SPONSOR AND SITE POLICIES

- ✔ Require sites to file an electronic signature that can be applied to attendance and meal count sheets

- ✔ Manage licensed capacity by entering the license types as defined by your state agency

- ✔ Set parameters on milk audits for daily or monthly inventory comparisons and to pull quantities from meal participation or food production records

- ✔ Create site accounts individually or use an upload file to add them all at once

- ✔ Require menus and/or food production records before meal count entry

- ✔ My Food Program+ app for use on tablets or phones

- ✔ Software is fully available in English and Spanish

SPONSOR USERS AND SITE 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 CACFP and Civil Rights annual staff training

PARTICIPANTS AND ROSTERS

- ✔ Upload child information for multiple sites with one file

- ✔ Create unlimited rosters to sort participants into lists

- ✔ Restrict participant status to only active or inactive or add nuance with pending or incomplete status

- ✔ Set specific dates for developmental readiness for solid foods with separate dates for fruit/vegetable and meat/meat alternate or infant cereal

ATTENDANCE AND MEAL COUNTS

- ✔ Two screen configuration options for electronic attendance and meal count entry

- ✔ Two screen configuration options for electronic entry of meal counts originally recorded on paper

- ✔ Restrict your sites to entering meal counts at point-of-service

- ✔ Ability to accommodate shifts

EXPENSES

- ✔ Require or waive the requirement for sites to match their expense categories subtotals to a receipt total

- ✔ Customize the categories to which expenses are assigned

- ✔ Record milk purchases to assess inventory and to complete milk audits

- ✔ Track reimbursement versus expenses using the Nonprofit Food Service Account

- ✔ Give your sites the option to upload scans or photographs of receipts and invoices

- ✔ Allow site staff to record hours in order to track staff expenses

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

- ✔ Helpful icons on the menu calendar give reminders about whole grains, juice and meat/meat alternate substitutions for grain at breakfast

- ✔ Icons indicate food items that require a CN label or Product Formulation Statement. Save labels electronically

- ✔ Portions for grain items are listed in ounces based on Exhibit A: Grain Requirements for Child Nutrition Programs from the USDA Food Buying Guide

- ✔ Manage favorite foods to make menu planning easy for your sites

- ✔ Plan infant menus by date or have sites keep individual infant feeding records

- ✔ 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 using manual inputs or based on participant schedules

- ✔ Record the use of leftover or recycled food

- ✔ Record substitutions for special dietary needs

- ✔ For sponsors that provide meals to their sites, allow sites to enter meal orders using My Food Program+ or the web app

- ✔ Track the number of available meals

- ✔ Record food temperatures and create electronic delivery slips

- ✔ Select to skip menu checks for participants if you want to keep menus on paper

CLAIMS

- ✔ Assign batches to claims

- ✔ Comprehensive and automatic error checks and meal disallowances

- ✔ Claim errors display at site level for transparency

- ✔ Disallow individual meals or make manual claim adjustments

- ✔ Ability to place a claim on hold

- ✔ Adjust claim estimates to match state agency amounts

- ✔ Track payments made to sites

- ✔ Connect your My Food Program account to QuickBooks and create and pay bills automatically

- ✔ My Food Program can generate an ACH file that you can upload to your bank to generate a direct deposit to your sites

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