



The Most Customizable
CACFP Software.
Make It Yours!

Software User Guide
Association for Child Development
Illinois Centers

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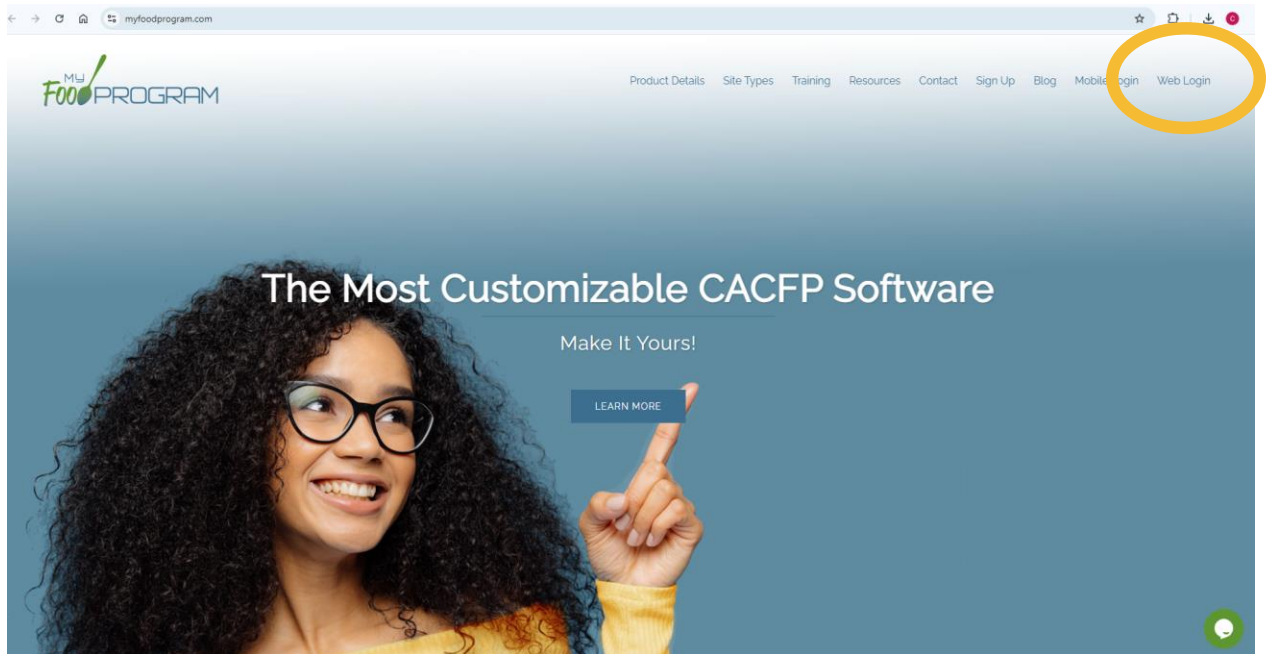
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Logging into My Food Program on the Web

1. On a web browser or mobile browser (for example, Google Chrome, Firefox, Edge or Safari) go to www.myfoodprogram.com.
2. Click on Web Login in the upper-right corner

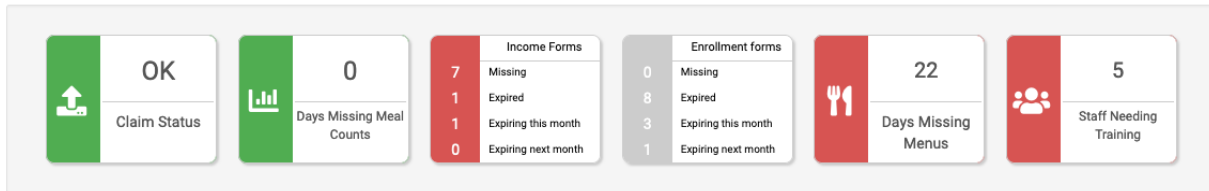


3. Enter your username and password

- If you forgot your password, but remember your username, you can use the [Forgot Password](#) function.
- If you've forgotten both your username and password, reach out to your sponsor or the [My Food Program support team](#) for assistance.

Status Icons

On your main dashboard you will notice six icons in a grey bar across the top. These are quick views to show you the current status important recordkeeping and participation requirements. Items in green are in good status, those in grey are not applicable, and those in red require your attention.



Claims Status

This icon show you whether your claim has been submitted or is overdue. If you click on this icon, you will be redirected to the Check for Errors or Submit to Sponsor page.

Days Missing Meal Counts

This icon shows you how many days are missing meal counts. If you click on this icon, you will be redirected to the Menu page.

Income Forms

This icon lists out the breakdown of participant income forms that are Missing, Expired, Expiring This Month and Expiring Next Month. If you click on this icon, you will be directed to the Missing Forms Report where you can get more specific details. This icon is hidden if you are not a child care center or adult day care center.

Enrollment Forms

This icon lists out the breakdown of enrollment forms that are Missing, Expired, Expiring This Month and Expiring Next Month. If you click on this icon, you will be directed to the Missing Forms Report where you can get more specific details. If this button is greyed out that means that meals are not being disallowed for missing or expired enrollment form. This icon is hidden if you are an emergency shelter, afterschool program or summer food site.

Days Missing Menus

This icon shows you how many days are missing menus. If you click on this icon, you will be redirected to the Menu page.

Staff Needing Training

This shows you how many staff have expired Annual CACFP & Civil Rights training.

Menus

The dashboard features a top row of five summary cards and a grid of action buttons below. The 'Menu' button is highlighted with a yellow circle.

Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing 8 Expired 0 Expiring this month 0 Expiring next month	3 Missing 7 Expired 0 Expiring this month 0 Expiring next month	5

Menu | Attendance & Meal Count Entry | Participants & Rosters | Staff | Site Details

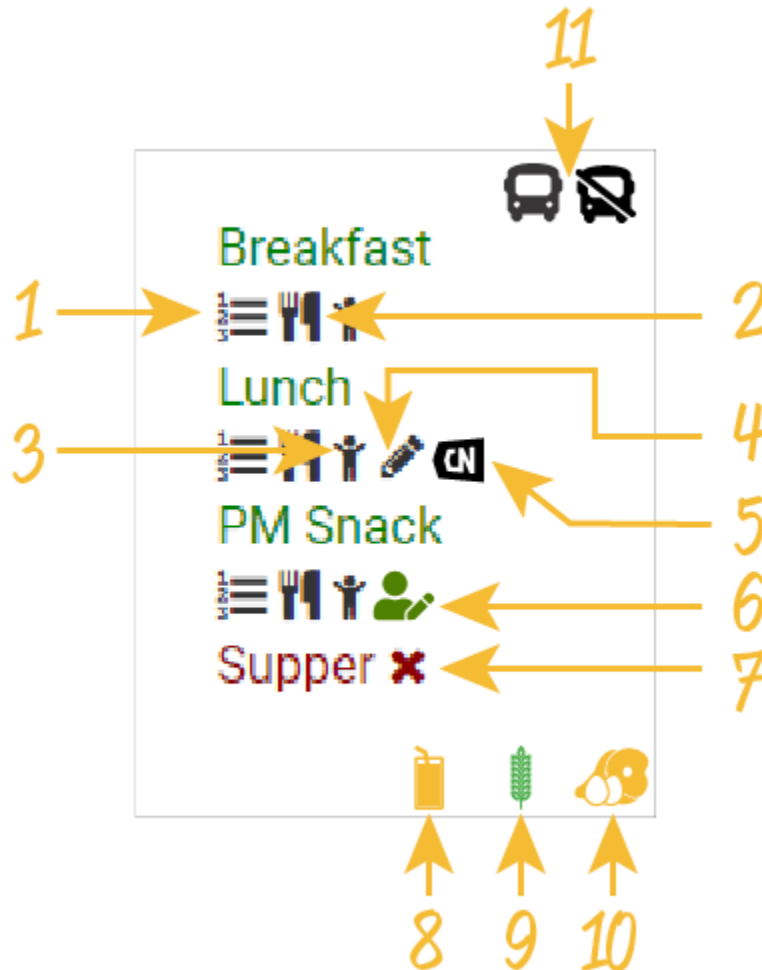
Field Trips, Closures or School Release Dates | Milk Audit | Expenses | Check for Errors or Submit to Sponsor | Reports

Visits | File Cabinet

Understand the Status Icons on the Main Dashboard

The food database only includes creditable foods. If you would like a food added, please send a request to info@myfoodprogram.com. When planning your menus, keep in mind that the software was designed to prevent errors, so you will not be able to save a menu that doesn't credit with the CACFP.

When viewing your menus, you will notice that there are a number of icons used. These are meant to be a visual reference to note the status of your menus. Please see below for more detailed descriptions.

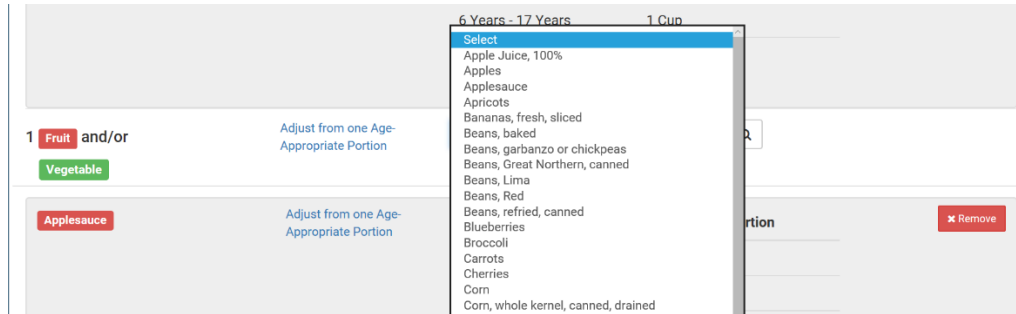


1. **Numbered List:** means that a meal count has been entered.
2. **Fork & Knife:** means that a menu has been planned. The name of the meal turns green once both a menu and meal count have been entered.
3. **Child:** means that an infant menu has been planned.
4. **Food Production Record:** means that a food production record has been created for this meal.

5. **CN Label:** means a food was added requiring additional documentation in the form of a CN Label or Product Formulation Statement.
6. **Individual Infant Feeding Records:** red means that an infant has been checked in for a meal. Once each infant checked in for a meal has an individual infant feeding record, the icon will turn green.
7. **Site Closures:** means that the site was recorded as closed or on a holiday that day.
8. **Juice:** means that juice was served that day. The software automatically prevents juice from being served twice in one day.
9. **Whole Grain Rich:** green means you have served a food that is whole grain-rich. If you have not served a food that is whole grain-rich, the icon is red.
10. **Meat/Meat Alternate:** means that a meat/meat alternate was served at breakfast instead of a grain. The software automatically limits those substitutions to three times per week.
11. **Bus or Bus with Slash:** school bus means the child care facility is open and school is in session (i.e. school-agers are not expected at morning snack or lunch); school bus with slash means the child care facility is open but school is not in session (i.e. school-agers are expected at morning snack or lunch)

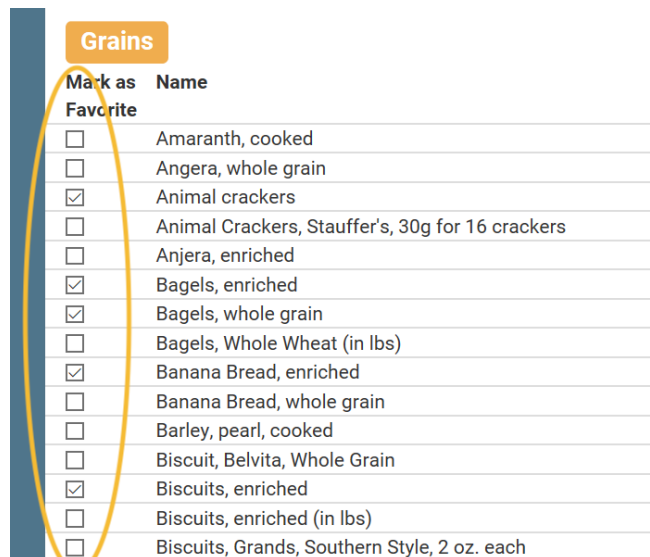
Favorite Foods

As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the drop-down menu when planning menus.



A few items are automatically set to be favorites. To add or remove items from your favorite foods list:

- Click on “Menu” from the main dashboard.
- Click on “Favorite Foods” in the upper-left corner.
- This screen is split into two sections with the top list for “Foods for Participants Other than Infants < 12 months” and the bottom list for “Foods for Infants < 12 months”.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click “Save”.

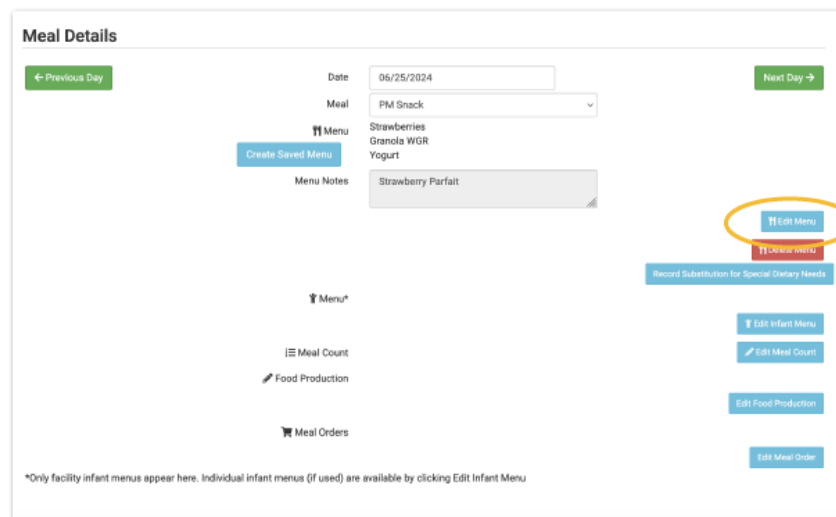


Enter Your Menus

- Click on “Menu” on the main dashboard. This will take you to the menu calendar.



- On the menu calendar, click on the date and meal type for which you want to enter a menu. This will take you to the meal details screen.
- On the meal details screen, click on the blue “Edit Menu” button.

