MY FOOD PROGRAM

FEATURES, SETTINGS *and* REPORTS

OVERVIEW

Our software provides a wide range of features, customizable settings, and comprehensive reports to help you manage your program efficiently and effectively.

FEATURES

A capability or tool built into the software that allows users to perform a task or solve a problem.

What the software can do.

Examples:

- Taking a Meal Counts
- Creating a Saved Menu
- Storing a Child's Birthdate

CUSTOMIZABLE SETTINGS

A configurable option that lets the user control how a feature works or how the system behaves.

How you customize the feature or the system.

Examples:

- Choosing to take attendance with in/out times or by present/absent
- Requiring a schedule when enrolling a participant
- Disallowing meals for a milk shortage

REPORTS

A PDF document or spreadsheet that organizes data collected by the system.

A picture of the data.

Examples:

- Claim Summary Report
- Food Production Record
- Expense Detail Report

SHORTCUTS

- Feature = Action (what you can do)
- Setting = Control (how you adjust it)
- Report = Output (what you get out)

LET'S DIVE IN

The following pages provide an overview of our features, customizable settings, and reports, organized according to the categories used within the software.

MY FOOD PROGRAM

Sponsor SETUP

FEATURES

- Sponsor icon alerts for active site count, special diet forms, overdue monitoring visits, tiering determinations, electronic forms for approval, missing or expired facility license and visits without training
- Message Center to view messages sent from My Food Program to your sponsor account
- Track sponsor name, legal name, Sponsor ID, address, email address, phone
- Track information on sponsor principals, including name, position, birth date, term dates, address, phone, email, employer, job title, conflicts, race, ethnicity, date of NDL check, and whether they are eligible to vote and whether they receive compensation for their board service
- Upload a signature image to be applied to paper checks
- Set an ARAM Release Day (a day when breakfast, am snack or lunch can be claimed on a weekday as ARAM)
- Designate school district closures
- Connect to Quickbooks
- Changes site settings for all settings and all sites at once
- Determine the default site settings to be used for new sites
- Set up your banking information and direct deposit information for sites
- View and pay your invoices for your use of My Food Program, including the ability to view the list of sites included in the monthly invoice and download a detailed spreadsheet
- Set the license types or license age ranges used in your state along with the ability to set them as valid for school agers, non-school agers or all participants and also as valid for night capacity
- Combine license types into license groups and assign codes for state agency export files
- Manage sponsor users, including name, user name, password, email address, phone number, start date, end date, status, role, assigned sites for monitoring, notes, signature and training
- Manage Sponsor Reporter Site Assignments in bulk
- Generate an ACH file for upload to your banking institution
- Add an ACH payment outside of a claim
- Get a direct link to Ready Records forms that need approval
- Send Ready Records reminders to all household or only those with missing, expired paperwork with a filter by site
- Create a Link to a Ready Records Request or make a link inactive
- Approve Ready Records forms in bulk
- Require a second user to approve income forms after they are reviewed
- Run reports at the sponsor and site level
- Mark a report as a favorite
- Upload your own logo for providers and center/site staff to see when they login
- Log in to the full and mobile version of the software using Single Sign-On (SSO)
- Switch between sites directly from select pages

MY FOOD PROGRAM

Site MANAGEMENT

FEATURES

- Status Icons related to claims status, missing meal counts, missing/expired income forms, missing/expired enrollment forms, missing menus, overdue training
- Store name, site type, legal name, profit status, site ID, status, address, time zone, county, site school district, email address, phone, second phone, mailing address, preferred language, pre-qualifying month, intended start date, actual start date, end date, withdrawal reason, business name, Tax ID, food contracting entity, alternate ID, delivery driver, monitor, administrative percentage, payment method, space/time percentage, notes, and group family child care license
- Hide settings that can be managed from the sponsor level
- Set the authorized program type (CACFP Standard, CACFP School Age, CACFP Preschool, Head Start, Early Head Start, ARAM, SFSP or Not Claiming) and the approved claiming dates
- Enter open/close times and approved meal service times
- Designate a meal for night licensed capacity limits
- Set the program type for each meal type
- Enable and assign participant meal shifts
- Copy meal times from one day to another
- Designate a site as a master menu site and select which sites will use these menus
- Indicate that a site uses the menus from a master menu
- Track the iron-fortified infant formula(s) offered by a site
- Track licensed capacity
- Add additional age range combinations on top of licensed capacities by age range
- Track information on site principals: name, position, birth date, term dates, address, phone, email, employer, job title, conflicts, race, ethnicity, date of NDL check, and whether they are eligible to vote and whether they receive compensation for their board service
- Track facility license number, effective dates, licensed authority and upload a file to associate with the facility license
- Track the site's vended meal contract, including the contract name, effective dates and upload an image of the contract
- Place a site on hold and provide the hold dates and reason
- Enter a record log (large text box with comments only sponsor staff can see)
- Enter a record log note with the note date, type, summary and description
- Record a tier determination, including the Tier I or Tier II, along with the effective dates, reason, census information, school district name, school name, school zip, free and reduced percentage for the area, and a case number (if a provider is qualifying based on their case number)
- Use the income eligibility calculator if entering a Tier I determination based on the provider's household size and income
- Designate a summer food site as a camp and allowed to claim three meals
- Filter the site list by monitor

