

MONTHLY ENTRY BY NAME

ATTENDANCE & MEAL COUNT SCREENS

View our Help Center articles to learn more about using the improved [attendance and meal count screen](#).

- 1 Click the button to check a participant in for a meal
- 2 Designation for participants not included in claims (N/C box)
- 3 Feedback about why a meal count is disabled through hover text
- 4 Screen message about site closures

PARTICIPANT SCREEN

View our Help Center article to learn more about using the improved [participant screen](#).

Old Way

New Way

The “Include in Claims” box is now set as a date range under Participant Programs. Unless a participant has declined the CACFP, there is nothing you need to do with the Participant Program. If a participant has declined the Food Program (for example, they are providing their own food) or it is a staff person that needs to be counted but not claimed, please [reference our Help Center article on Non-CACFP Program type](#).