

SPONSOR AND SITE POLICIES

- ✓ Require centers to file an electronic signature that can be applied to attendance and meal count sheets
- ✓ Manage licensed capacity by setting a limit by age group or entering the license types as defined by your state agency
- ✓ Select from one of five choices for which participants to include on the claim participant list
- ✓ Set parameters on milk audits for daily or monthly inventory comparisons and to pull quantities from meal participation or food production records
- ✓ Create center accounts individually or use an upload file to add them all at once
- ✓ Require menus and/or food production records before meal count entry
- ✓ Track site closures
- ✓ Software is fully available in English and Spanish
- ✓ My Food Program+ app for use on tablets or phones

SPONSOR USERS AND CENTER STAFF USERS

- ✓ Assign your sponsor staff to either sponsor admin or sponsor reporter roles
- ✓ Restrict sponsor reporters to specific centers and specific visit forms
- ✓ Assign center staff to one of three roles with varying permissions
- ✓ Record and track CACFP and Civil Rights annual staff training

PARTICIPANTS AND ROSTERS

- ✓ Upload participant information for multiple centers with one file
- ✓ Create unlimited rosters to sort participants into lists
- ✓ Restrict participant status to only active or inactive or add nuance with pending or incomplete status
- ✓ Require centers to add all household contact information and participant race/ethnicity and schedule when entering a new participant
- ✓ Track household income forms and utilize our helpful income category calculator to assist you in determining the income eligibility category
- ✓ Ready Records allows you to text or email electronic income forms to participants or guardians
- ✓ Alerts for missing participant income forms

MENU AND FOOD PRODUCTION RECORDS

- ✓ Exclude foods from our expansive database to create a custom sponsor food list
- ✓ Enable enhanced sponsor control of food items to create center-specific food lists
- ✓ Helpful icons on the menu calendar give reminders about whole grains, juice and meat/meat alternate substitutions for grain at breakfast
- ✓ Manage favorite foods to make menu planning easy for your centers
- ✓ Save menus for future use
- ✓ Copy menus from week to week
- ✓ Select from multiple menu print layouts including a custom portion guide
- ✓ Create food production records using manual inputs or based on participant schedules
- ✓ Record the use of leftover or recycled food
- ✓ Record substitutions for special dietary needs
- ✓ For sponsors that provide meals to their centers, allow centers to enter meal orders using the mobile or web app
- ✓ Track the number of available meals
- ✓ Select to skip menu checks if you want to keep menus on paper
- ✓ Record food temperatures and create electronic delivery slips
- ✓ Icons indicate food items that require a CN Label or Product Formulation Statement. Save labels electronically
- ✓ Portions for grain items are listed in ounces based on Exhibit A: Grain Requirements for Child Nutrition Programs from the USDA Food Buying Guide

ATTENDANCE AND MEAL COUNTS

- ✓ Two screen configuration options for electronic attendance and meal count entry
- ✓ Two screen configuration options for electronic entry of meal counts originally recorded on paper
- ✓ Restrict your centers to entering meal counts at point-of-service
- ✓ Ability to accommodate shifts

EXPENSES

- ✓ Require or waive the requirement for centers to match their expense categories subtotals to a receipt total
- ✓ Customize the categories to which expenses are assigned
- ✓ Record milk purchases to assess inventory and to complete milk audits
- ✓ Track reimbursement versus expenses using the Nonprofit Food Service Account
- ✓ Give your centers the option to upload scans or photographs of receipts and invoices
- ✓ Allow center staff to record hours in order to track staff expenses

CLAIMS

- ✓ Assign batches to claims
- ✓ Comprehensive and automatic error checks and meal disallowances
- ✓ Claim errors display at site level for transparency
- ✓ Disallow individual meals or make manual claim adjustments
- ✓ Ability to place a claim on hold
- ✓ Adjust claim estimates to match state agency amounts
- ✓ Track payments made to centers
- ✓ Connect your My Food Program account to QuickBooks and create and pay bills automatically
- ✓ Process claims using a Claim Summary Report or a state agency upload file
- ✓ My Food Program can generate an ACH file that you can upload to your bank to generate a direct deposit to sites

VISITS

- ✓ Track monitoring visits
- ✓ Enter visits electronically including capturing electronic signatures

REPORTS

- ✓ Comprehensive set of center reports
- ✓ Full reports at the sponsor level that include all centers
- ✓ Create a customizable list of favorite reports