A screenshot of a web application interface titled "Meal Details". The interface includes a date field set to "06/25/2024", a meal type dropdown set to "PM Snack", and a list of menu items: "Strawberries", "Granola WGR", "Yogurt", and "Strawberry Parfait". A blue button labeled "Edit Menu" is circled in orange. Other buttons include "Previous Day", "Next Day", "Create Saved Menu", "Record Substitution for Special Dietary Needs", "Edit Infant Menu", "Edit Meal Count", "Edit Food Production", and "Edit Meal Order". A footer note states: "*Only facility infant menus appear here. Individual infant menus (if used) are available by clicking Edit Infant Menu".

Optional Entries

1. Enter a “[Description for Print View](#)”. The text typed into this box will appear when you print a menu instead of the list of food items. Some sponsors have this option turned off. If you do not see a Description for Print View box, then your sponsor has this option turned off.
2. Enter “[Menu Notes](#)”. The text typed into this box will appear when you print a menu in addition to the list of food items.
3. Select a [saved menu](#) from the “Use Saved Menu” drop-down and the food items will populate.

The screenshot shows a meal planning interface. At the top, there is a 'Date' field with '02/09/2023' and a 'Meal' field with 'Lunch'. Below these are three input fields: 'Description For Print/View', 'Menu Notes', and 'Use Saved Menu'. Three yellow arrows, numbered 1, 2, and 3, point to these fields respectively. Below the input fields is a 'Requirements' section with the text 'One of each of the following' and 'One whole-grain rich food per day : met'. Underneath is a table with columns for 'Category', 'Portion Size', 'Favorite Foods', and 'Search Food'. The table contains one row: '1 Fluid Milk'. To the right of this row is a 'Select' dropdown menu and a 'Search...' input field with a magnifying glass icon. Below the table are two rows of requirements: '1% Milk for 2 year+ (in cups)' and 'Whole Milk for 1 yr olds (in cups)'. Each row has a 'Show portion sizes' link and a red 'X Remove' button.

Required Entries

1. Go through each of the required food groups and select the food item that you are using to satisfy that meal pattern requirement. You must have a food item for each required meal component in order to save the menu.
2. You may add food items two ways
 - o Use the [Favorite Foods](#) dropdown.
 - o [Search our food database](#). If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
3. If you would like to see portion sizes or adjust the portion served, click the hyperlink that says "Show portion sizes"
4. If you select a food item by mistake, simply click the red "Remove" button.
5. When you are done, click the green "Save" button to return to the Meal Details screen.

Date: 02/09/2023
Meal: Lunch
Description For Print View:
Menu Notes:
Use Saved Menu: Select

Requirements

One of each of the following
One whole-grain rich food per day .met

Category	Portion Size	Favorite Foods	Search Food
1 Fluid Milk	Select	Select	Search... <input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;"> 1% MILK for 2 year (in cups) Show portion sizes X Remove </div> <div style="border: 1px solid #ccc; padding: 5px;"> Whole Milk for 1 yr olds (in cups) Show portion sizes X Remove </div>			
1 Meat/Poultry/Seafood	Select	Select	Search... <input type="text"/> 56 results found
<div style="border: 1px solid #ccc; padding: 5px;"> Beef (in oz) Show portion sizes X Remove </div>			
1 Vegetable	Select	Select	Search... <input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;"> Baked Beans, vegetarian (in #10 cans) Show portion sizes X Remove </div>			
1 Fruit and/or Vegetable	Select	Select	Search... <input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;"> Apple Slices (in cups) Show portion sizes X Remove </div>			
1 Grains	Select	Select	Search... <input type="text"/> 17 results found
<div style="border: 1px solid #ccc; padding: 5px;"> Bun, WGR (in oz) Show portion sizes X Remove </div>			

Save

1 →

2 →

3 →

4 →

5 →

Search the Food Database

While creating menus and adding food items, you can either choose from the list of Favorite Foods or search our food database (this is an optional setting, and you may not see this if your sponsor has it turned off).

- The food database only includes creditable foods.
- When using the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches.
- If you select a food item by mistake, simply click the red “Remove” button.
- When you are done, click “Save”.

The screenshot shows a web interface for searching a food database. It features two search sections: 'Fruit' and 'Grains'. The 'Fruit' section has a dropdown menu set to 'Select', a search input field containing 'apple', and a search button. The 'Grains' section has a dropdown menu set to 'Select', a search input field containing 'Search...', and a search button. A search results dropdown is open, displaying '10 results found' and a list of food items including various types of apples, apple juice, and applesauce. The first item, 'Apple Juice, 100% (in cups)', is highlighted with a blue bar and a checkmark.

Category	Search Term	Search Button	Results
1 Fruit	apple	Q	10 results found
1 Grains	Search...	Q	

- ✓ Select
- Apple Juice, 100% (in cups)
- Apples, canned, sliced, drained (in #10 cans)
- Apples, canned, sliced, with liquid (in #10 cans)
- Apples, canned, sliced, with liquid (in lbs)
- Apples, dried (in cups)
- Apples, fresh or canned (in cups)
- Apples, fresh, 125-138 count (each)
- Applesauce (in cups)
- Pineapple Juice, 100% (in cups)
- Pineapple, canned or fresh (in cups)

Identify Whole Grain Rich Items

While creating menus and adding foods, either through the Favorite Foods list or searching our database, you will be able to easily identify which foods are classified as Whole Grain-Rich (WGR). When you see a food item listed with the initials "WGR" that means that item qualifies as Whole Grain-Rich. If the items says "Enriched" or has no other notation, it does not qualify as Whole Grain-Rich.

The screenshot shows a web interface for selecting food items. On the left, there are four categories: "Meat/Meat Alternate", "Vegetable", "Fruit", and "Grains", each with a "1" next to it. A dropdown menu is open, displaying a list of food items. The items are: "Animal Crackers, Enriched (in oz)", "Bagels, WGR (in oz)", "Banana Bread, Enriched (in oz)", "Biscuits, Enriched (in oz)", "Breading, Enriched (in oz)", "Breading, WGR (in oz)", "Bun, Enriched (in oz)", "Bun, WGR (in oz)", "Cereal, Cheerios, plain WGR (in oz)", "Cereal, Corn Flakes (in cups)", "Cereal, Honey Bunches of Oats Almond Crunch WGR (in cups)", "Cereal, Honey Bunches of Oats Vanilla (in cups)", "Cereal, Honey Kix WGR (in cups)", "Cereal, Rice Chex WGR (in cups)", "Cereal, Wheaties WGR (in cups)", "Cornbread, Enriched (in oz)", "Crackers, Cheez-It (each)", "Crackers, Club, enriched (in oz)", and "Crackers, Goldfish WGR (in oz)". The items "Bagels, WGR (in oz)", "Cereal, Rice Chex WGR (in cups)", and "Crackers, Goldfish WGR (in oz)" are circled in orange. At the bottom of the dropdown menu, there is a "Select" button and a search bar with a magnifying glass icon. To the right of the dropdown menu, there is a "Results found" label and a dropdown menu with "Select" visible. At the bottom right of the page, there is a green "Save" button.

Create Saved Child Menus

- Click on “Menu” from the main dashboard.
- Click on “Saved Menus”.
- Click on the blue “Add Menu” button on the upper-right corner.
- Complete the fields for:
 - **Name:** this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with just an entrée, for example “Baked Chicken Lunch”, or with a list of the food items, for example “Yogurt and Crackers” or with the information from a cycle menu plan, for example “Monday Breakfast Week 1”.
 - **Description:** the description is what will appear on the printed version of your menu. If you do not enter any text in the “Description” box, then the names of the food items will appear on the printed version of your menu. If you plan to print and post your menu, it would be best to complete the description.
 - **Meal Pattern:** this is a required field. Select whether you are planning a breakfast, snack or lunch/supper so that the correct meal pattern appears during menu planning.

Home / Menu / Saved Menus / Saved Menu

Saved Menu

Name	<input type="text" value="Baked Chicken Lunch"/>
Description	<input type="text" value="Baked Chicken Whole-Grain Bread"/>
Meal Pattern	<input type="text" value="New Lunch/Supper"/>

- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

Baked Chicken Lunch	Baked Chicken Whole-Grain Bread Corn Watermelon Milk	1.00 Bread, whole wheat 1.00 Chicken, cooked 1.00 Corn 1.00 Watermelon 1.00 1% Milk for all participants 2 and older 1.00 Whole milk for ages 12-23 months	New Lunch/Supper	Copy
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Print Child Menu

- Click on “Menu” on the main dashboard. This will take you to the menu calendar page.



- At the top of the menu calendar page, click on the button that says “Print Menus”



- When you load the page, the date range will default to the current month. Use the custom date picker to adjust the dates that you want to print.

Home / Menu / Print Menus

[Child Menu Print-Ready](#)
[Infant Menu Print-Ready](#)

Additional Menu Print Options:
[Portioned Menu Print-Ready](#)
[Child Menu in Excel](#)
[Monthly Infant Menu in Excel](#)

[Child Meal Pattern Print-Ready](#)
[Infant Meal Pattern Print-Ready](#)

From To

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Breakfast: Hashbrowns, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr), Eggs Lunch: Bread WGR, Broccoli, Cheese, Grapes, Tuna, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored	3 Breakfast: Bananas, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr), Cheerios WGR Lunch: Chicken, Pasta WGR, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr), Mandarin	4 Breakfast: Eggs, Whole Milk, unflavored (1 yr), 1% Milk, unflavored (2 yrs+), Hashbrowns, Bagels Lunch: Whole Milk, unflavored (1 yr), 1% Milk, unflavored (2 yrs+), Tuna, Grapes,	5 Breakfast: 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr), Eggs, Hashbrowns Lunch: Bread WGR, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr), Bananas, Carrots,	6 Breakfast: Bell Peppers, Tortillas WGR, 1% Milk, unflavored (2 yrs+), Whole Milk, unflavored (1 yr) Lunch: Black Beans, Broccoli, Applesauce, Corn Chex WGR, 1% Milk,	7

- Once you have entered your desired date range, click the hyperlink Select “Child Menu Print-Ready”. This will automatically download a PDF version of your menu.

Monthly Child Menu

Site Name: Test Center 2 LLC
Sponsor Name: Test Sponsor

Site Identification Number: 67584
Sponsor Identification Number: 12345

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 Breakfast: Milk, Eggs, Applesauce Lunch: Milk, Tomato Meat Sauce, Spaghetti, Peas, Oranges PM Snack: Milk, Graham Crackers	29 Breakfast: Milk, Fruit Cocktail, Toast WGR Lunch: Milk, Ground Beef, Baked Beans, Strawberries, Buns PM Snack: String Cheese & Ritz Crackers	30 Breakfast: Milk, Applesauce, Toast WGR AM Snack: 100% Juice, Animal Crackers Lunch: Milk, Tomato Meat Sauce, Spaghetti, Peas, Oranges PM Snack: Milk, Graham Crackers	31 Breakfast: Milk, Applesauce, Toast WGR AM Snack: Milk, Graham Crackers Lunch: Milk, Tomato Meat Sauce, Spaghetti, Peas, Oranges PM Snack: Milk, Graham Crackers	1 Breakfast: Milk, Applesauce, Life Cereal WGR AM Snack: Milk, Graham Crackers Lunch: Milk, Hamburger on Bun, Baked Beans, Peaches PM Snack: Milk, Graham Crackers	2 Breakfast: Lunch: PM Snack:

1 yr olds receive unflavored whole milk, 2-5 yr olds receive unflavored skim or 1% milk, 6 yrs and older receive unflavored or flavored skim or 1% milk. Breastmilk may substitute for cow's milk at any age. Fluid milk substitutes may be served with appropriate documentation. Juice is 100% WGR indicates whole grain-rich.

This institution is an equal opportunity provider.
May 09, 2022

MyFoodProgram - www.myfoodprogram.com

1

Reminders about Printable Menu Text

The Menu Notes Field ADDS to the List of Food Items

The screenshot shows a menu editor interface for Wednesday, 11/04/2020, Lunch. The 'Menu Notes' field contains 'Chicken Noodle Soup'. An arrow points from this field to the printed menu, where 'Chicken Noodle Soup' is listed under the Lunch section.

The Description for Print View REPLACES the List of Food Items

The screenshot shows the same menu editor interface. The 'Description For Print View' field contains 'Milk, Chicken Noodle Soup, Mandarin Oranges'. An arrow points from this field to the printed menu, where this entire description replaces the individual food items under the Lunch section.

Plan an Infant Menu

- Click on Menu from the main dashboard. This will take you to the menu calendar.



- From the menu calendar, select the date and meal type for which you want to plan an infant menu. This will take you to the Meal Details screen.
- On the Meal Details screen, click on the blue “Edit Infant Menu” button.

Home / Menu / Meal Details

Meal Details

← Previous Day

Date: 02/23/2023

Meal: Lunch

Menu

Menu Notes

Next Day →

Edit Menu

Edit Infant Menu

Edit Meal Count

*Only facility infant menus appear here. Individual infant menus (if used) are available by clicking Edit Infant Menu

Use Saved Menu

You have the option to use a saved menu if you have added those to My Food Program. Selecting a saved menu will populate the food items. Learn more about saved menus for infants [here](#).

Select Infant Age Range: Oldest Infant in Care 6-11 Months New Bre: ▾

Use Saved Menu: Select ▾

- Select
- Apricot with Mixed Fruit, Infant Cereal
- Bananas, Infant Cereal
- Peach infant food, yogurt
- Pear Infant Food, Infant Cereal
- Pumpkin banana infant food, Infant Cereal

Select Infant Food Items

- If you are not using a saved menu, you will need to select the food items that you are using to satisfy the infant meal pattern requirements.
- You may add food items two ways
 - Use the [Favorite Foods](#) dropdown.
 - [Search our food database](#). If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words. Some sponsors limit the use of the search function. If you do not see a search box, then this feature was turned off by your sponsor.
- As you add food items, you can see portion size reminders that correspond with the minimum amounts in the infant meal pattern.
- Because this is a saved menu, you are not required to enter anything other than formula/breast milk. However, if you use a saved menu with only formula or breast milk for a day on which you have an infant that is developmentally ready for solid foods, then you will get an error when you save prompting you to add solid foods to your menu. If the provider or center does not have any infants that are developmentally ready for solid foods, then the menu will successfully save without solid foods on the menu.
- When you are done, click the green “Save” button to return to the Meal Details screen.