MY FOOD PROGRAM

Site MANAGEMENT

FEATURES

- Link a site to a vendor in QuickBooks and send bills directly to QuickBooks
- Search for sites based on legal name, address, business name, county, alternate ID, email, license number or phone number
- Search for a participant based on first name and/or last name
- Set a highest allowable count (afterschool and summer food)
- Expand or collapse simple view of site hours and meal times
- Send a message to sites using the Message Center
- Log in to the full and mobile version of the software using Single Sign-On (SSO)

CUSTOMIZABLE SETTINGS

- Disallow meals if a facility license is missing or expired
- Assign monitor(s) to sites
- Perform capacity checks by program type (CACFP Standard, CACFP School Age, CACFP Preschool, Head Start, Early Head Start, ARAM, SFSP or Not Claiming) in addition to overall facility licensed capacities
- Track licensed capacity by age range (typically used by centers) or by license type (typically used by homes)
- Hide Message Center
- Make My Food Program chat function available to all sites while logged in
- Make certain program types available when adding sites (CACFP Standard, CACFP School Age, CACFP Preschool, Head Start, Early Head Start, ARAM, SFSP or Not Claiming)
- Make certain meal types available when adding sites (early snack, breakfast, am snack, lunch, pm snack, supper, evening snack)
- Designate a report as a “Favorite” for all sites
- Designate if site hours and meal times are the same for every day
- Option to display two most recent Record Log Notes on dashboard for Sponsor Users
- Option to display reminder banner if meal from prior month is not submitted
- Option to select which day of the month the claim status icon turns red

MY FOOD PROGRAM

Site MANAGEMENT

REPORTS

- Site Summary Report*^
- Mailing Labels*
- Vended Meal Contract Report*
- Site Export Report*
- Site Principal Spreadsheet*
- Expiring Provider Tier I Status*
- Facility License Report*
- Provider Tier Status*
- Provider Tiering Report Spreadsheet*
- Sites Claiming Evenings and Weekends*
- Time-Space Percentage^
- Record of Logins*
- Record of Sponsor User Logins Report*

*indicates a report that can be run at the sponsor level | ^indicates a report that can be run at the site level

MENUS, FOOD PRODUCTION & MEAL ORDERS

FEATURES

- Plan menus for participants 1 yr+
- Plan menus for infants <1 yr
- Create an infant feeding record
- Mark a food as a favorite food so it appears in a quick-pick dropdown on the meal planning page
- Create saved menus and group them into weeks
- Delete menus individually or in bulk
- Print menus as a two-week calendar, a portioned spreadsheet or a portioned print-ready, in both English and Spanish
- Create food production records individually or in bulk
- Set meal order categories for a site
- Store CN Labels, Product Formulation Statements, Ingredient Labels or Nutrition Facts Panels
- Copy CN Labels, Product Formulation Statements, Ingredient Labels or Nutrition Facts Panels from one site to another within the same sponsor account
- Create meal orders individually or in bulk
- Copy menus by the day
- Copy menus by the week or apply a weekly saved menu
- Record substitutions for special dietary needs
- Menu calendar icons for whole grain, juice, MMA substitutes for grains at breakfast, school release days, field trips, closures
- Exclude certain food Items in the My Food Program food database for all sites
- Set or remove a food as a favorite food for newly-created sites and/or existing sites so they appear in a quick-pick dropdown on the meal planning page
- Enter, remove and view meal orders across all sites
- Create custom meal order categories and set prices to assist with tracking vended meal costs
- Search the Food Database by Product Code or CN Label Number
- Mark a Special Diet as Reviewed by Sponsor
- Mark infants with special dietary needs as being served less than minimum amounts
- Mark participants with special dietary needs as being served less than the minimum amount of milk and exclude them from the milk audit
- Record locally sourced foods

CUSTOMIZABLE SETTINGS

- Ignore menu validation
- Allow entry of menus with missing components but do not allow them to be claimed
- Allow or restrict restrict providers or center/site staff to only foods marked by the sponsor as “favorite”

