be displayed below the “Summary of Adjustments” header.

Error	Participant	F/R/P	Meal	Meal Count	Override Error?	Override Authorized By
Meals claimed for children who are not enrolled in the program	Martin Bailey	A	Breakfast	1	<input type="checkbox"/>	
Meals claimed for children who are not enrolled in the program	Lucy Bennett	A	Breakfast	2	<input type="checkbox"/>	
Meals claimed for children who are not enrolled in the program	Lucy Bennett	A	Lunch	3	<input type="checkbox"/>	
Meals claimed for children who are not enrolled in the program	Lucy Bennett	A	PM Snack	1	<input type="checkbox"/>	

- Manual Adjustment: note that this adjustment will only be reflected on the Claim Summary Report.
 - Scroll to the bottom of the screen, under “Manual Adjustment”.
 - Select the appropriate meal, income eligibility category, increase or decrease, number of meals or snacks, and the reason. Note: it is important to be specific in your reason so you can back up this adjustment if needed.
 - Click the green “Save” button.
 - These adjustments will be displayed below the “Summary of Adjustments” header.

Manual Adjustment

Meal Type	F/R/P	Increase or Decrease	Number of Meals or Snacks	Reason
Select ▼	Select ▼	Select ▼		

Process Claim: Adjust Payment Amounts to Match Funds Received From States



Sponsors in states using the Blended Per Meal method for calculating reimbursement sometimes see a small discrepancy between the claim estimates calculated by My Food Program and the claim amounts received from the state agency due to rounding protocols. Sponsors have the ability to enter the total amount of funds received from the state and My Food Program will automatically re-calculate the individual site claim amounts.

To adjust payment amounts:

- From the Sponsor dashboard select the “Claims” tab.
- Select “Claims Payments”.
- On the right-hand side, select the month and year and click “Done”. Your payments will appear in a list below
- Enter the “Actual Amount Received From State For UNPAID Claims” in the box at the bottom.
- If the amount differs from the estimate, click the blue “Adjust Unpaid Claims Total to Match Total Claim Amount Received from State” and the individual site claim amounts will be automatically re-calculated.
- Be sure to mark the claims as paid in order for the new amounts to overwrite our original estimates.
- Click the green “Save” button when finished.

Payments to Sites 05/01/2021

All Export as .csv Save

Site Name	Site ID	Site Type	Claim Type	Includes	Site Claim Total	Operating Funds*	Payment to Site Amount	Paid <input type="checkbox"/>	Date/Time	External Bill ID
Test Center #2	67584	Child Care Center	ARAM	Original Claim	.96	.82	\$.82	<input type="checkbox"/>		
Test Center #2	67584	Child Care Center	CACFP	Original Claim	6.24	5.30	\$5.30	<input type="checkbox"/>		
Total For All Sites					\$7.20	\$6.12	\$6.12			
UNPAID Total For All Sites					\$7.20	\$6.12	\$6.12			
Actual Amount Received From State For UNPAID Claims					<input type="text"/>					

Adjust Unpaid Claim Total to Match Total Claim Amount Received from State

*Operating Funds are the payment to the center. It includes 85% of meal reimbursement and 100% of cash-in-lieu of commodities.

Reports

Below is our full list of available reports, separated by the following categories: Attendance & Meal Counts, Claims, Financial, Food Service Operations, Participant, Recordkeeping and Staff. If your state agency requires a specific report, we can develop new reports to meet those requirements. If you have any questions, please reach out.