The screenshot displays a web interface for selecting infant food items. It is organized into three main sections: 'Fluid Milk', 'Fruit and/or Vegetable', and 'Infant Cereal and/or Grains'. Each section has a 'Favorite Foods' dropdown menu and a 'Search Food' input field with a search icon. The 'Fluid Milk' section is currently selected, showing a table with columns for 'Age Range' and 'Age-Appropriate Portion'. The table lists 'Iron-fortified Infant Formula' with two rows: '0 Months - 5 Months' (4 oz) and '6 Months - 11 Months' (2 oz). A red 'Remove' button is visible in the top right of this section. Below the 'Fruit and/or Vegetable' section, a red error message is displayed: 'You are required to add solid foods to your menu because you have enrolled infants that are developmentally ready.' A yellow arrow points to this message. A similar error message is also present below the 'Infant Cereal and/or Grains' section, also indicated by a yellow arrow. A green 'Save' button is located at the bottom right of the interface.

Category	Favorite Foods	Search Food
1 Fluid Milk	Select	Search... Q
Iron-fortified Infant Formula		
	Age Range	Age-Appropriate Portion
	0 Months - 5 Months	4 oz
	6 Months - 11 Months	2 oz
Remove		
0 - 1 Fruit and/or Vegetable	Select	Search... Q
You are required to add solid foods to your menu because you have enrolled infants that are developmentally ready.		
0 - 1 Infant Cereal and/or Grains	Select	Search... Q
You are required to add solid foods to your menu because you have enrolled infants that are developmentally ready.		
Save		

Create Saved Infant Menu

Saved menus reduce the amount of time it takes to plan and record the food items that you are going to use to satisfy each meal pattern group. There are two ways to create a saved menu.

Method #1 to Create a New Saved Menu for Infants:

- Click on “Menu” from the main dashboard.
- Click on “Saved Menus”.
- Click on the blue “Add Infant Menu” button on the upper-right corner.
- Complete the fields for:
 - Name: this is a required field and will be the name that will appear in the drop-down when you plan your daily menus. You may name it with a list of the food items, for example “Formula Peaches Infant Cereal” or with the information from a cycle menu plan, for example “Monday Lunch Week 1”.
 - Meal Pattern: this is a required field. Select whether you are planning a breakfast, snack or lunch/supper.
- Enter the food items for your saved menu using favorite foods and/or the food search function.
- Click “Save”.
- Your new Saved Menu now appears as a choice when completing a daily menu.

Home / Menu / Saved Menus

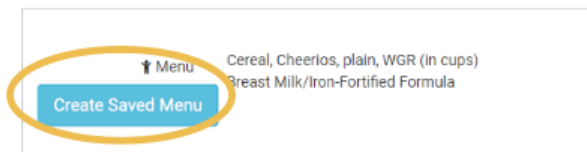
Saved Menus

[+ Add Infant Menu](#) [+ Add Menu](#)

Name	Name	Food Items	Meal Pattern	Copy	Delete
	Formula Peaches Infant Cereal	1.00 Infant Cereal, iron-fortified 1.00 Iron-fortified Infant Formula 1.00 Infant Peach Food	Oldest Infant in Care 6-11 Months New Lunch/Supper	Copy	Delete

Method #2 to Create a New Saved Menu for Infants:

- Click on “Menu” from the main dashboard.
- Click on the date and meal type that you want to plan, for example, lunch on July 27.
- Click on the blue “Edit Infant Menu” button.
- Complete the steps to plan a menu by adding required food items using favorite foods and/or the food item search function.
- Click “Save” to return to the Meal Details screen.
- Click the blue “Create Saved Menu” button underneath the Menu.



- Make any edits and click “Save”.
- Your new Saved Infant Menu now appears as a choice when completing a daily menu.

Print Infant Menu

- Click on “Menu” on the main dashboard.
- Click on the “Print Menus” button at the top of the page.
- Use the custom date picker, if needed, to print one week, two weeks or a full month.
- Select “Infant Menu Print-Ready”.
 - After you click “Infant Menu Print-Ready” a report will be generated and the page will refresh. Click on “Download Print-Ready Menu” and save the PDF document in your location of choice.

Monthly Infant Menu

Site Name: Test Center 2 LLC
Sponsor Name: Test Sponsor

Site Identification Number: 67584
Sponsor Identification Number: 12345

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
	Breakfast: Breast Milk/Iron-Fortified Infant Formula Lunch: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Banana, Apples & Pears Infant Food PM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers	Breakfast: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Applesauce Lunch: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Apple & Sweet Potato Infant Food PM Snack: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Bananas	Breakfast: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Pears AM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers Lunch: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Banana, Apples & Pears Infant Food PM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers	Breakfast: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Pears AM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers Lunch: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Banana, Apples & Pears Infant Food PM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers	Breakfast: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Pears AM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers Lunch: Breast Milk/Iron-Fortified Infant Formula; Iron-Fortified Infant Cereal; Banana, Apples & Pears Infant Food PM Snack: Breast Milk/Iron-Fortified Infant Formula; Bananas; Cheez-It Crackers	Breakfast: Lunch: PM Snack:

1 yr olds receive unflavored whole milk, 2-5 yr olds receive unflavored skim or 1% milk, 6 yrs and older receive unflavored or flavored skim or 1% milk. Breastmilk may substitute for cow's milk at any age. Fluid milk substitutes may be served with appropriate documentation. Juice is 100%. WGR indicates whole grain-rich.

This institution is an equal opportunity provider.

May 09, 2022

MyFoodProgram - www.myfoodprogram.com

1

Attendance & Meal Count Entry

The dashboard features a top summary bar with five key metrics:

- Claim Status:** OK
- Days Missing Meal Counts:** 6
- Income Forms:**
 - 3 Missing
 - 8 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Enrollment forms:**
 - 3 Missing
 - 7 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Staff with expired or missing training:** 5

The main navigation area includes the following buttons:

- Menu
- Attendance & Meal Count Entry** (highlighted)
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

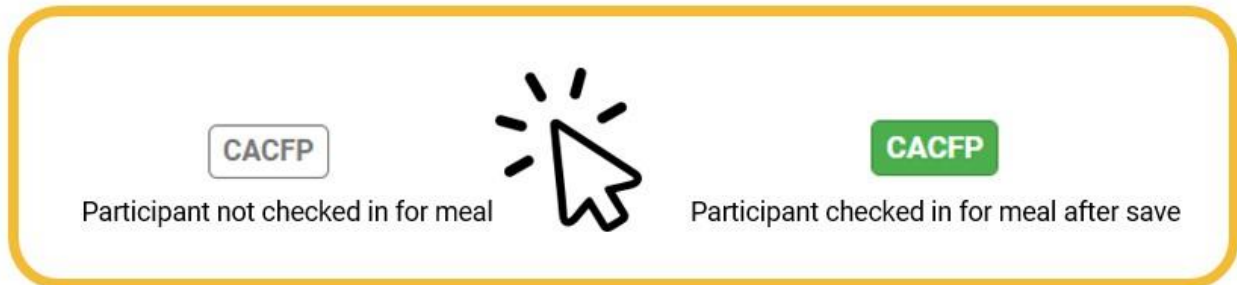
Entering Attendance & Meal Counts

- Click on “Attendance & Meal Count Entry” from the main dashboard.






The screen will default to the current date, the first meal of the day and the first roster alphabetically. You can change those selections using the dropdown menus.

- Click on “Daily Attendance” if the child was in attendance for the day. Clicking "Daily Attendance" will change the meal count button from grey to white.
- Click the meal count button next to the name of each child that participated in the meal service. Clicking the meal count button will change it from white to green.
- Click Save



Depending on your site setup, you may see one or more of the following buttons:

Meal Count Button	Explanation
CACFP	This is for sites that do not have to separate their preschool claim from their school age claim
N/C	Non-CACFP or Not Claiming. Used for participants who have declined the CACFP or staff members that need to be counted for meals.

ID	Age	Name		Ate
5	1Y 0M	Sarah Hill	<input checked="" type="checkbox"/> Daily Attendance	
13	0Y 7M	Roger Marshall	<input type="checkbox"/> Daily Attendance	
16	0Y 10M	Brian Rodriguez	<input checked="" type="checkbox"/> Daily Attendance	

Current Totals

Notes:

- You cannot click the meal count button until you have clicked “Daily Attendance” – this prevents a meal from being recorded without attendance.
- A child only needs 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
-

Notes to Sponsor

At the top of the attendance page, you have the option to send a note to your sponsor. When you do this, your sponsor will [receive an email with your note if the sponsor has turned on email alerts](#). Otherwise, they can run the [Daily Notes Export file](#) to read the daily notes.

Date

Roster

Notes to Sponsor

Meals Outside Schedule

If your sponsor has this feature turned on, you may see a box that allows you to indicate that a participant is eating a meal that isn't on their typical schedule.

Some examples of when you would use this feature:

- it is a school release day and there is a school-age child present for a lunch when they normally eat that meal at school
- a child normally attends Monday, Wednesday, Friday but attends on a Tuesday because of a change in a parent's work schedule

To record a day when a child is eating meals outside of their normal schedule:

- Click the box in the column "Meal Outside of Normal Schedule"
- Provide a reason
- Click "Save"

ID	Name	Ate	
1	Ella Arries	<input checked="" type="checkbox"/> Daily Attendance	<input checked="" type="checkbox"/> Meal Outside of Normal Schedule <input type="text" value="School Release Day"/>

Meal Shifts

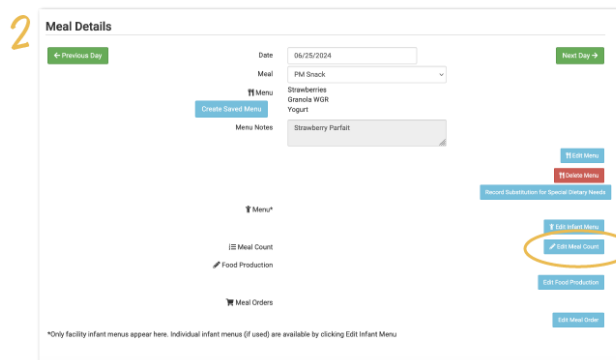
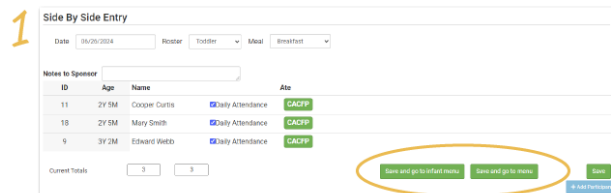
If your meal operates in shifts, you will see a column for each shift.

- Click the meal count button for each shift at which the participant was present.

ID	Name	Ate		Shift 1	Shift 2
1	Ella Arries	<input checked="" type="checkbox"/> Daily Attendance	<input checked="" type="checkbox"/> Meal Outside of Normal Schedule	CACFP	CACFP
14	Suzy Cramer	<input checked="" type="checkbox"/> Daily Attendance	<input checked="" type="checkbox"/> Meal Outside of Normal Schedule	CACFP	CACFP
10	Sandy Smith	<input checked="" type="checkbox"/> Daily Attendance	<input checked="" type="checkbox"/> Meal Outside of Normal Schedule	CACFP	CACFP
23	Laura Walker	<input checked="" type="checkbox"/> Daily Attendance	<input checked="" type="checkbox"/> Meal Outside of Normal Schedule	CACFP	CACFP
6	Jacqueline Wright	<input type="checkbox"/> Daily Attendance	<input type="checkbox"/> Meal Outside of Normal Schedule	CACFP	CACFP

Menu Shortcuts

After saving a meal count, two buttons will now appear on the screen that say "Click here to enter menu" and/or "Click here to enter infant menu" for easy navigation to the menu screen (1). From the menu screen, you can click "Edit Meal Count" to get back to the meal count screen (2):



Participants & Rosters

The dashboard features a top row of five summary cards and a grid of navigation buttons below. The 'Participants & Rosters' button is highlighted with a yellow circle.

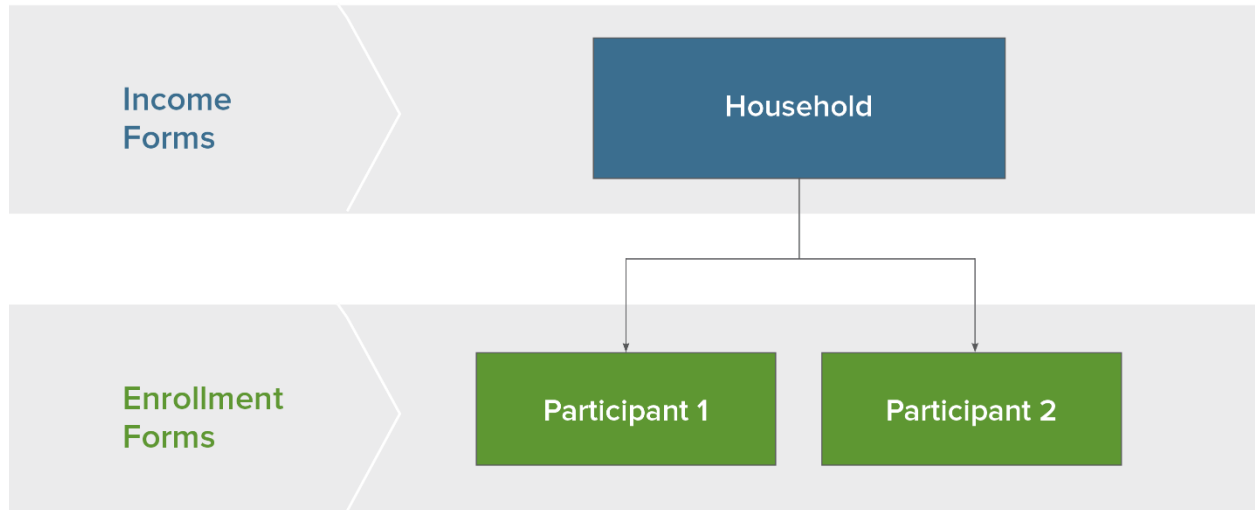
Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing	3 Missing	5
		8 Expired	7 Expired	
		0 Expiring this month	0 Expiring this month	
		0 Expiring next month	0 Expiring next month	

Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters**
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

Understanding Households and Participants

1. Every participant has a household, even if that household doesn't have any information entered, such as parent name, address or phone number.
2. Income forms are associated with a household and apply to all members of that household.
3. Enrollment forms are associated with participants and apply only to an individual child or adult daycare client.