MY FOOD PROGRAM

MENUS, FOOD PRODUCTION & MEAL ORDERS

CUSTOMIZABLE SETTINGS

- Allow or restrict providers or center/site staff from uploading CN Labels, Nutrition Facts Panels or ingredient lists
- Automatically update food production records when meal food items change
- Allow or restrict meal orders from being entered in bulk
- Set a default milk to be added to all breakfast, lunch and supper
- Disallow meals if fluid milk substitute is not on the menu and a participant with a fluid milk special dietary need attends the meal. Excludes participants who provide their own fluid milk substitute.
- Disallow meals if CN Label or Product Formulation Statement is not uploaded
- Allow or restrict providers or center/site staff from setting their own menu item names for print
- Require same-day food production records
- Disallow meals for missing infant menus (for ages 6+ or for all infants)
- Show an icon on the calendar for school days and non-school days
- Allow or restrict meal orders from being entered using the mobile version
- Require infant feeding records
- Allow or restrict infant menu by name entry to infant meal service times
- Allow or restrict provider or center/site staff from typing in a “description for print view” that will overwrite all menu item names
- Allow or restrict providers or center/site staff from indicating that a food item will supply only part of the full portion size
- Ignore expired CN labels during claims check
- Disallow a meal if there is a food shortage (i.e. the food production record indicates that not enough food was prepared for all the participants who attended the meal)
- Disallow a meal if the food production record indicates that not enough milk was prepared for all the participants who attended the meal
- Set age ranges to display for meal orders
- Allow or restrict center/site with “staff” permission level to enter menus (those with site manager/ director permission can always enter menus)
- Allow or restrict providers or center/site users with “Staff” or “Kitchen Staff or Infant Teacher” permission level to enter meal counts for prior dates
- Show or Hide the Option to Designate a Food Item as an Extra
- Disallow meals when Special Diet Statement is expired
- Allow or restrict provider or center/site staff from recording locally sourced foods
- Allow or restrict menu editing after the meal date

MY FOOD PROGRAM

MENUS, FOOD PRODUCTION & MEAL ORDERS

REPORTS

- Daily Meal Production^
- Daily Meal Production with Leftovers and Dietary Accommodations*^
- Daily Menu Production Worksheet for Summer Food^
- Favorite Foods with CN Label or Product Formulation Statement*^
- Food Production Report*
- Food Production Spreadsheet with Meal Pattern^
- Food Shortage Report^
- Foods Served with CN Labels or Product Formulation Statement*^
- Grocery List Report*
- Infant Food Production Record H-1530A^
- Infant Menu by Name^
- Substitutions for Special Dietary Needs
- Food Allergy Label Report*
- Site Food Order Spreadsheet*
- Site Food Orders*
- Site Menu Report*
- Menu Changelog*
- Sweet Cracker Service Report*
- Locally Sourced Food Report*
- Label Verification Spreadsheet for Yogurt, Cereal, WGR and Convenience Foods^

*indicates a report that can be run at the sponsor level | ^indicates a report that can be run at the site level

MY FOOD PROGRAM

ATTENDANCE & MEAL COUNTS

FEATURES

- Record attendance
- Take meal counts by program type (such as Head Start vs. CACFP Standard)
- Disallow a specific meal for a specific participant
- Send a note to the sponsor
- Record a meal outside of the schedule on the participant's enrollment form
- Mark a participant as absent and provide an absence reason
- Upload daily attendance
- Record a reason that a meal is non-reimbursable
- View an overview of the meal counts entered across all sites
- Record an Adult Meal Headcount
- Reassign meal shifts based on participant meal shift assignments
- Lock meal count editing/entry for a specific day

CUSTOMIZABLE SETTINGS

- Set attendance to "Present" or "In/Out Times"
- Restrict meal counts to be done by midnight or during approved meal service times "Point of Service"
- Take meal counts by name or use a headcount
- Choose from six screens for attendance and meal count entry: (1) attendance and meal counts on separate screens (2) attendance and meal counts on the same screen (3) attendance and meal counts and menus on the same screen (4) weekly entry by roster (5) monthly entry by name or (6) multi-day meal distribution - for SFSP rural, non-congregate sites only.
- Require menus for participants ages 1 yr+ before the entry of meal counts
- Require menus for infants < 1 yr before the entry of meal counts
- Require a food production record before the entry of meal counts
- Require a food production record be finalized before the entry of meal counts
- Use a headcount for attendance
- Allow sites to upload daily attendance
- Hide the ability for sites to enter "Notes to Sponsor"
- Allow center/site users to edit the meals prepared/received field
- Require incremental ("clicker") counts for headcount meal counts
- If a headcount meal count is marked as non-reimbursable, require a reason
- Display option to record reason for absence
- Disallow a meal if a participant is present for less than 15 minutes of a meal or snack
- Set attendance and meal count time limits to a calendar day (i.e. by the 5th of each month) or a day of the week (i.e. by the end of day on Friday) for designated users

