



CACFP Recordkeeping Texas

My Food Program

Our mission at My Food Program is to make the CACFP easier through software. Our goal is to increase participation while reducing opportunities for fraud, waste and abuse and we believe quality CACFP recordkeeping software can accomplish just that. We are providing this packet to assist with demonstrating that My Food Program software complies with Federal CACFP recordkeeping requirements. State agencies, including the Texas Department of Agriculture (TDA), do not approve or endorse CACFP recordkeeping software. Instead, sponsors that wish to use CACFP funds to pay for My Food Program software must submit a request to TDA for Specific Prior Written Approval (SPWA) through TX-UNPS.

Part 1: CACFP Forms

In the first section of this document, you will find documentation of how My Food Program software collects and reports the information contained on CACFP forms from TDA.

Part 2: Electronic Storage of Forms

In the second section of this document is information about how you can use My Food Program to electronically store copies of income eligibility forms, enrollment forms, infant feeding preferences, special dietary needs and receipts and invoices to document a nonprofit meal service.

Contact Us

If you need any assistance with understanding how our software works or need further documentation to support your SPWA request, please feel free to contact us by phone at 651-433-7345, email at info@myfoodprogram.com or start a webchat at www.myfoodprogram.com.

Part 1
CACFP Forms

Claim for Reimbursement – Meal Form H4502

The TDA form *Claim for Reimbursement – Meal Form H4502* will be replaced by the **Monthly Meal Count with Attendance** report in My Food Program:

Meal Count Grand Totals																																
	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	26	27	28	29	30	31	
Breakfast	5	5	5	5			5	5	5	5	5			4	4	2	1				2	2	2	2	2			1	1	1		69
Lunch	8	8	5	5			5	5	5	5	5			5	6	2	1				2	2	2	2	2			1	1	1		78
PM Snack	5	5	5	5			5	5	5	5	3			5	6	2	1				2	2	2	2	2			1	1	1		70
Total	18	18	15	15			15	15	15	15	13			14	16	6	3				6	6	6	6	6			3	3	3		217


- The **Expense Detail Report** replaces the ledger of expenses.

Child Care Center		Expense Detail Report				
						01/01/2020 to
Date	Category	Group	# of Expenses	Description	Total Amount	Applied Amount
06/03/2020	Food Costs (Contracted and Store Purchases)	Operating	1	Sysco	568.21	568.21
06/03/2020	Milk	Operating	1	Sysco - 1% Milk	35.00	35.00
06/03/2020	Milk	Operating	1	Sysco - Whole Milk	5.00	5.00
06/10/2020	Allowable Non-Food Supplies	Operating	1	Sam's Club	56.42	56.42
06/10/2020	Food Costs (Contracted and Store Purchases)	Operating	1	Sam's Club	585.12	585.12
06/15/2020	Food Costs (Contracted and Store Purchases)	Operating	1	Sysco	3251.54	3251.54
06/15/2020	Milk	Operating	1	Sysco - 1% Milk	75.65	75.65
06/15/2020	Milk	Operating	1	Sysco - Whole Milk	15.67	15.67
06/30/2020	Operations Labor	Operating	1	Cook Salary	1848.69	1848.69
09/23/2020	Food Costs (Contracted and Store Purchases)	Operating	1	Sam's Club	147.89	147.89
10/07/2020	Facilities and Space Costs - Admin	Administrative	1	Wal-Mart	1.22	0.00
10/16/2020	Milk	Operating	1	Skim Milk	0.00	0.00
10/28/2020	Other	Operating	1	Receipts for October	0.00	0.00
11/11/2020	Food Costs (Contracted and Store Purchases)	Operating	1	Kroger	200.00	200.00
11/11/2020	Milk	Operating	2	Kroger	0.00	0.00

Claim for Reimbursement – Meal Form H4502

Expenses that are entered into My Food Program are then collected into the **Expense by Category Report** (which provides details on each expense).