Creating a New Household

When a new family enrolls in a site, a new household should be created. Remember that all children in a household are linked to a parent/guardian and household address.

To add a new household:

- Click on “Participants & Rosters” on the main dashboard.



Click on the blue “Add New Household” button.



Start working from top to bottom:

Step 1: Enter the household address.

Household Info

Address 1*

Address 2

City*

State* Iowa

Zip*

Guardians

Name	Primary Phone	Email Address	Is Primary Guardian	Action
				<input type="button" value="+ Add Guardian"/>

Participants

Name	Participant ID	Roster	Status	Delete	Move	Merge	
							<input type="button" value="+ Add Participant"/>

Step 2: Click the blue “Add Guardian” button.

- Complete the first name (required), last name (required), phone number and email for the parent/guardian.
- The “Primary Guardian for Household” is checked by default. You can uncheck this box if this guardian is not the primary guardian.
- Click “Save”.

Guardian

First Name *

Middle Name

Last Name *

Primary Phone *

Secondary Phone

Email Address

Primary Guardian for Household

Step 3:

The household is now ready for [participants to be added](#).

Adding a New Participant

- Click on “Participants & Rosters” on the main dashboard.



- Click on the Household you are adding a participant to
- Click the blue Add Participant button



Enter the Required Information from Top to Bottom

Participant Info	Required?	Notes
First Name*	Yes	
Middle Name	No	
Last Name*	Yes	
Birthdate*	Yes	
Birthdate Estimated	No	This checkbox should be used if you are adding a participant and you have not verified their exact date of birth. Avoid this situation whenever possible as incorrect birthdates can create problems with claims processing.
Include in School Age Licensed Capacity	No	This will include the child in the school age licensed capacity

Participant Info	Required?	Notes
Gender	No	
Allergies	No	Text Box. This is linked to mobile app alerts about allergies.
Roster Assignment	No	
Racial Identity	Yes	
Ethnicity	Yes	
Rate Type	No	
Rate	No	The regular rate
School Day Rate	No	The rate for a school release date
Provider's Child or Residential Child	No	
Receives Subsidized Care	No	
Foster Child	No	Can only be edited by sponsor users.
Special Needs - allowed to claim over age 13	No	Can only be edited by sponsor users.
Related, Non-Residential	No	Only for family child care homes
Exclude from License Capacity Checks	No	Can only be edited by sponsor users

Participant Info	Required?	Notes
Participant Notes	No	Text box
Group ID	No	
Participant ID	No	My Food Program will automatically assign a Participant ID if this is left blank

Participant Status

When you add a new participant, the status will be "Pending". The start date will default to the current date. If the participant started before today, adjust the start date.

The following three participant statuses will include children or adult day care clients on attendance and meal count lists.

1. Active
2. Pending
3. Inactive

The status of "inactive" means that the child or adult day care client is withdrawn. Participants that are inactive are NOT listed on attendance and meal count screens.

Active	Pending	Inactive
Many sponsors use "Active" to mean that all the required CACFP paperwork has been turned in. For example, an enrollment form, an income form, an infant meal notification letter and special dietary statement (if applicable).	Many sponsors use "Pending" to mean that a child has been added to My Food Program, but they have not received any paperwork. When a sponsor adds an enrollment form, a participant is automatically moved from Pending to Active status as of the date the enrollment form was entered.	The status of "Inactive" will remove a child from appearing on attendance and meal count lists.

Managing the Dates for Participant Status

We have four rules about participant status:

Rule #1

Every participant has to have at least one status. If you try to save a participant without a status, you will receive an error stating This is Required as seen below.

Participant Status* This is Required

Start Date	End Date	Status	
<input type="text"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="X Delete"/>

Rule #2

The last row on participant status needs to have an empty end date. This indicates that it is the "current" participant status. If you try to fill in the last end date, you will get an error that says Last End Date must be empty as seen below.

Participant Status*

Start Date	End Date	Status	
06/01/2018	01/24/2022	Active	<input type="button" value="X Delete"/>
01/25/2022	01/26/2022	Inactive	<input type="button" value="X Delete"/>

Last End Date must be empty

Rule #3

There cannot be any gaps in the participant status. In other words, from the start date on, we need to know the participant status for every day. If you try to leave a gap in the participant status, you will get an error that says This Start must be 1 day after previous End as seen below.

Participant Status*

Start Date	End Date	Status	
06/01/2018	01/15/2022	Active	<input type="button" value="X Delete"/>
01/25/2022		Inactive	<input type="button" value="X Delete"/>

This Start must be 1 day after previous End

Rule #4

You cannot set a participant to "inactive" if they were in attendance at the center or family day care home during that date range. The participant status of "inactive" means that the child or adult day care client was withdrawn from the facility. A participant cannot be both withdrawn and in attendance. If you try to set the participant status to inactive for a date range where the child or adult day care client was in attendance, you will get an error that says Daily Attendance exists for date range as seen below.

Participant Status*

Start Date	End Date	Status	
06/01/2018	12/31/2021	Active	<input type="button" value="X Delete"/>
01/01/2022		Inactive	<input type="button" value="X Delete"/>

Daily Attendance exists for date range

Participant Programs

Children will be automatically enrolled in the CACFP Standard participant program. Children who are in the CACFP Standard participant program will have a CACFP next to their name on the attendance and meal count pages.



The Non-CACFP program type is used for participants that need to be recorded for attendance and meal counts but not included in a claim. The most common scenarios we see for non-CACFP participants are children who are providing their own meals but still need to be checked in for attendance and meal counts in order to demonstrate compliance with licensed capacity

Any participants who need to be added to My Food Program but should NOT be included in the claim, should have their Program Type changed from the default to "Non-CACFP"

To do that:

- Click on Participants & Rosters from the main dashboard
- Click on the Participants Name
- Scroll down to the Participant Programs section
- Click the orange "Add Program" Button
- Select Non-CACFP from the dropdown
- Save the participant

Participant Programs*

Program	Start Date	End Date
NonCACFP ▼	07/01/2020	

Note: Meal counts for participants designated as Non-CACFP will trigger an error that says, "Meal Claimed for Participant Who is a Non-CACFP Participant" as an extra reminder that those meals will not be claimed. Participants who are designated as Non-CACFP will have an N/C next to their name on attendance and meal counts screens.



Note: a participant cannot be both Non-CACFP and any other program type for the same date. Participants are either eligible for a claim or not.

Participant Schedule

Schedules are used to ensure that participants are only claimed for meals that are on their enrollment form.

To Set a Participant Schedule

- Click on “Participants & Rosters” on the main dashboard to load a list of participants.



- Click on the name of the participant.
- Scroll down to the "Participant Schedule" section



- Click the "Edit Schedule" button to go to the screen to edit the participant schedule

This button is hidden if your sponsor is restricting meals to only those listed on an enrollment form and an enrollment form is already on-file. **If you need to edit a participant schedule and you do not see the "Edit Schedule" button then you need to contact your sponsor.**

Participant Schedule

+ Match Facility Schedule

+ Add

Benjamin Lopez

Start Time	End Time	Days Of Week	Meals	Delete
<input type="text" value="06:00 am"/>	<input type="text" value="08:00 pm"/>	<input type="checkbox"/> All Days <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> All Meals <input type="checkbox"/> Early Snack <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack	<input type="button" value="Delete"/>

- Enter the start and end time for when the participant is in care.
- Select the days of the week and typical meals eaten on a day when school is in session

- If a participant leaves during the day and then returns (for example, is enrolled in before-school care and after-school care) or their schedule varies according to the day of the week, click the blue “Add” button to create another set of in/out times and meals.
- You also have the option to set the hours, days and meals to match those of the provider or center. If you click the blue "Match facility schedule" button it will generate the participant schedule to match.
- Click “Save”.

Entering Overnight Schedules

We do not allow an arrival time that is earlier than the departure time. Therefore, in order to enter an overnight schedule, you have to add a departure time of 11:59 pm and then an arrival time with 12:00 am.

Below is an example of an overnight schedule with the child arriving at 7:00 pm and staying in care overnight until 7:00 am the following day:

Start Time	End Time	Days Of Week	Meals
07:00 pm	11:59 pm	<input type="checkbox"/> All Days <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> All Meals <input type="checkbox"/> Early Snack <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input checked="" type="checkbox"/> Supper <input checked="" type="checkbox"/> Evening Snack
12:00 am	07:00 am	<input type="checkbox"/> All Days <input checked="" type="checkbox"/> Mon-Fri <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> All Meals <input type="checkbox"/> Early Snack <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack

Printing an Enrollment and Income Form

My Food Program offers the option for sites to download a form that is pre-printed with participant and household information, including the participant name, date of birth, typical hours and meals, parent/guardian name, address, phone number and email address.

Before printing a form, providers or centers should:

1. [Create a new household and enter the parent or guardian contact information](#)
2. [Create a new participant and enter the required information](#)

To Download a Pre-Filled Form

- Click on Participants & Rosters from the main dashboard



- Click on the name of the parent or guardian or on the yellow hyperlink that says "Edit Household" if you have not entered a parent or guardian name. This will take you to the household page.
- On the household page, scroll to the bottom of the page and click on the blue "Create Participant Registration Form" button and the report will automatically download as a PDF.

Household Info

Address 1	<input type="text" value="333 Marshall St."/>
Address 2	<input type="text"/>
City	<input type="text" value="Durham"/>
State	<input type="text" value="North Carolina"/>
Zip	<input type="text" value="12350"/>

Guardians

[+ Add Guardian](#)

Name	Primary Phone	Email Address	Is Primary Guardian	Action
Ryan Cunningham	(123) 456-7895		Yes	Delete

Participants

[+ Add Participant](#)

Name	Participant ID	Roster	Status	Delete	Move	Merge
Bob Cunningham	7	School Age	Active	Delete Participant	Change Household	Merge with Participant
Natalie Cunningham	6	Preschool	Active	Delete Participant	Change Household	Merge with Participant

Household Income Statement

[+ Send Request for Form](#)

Not Available

[Create Participant Registration Form](#)

[Save](#)

- Have the parent or guardian complete the forms, including their signature.
- Send the forms to your sponsor and they will process the paperwork

Only sponsors can add, delete or edit enrollment forms. If you are a site-level user, you can see enrollment form dates added by your sponsor.

Staff

The dashboard features a top row of five summary cards:

- Claim Status:** OK (Green bar)
- Days Missing Meal Counts:** 6 (Red bar)
- Income Forms:**

3	Missing
8	Expired
0	Expiring this month
0	Expiring next month
- Enrollment forms:**

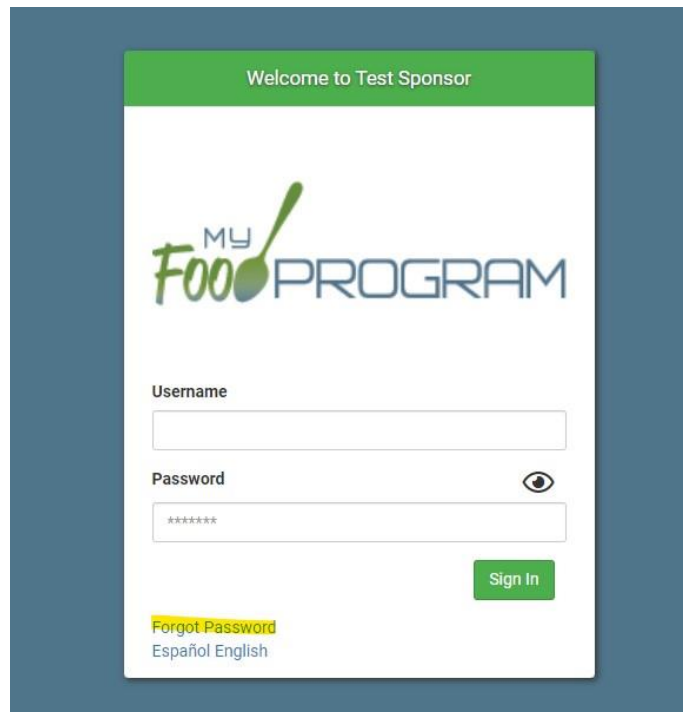
3	Missing
7	Expired
0	Expiring this month
0	Expiring next month
- Staff with expired or missing training:** 5 (Red bar)

The main navigation area contains the following buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff** (Circled in yellow)
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

Reset a Password


To reset your password, go to the login screen and click on Forgot Password



Welcome to Test Sponsor

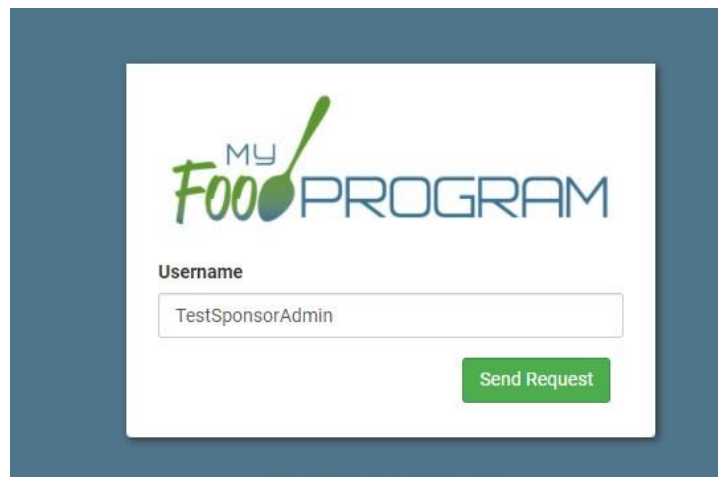
MY FOOD PROGRAM

Username

Password 

Forgot Password
Español English

Next you need to enter your username and click Send Request.