MY FOOD PROGRAM

ATTENDANCE & MEAL COUNTS

CUSTOMIZABLE SETTINGS

- Disallow meals that exceed licensed capacity
- Do not display participants who are “Pending” on the attendance and meal count screens
- Disallow AM Snack and Lunch on a weekday for participants age 6+ unless it is marked as a meal outside of schedule or a school release / summer day
- Disallow AM Snack and Lunch on a weekday for participants included in school age capacity unless it is marked as a meal outside of schedule or a school release/summer day
- Allow only site managers/directors to enter meal counts for prior days
- Option to use the headcount meal count as the attendance count (with permission from state agency)
- Allows sites to override “disallow for meals not listed on participant enrollment form” by checking “Meal Outside of Schedule” and providing a reason
- Send Email to a Sponsor User When a New “Notes to Sponsor” is entered
- Option to carry over leftover meals from previous open day to selected meal types (Headcount Only)
- Option to display and customize additional fields when taking headcount meal counts

REPORTS

- Daily Free/Reduced/Paid Count by Meal Type^
- Daily Meal Counts Tally Report^
- Daily Meal Count with Attendance Report^
- Daily Meal Count and Attendance Record (H1535-AT)*^
- Daily Meal Count with In/Out Times^
- Date Time Stamp of Attendance and Meal Count Entries*^
- Five-Day Reconciliation Report^
- Headcount Mealcount with Attendance Report
- Meal Count by Age Range^
- Meal Count by Roster^
- Meal Counts by Meal Type Spreadsheet*^
- Meal Recap Report^
- Meal Totals Report^
- Meals With Counts From Multiple Users*
- Monthly Meal Count with Attendance*^
- Monthly Zero Meal Count Report^
- Participant Meal Summary*^
- Reason for Absence Report^
- Total Attendance Report^
- Weekly Meal Count with Attendance Report*^
- Weekly Meal Count with In/Out Times^
- Zero Meal Count Report^
- Daily Menu Attendance and Meal Count Sheet^
- Paper Back-Ups^

*indicates a report that can be run at the sponsor level | ^indicates a report that can be run at the site level

MY FOOD PROGRAM

ATTENDANCE & MEAL COUNTS

REPORTS

- Average Daily Participation Report*
- First Meal Report*
- Meal Counts that Exceed Highest Allowable*
- Meals Ordered versus Meals Received*
- Meals Outside of Schedule*
- Meals Received or Prepared Spreadsheet Report*
- Missing Meal Counts Spreadsheet*
- Meal Counts Summary by County*
- Missing Claim Report*
- Daily Notes Export*
- Home Delivery Meal Pack by Name Meal Count Sheet^
- Meal Pack Tally Report^
- Child Care Management Software API Usage*

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MY FOOD PROGRAM

PARTICIPANTS & ROSTERS

FEATURES

- Create rosters with custom names, and designate as an ARAM-only or infant roster
- Add enrollment forms in bulk
- Add income forms in bulk
- Upload participants
- Create a new household or add participants to existing households
- Print a participant list with parent/guardian phone numbers
- Track parent/guardian contact information and designate a primary parent/guardian
- Create a new participant
- Delete a participant
- Change a participant's household
- Merge duplicate participants
- Send a request for electronic forms to an individual parent/guardian
- Add an income form to an individual household, including the Free/Reduced/Paid or Tier status, effective dates, reason and upload file to be associated with the income form
- Print a pre-filled income, enrollment and infant form
- Track participant birthday, gender, roster, race, ethnicity, Title IXX or XX status, allergies, special needs status, migrant status, inclusion in licensed capacity, home school status, school name, school number, school district, notes, group ID and participant ID, weekly or daily child care rate for school days and non-school days
- Set participant status to active, pending, incomplete or inactive
- Authorize a participant to be claimed for one or more program types: CACFP Standard, CACFP School Age, CACFP Preschool, Head Start, Early Head Start, ARAM, SFSP or Not Claiming
- Manage participant foster child status, including the effective dates, with the ability to upload documentation
- Set participant schedules for school days and non-school days (school release and summer break) to be used in food production estimates and comparing enrollment form meals and meal times for claims creation
- Add an enrollment form for a participant and track the effective dates and upload an image of the enrollment form
- Track infant feeding preferences, including whether the parent is providing formula/breastmilk (including the formula brand) and solid foods and upload a file to be associated with the infant form
- Set dates for infant developmental readiness for fruit/veg and for grains/MMA
- Track special dietary needs including the foods omitted, the foods substituted, the food group to which it applies, whether the need is a disability or not, whether it is a substitute milk and whether the parent/guardian typically supplies the item
- Create a printable invoice for parent/guardians for care based on the participant's rate and their attendance data
- Income Eligibility Rate calculator with entry for household size and household income entries
- Add a Parent Consent for Home-Delivered Meals (SFSP rural, non-congregate only)