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
☰ ATTENDANCE & MEAL COUNT REPORTS				
Daily FRP count by meal type	Attendance and meal count information for each participant for given range.	Date Range	Sponsor Site Manager	
Daily Meal Count With Attendance Report	Attendance and meal count information for each participant for a period of up to 5 days. This report also shows disallowed and payable meals.	Date Number of Days Roster Types of Meals	Sponsor Site Manager	
Five-Day Reconciliation Report	Display attendance and meal count data for 5 prior days for a visit.	Date	Sponsor Site Manager	
Headcount Meal Counts*	This is a summary report that lists the date, roster, meal and name of all meals and snacks that were entered for the month. This includes all raw data. <i>*This report is only displayed if the site is set to Headcount meal count.</i>	Month/Year	Sponsor Provider Kitchen Staff/ Infant Teacher	
Meal Count By Age Range	Show meal count by meal and age range for a given month.	Month/Year	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Meal Count by Roster	This report displays meal count information for each roster and only includes claimed meals. Information is displayed for each participant and indicates whether they were counted in for the meal or not. There is a summary table at the bottom that is divided by income eligibility category.	Month/Year Meal Roster	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Meal Recap Report	This provides summary meal count information in a concise grid format. Select the month and meal type and whether to display the raw counts, only those that were claimed or only those that were disallowed.	Month/Year Meal Recap or Disallowed Types of Meals	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Monthly Meal Count with Attendance	Attendance and meal count information for each participant for the month. (Note: attendance appears only after a claim is processed).	Month/Year All or Payable Types of Meals	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Total Attendance Report	Raw count of attendance entries by date, name or roster.	Month/Year By Date, Roster or Name	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
 ATTENDANCE & MEAL COUNT REPORTS CONTINUED				
Weekly Meal Count with Attendance Report	The Weekly Meal Count Report contains meal counts and attendance for each participant per meal for a given week.	Date Roster Separate or Combined	Sponsor Site Manager	
Zero Meal Count Report	The Zero Meal Count Report lists dates and meals where no meals have been entered.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
📄 CLAIMS REPORTS				
Claim Summary Report	This report displays claim summary information. Meal counts by totals and reimbursement rates	Month/Year Claiming Method Types of Meals	Sponsor Site Manager	
Disallowed Meals Report	A list of the meals that were non-payable (over the daily claim limit) or disallowed for a calendar month. Includes the date, meal type, participant and the reason for the disallow.	Month/Year Detailed or Summary Types of Meals Status	Sponsor Site Manager	
Meal Count and Menu Claim Documentation	Meal counts and menu data for a claim month.	Month/Year	Sponsor Site Manager	
Sponsored Claim Summary Report	This report displays sponsored claim summary information. Payable meals by totals and reimbursement rates.	Month/Year Claiming Method Type of Meal	Sponsor Site Manager	
🏛️ FINANCIAL REPORTS				
Expense Detail Report	This report helps you document expenses and categorizes them as CACFP, non-CACFP. It is linked to the information that you enter in the Expense part of My Food Program.	Date Range Include Receipts (optional)	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Expense Summary Report	This report sums up the costs for each expense type over the period of time selected.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Reimbursements by Calendar Year	Yearly summary of CACFP reimbursement for all sites.	Year	Sponsor Provider Kitchen Staff/ Infant Teacher	
Invoicing Summary Report*	This report show each household with their invoices with their total amount paid for a given range.	Date Range Guardian	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Revenue Summary Report*	This report show each household with their total amount paid for given year.	Year	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
W10 Form Report*	W10 form with fields filled in given a household.	Year Guardian	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

*These reports are only displayed if the Invoicing Feature is turned on.