MY FOOD PROGRAM

Username

You will then be emailed a link to reset your password. Remember that passwords need to be 12 characters in length. There are no requirements for special characters, numbers or capital letters.

Don't know your username? [Get in touch with our helpful customer service team](#) and we can look up your account.

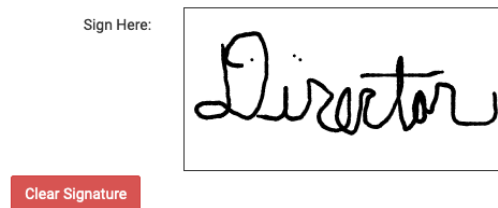
Add Electronic Signature

- An electronic signature can be stored in My Food Program
- Users will be required to store an electronic signature and that signature will be applied to select Attendance and Meal Count reports if the option in Sponsor Setup is checked to "[Apply electronic signature to meal count forms after claim is submitted](#)" is checked
- Users with site Manager/Director-level permissions can create and edit their own signatures and the signatures of other staff at the site using the web.

To add an electronic signature:

- Click on "Staff" or "Users" on the main dashboard.
- Then click on the name of the staff member/user OR click on the blue "Add" button in the upper-right corner.
- Scroll down to the "Sign Here" section.
- Add signatures.
- Click "Save".

Note: These signatures will populate on the Daily, Weekly and Monthly Meal Count with Attendance Reports along with the date that the site submitted their claim to their sponsor.



Create a New Site User

To create a new site-level user:

- Click on “Staff” on the main dashboard.
 - On the Staff List page, click the blue "Add" button in the upper-right corner. This will take you to the Staff page.
1. Type the name and username
 2. Set Password
 - Click the blue button that says “Click to Set or Reset Password”. When you do this, you will see two fields appear for the password and confirmation of password.
 - Type a password that is at least 12 characters long. There is no requirement for upper-case, lower-case, numbers or special characters.
 - Retype the password in the "Confirm Password" box.
 - If the two passwords do not match, you will get an error when you save.

Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

3. Set the User Role

You must select a Role for your new user. These are the options:

- Site Manager/Director: can see all buttons available to site-level staff. Can submit a claim to the sponsor.
- Staff: can only see attendance and meal counts
- Kitchen Staff or Infant Teacher: can see attendance, meal counts and menus
- User Allowed To Record Hours for Other Users: check this box to allow this user to record hours for others.

Signature Box

Providers or center staff can add their signature here once they login for the first time. Learn more about site-level user signatures [here](#).

Training

If you have training to add for this user, you can enter it here. Learn more about adding training for site-level users [here](#).

Hourly Rate

If you are using My Food Program to track salary and wage expenses in order to document a nonprofit food service, you can enter a user's hourly rate and allow them to record their hours and the distribution of their hours between CACFP and non-CACFP tasks. Learn more about tracking hours [here](#).

Field Trips, Closures or School Release Dates

The dashboard features a top navigation bar with several key metrics:

- Claim Status:** OK
- Days Missing Meal Counts:** 6
- Income Forms:**
 - 3 Missing
 - 8 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Enrollment forms:**
 - 3 Missing
 - 7 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Staff with expired or missing training:** 5

The main navigation area includes the following buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates** (highlighted)
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

Add a Closure/Holiday/Field Trip

To record a closure, holiday or field trip:

Click on "Field Trips, Closure or School Release Days" on the main dashboard. This will take you to the Closures page.



- On the Closures page, click the blue "Add Single Day" button in the upper-right corner.

The Reason Off Site is the first field. It is a dropdown menu and you can select from field trip, closure, holiday or other/not claiming. A field trip is treated differently from a closure or holiday.

- Recording a **Field Trip**
 - will not prevent you from entering meal counts,
 - does not automatically disallow meals that we recorded before the field trip entry was made,
 - does not add a red X to the menu calendar, and
 - alerts your sponsor that you will be away during meal service so that they do not attempt to do a review visit.
- Recording a **Closure or a Holiday or Other/Not Claiming***
 - will prevent you from entering meal counts with the on-screen message "Site closure for this day and meal",
 - automatically disallows meals that are recorded before the closure or holiday entry was made with the reason "Meals/Snacks claimed outside of the operating days",
 - adds a red X to the menu calendar, and
 - alerts your sponsor that you will be away during meal service so that they do not attempt to do a review visit.
 - *used for providers or centers who are not claiming the meal. For example, if a provider or center is serving a non-creditable meal or does not have any children in attendance for the meal service.

	Field Trip	Closure or Holiday
Prevents you from entering meal counts		✓
Disallows meals recorded before the entry		✓
Adds a Red "X" to the Menu Calendar		✓
Alerts your sponsor that you will be away at meal service	✓	✓

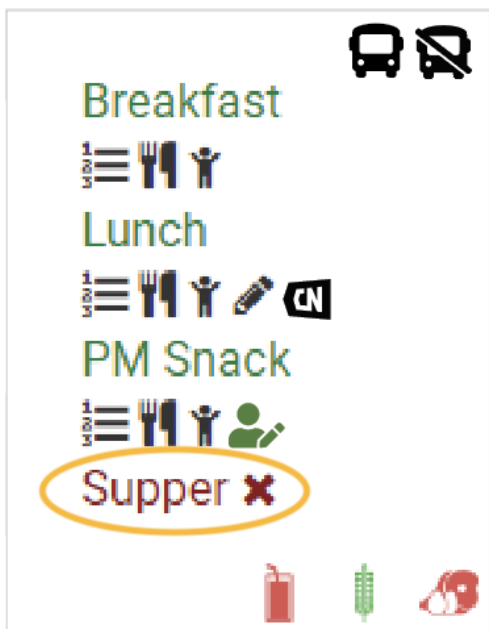
Additional Fields

Complete the rest of the closure, holiday or field trip fields:

- Date Off Site (required)
- Meals not served at site (required)
- Upload Form (optional)
- Notes (optional)

When you have completed all the fields, click the green "Save" button. You will be alerted if you try to enter a date that is already marked as a school release day.

After you click "Save", you will return to the Closures page. If you would like to see field trips, closures, holiday, school release days or summer vacation days entered in the past, be sure to click the button that says, "Show Prior Days" in the upper-left corner.



Milk Audit

The dashboard features a top row of five summary cards and a grid of navigation buttons below. The 'Milk Audit' button is highlighted with a yellow circle.

Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing 8 Expired 0 Expiring this month 0 Expiring next month	3 Missing 7 Expired 0 Expiring this month 0 Expiring next month	5

Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit**
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

To enter a milk audit by day:

- Click on “Milk Audit” on the main dashboard.
- Select the following:
 - Month/Year (required): the date for the audit.
 - Calculation Type (required):
 - Calculated from Attendance: this will take the minimum portion size for milk times the number of participants in each age range and calculate how much milk you should have used.
 - Food Production Amounts: this will take the usage amounts right from your food production records. Ensure that you have entered a food production record for each of the meals with milk so you have accurate amounts.
 - Audit Type (required):
 - Select By Day: this version gives you a running balance by day and meal of how much milk is on hand.
- Click “Create Milk Audit” button.
 - You can "Copy closing balance from prior month to opening balance" by clicking that button.
 - You can select to see all milk types or choose specific ones from the drop-down menu on the left.
 - Under "Milk Audit Totals by Milk Type" you can see a summary of where you are at with purchases versus usage in your selected units, as well as an ending balance.
- Under “Manual Increase”:
 - Enter Date
 - Select Reason: options include: Opening Balance, Parent-Provided, Purchased or Reused from Share Table.
 - Select Fluid Milk Type.
 - Enter Amount and Units: note that the opening balance should be equal to the ending balance from the previous month.
 - Click Save.
- Under "Manual Decrease":
 - Enter Date
 - Select Reason: options include Additional Servings or Spoilage/Waste
 - Select Fluid Milk Type.
 - Enter Amount and Units: note that the opening balance should be equal to the ending balance from the previous month.
 - Click Save.
- Notes: enter notes for your recordkeeping.
- Click “Save”.

Any milk purchases entered using our Expense feature will be automatically pulled into the report. Users also have the option to manually increase milk amounts to reflect an opening balance or purchase not entered in our Expense tracker. Users can manually decrease amounts if there is spoilage/waste or additional servings of milk.

Milk Audit By Day Calculated From Attendance - Oct 2021

[Copy closing balance from prior month to opening balance](#)

All selected ▼

											Balance
Date	Reason	Fluid Milk Type	Purchase	Usage	Skim Milk	1% Milk	2% Milk	Whole Milk	Milk Substitute	Fluid Milk	Action
10/19/2021	milk \$	Skim Milk	16 Cups/Half-Pints		16 Cups/Half-Pints						
10/19/2021	whole milk \$	Whole Milk	16 Cups/Half-Pints					16 Cups/Half-Pints			

Milk Audit Totals By Milk Type

Fluid Milk Type	Total Cups Purchased + Opening Balance	Total Cups Used	Monthly Surplus or Deficit
Skim Milk	16	0	16
Whole Milk	16	0	16

[Finalize Milk Audit](#) \$ Expense Manual Increase

Manual Increase

Date	Reason	Fluid Milk Type	Amount	Unit	
<input type="text"/>	<input type="text" value="Select"/> ▼	<input type="text" value="Select"/> ▼	<input type="text"/>	<input type="text" value="Select"/> ▼	<input type="button" value="Save"/>

Manual Decrease

Date	Reason	Fluid Milk Type	Amount	Unit	
<input type="text"/>	<input type="text" value="Select"/> ▼	<input type="text" value="Select"/> ▼	<input type="text"/>	<input type="text" value="Select"/> ▼	<input type="button" value="Save"/>

Notes

Notes

After a claim is created, if any meals were disallowed as a result of a milk shortage, a summary table will be displayed summarizing the disallows. Those disallows will also be displayed on the Disallowed Meals Report.

Claim Adjustments from Milk Audit	
Milk Type/Meal Name	Total Meals/Snacks Removed from Claim
Breakfast - 1% Milk	283
Breakfast - Whole Milk	98
Lunch - 1% Milk	0
Lunch - Whole Milk	0
PM Snack - 1% Milk	211
PM Snack - Whole Milk	0

Expenses

The dashboard features a top row of five summary cards and a grid of navigation buttons below. The 'Expenses' button is highlighted with a yellow circle.

Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing	3 Missing	5
		8 Expired	7 Expired	
		0 Expiring this month	0 Expiring this month	
		0 Expiring next month	0 Expiring next month	

Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses**
- Check for Errors or Submit to Sponsor
- Reports
- Visits
- File Cabinet

Add an Expense

To Add a New Expense:

- Click on “Expenses” on the main dashboard. This will take you to the expense list page.



- On the expense list page, click the blue "Add Expense" button in the upper-right corner. You will see the following fields:

Field	Description
Date	The date that the expense was incurred.
Expense Category	Select the category from the dropdown. The categories that are available to be selected are determined by your sponsor.
Description	Enter the description for the expense. Many users will enter either the name of the store at which the purchase was made or will enter more information about the items purchased.
Amount	This is the amount of the expense for the associated expense category. If you have a receipt or invoice that covers multiple expense categories, you will be making entries for each category.
Apply Space/Time Percentage	This checkbox will distribute the expense between CACFP and non-CACFP categories. For example, if you allocate rent expenses as 20% CACFP and 80% non-CACFP, then you would enter "20" as your Space/Time Percentage in Site Details. Then when you are entering the rent expense, you would check this box. You would leave this button unchecked for expenses that are not allocated (for example, a purchase of meals which is 100% CACFP).
Receipt Total	The amount on the receipt. The receipt total includes all expense categories.

Expense

Date

Expense Category

Description

Amount (\$)

Apply Space/Time Percentage

Receipt Total

Upload Image No file selected.

Current Image (No Image)

If you are entering multiple expenses and cross-checking them with a receipt total, you cannot edit the entries after saving. If you made a mistake, you will have to delete all entries and start over.

- If you have only one expense category, you are done and you can click the green "Save" button. You will be returned to the expense list page.

When a Receipt Covers Expenses in Multiple Expense Categories

- When you have a receipt that includes items across multiple expense categories, you should click the blue "Add Expense" button.
- This provides you with a new set of fields for Expense Category, Description, Amount, and Space/Time Percentage

Date

Expense Category

Description

Amount (\$)

Apply Space/Time Percentage

Expense Category

Description

Amount (\$)

Apply Space/Time Percentage

- When you are done entering the expenses, you have the option to click "Check Expenses Against Receipt Total" to cross-check the sum of expenses to the receipt total. Your sponsor might [require you to enter the receipt total](#) and cross-check this against the amounts in each expense category.
- You also have the option to upload a PDF or photo of the receipt.
- Click the green "Save" button and you will be returned to the expense list screen.

Entering Milk Expenses

If you select the expense category "Milk" you will see a series of additional fields.

Field	Description
Milk Type	Select from Skim, 1%, 2%, Whole Milk, Milk Substitute, Fluid Milk. If you are doing a milk audit, you should NOT use "Fluid Milk" but instead select the fat percentage
Quantity	The amount of milk purchased
Unit	The unit of milk (ounces, cups, half-gallons, gallons)

Expenses in the "Milk" category will automatically be transferred over to the milk audit.