MY FOOD PROGRAM

PARTICIPANTS & ROSTERS

CUSTOMIZABLE SETTINGS

- Disallow or allow meals not listed on participant enrollment form (uses the participant schedule)
- Disallow or allow meals for a missing or expired enrollment form
- Disallow or allow meals for a missing infant meal notification
- Require a participant to be associated with a roster instead of defaulting to the roster marked as the default roster
- Allow or restrict providers or center/site staff from downloading the pre-filled participant registration form with income, enrollment and infant forms
- Allow or restrict providers or center/site staff from printing the pre-filled participant registration forms if infant information is missing
- Allow or restrict providers or center/site staff from setting a participant to “Active”
- Allow or restrict providers or center/site staff from setting a participant to “Inactive”
- Set participants to “Pending” when their enrollment form expires
- Require an email address for the parent/guardian
- Compare participant schedule to meal time and disallow if participant not scheduled for meal time
- Allow or prevent the option for participants to not have a schedule and instead “days / hours vary”
- Require at least one meal or snack on participant schedule
- Show or hide alerts for missing/expired income forms (for homes, emergency shelters, at-risk afterschool meal sites and head start-only centers)
- Allow site/center staff to enter income and enrollment forms (self-sponsored centers only)
- Do not include ARAM participants in income and enrollment form reminders
- Set ARAM participants to pending when enrollment form expires
- Allow or restrict providers or center/site staff from being able to create or edit infant meal notification information
- Allow or restrict providers or center/site staff from being able to enter or edit infant developmental readiness dates
- Allow or restrict providers or center/site staff from being able to create or edit information about special dietary needs
- Allow or restrict providers or center/site staff from being able to create new participants
- When a participant is withdrawn, set the enrollment form expiration date to the date of the withdrawal
- When the last household’s participant is withdrawn, set the household income form expiration date to the date of the withdrawal
- Allow participants to have inactive status on a day they were in attendance
- Require parent/guardian name, contact information, schedule and race and ethnicity information for participants

MY FOOD PROGRAM

PARTICIPANTS & ROSTERS

CUSTOMIZABLE SETTINGS

- Allow or restrict the ability to set a participant status to pending
- Allow or restrict the ability to set a participant status to incomplete
- Include only enrollment form in participant registration form download
- Allow or restrict providers or center/site staff from creating new rosters
- Do not apply income form to a participant if the month they start is after the first effective month of the income form
- Set an enrollment form effective date to default to sponsor signature date, parent signature date, first day of calendar month signed by parent, first day of calendar month signed by sponsor or a specific date
- Set an enrollment form expiration date to default to one year from effective date, one day prior to one year from effective date, end of the month one year from effective date, end of the prior month from effective date or a specific date
- Set an income form effective date to default to first day of calendar month signed by parent or first day of calendar month signed by sponsor
- Set an income form expiration date to default to 12 months, 13 months or a specific date
- Set a default age for developmental readiness for solid foods
- Set a custom schedule for reminder emails on missing/expired income forms, enrollment forms and infant forms
- Send email to a sponsor user when a participant is created, a participant schedule is updated, a participant is withdrawn, a race/ethnicity is changed, a birth date is changed or a special diet form is added
- Allow or Restrict Upload Participants
- Allow or restrict providers or center/site staff from adding participants on mobile
- Allow or restrict providers or center/site staff from seeing the participants & rosters button
- Allow or restrict providers or center/site staff from changing participant program type
- Show or hide the annual reenrollment report
- Show or hide the “Blank Participant Registration Form” report
- Allow or restrict providers or center/site staff from editing a Participant Schedule after an Enrollment Form is entered by the sponsor
- Allow or restrict providers or center/site staff from being able to view Income Forms
- Allow or restrict providers or center/site staff from being able to edit participant names after initial enrollment
- Allow or restrict providers or center/site staff from being able to edit participant date of birth after initial enrollment
- Show or hide the site address on enrollment form page
- Allow or restrict children marked as being in year-round school to have AM snacks and lunches on weekdays disallowed, even if it is marked as a Summer day for other children