Expense by Category Report

Child Care Center				Site Expense Report 	
March 2019					
Date	Category	# of Expenses	Description	Category Amount	Applied Amount
03/05/2019	Food (Actual Receipts)	1	Food Distributor Invoice	1452.89	1452.89
03/12/2019	Travel Expenses	1	10 miles to attend training	5.65	5.65
03/15/2019	Administrative Salaries and Benefits	1	Director 5 hours 3/1-3/15	100.00	100.00
03/15/2019	Food Service Salaries and Benefits	1	Head Cook 48 hours	720.00	720.00
03/20/2019	Allowable Non-Food Supplies	1	Paper towels, napkins, cleaning supplies	15.34	15.34
03/27/2019	Office Supplies/Postage/Bank Charges	1	Printing and Postage for IEF	17.82	17.82
03/29/2019	Administrative Salaries and Benefits	1	Director 6 hours 3/15-3/29	120.00	120.00
03/31/2019	Food Service Salaries and Benefits	1	Head Cook 40 hours	600.00	600.00

Daily Meal Count and Attendance Record H1535

The TDA form *Daily Meal Count and Attendance Record H1535* will be replaced by the My Food Program report **Daily Meal Count with Attendance**. Meal counts are entered at point-of-service using a mobile device or through any web browser. Attendance and meal counts are kept separate. There are several options to configure the screen to enter meal counts and attendance. The attendance and meal count data is reported in the **Daily Meal Count with Attendance Report**. An example is below.

Daily Meal Count with Attendance Report

Participant	Age	ID	Mon 03/04					Tues 03/05					Wed 03/06					Thurs 03/07					Fri 03/08																																				
			A	E	S	B	A	M	L	P	M	S	E	V	A	E	S	B	A	M	L	P	M	S	E	V	A	E	S	B	A	M	L	P	M	S	E	V	A	E	S	B	A	M	L	P	M	S	E	V	A	E	S	B	A	M	L	P	M
Jane Doe	2Y 1M	1	X			X	X	X			X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X																										
Roger Jones	7Y 4M	41	X			X	X	X			X	X	X							X	X	X	X			X	X	X	X			X	X	X																									
Gavin Parker	4Y 2M	6	X			X					X	X	X	X			X	X	X	X			X	X	X	X			X	X	X	X																											


	M					Tu					W					Th					Fri																										
	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S	E	At	E	B	A	L	P	S
Payable Total	0	3	0	2	2	0	0	0	0	0	3	1	0	0	0	2	0	2	2	0	0	0	3	0	3	3	0	0	0	0	0	0	3	3	0	0											
Non-Payable (Over Claim Limit)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Non-CACFP (Program Staff/Non-Program)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Disallowed	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Attendance Total	3	0	0	0	0	0	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0										
Meal Count Total	3	0	3	0	2	2	0	0	3	0	3	0	3	1	0	0	2	0	2	0	2	2	0	0	3	0	3	0	3	3	0	0	3	0	0	0	3	3	0	0							

I certify that the information on this form is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible program participants. I understand that misrepresentation may result in prosecution under applicable state or federal laws.

_____ Signature _____ Date

Daily Meal Production Record H1530

TDA form *Daily Meal Production Record H1530* will be replaced by the **Daily Meal Production with Leftovers and Dietary Accommodations**. Meal production amounts are entered from the menu planning screen. Sites enter a menu and then open a food production screen. My Food Program provides a suggestion for food production amounts using predicted attendance and minimum portion size requirements. The units on meal production records are selected by the site and may be in cups, ounces, gallons, half-pints, each, lbs, #10 cans, etc. Below is an example of the food production screen.

 **Food Production**

- 3 #10 can Corn, canned, whole kernel, drained, heated (in #10 cans)
- 55 slice Bread, WGR (in slices)
- 17 Cup Watermelon, fresh (in cups)
- 3.75 Gallons 1% milk for ages 2+ (in gallons)
- 0.25 Gallons Whole milk for 1 yr old (in gallons)
- 11 lbs Chicken, boneless, skinless, raw (in lbs)

The **Daily Meal Production with Leftovers and Dietary Accommodations** pulls together the following elements:

- Menu
- Planned participation by age range
- Actual participation by age range (if the report is generated after a meal has taken place)
- Food production amounts (amount, unit, food component, food item)
- Leftovers and substitutions for special dietary needs (entered manually at present, but will be automated with future software enhancements)