Check for Errors and Submit to Sponsor

The dashboard features a top summary bar with five key metrics:

- Claim Status:** OK
- Days Missing Meal Counts:** 6
- Income Forms:**
 - 3 Missing
 - 8 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Enrollment forms:**
 - 3 Missing
 - 7 Expired
 - 0 Expiring this month
 - 0 Expiring next month
- Staff with expired or missing training:** 5

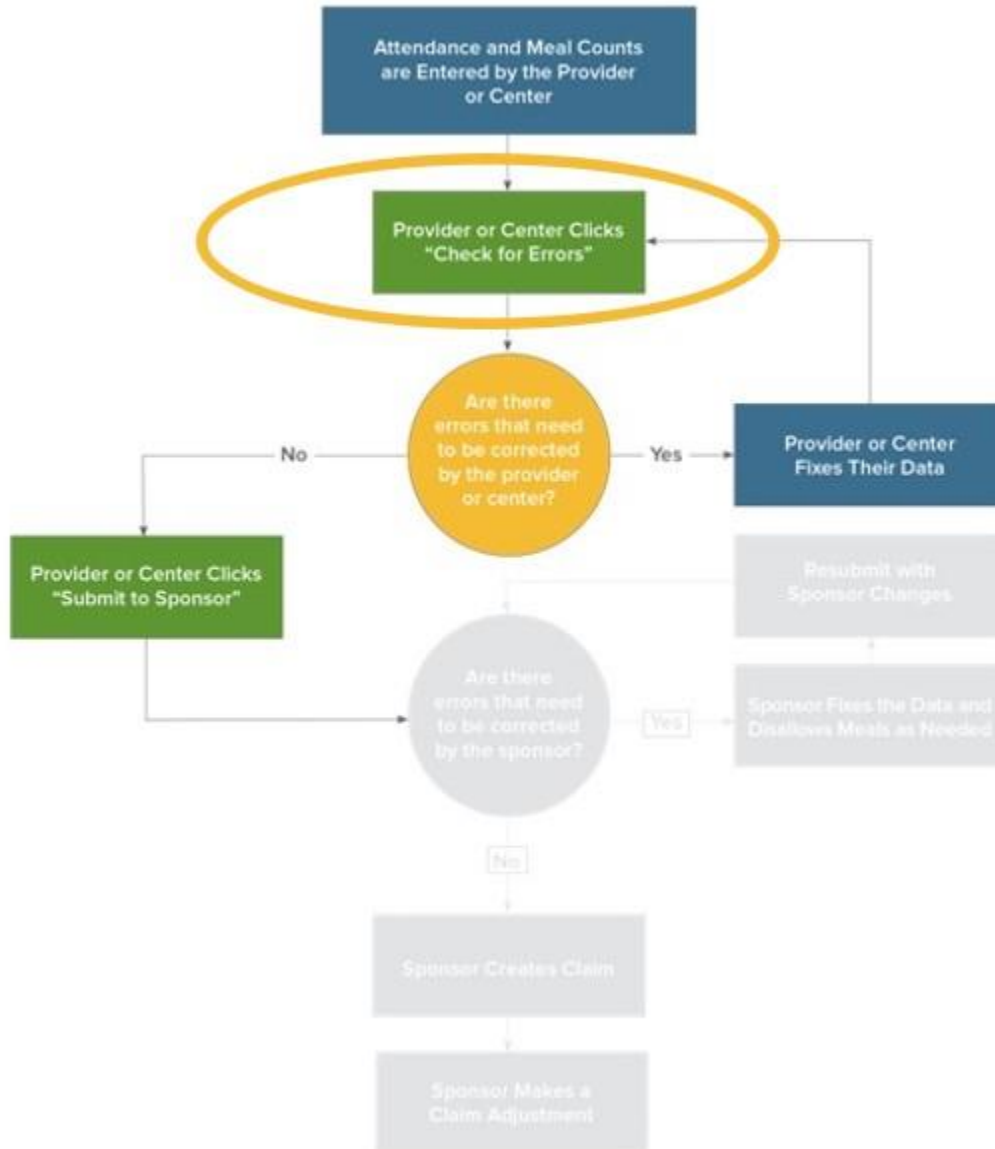
Below the summary bar are several navigation buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor** (highlighted)
- Reports
- Visits
- File Cabinet

How to Check for Errors

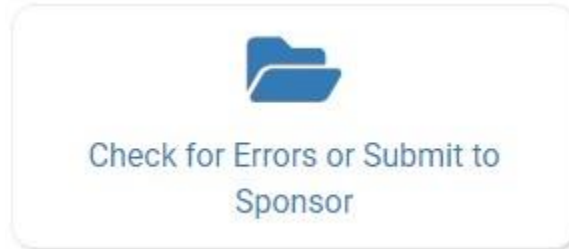
The claims process has five steps:

1. The provider or center checks for errors.
2. The provider or center fixes any mistakes.
3. The provider or center clicks "Submit to Sponsor"
4. The sponsor corrects any errors and disallows any meals based on review visits.
5. The sponsor creates the claim.

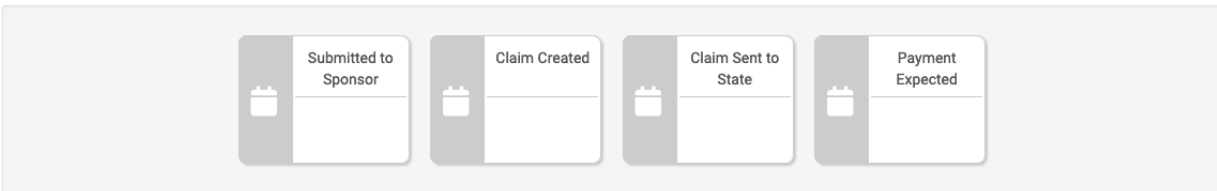


To check for errors:

- Click on “Check for Errors or Submit to Sponsor” on the main dashboard. Clicking this button will open a calendar.
- On the calendar, select the month and year and click "Load"



You will see a screen with three sections:



New Meal Attendance Entered Since Last Check for Errors 09/13/2021 at 03:31 PM September 2021 ▾

Date	Meal	Menu Entered	Meal Count	Food Production
09/22/2021	Breakfast	false	3	false

Meal Errors

These meals were last checked for errors on 09/13/2021 at 03:31 PM , any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
No claim errors	

Details on meal errors can be found on the [Disallowed Meals Report](#)

Checked Meal Attendance

[View/Edit Meals Disallowed by Sponsor](#)

Date	Meal	Menu Entered	Meal Count	Food Production
------	------	--------------	------------	-----------------

[ARAM Allocation](#) [Remove ARAM Allocation](#) [Check for Errors](#) [Submit to Sponsor](#) [Withdraw Meal Submission](#)

Section #1: New Meal Attendance

The first section of the Check for Errors page is titled, "New Meal Attendance Entered Since Last Check for Errors". It will have a date/time stamp of the last time you did a "check for errors" if you are entering meal counts by name.

The meals listed in this top section are those that have not been checked for errors. There might be errors on these meals or there might not be, but they have not been run through the My Food Program edit checks.

The columns on the new meal attendance are:

- Date
- Meal
- Menu Entered: this will display “true” if a menu has been entered and “false” if a menu is missing.
- Meal Count: the total number of participants checked in for the meal across all rosters.
- Food Production: this will display “true” if a food production record has been entered and “false” if there is no food production record. This column is not shown if you are a family child care provider.

Section #2: Meal Errors

- The second section on this page is a list of Meal Errors.
- Complete details about meal errors can be found on the Disallowed Meals Report.
- For a full list of potential meal errors, click [here](#).

Important Note: the list of meal errors is updated only after you click "Check for Errors". If you have updated any information and return to this screen, you need to click "Check for Errors" to update the list of meal errors.

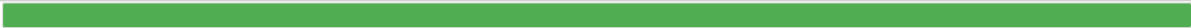
Section #3: Checked Meal Attendance

The meals listed here have been checked for errors.

Action Buttons

- At the bottom of the screen, you will see a button that says "Check for Errors". Clicking this button will begin the check for errors process.
- The system will run the meals through the My Food Program edit checks and display a progress bar. This may take several minutes. You do not need to remain on this page for the meal validation process to continue.
- Once the edit checks are complete, the meal errors list will be updated.

Completed!



Submitted to Sponsor

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance Entered Since Last Check for Errors 05/04/2021 at 09:47 AM May 2021

Date	Meal	Menu Entered	Meal Count	Food Production
------	------	--------------	------------	-----------------

Meal Errors

These meals were last checked for errors on 05/04/2021 at 09:47 AM , any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
No claim errors	

Details on meal errors can be found on the [Disallowed Meals Report](#)

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count	Food Production
------	------	--------------	------------	-----------------

Reminder: Providers or centers can check for errors as many times as they want! We strongly encourage providers and centers to click "check for errors" at least once a week for a smooth claims processing experience.

Potential Claim Errors and How to Resolve Them

Meals/Snacks Claimed in Excess of the Approved Total License Capacity

How it Gets Triggered

Site Details are configured to "Disallow Overage" or "Disallow All Meals" for [Licensing Age Range Errors](#) AND a meal or snack has more children checked in than is allowed by the total licensed capacity.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Detail version of the report.

What the Provider or Center Can Do

- Verify that all participant birth dates are correct.
- Verify that the correct participants were checked in for the meal or snack with a licensed capacity violation.

Meals Served to Participant Outside of Participant Normal Schedule

How it Gets Triggered

The sponsor has set the policy that meals that are not listed on the enrollment form should be disallowed and a participant has been checked in for a meal outside of their normal schedule without the box "[Meal Outside of Schedule](#)" being checked and a reason provided.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Detailed version of the report.

What the Provider or Center Can Do

Ensure that any children eating a meal not listed on their enrollment form has the box checked for "[Meal Outside of Schedule](#)" and you have provided a reason.

Meals for Which There are No Menus

How it Gets Triggered

Site Details are configured to enforce meal validation and a meal count has been entered for a meal or snack and no menu was entered.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

- [Enter any missing menus](#)
- If you do not want to claim this meal or snack, then set up a [facility closure](#)

Missing or Incomplete Infant Menus

How it Gets Triggered

Site Details are configured to Error for “Missing Infant Menu Errors” and an infant was checked in for a meal and no infant menu was entered or an incomplete menu was entered.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Detailed version of the report.

You can also look at the [menu calendar](#) and make sure every day has a planned infant menu and/or an infant feeding record.

What a Provider or Center Can Do

- Enter an [infant menu](#) and ensure that solid foods were on the menu if any infants participated in the meal service that were developmentally ready for solid foods.
- If the [sponsor policy](#) allows it, [adjust the date](#) on which an infant is developmentally ready for solid foods.

Missing Infant Meal Notification

How it Gets Triggered

The sponsor has set the policy to disallow meals for participants under 12 months old who do not have an infant meal notification letter entered.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

- Ensure that participant birth dates are correct
- If the [sponsor policy](#) allows it, add [an infant meal notification](#)

No Whole Grain-Rich Food Served on this Date

How it Gets Triggered

Site Details are configured to validate menus and no whole grain-rich foods were included on the menu. **Note:** does not apply to infant menus or summer food sites.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

[Correctly designate which grain item for the day was whole grain-rich.](#) If no whole grain-rich food item was offered during the day, your claim will be adjusted in a manner to maximize reimbursement:

- First we will try to disallow a snack but we can only do that if a grain was offered at snack.
- If no snacks were offered that day or no snack had a grain item, we will try to disallow breakfast.
- If breakfast is not served or had no grain item, then we will disallow lunch or supper.

Meals Claimed for Children who have Expired Enrollments in the Program

How it Gets Triggered

Site Details are configured to “Error” for Enrollment Form Errors and the participant has an expired enrollment form.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

The [Missing Forms Report](#) will show any missing or expired forms

What the Provider or Center Can Do

Providers and sponsored centers cannot enter their own enrollment forms. There is no action to take other than to contact your sponsor and ensure they received any enrollment forms that were sent in.

Meals Claimed for Children Without a Valid Enrollment Form

How it Gets Triggered

Site Details are configured to “Error” for Enrollment Form Errors and a participant does not have an enrollment form entered into My Food Program.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

The [Missing Forms Report](#) will show any missing or expired forms

What the Provider or Center Can Do

Providers and sponsored centers cannot enter their own enrollment forms. There is no action to take other than to contact your sponsor and ensure they received any enrollment forms that were sent in.

Meals Served to Children Over Age 13

How it Gets Triggered

A child is checked in at a family child care home or a child care center* for a meal and their birthdate makes them 13 years or older.

*Other site types have different age limits

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

Verify that birth dates are correct.

Meals/Snacks Claimed in Excess of the Approved Age Range License Capacity

How it Gets Triggered

Site Details are configured to “Error” for [Licensing Age Range Errors](#) AND a meal or snack has more children checked in in a specific age range than is allowed by licensing.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Detailed version of the report.

What the Provider or Center Can Do

- Verify that all participant birth dates are correct.
- Verify that the correct participants were checked in for the meal or snack with a licensed capacity violation.

No Licensing Age Range for Participant

How it Gets Triggered

This error gets triggered in two ways:

1. A participant was checked in and their age doesn't fall into any of the licensing age ranges. Either they are too young or too old to be enrolled in the facility.
2. A child with a birthdate of an infant was checked in for a meal and then the birthdate was changed to be a non-infant.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

Ensure the child's birthdate is correct

- Correct the birth date and run another [Check for Errors](#)
- If the error does not clear after correcting the birth date and running another [check for errors](#), you will need to contact your sponsor and ask them to withdraw your meal submission.

Parent/Guardian Supplying More Than One Component for an Infant

How it Gets Triggered

An infant who is 6-11 months old for whom the parents are providing both food and breastmilk/formula is checked in for a meal.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

The [Infant Meal Notification](#) has information about who is supplying formula and who is supplying food.

What the Provider or Center Can Do

If the [sponsor policy](#) allows it, adjust the [Infant Meal Notification](#) to correctly indicate if the parent is supplying formula and food or the provider or center is supplying those.

Meals Claimed for the Provider's Children or Other Residential Children Who are Not Income Eligible

How it Gets Triggered

There was a participant checked in for a meal that is marked as provider's own/residential and there is not a Tier I income form on-file for their household.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

If you are not eligible to claim your own children, then this error should remain on your claim.

If you are eligible to claim your own children, then make sure that your sponsor has received your income form.

Meals Claimed for Provider’s Income Eligible Children When There are No Outside Children Present

How it Gets Triggered

There was a participant checked in for a meal that is marked as provider’s own/residential and there is a Tier I income form on-file for their household. However, there were no children marked in for the meal who are not provider’s own/residential.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

Ensure that all children were marked in for the meal. At least one child participating in the meal service must not be the provider's child in order to claim that meal. If your children were the only ones participating in a meal service, this meal should remain disallowed.