MY FOOD PROGRAM

PARTICIPANTS & ROSTERS

CUSTOMIZABLE SETTINGS

- Allow or restrict the matching of enrollment form effective date, participant start date and program type(s) effective dates
- Set the number of days parents have to complete a Ready Records request before expiring the form
- Option for parent/guardian to confirm participant date of birth before accessing Ready Records request
- Designate a participant as receiving subsidized care, with the ability to upload documentation
- Require solid food source selection on infant meal notification
- Require infant formula brand when entering infant meal notification

REPORTS

- Special Diet Report*^
- Enrollment Roster^
- Ethnicity/Racial Report^
- Ethnicity Racial Report for Participants with Meal Attendance^
- Ethnicity Racial Report for a Site Visit^
- Household Report^
- Ineligible Participant List^
- Infant Meal Notification Report*^
- Lapsed Participant Report^
- Participant Claim Roster^
- Participant Export Report*^
- Participant Inactive Report^
- Participant Summary Report^
- Rejected Household IEF Report*^
- Income and Expense Tax Reports for Family Child Care Providers^
- Invoicing Summary Report^
- Revenue Summary Report^
- W10 Report^
- Annual Re-Enrollment*^
- All income and enrollment forms effective for a given claim month^
- Blank Participant Registration Form^
- Bulk Enrollment Form Report*^
- Daily Participant Summary^
- Duplicate Case Number Report^
- Missing Forms Report*^
- Missing Infant Meal Notification*
- Participant Race and Ethnicity Report*
- Enrollment Create Date Report*
- Expired/Missing HIEF Report*
- Income Certification Address Logging*
- Pending HEIF Report*
- Household Contact Email List*
- Participants Enrolled in Multiple Sites*
- Participants with Duplicate Meals in Multiple Sites*
- Providers Claiming Own Children Report*
- Parent Consent for Home Delivery Report*
- Foster Children*
- Special Needs Children Report*

*indicates a report that can be run at the sponsor level | ^indicates a report that can be run at the site level

MY FOOD PROGRAM

Provider or Center/Site STAFF ACCOUNTS

FEATURES

- Create site-level users with the role of site manager/director, staff or kitchen staff
- Link site-level users to multiple sites
- Enter a training for an individual provider or center/site staff including expiration date, training type, description, hours and the option to upload a file to be stored with the training
- Designate a provider or center/site staff as the primary contact for the purposes of applying electronic signatures
- Enter training hours for multiple provider and center/site staff in bulk
- Set an hourly wage for a center/site user to be used with the Record Hours feature to track staffing expenses
- Track a site user's typical working days, working hours and distribution of labor into specific tasks with User Schedules and Timecards
- Set training requirements based on site type and user role with the option to upload documents and run a report to understand who has met the requirements
- Enter an identification number for an external Learning Management System to a site-level user's profile

CUSTOMIZABLE SETTINGS

- Allow or restrict providers or center/site staff from adding other users
- Allow or restrict center/site staff from entering hourly wage rates
- Show or hide the dashboard button on staff needing training
- Apply electronic signature to meal count forms after claim is submitted
- Set a training frequency requirement for calendar year, federal fiscal year, reimbursement schedule or a rolling basis
- Allow or restrict a provider or center/site user from being able to enter hours on behalf of others
- Require training hours to be entered as part of a monitoring visit
- Require training hours to be recorded for training

REPORTS

- Staff Active/Inactive Report^
- Staff Training Report^
- Site User Export Report*
- Missing/Expired Training Report*^
- Training Requirements Report*
- Total Training Hours Report*
- Learning Management System ID Report*

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MY FOOD PROGRAM

Check for ERRORS & CLAIMS

FEATURES

- Check for errors at any time during the month to see which meals will be disallowed and why
- Automatically view a list of participant with attendance for the day but no meal participation
- Automatically view a list of participants with lapsed foster status
- Disallow meals in bulk by name or by date
- Allow or restrict providers or center/site staff from clicking seeing claim errors
- View dates when the month was submitted to sponsor, when the sponsor created the claim, and the claim payment amount and expected date, along with claim adjustment dates if relevant
- View prior claims
- Create new claims for one provider or site at a time or for all sites at once
- Disallow meals for an infant who is developmentally ready for solid foods and the parent is providing both formula/breastmilk and solid foods
- Manage state submission batches
- Mark claims as paid or unpaid
- Make manual claim adjustments by overriding errors or changing the payable meals, participant count, attendance or days open manually (with date stamps and the user that created the adjustment)
- Generate a file to upload to your state agency for filing your claim
- Create a manual claim for paper claimers