Daily Meal Production with Leftovers and Dietary Accommodations

Daily Meal Production with Leftovers and Dietary Accommodations H1530			
Site Name: Child Care Center		Site ID: 123456789	
Contracting Entity:		ID:	
Date: 12/28/2020		Meal Type: Breakfast	
Participant Counts			
Category	Age Range	Planned Count base on schedule or estimate	Actual Count base on meal participation
Birth through 5 months	0-5 Months	0	0
6 through 11 months	6-11 Months	0	0
1 year olds	12-23 Months	0	0
Transition Month (24 months)	24-24 Months	0	0
2 year olds	25-35 Months	0	0
3-5 year olds	3-5 Years	3	1
6-18 year olds	6-17 Years	3	0
Adults	18 Years	0	0
Menu		Food Production Amounts	
English Muffins, Apples and Milk:	Amount	Unit	Component
	0.00	Cup	Fluid Milk
	5.25	Cup	Fluid Milk
	4.50	Ounces	Grains
	3.00	Cup	Fruit
			Food Item
			Whole Milk for 1 yr olds (in cups)
			1% Milk for 2 yrs+ (in cups)
			English Muffins, Enriched (in oz)
			Apples, fresh or canned (in cups)
Leftover/Recycled Food Used			
Substitutions for Special Dietary Needs			
01/06/2021		Page 1 of 1	

Daily Meal Production Record Infants H1530-A

TDA form *Daily Meal Production Record Infants H1530-A* will be replaced by the **Infant Menu by Name Report**, which pulls together the following elements:

- Date
- Meal
- Infant Name placed into the appropriate infant age range
- Record of specific food items and amount prepared (for example, 2T. Peaches). At present, this information is recorded manually but will be automated with future software enhancements.

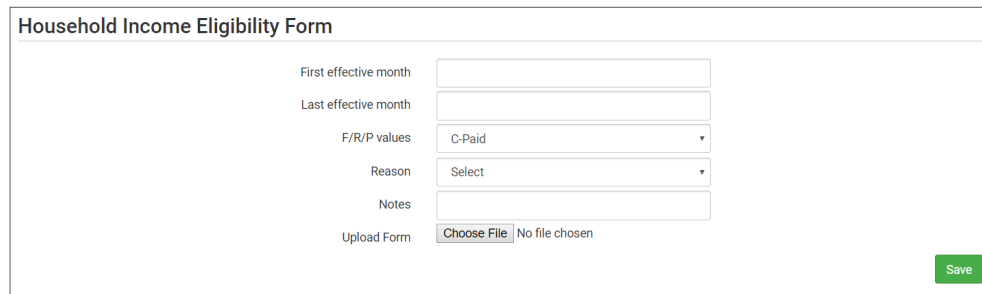
Infant Menu by Name Report

Child Care Home					Infant Menu By Name Report					
					01/01/2020 to 12/31/2020					
Meal Date	Meal Name	Participant	Id	Age	Component 1	Component 1 Amount	Component 2	Component 2 Amount	Component 3	Component 3 Amount
01/02/2020	Breakfast	John Smith	4	-3m						
02/05/2020	Breakfast	Jane Smith	3	0m	Breast Milk/Formula	6 oz	Applesauce	2 Tbsp	Infant Cereal	4 Tbsp
02/07/2020	Breakfast	Jane Smith	3	0m						
02/19/2020	Breakfast	Jane Smith	3	0m						
02/25/2020	Breakfast	Jane Smith	3	0m						
02/25/2020	Breakfast	John Smith	4	-1m						
02/25/2020	Breakfast	Mitchell Sanders	5	4m	Breast Milk/Formula	8 oz	Cheese, american, cheddar, mozzarella, or swiss	1 oz	Banana infant food	4 Tbsp
02/25/2020	Lunch	Jane Smith	3	0m						
02/25/2020	Lunch	John Smith	4	-1m						
02/25/2020	Lunch	Mitchell Sanders	5	4m						
02/28/2020	Breakfast	Jane Smith	3	0m						
02/28/2020	Breakfast	John Smith	4	-1m						
02/28/2020	Breakfast	Mitchell Sanders	5	4m						
02/28/2020	Lunch	Jane Smith	3	0m						

Part 2
Electronic Storage
of Forms

CACFP Meal Benefit Income Eligibility Form

Completed CACFP Meal Benefit Income Eligibility Forms can be stored in My Food Program. Begin by navigating to the household page. Clicking “Add Income Form” will bring up the screen shown below.



The screenshot shows a form titled "Household Income Eligibility Form". It contains the following fields and controls:

- First effective month:
- Last effective month:
- F/R/P values:
- Reason:
- Notes:
- Upload Form: No file chosen
-

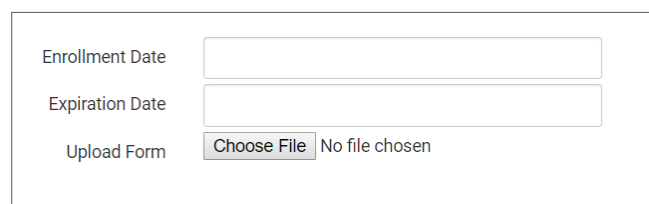
Sponsors select the first and last effective month and the income eligibility classification. We have the following cross-checks built in:

- You cannot enter a new income form for a month with a claim. This is because adding a new form would change the claiming percentage. Claims can be rolled back if a sponsor is going to submit a revised claim and wants to include the new form.
- The first and last effective months cannot be more than 13 months apart
- Reasons must be selected if the income category A-Free is selected (Head Start, Household Income or Case Number) or C-Paid is selected (Income or Refused). The reason for B-Reduced defaults to Income.