No Milk on Menu for Participant Age Range

How it Gets Triggered

Milk items in My Food Program are categorized as follows

Milk Type	Valid Age Range	Notes
Infant Formula	Under 12 months	
Whole Milk	12-23 Months	
Skim Milk	2 years and older	
1% Milk	2 years and older	
2% Milk	2years and older	Summer Food Only
Fluid Milk	1 year and older	
Flavored Milk	6 years and older	

This error gets triggered if the site does not have milk on the menu to cover all of the age ranges.

For example, a child is checked in for a meal who is 1 yr old, but the only milk on the menu is 1% milk.

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

1. Add the missing milk item(s) to the menu.
2. Confirm that all participant birth dates are correct.
- 3.

Missing or Expired Facility License

How it Gets Triggered

In site details, the setting is to "error" for missing/expired facility license and the license has not been entered yet or the license is expired.

How to Get Details

The [Disallowed Meals Report](#) will list the meals with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

Providers and centers cannot add their own facility license. Make sure you have sent your updated license to your sponsor.

Food Item is not Creditable

How it Gets Triggered

The food items on the menu are either:

- No longer creditable because the CN label has expired -OR-
- The sponsor has added the food item to the Excluded Foods List

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Summary version of the report.

What the Provider or Center Can Do

Refer back to the Disallowed Meals Report to find the date and meal type with a not creditable food item.

- Click on Menu from the main dashboard

- Select the date and meal type that is listed on the Disallowed Meals Report for having a Food Item is Not Creditable
- Click on "Edit Menu"
- Look for the red warning that says "Not Creditable"

The screenshot shows a menu item labeled "Not Creditable" with a red warning icon. The item description is "Pizza Crust, Tony's Turkey Sausage Breakfast Pizza PC 63912 WGR (3.31 oz portion)". A quantity of "1.00" is entered in a text box, and a "Remove" button is visible. Below this is a table with two columns: "Age Range" and "Age-Appropriate Portion".

Age Range	Age-Appropriate Portion
1 Year - 2 Year	1/2 Each
3 Year - 5 Year	1/2 Each
6 Year - 12 Year	1 Each
13 Year - 17 Year	1 Each
18 Years	2 Each

- Remove the not creditable food item and replace it with a food item that is creditable
- Scroll to the bottom of the menu edit page and click save

Participant inactive on meal date

How it Gets Triggered

A participant has been checked in for attendance and/or meal attendance for a date in which they were marked as inactive (withdrawn).

How to Get Details

The [Disallowed Meals Report](#) will list the participants with this error. For this error, we recommend that you run the Detailed version of the report.

What the Provider or Center Can Do

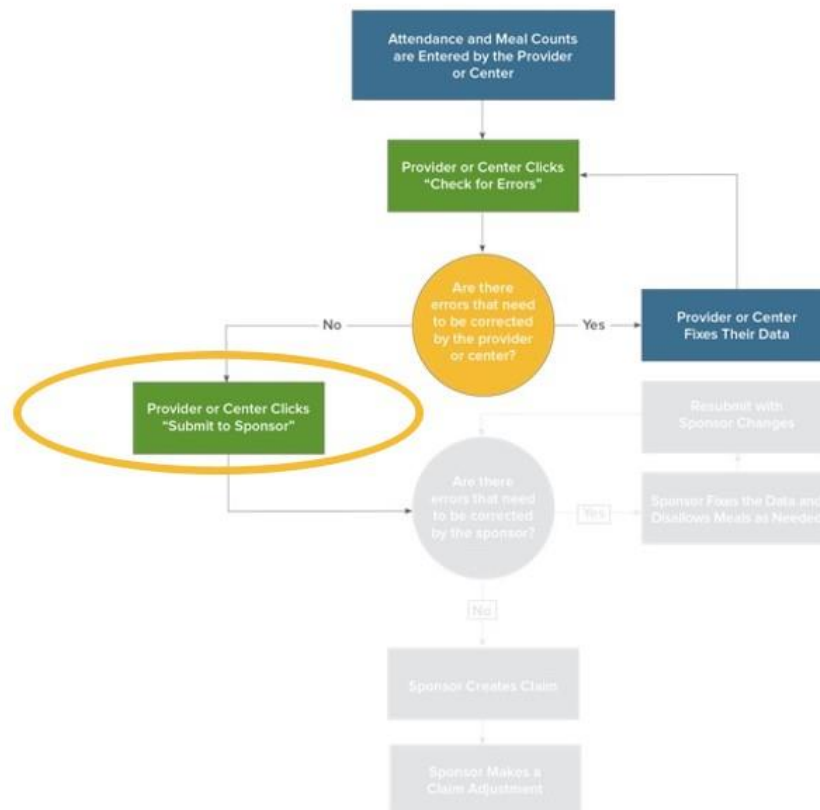
Either change the participant status to anything other than "Inactive" for the meal date OR remove the meal attendance and daily attendance for the dates with the errors.

How to Submit Your Claim to Your Sponsor

The claims process has five steps:

1. The provider or center checks for errors.
2. The provider or center fixes any mistakes.
3. The provider or center clicks "Submit to Sponsor"
4. The sponsor corrects any errors and disallows any meals based on review visits.
5. The sponsor creates the claim.

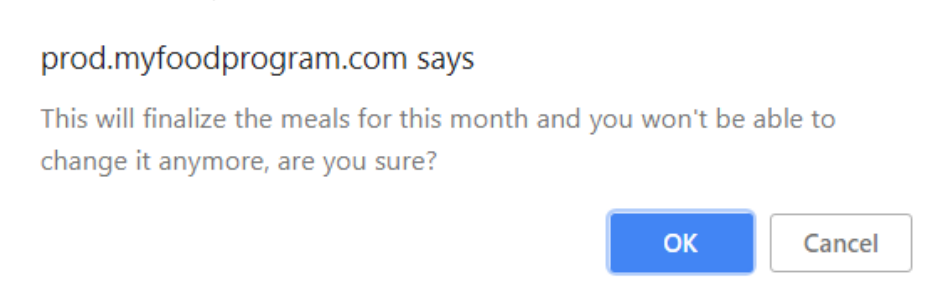
This article is about Step 3. Clicking "Submit to Sponsor" will lock out a provider or center from making any changes to menus or meal counts and alert the sponsor that they are finished with their claim for reimbursement.



To submit a claim to a sponsor:

- Click on "Check for Errors or Submit to Sponsor" on the main dashboard. (Note: this button is called "Check for Errors or Disallow Meals if you are a sponsor user.") Clicking this button will open a calendar.

- On the calendar, select the month and year and click "Load". This will open the Check for Errors page.
- Scroll to the action buttons at the bottom of the Check for Errors page and find the one labeled, "Submit to Sponsor".
- When you click "Submit to Sponsor" a pop-up message will appear reminding you that clicking "Submit to Sponsor" will lock you out of making changes to meal counts or menus. Click "OK" on the pop-up message to proceed.



- The system will now run through the validation process. Depending on the size of the site and the way the Site Details are configured, this may take several minutes. A progress bar is displayed on the screen and once the check of meals and attendance is complete, the page will automatically refresh and the results will display on the screen.
- When claim submission is complete, you will see several changes:
 - The "Check for Errors or Submit to Sponsor" button disappears
 - The icon for "Submit to Sponsor" will now be GREEN and show the date.
 - The icon on the main dashboard regarding Claim Status will now be GREEN.
 - A date/time stamp of site submission will populate on the View/Create Claims screen at the sponsor level.

Submitted to Sponsor
12/10/2021

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance Entered Since Last Check for Errors 12/10/2021 at 01:31 PM November 2021

Date	Meal	Menu Entered	Meal Count	Food Production

Meal Errors

These meals were last checked for errors on 12/10/2021 at 01:31 PM, any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
No claim errors	













Details on meal errors can be found on the [Disallowed Meals Report](#)


Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count	Food Production

ARAM Allocation **Remove ARAM Allocation**

 OK Claim Status	 0 Days Missing Meal Counts	 Income Forms 7 Missing 1 Expired 1 Expiring this month 0 Expiring next month	 Enrollment forms 0 Missing 8 Expired 3 Expiring this month 1 Expiring next month	 22 Days Missing Menus	 5 Staff Needing Training
--	---	--	--	---	---

 Menu	 Monthly Bulk Entry by Name	 Participants & Rosters	 Staff	 Site Details
 Field Trips, Closures or School Release Dates		 Milk Audit	 Expenses	 Check for Errors or Submit to Sponsor
 Reports		 Record Hours	 Visits	

 Most recent message from sponsor:
10/11/2021: Testing message center.
[View All Messages from Sponsor](#)

Reports

The dashboard features a top row of five summary cards and a grid of navigation buttons below. The 'Reports' button is highlighted with a yellow circle.

Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing	3 Missing	5
		8 Expired	7 Expired	
		0 Expiring this month	0 Expiring this month	
		0 Expiring next month	0 Expiring next month	

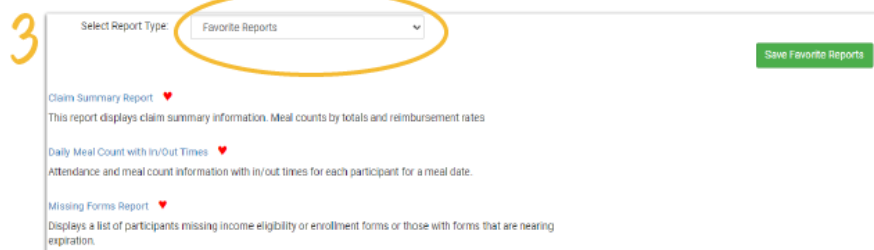
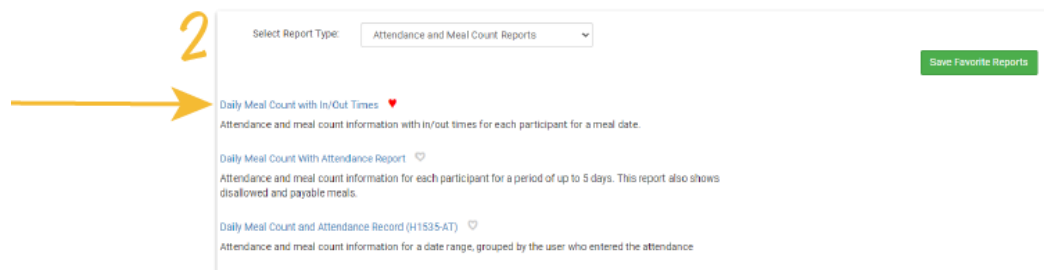
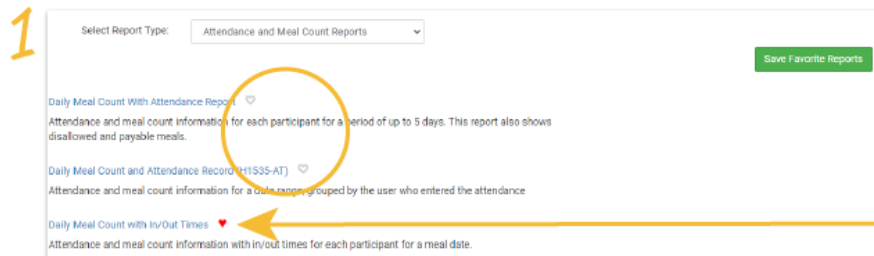
Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports (highlighted)
- Visits
- File Cabinet

Favorite Reports

My Food Program has over 70 reports at the site level and always growing! To help you find the ones that you run all the time, you have the ability to mark a site-level report as a “favorite” report. On the reports screens you will see:

1. A little heart next the name of each report at the site level. To mark a report as a favorite, just click the heart next to it. Clicking the heart will turn it red. Then click “Save Favorite Reports” in the upper-right corner.
2. All favorite reports will jump to the top in each report category.
3. There is a dropdown choice in Reports that holds all your Favorite Reports across all of the report categories.



Claims Reports

Claim Summary Report

This report will tell you how much reimbursement to expect. The report cannot be run until a claim has been created by your sponsor.

Disallowed Meals Report

This report tells you any meals that were recorded but not claimed. Meals are disallowed if they have an error and marked as “non-payable” if they are over the claim limit. Until you submit your claim to your sponsor, your Disallowed Meals Report will change every time you check for errors.

Financial Reports

Expense Summary Report

If you are using My Food Program to track your business expenses, this is the report you will want to use when preparing your income taxes.

Reimbursements by Calendar Year

This report provides how much CACFP money you received on a cash-basis. NOTE: the CACFP and SFSP work on a reimbursement basis. This means that the payments made during a calendar year do not line up with the meals served that year. For example, meals served in December are paid in January.

Food Service Operations Reports

Grocery List Report

Once you have planned your menus, you can use the Grocery List Report to get an estimate of how much food you need to buy over the selected date range.

Special Diet Report

This report will provide you with information about which children enrolled in your care have documented special dietary needs.

Recordkeeping Reports

Bulk Enrollment Form Report

If you want to renew all your enrollment forms at once, you can run this report instead of generating the enrollment forms for each individual family.

Missing Forms Report

This report lets you know if you have any children with missing or expired enrollment forms.

Paper Back-Up

This form can be used if you have inconsistent internet access and want a method for paper back-up.

Visits

The dashboard features a top row of five summary cards and a grid of navigation buttons below. The 'Visits' button is highlighted with a yellow circle.

Claim Status	Days Missing Meal Counts	Income Forms	Enrollment forms	Staff with expired or missing training
OK	6	3 Missing	3 Missing	5
		8 Expired	7 Expired	
		0 Expiring this month	0 Expiring this month	
		0 Expiring next month	0 Expiring next month	

Navigation Buttons:

- Menu
- Attendance & Meal Count Entry
- Participants & Rosters
- Staff
- Site Details
- Field Trips, Closures or School Release Dates
- Milk Audit
- Expenses
- Check for Errors or Submit to Sponsor
- Reports
- Visits (highlighted)
- File Cabinet

View a Visit

To view a visit:

- Click on “Visits” on the main dashboard.
- Click the blue hyperlink for the visit date.