CUSTOMIZABLE SETTINGS

- Allow or restrict providers or center/site staff from submitting to sponsor at all or not until a claim month is over
- Allow or restrict claim submission if facility license is missing or expired
- Send an email to a sponsor user when a provider or center/site clicks “Submit to Sponsor”
- Set the reimbursement calculation method to Actual Meal Count by Type (Round Up or Down), Claiming Percentages (Round Down or Conventional), Blended Per Meal or Fixed
- Automatically disallow meals if participants with the same name and birthdate are served the same meal at different sites
- Automatically place zero claims on hold
- Make a list of participants to include in the claim based on attendance, meal attendance, enrollment forms, active status or use a fixed percentage based on a study month
- Allow certain sponsor users to mark a claim as unpaid
- Do not display sponsor allocation of claim funds in Claim Summary Report

MY FOOD PROGRAM

Check for ERRORS & CLAIMS

CUSTOMIZABLE SETTINGS

- Disallow if Meal Count Entry Time is Not Within Approved Meal Count Time Frame
- Automatically place claims with errors on hold

REPORTS

- Claim Summary Report*^
- Claim Summary Spreadsheet*
- Daily Free/Reduced/Paid Claim Record^
- Disallowed Meals Report*^
- Meal Count and Menu Claim Documentation*^
- Manual Claim Information Form*^
- Claim Payment History Report*
- Claim Summary Report without Admin Amounts*
- Claims Status Report*
- Disallowed Meals Spreadsheet*
- Documentation of Meals Claimed (H1540)*
- Documentation of Meals Claimed At-Risk (H1540-AT)*
- Check Stub Report*
- Claim Payment History Spreadsheet*
- Claim for Reimbursement Worksheet (H4502)*
- Disbursement Record for Sponsors of Centers*
- Reimbursements by Calendar Year*^
- Standard Meal Allowance*^
- State Claim Summary Report for Sponsors of Family Child Care Homes*
- Claims Spreadsheet*
- Status Submission Detail Report*
- Master Enrollment List Spreadsheet*
- State Submission Detail Report*
- Meal Count and Menu Claim Documentation Spreadsheet with In/Out Times*^

*indicates a report that can be run at the sponsor level | ^indicates a report that can be run at the site level

MY FOOD PROGRAM

FIELD TRIPS, CLOSURES & SCHOOL RELEASE DAYS

FEATURES

- Add a single day or multiple day facility closure or school release day
- Apply the closure to the selected meal type(s) with the option to upload a file to associate with a closure
- Enter a closure or school release date for all sites at once
- Calendar view for closures and ARAM release days with the ability to quick-add events

CUSTOMIZABLE SETTINGS

- Send an email to a sponsor user when a site enters a closure
- Option to include a website URL on the Field Trip page

REPORTS

- Site Closures Report*

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MY FOOD PROGRAM

Monitoring VISITS

FEATURES

- Create a visit and designate it as a preoperational/intro, 28-day follow-up, regular monitoring, CAP follow-up, weekend visit, desk audit, virtual review or At-Risk Afterschool Meals Program visit
- Answer the monitoring visit questions from your state agency form
- Print a completed visit form using the state agency template
- Store the visit date, meal type observed, monitor, whether follow-up is required, if the provider was not home, the meal attendance count, comments, reminders for next visit
- Customize the date for the next visit due (defaults to 4 months from current visit)
- Mark participants as observed by the monitor or expected to be claimed
- Add file attachments to the visit, including photos or scanned images
- Disallow meals in bulk based on a monitoring visit
- Record training for providers or center/site staff performed as part of the visit
- Run a report of the race/ethnicity of the participants on the visit date or those who participating in the meal
- Mark a provider or center/site as being in the serious deficiency process
- Track the Serious Deficiency process by recording serious deficiency events, dates, comments and the ability to store a file associated with a serious deficiency event
- Mark a Visit Attachment as Reviewed
- View a list of site visits by assigned monitor with the option to sort and filter
- Option to add, sort and mark as important custom visit questions when you do not need to fill out an exact copy of the state agency monitoring form
- Track Household Contact by recording dates, method and outcome.

CUSTOMIZABLE SETTINGS

- Disallow meals if a participant is not observed or expected at a site visit
- Send an email to the sponsor admin and/or monitor when a site visit is entered
- Hide the “expected” column on the visit screen

REPORTS

- Monitoring Form Report*^
- Monitoring Visit Status Report*
- Monitoring Visits*
- Serious Deficiency Report*
- Sites Due for a Review Visit*
- Electronic Visits without Forms*
- Visits Missing Training*
- Household Contact Status Report*