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
🍴 FOOD SERVICE OPERATIONS REPORTS				
Daily Meal Production Record	This report pulls all meal production records for each day onto one page. This report does not include substitutions for special dietary needs or a record of leftover/recycled food.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Daily Meal Production with Leftovers and Dietary Accommodations	Detailed meal production report that includes documentation of use of leftover/recycled food and meal substitutions for special dietary needs. It contains all the information on the Texas Department of Agriculture form H1530.	Date Range Meal	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Delivery Receipt Report	Menu and food production information is pre-populated on this form. It is designed to be printed and sent with vended meal providers and used to document food temperatures and signatures.	Date	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Food Production Report	This is an output of the food production information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared for each menu item.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Food Production Spreadsheet with Meal Pattern	This is an output of the food production information entered in the menu screen as a spreadsheet.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Food Shortage Report	This is an output of the food shortage information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared and amount required for each menu item.	Date Range All Meals OR Only Meals with Food Shortage	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Grocery List Report	This report displays the estimated milk and food needed for a given date range based on participant schedules.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Milk Purchased Report	This report displays the milk purchased per type. Shows totals for day, week, and month.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Milk Served By Type Totals Report	This report displays estimated milk used in gallons per type based on meal attendance. Shows totals for day, week, and month.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Special Diet Report	A list of special diet form records for all participants.	N/A	Sponsor Provider Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
 PARTICIPANT REPORTS				
Enrollment Roster	Enrollment information for enrolled participants within a date range.	Month/Year	Sponsor Provider	
Ethnicity/Racial Report	Report by month of race and ethnicity information on each participant that attended that month.	Month/Year Meal Type	Sponsor Site Manager	
Household Report	Report of parent/guardians linked with participants. Includes household income eligibility form status and enrollment form status.	Month/Year Status	Sponsor Site Manager	
Ineligible Participant List	A list of the participants whose meal counts are not included in the claim.	N/A	Sponsor Site Manager	
Lapsed Participant Report	Report of all participants that have not attended or checked in for a meal in the last 90 days.	N/A	Sponsor Site Manager	
Participant Export Report	Generates a csv file of all participant attributes.	Active or All Participants	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Participant Report	A list of the participants that attended during a calendar month and their F/R/P status.	Month/Year Status	Sponsor Site Manager	
Special Diet Report	A List of special diet form records for all participants.	N/A	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
RECORDKEEPING REPORTS				
Bulk Enrollment Form Report	Generates one pdf with a enrollment form for each household with an expired or missing enrollment or income form.	Expired.Missing Enrollment AND/OR Income Forms	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Daily Menu Attendance and Meal Count Sheet	Generates daily menu attendance and meal count PDF.	N/A	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Duplicate Case Number Report	Report of households with matching case numbers.	N/A	Sponsor Site Manager	
Five-Day Reconciliation Report	Display attendance and meal count data for 5 prior days for a visit.	Date	Sponsor Site Manager	
Missing Forms Report	Displays a list of participants missing income eligibility or enrollment forms or those with forms that are nearing expiration.	Household Income AND/OR Enrollment Forms	Sponsor Site Manager	
Paper Back-Ups	Attendance and meal count sheets by roster. Note: only available for meal counts by name and not available for headcount meal count.	Date Roster	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Site Summary Report	This report shows information about the site, the participants and their schedule, user training from current fiscal year, and site visits.	N/A	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
👤 STAFF REPORTS				
Staff Active/Inactive Report	This report is used to track My Food Program users that are associated with this site. It has a custom date range picker and displays columns with staff name, status, role, start date and end date.	Date Range	Sponsor Site Manager	
Staff Hours Detail Report	Detail of staff hours for a selectable period of time.	Date Range	Sponsor Site Manager	
Staff Training Report	This report is used to track training for site staff. It has a custom date range picker and displays columns with staff name, role, a description of the training and the date of training. The information in this report is linked to information entered into the training details on the staff page.	Date Range	Sponsor Site Manager	

Record Hours

You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- Click on “Record Hours” from the main dashboard.
- Select the User you would like to record hours for from the dropdown menu.
- Click the blue “Record Hours” button on the upper-right corner.
- Enter the information into the fields:
 - Date
 - Start Time
 - End Time
 - Breaks and Other Non-Working Hours
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - “All Hours are CACFP Button”: for those staff that have only CACFP-related duties (for example, food service staff), click here to allocate all working hours as CACFP.
 - Note: Self-sponsored sites will have the ability to records CACFP Admin Hours (examples include preparing claims, household income statements, etc.)
- Click “Save”.

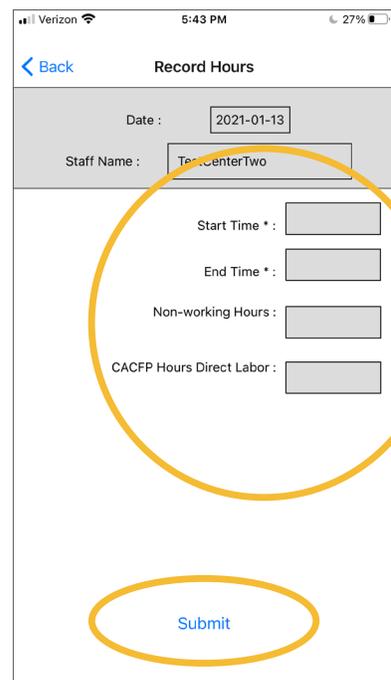
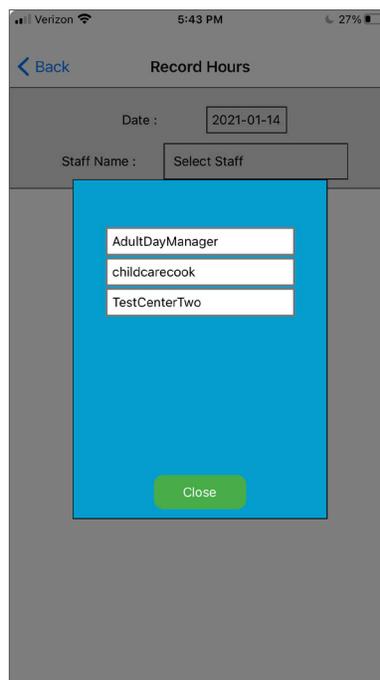
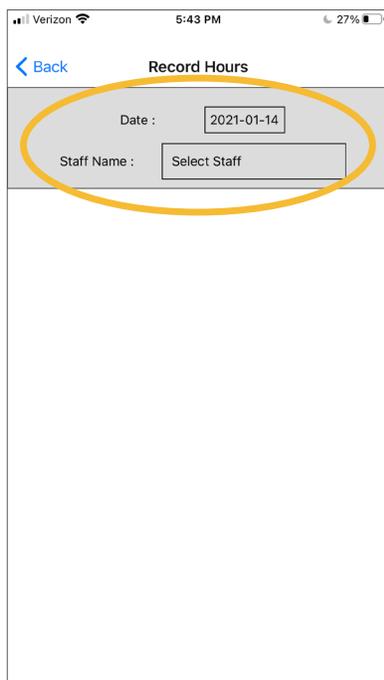
Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The information saved here will feed into the *Staff Hours Detail Report*.

