Paper Entry:
Monthly Entry with Daily Attendance and Meal Counts
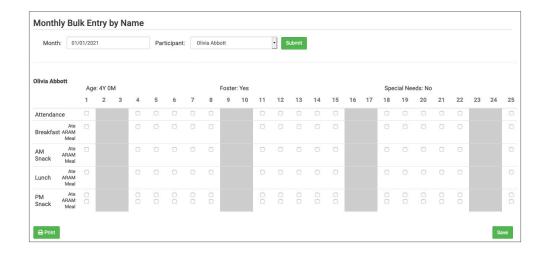## by Name on Paper with Mixed CACFP/ARAM

My Food PROGRAM

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on "Monthly Bulk Entry by Name" on the main dashboard.
- Select the month and year for which you would like to print the paper forms.
- Select the participant from the drop-downn menu.
- Click "Submit".

- You will now see the participant's name along with a short summary of their details. Below that is a line for attendance and each meal or snack. Scroll down the page and click the green "Print" button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the "fit to page" to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the "Reports" section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

- Record attendance and meal counts on the paper forms by checking the box next to attendance and each meal that they attended for each appropriate day.
- Check the box under "ARAM Meal" for eligible participants.
- At the end of the month, gather the paper forms and return to the screen from which you printed the form (i.e. go to "Monthly Bulk Entry by Name" and select the month/year and participant that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click "Save"
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.