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MY FOOD PROGRAM

FOOD TEMPERATURES & DELIVERY

FEATURES

- Enter food temperatures for specific menu items
- Record food temperatures with time stamps at up to three timepoints: dispatch, delivery and service
- Set a food item as hot, cold or shelf stable
- Set a minimum temperature for hot meals at up to three time points (dispatch, delivery, service)
- Set a maximum temperature for cold meals at up to three time points (dispatch, delivery, service)
- Record signatures and typed names for central kitchen staff, delivery drivers and/or meal service staff
- Food temperature calendar icon for identifying meals with food temperatures entered

CUSTOMIZABLE SETTINGS

- Show or hide the ability to record food temperatures and delivery information
- Disallow meals that are outside of the safe temperature range
- Require temperatures at up to three time points and at specific meals before meal counts can be entered

REPORTS

- Delivery Receipt Report*^
- Food Temperature Report^

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MY FOOD PROGRAM

Record HOURS

FEATURES

- Ability to record hours for a single day or in bulk with a split between Food Program and non-Food Program hours
- Split Food Program hours into detailed categories, including managing, planning, organizing, menu planning, meal prep & service, meal clean up, supervise meal, meal records

CUSTOMIZABLE SETTINGS

- Allow or restrict providers or center/site staff from recording hours, with options for the method
- Allow or restrict providers or center/site staff from recording hours on the mobile version

REPORTS

- Staff Hours Detail Report*^
- Time Distribution Report*^

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MY FOOD PROGRAM

Milk AUDIT

FEATURES

- Create a milk audit by day or by month
- Automatic transfer of milk expenses to the milk audit
- Automatic calculation of milk usage based on food production or meal attendance
- Create a milk audit specifically for participants that are served a nutritionally-equivalent milk substitute
- Manually increase the amount of milk available because of an opening balance, parent-provided milk, a purchase not recorded in the My Food Program expenses or reused from the share table
- Manually decrease the amount of milk available based on additional servings or spoilage/waste
- Perform a milk audit for all sites at once
- Add a note to a milk audit
- Finalize a milk audit
- Copy the closing balance from the prior month to the current month

CUSTOMIZABLE SETTINGS

- Include or exclude Non-CACFP participants from the milk audit
- Remove the requirement for a milk audit for a specific center
- Set the units for a milk audit to cups or gallons
- Allow milk audits to calculate milk usage based on food production amounts or on the meal attendance
- Allow only sponsor staff to delete a milk audit
- Require a milk audit before a claim can be created or before a site clicks “submit to sponsor” for the claim month
- Choose if you want milk shortages to result in disallowed meals
- Choose if you want to only Include Approved Milk Expenses in Milk Audit
- Do not allow carryover on the Milk Audit to exceed milk purchases in last five calendar days of the prior month

REPORTS

- Milk Purchased Report^
- Milk Served by Type Totals Report^

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MY FOOD PROGRAM

EXPENSES

FEATURES

- Calculate the nonprofit food service balance for all sites at once
- Add an expense that covers multiple categories
- Check the receipt total against the sum of the expenses in each category
- Apply the space/time percentage to an expense
- Mark an expense as reviewed by the sponsor
- Upload a file to associate with an expense
- See the balance in the food service account separated out by operating and admin (reimbursement amounts are pulled in automatically from claims and expense amounts are pulled in automatically from expense entry)
- Reset the balance in the food service account at any time
- Option to include a document upload link on the Expenses page

CUSTOMIZABLE SETTINGS

- Allow or restrict center/site staff from recording admin costs (self-sponsored only)
- Allow or restrict center/site staff from entering expenses
- Require a receipt total when entering expenses
- Create custom expense category names and indicate of an image upload is required and whether the expenses related to milk, food, staffing or is a non-program expense
- Allow or restrict center/site staff from being able to delete receipts
- Send an email to a sponsor user when a provider or center/site user adds an expense or uploaded a new expense receipt
- Allow or restrict center/site staff from entering expenses after they have clicked “submit to sponsor”
- Allow or restrict center/site staff from entering expenses after there is a claim for the month
- Option to automatically calculate nonprofit food service account balance

REPORTS

- Claim for Reimbursement Worksheet (TDA Form H4502)*^
- Expense Detail Report*^
- Expense Summary Report*^
- Reimbursements by Calendar Year*^
- Expense Summary by Center*
- Nonprofit Status Report*
- Nonprofit Overage Allowance Report*

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MY FOOD PROGRAM

File CABINET

FEATURES

- Add files to the file cabinet that cannot be uploaded elsewhere in My Food Program

CUSTOMIZABLE SETTINGS

- Send and email to a sponsor user when a file is added to the file cabinet
- Allow or restrict providers or center/site staff from viewing the File Cabinet button
- Allow or restrict providers or center/site staff from adding files to the file cabinet
- Add tags to files to allow for easier sorting

REPORTS

- File Cabinet Contents Report^

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