You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours on mobile app:

- Click on “Record Hours” from the main dashboard.
- Select the date you would like to record hours for.
- Select the Staff you would like to record hours for from the dropdown menu.
- Enter the information into the fields:
 - Start Time
 - End Time
 - Non-Working Hours
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - Note: Self-sponsored sites will have the ability to records CACFP Admin Hours (examples include preparing claims, household income statements, etc.)
- Click “Submit”.



Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The information saved here will feed into the *Staff Hours Detail Report*.

Visits

Visits:

Adding a New Visit using Web App



My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **Electronic Visits through the Web App.**
2. Using a **paper-form and scanning it into My Food Program.**

To add a new review visit using the web app:

- Click on “Visits” on the main dashboard and then click the blue “Add Visit” in the upper-right corner.
- Enter the fields:
 - **Manual/Electronic (required):** select “Electronic”
 - **Visit Date (required)**
 - **Type:** select from:
 - 28-day follow-up
 - Regular Monitoring
 - Regular Monitoring – 1st Tri
 - Regular Monitoring – 2nd Tri
 - Regular Monitoring – 3rd Tri
 - Weekend Visit
 - CAP follow-up
 - Other
 - Site audit
 - Desk Audit
 - Preoperational/Intro Visit
 - **Electronic Forms:** select from Preoperational/Approval Visit OR Review Visit Form.
 - **Visit Announced:** check if the site was notified of the visit ahead of time.
 - **Meal Observed:** select from Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack
 - **Follow-Up Required:** check if a follow-up is required.
 - **Not Home:** check if provider was not home.
- Click “Save” in order to display the link to the electronic review form.
- Click the blue “Open Electronic Form button” and complete the form. You will not be able to submit until all required questions have been answered and the form has been signed by both the monitor and center.
- You will be able to see all attachments and audits on this page as well.

Visits:

Adding a New Visit using a Paper Form

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **Electronic Visits through the Web App.**
2. Using a **paper-form and scanning it into My Food Program.**

To add a new review visit using a paper form:

- Click on “Visits” on the main dashboard.
- Click the blue “Add Visit” in the upper-right corner.
- Enter the fields:
 - **Manual/Electronic (required):** select “Manual”
 - **Visit Date (required)**
 - **Type:** select from:
 - 28-day follow-up
 - Regular Monitoring
 - Regular Monitoring – 1st Tri
 - Regular Monitoring – 2nd Tri
 - Regular Monitoring – 3rd Tri
 - Weekend Visit
 - CAP follow-up
 - Other
 - Site audit
 - Desk Audit
 - Preoperational/Intro Visit
 - **Visit Announced:** check if the site was notified of the visit ahead of time.
 - **Meal Observed:** select from Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack
 - **Follow-Up Required:** check if a follow-up is required.
 - **Not Home:** check if provider was not home.
 - **Upload Visit Form:** use the Browse button to find and select the form from your device.
- Click “Save”.
- You will be able to see all attachments and audits on this page as well.

Site Visit

Manual / Electronic: manual

Visit Date:

Visit Type: Select

Visit Announced

Meal Observed: None

Follow-up Required

Not Home

Upload Visit Form: No file selected.
File limit is 10MB

Current Form: (No Image)

File limit is 10MB

Attachments

Photo	Delete

Audits

Start Date	End Date	Status	Report

Visits: Viewing and Deleting Visits



My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To view a visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the blue hyperlink for the visit date.
- View the form by clicking on the blue “Audit Report” hyperlink at the bottom of the screen.

To delete a visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the red “Delete” button next to the correct visit. Note: this action cannot be reversed, so please use this feature with care.
- Confirm that you wish to proceed with the deletion.