

# 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 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" (with a checkbox). There are two rows of data: one for ID 22, Benjamin Cubbage, and one for ID 38, Carter Hoffman. Each row has three checkboxes: "Daily Attendance", "Ate", and "Meal Outside of Normal Schedule", followed by a "Reason..." text box. At the bottom left, there are "Current Totals" with two input boxes, both containing the number "0". A green "Save" button is located at the bottom right of the form.

## 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.