If you click “Choose File” and upload a scan of the CACFP Meal Benefit Income Eligibility Form, then it will be stored electronically in My Food Program and available for auditors to review.

Enrollment Form

Completed enrollment forms can be stored in My Food Program by navigating to the participant page and clicking “Add Enrollment” next to Enrollment Form, which brings up the screen below.



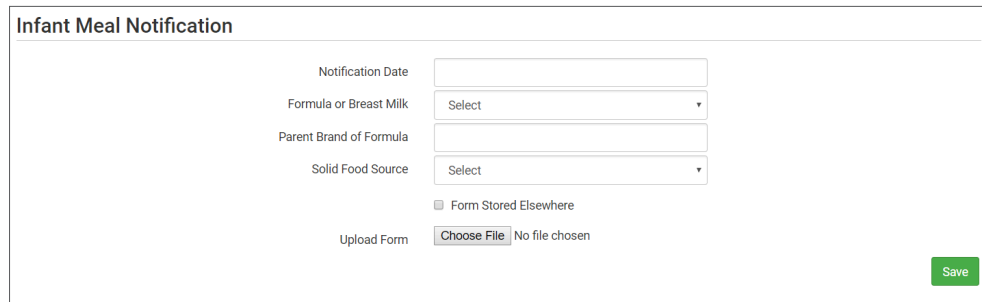
The screenshot shows a form titled "Enrollment Form". It contains the following fields and controls:

- Enrollment Date:
- Expiration Date:
- Upload Form: No file chosen

If you click “Choose File” and upload a scan of the Enrollment Form, then it will be stored electronically in My Food Program and available for auditors to review.

CACFP Infant Feeding Preferences

The TDA form “CACFP Infant Feeding Preference” can be stored in My Food Program by navigating to the participant page and clicking “Add” next to Infant Meal Notification which brings up the screen shown below.



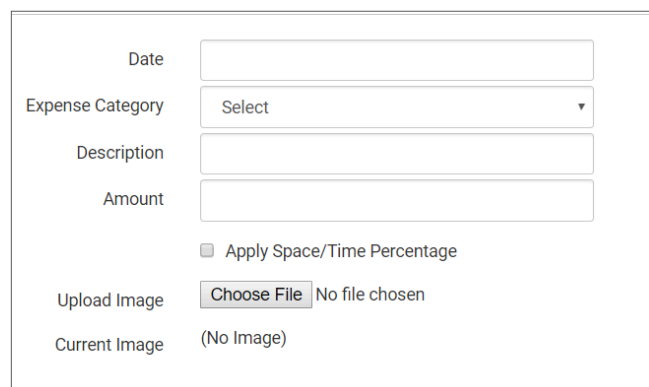
The screenshot shows a form titled "Infant Meal Notification" with the following fields and options:

- Notification Date: Text input field
- Formula or Breast Milk: Dropdown menu with "Select" option
- Parent Brand of Formula: Text input field
- Solid Food Source: Dropdown menu with "Select" option
- Form Stored Elsewhere
- Upload Form: No file chosen
-

If you click “Choose File” and upload a scan of the CACFP Infant Feeding Preference form, then it will be stored electronically in My Food Program and available for auditors or other site staff to review.

Receipts/Invoices

Scans or photographs of receipts and invoices can be stored in My Food Program to supplement the *Claim for Reimbursement – Meal H4502* form. To enter an expense, click “Expenses” from the main dashboard and then “add” which will display the screen below.



The screenshot shows a form for entering an expense with the following fields and options:

- Date: Text input field
- Expense Category: Dropdown menu with "Select" option
- Description: Text input field
- Amount: Text input field
- Apply Space/Time Percentage
- Upload Image: No file chosen
- Current Image: (No Image)

If you click “Choose File” and upload a scan or photograph of the receipt or invoice, then it will be stored electronically in My Food Program and available for auditors or other site staff to review.