

SPONSOR AND SITE POLICIES

- ✓ Automatically disallow meals not listed on a child's enrollment form with the option for providers to override the disallowance by providing a reason for the variation
- ✓ Require providers 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 children to include on the claim participant list
- ✓ Create provider accounts individually or use an upload file to add them all at once
- ✓ Require menus before meal count entry
- ✓ Track closures or school release days
- ✓ Software is fully available in English and Spanish
- ✓ My Food Program+ app for use on tablets or phones

SPONSOR USERS AND PROVIDER STAFF USERS

- ✓ Assign your sponsor staff to either sponsor admin or sponsor reporter roles
- ✓ Restrict sponsor reporters to specific providers and specific visit forms
- ✓ Record and track CACFP and Civil Rights annual staff training

PARTICIPANTS AND ROSTERS

- ✓ Upload child information for multiple providers with one file
- ✓ Restrict participant status to only active or inactive or add nuance with pending or incomplete status
- ✓ Require providers to add all household contact information and participant race/ethnicity and schedule when entering a new child
- ✓ Set specific dates for developmental readiness for solid foods with separate dates for fruit/vegetable and meat/meat alternate or infant cereal
- ✓ Track household income forms and utilize our helpful income category calculator to assist you in determining the income eligibility category
- ✓ Track enrollment form effective and expiration dates
- ✓ Allow your providers to track invoices to and payments from parents for care; providers can automatically create W10 reports to assist parents in tax preparation. This feature is included at no additional cost to providers
- ✓ Download pre-filled participant registration forms
- ✓ Alerts for missing enrollment 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 provider-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 providers
- ✓ Plan infant menus by date or have providers keep individual infant feeding records
- ✓ Save menus for future use
- ✓ Copy menus from week to week
- ✓ Select from multiple menu print layouts including a custom portion guide
- ✓ Select to skip menu checks for children and/or infants if you want to keep menus on paper
- ✓ Record substitutions for special dietary needs
- ✓ 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
- ✓ Restrict providers to entering meal counts at point-of-service
- ✓ Two screen configuration options for electronic entry of meal counts originally recorded on paper
- ✓ Ability to accommodate shifts

EXPENSES

- ✓ Give your providers the option to track their expenses and automatically sort them into the categories on IRS Schedule C, and IRS Forms 8829 and 4562. This feature is included at no additional cost to your providers
- ✓ Give providers the option to upload scans or photographs or receipts
- ✓ Allow providers to record their hours in order to calculate a space-time percentage for tax purposes

CLAIMS

- ✓ Assign batches to claims
- ✓ Comprehensive and automatic error checks and meal disallowances
- ✓ Claim errors display at provider 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 providers
- ✓ Connect your My Food Program account to QuickBooks and create and pay bills automatically
- ✓ Process claims using 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 providers

VISITS

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

REPORTS

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