

### SPONSOR AND SITE POLICIES

- ✓ Require sites to file an electronic signature that can be applied to attendance and meal count sheets
- ✓ Create site accounts individually or use an upload file to add them all at once
- ✓ Track closures
- ✓ Software is fully available in English and Spanish
- ✓ Require menus and/or food production records before meal count entry

### SPONSOR USERS AND CENTER STAFF USERS

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

### 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 site-specific food lists
- ✓ Manage favorite foods to make menu planning easy for your sites
- ✓ 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
- ✓ Record the use of leftover or recycled food
- ✓ Allow sites to enter meal orders using My Food Program+ or the web app
- ✓ Select to skip menu checks if you want to keep menus on paper
- ✓ Track the number of available meals
- ✓ Create electronic delivery slips
- ✓ Icons indicate food items that require a CN Label or Product Formulation Statement. Save labels electronically

### ATTENDANCE AND MEAL COUNTS

- ✓ Enter meal counts electronically
- ✓ Restrict your sites to entering meal counts at point-of-service

### FOOD TEMPERATURES

- ✓ Option to require food temperatures before meal count entry and enforce requirements for specific meals or snacks
- ✓ Option for automatic claim disallowances for food temperatures that are outside of the safe range

### CLAIMS

- ✓ Assign batches to claims
- ✓ Comprehensive and automatic error checks and meal disallowances
- ✓ Claim errors display at site level for transparency
- ✓ Ability to place a claim on hold
- ✓ Adjust claim estimates to match state agency amounts
- ✓ Connect your My Food Program account to QuickBooks and create and pay bills automatically
- ✓ Disallow individual meals or make manual claim adjustments

### VISITS

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

### REPORTS

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