There you can view the information and notes recorded by the site monitor

Site Visit

Manual / Electronic	electronic	
Visit Date	04/03/2024	
Visit Type	Regular Monitoring - 2nd Tri	
Electronic Forms	New York Homes	
	<input checked="" type="checkbox"/> Visit Announced	
Meal Observed	Breakfast	
	<input type="checkbox"/> Follow-up Required	
	<input type="checkbox"/> Not Home	
	Open Electronic Form	
? Meal Attendance Count	<input type="text"/>	
Comment(s)	<input type="text"/>	
Next Visit Due	08/03/2024	
Reminders for next visit	<input type="text"/>	
? Non-Infant Menu Food Items	Does the meal observed serve these food items? <input type="button" value="No"/> <input type="button" value="Yes"/> Non-Infant Menu <ul style="list-style-type: none">• Whole Milk (1 yr) 1% Milk (2 yrs+), unflavored (in cups)• Blueberries, fresh, frozen or canned (in cups)• Biscuits, WGR (in oz)	
? Infant Menu Food Items	Does the meal observed serve these food items? <input type="button" value="No"/> <input type="button" value="Yes"/> Infant Menu	
Start Date	30-06-2014	
Licensing		
License Number	Effective Dates	Authority
License Type	License Capacity	
Group 12+4 - 2 Helpers	-	
Participants Observed		Show/Hide participants <input type="checkbox"/>

Logging into My Food Program on a Mobile Device

Our mobile version of My Food Program is called MFP+. You can use it for your daily recordkeeping, but you will need to access the full version to enroll a new child, submit your claim and run reports.

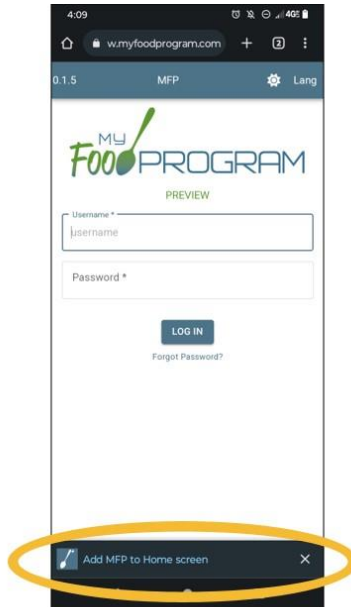
	Full Version Web App*	Mobile Version
	https://prod.myfoodprogram.com/guss/login	https://prod.myfoodprogram.com/mfp-plus/login
Attendance & Meal Counts		
Infant & Child Menus		
Enroll Participant		
Submit Your Claim		
Run Reports		

*You can still access the Full Version on a mobile device. Just use a mobile browser like Safari or Chrome and go to <https://prod.myfoodprogram.com/guss/login>.

Installing MFP+ on an Android Device

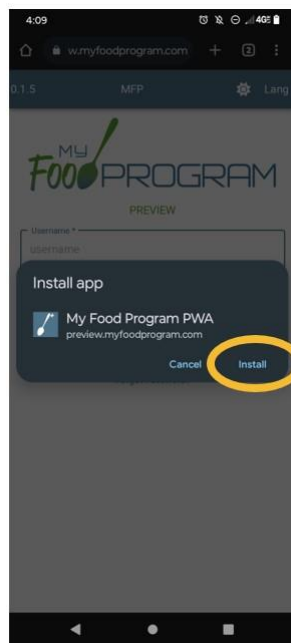
Step 1: Open Google and go to <https://prod.myfoodprogram.com/mfp-plus/login>

Step 2: Click on "Add MFP to Home Screen".

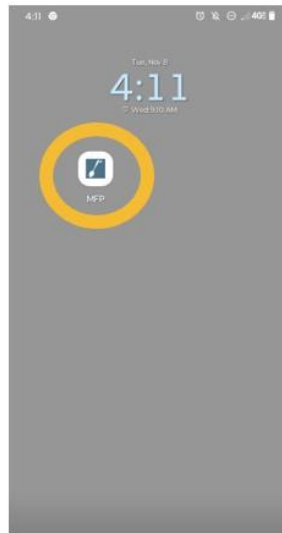


If you do not see the pop-up, click on the three dots in the upper-right corner of the screen and select "Add to Home screen".

Step 3: Click "Install".



Step 4: Your app is ready to use!



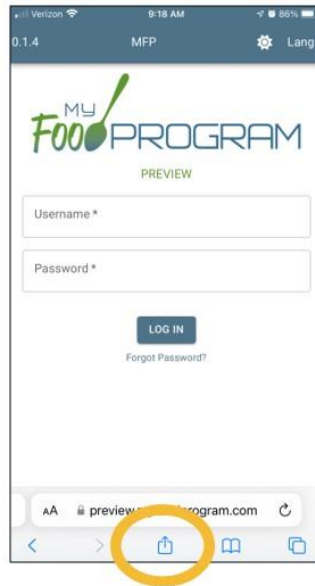
Once you have installed MFP+ and you load it for the first time, you can use it offline (without an internet connection) for up to 2 days.

While you are offline, the data is stored on the phone or tablet and automatically sync online once an internet connection is restored.

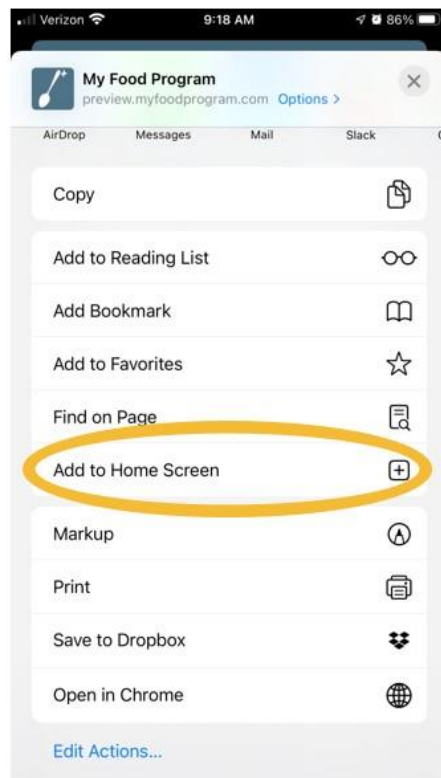
Installing MFP+ on an iPhone or iPad

Step 1: Open Safari and go to <https://prod.myfoodprogram.com/mfp-plus/login>

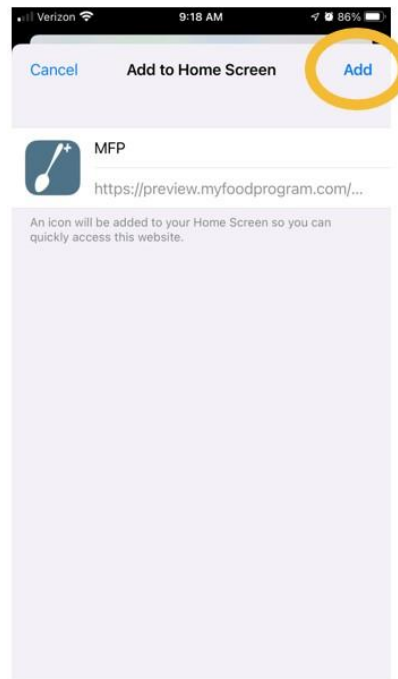
Step 2: Click on the up arrow.



Step 3: Select Add to Home Screen.



Step 4: Click "Add".



Step 5: The icon is now on your screen and ready to use.



Once you have installed MFP+ and you load it for the first time, you can use it offline (without an internet connection) for up to 2 days.

While you are offline, the data is stored on the phone or tablet and automatically sync online once an internet connection is restored.

Add an Electronic Signature on My Food Program+

- An electronic signature can be stored in My Food Program
- Users will be required to store an electronic signature and that signature will be applied to select Attendance and Meal Count reports if the option in Sponsor Setup is checked to "[Apply electronic signature to meal count forms after claim is submitted](#)" is checked
- The ability to save an electronic signature is available for all users on My Food Program+.

To create or manage a signature on My Food Program+:

- Tap or click on Staff from the main My Food Program+ dashboard



- Scroll to the section titled Manage My Signature
- Using your mouse, touchpad or touchscreen, draw your signature
- When you are finished, click or tap the Save button

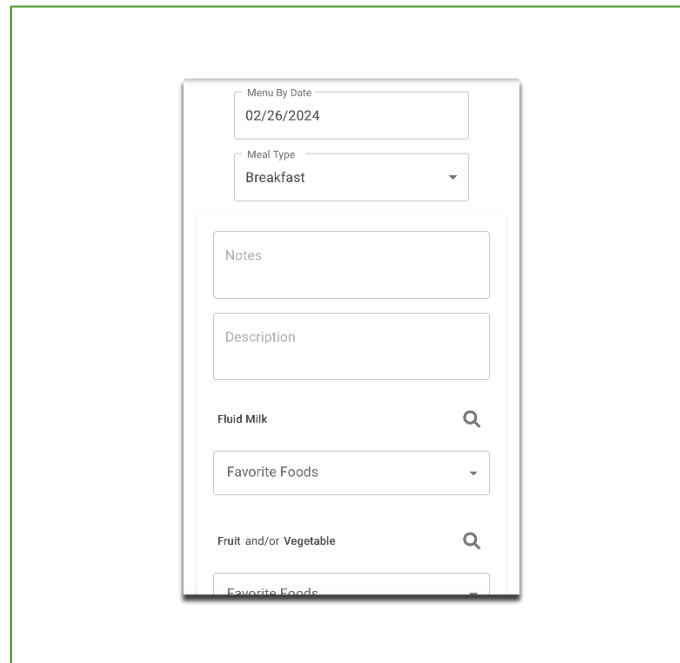


Planning New Menus on My Food Program+

- Tap or click on *Menus* from the main My Food Program+ dashboard

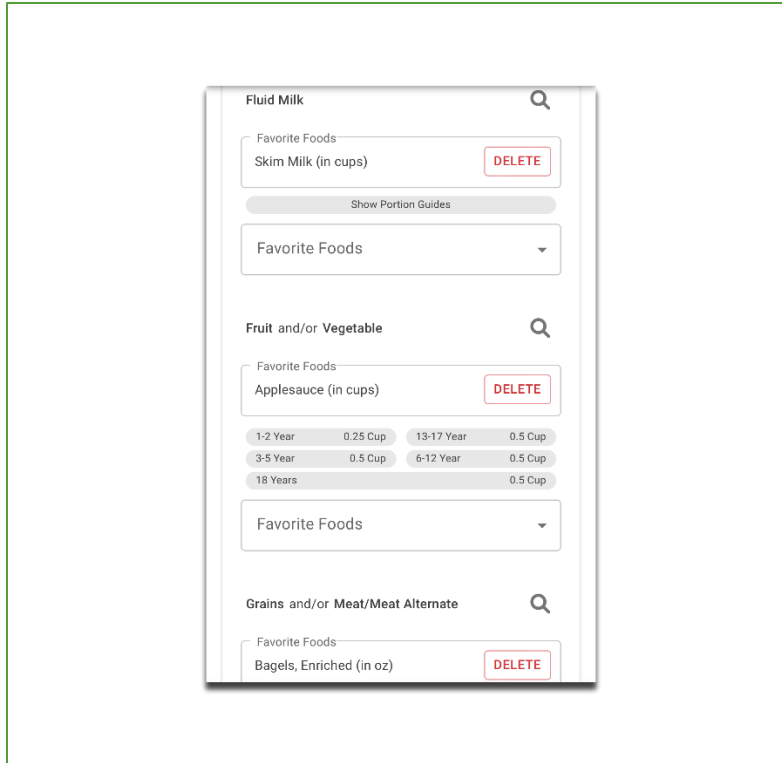


- The date will populate to the current date and the meal to the first meal of the day. You can change the meal date or meal type.

A screenshot of a form for planning a menu. The form is white with a thin grey border and rounded corners. It contains several fields: 'Menu By Date' with the value '02/26/2024', 'Meal Type' with a dropdown menu showing 'Breakfast', 'Notes' (a large text area), 'Description' (a large text area), 'Fluid Milk' with a search icon, 'Favorite Foods' with a dropdown menu, 'Fruit and/or Vegetable' with a search icon, and another 'Favorite Foods' dropdown menu at the bottom.

Optional Menu Entries

- Notes: the text typed into this box will appear when you print a menu in addition to the list of food items.
- Description: the text typed into this box will appear when you print a menu instead of the list of food items. Some sponsors have this option turned off. If you do not see a Description box, then your sponsor has this option turned off.



Required Menu Entries

- Go through each of the required food groups and select the food item that you are using to satisfy that meal pattern requirement.
- You may add food items two ways
 - Use the Favorite Foods dropdown.
 - Search our food database. If you use the search function, we recommend keeping your search term broad as the system will not recognize mis-spelled words or partial matches. Some sponsors limit the use of the search function. If you do not see a search box, then this feature was turned off by your sponsor.
- If you would like to see portion guides, click the gray button that says "Show Portion Guides".
- If you select a food item by mistake, simply click the red "DELETE" button.
- If you are missing a required meal component, you will receive the message "Menu is missing some required food components" and the items will be shown in red.

There is no save button in My Food Program+. The border around the box will change from yellow to green to indicate that the data is synced. If it turns red, an error message will be displayed telling you what is wrong.

Planning Infant Menus on My Food Program+

- Tap or click on Infant Menus from the main My Food Program+ dashboard



- The date will populate to the current date and the meal to the first meal of the day. You can change the meal date or meal type.

A screenshot of a web-based form for planning infant menus. At the top, there is a 'Menu By Date' field with a calendar icon. Below it is a 'Meal Type' dropdown menu with 'Breakfast' selected. The form is divided into three sections, each with a colored header button and a search field. The first section has a blue 'Fluid Milk' button and a search field containing 'Food *'. The second section has a red 'Fruit' button, a green 'Vegetable' button, and an 'and/or' label between them, with a search field containing 'Food'. The third section has a grey 'Infant Cereal' button, an orange 'Meat/Meat Alternate' button, and an 'and/or' label between them, with a search field containing 'Food'. Each search field has a 'SEARCH' button below it.

- Select the item(s) on your menu using the dropdown menus. you may add more than one item to satisfy a food component.
- The only component that you are required to offer is Fluid Milk in the form of iron-fortified infant formula or breastmilk. The menu will save with only that component. **However, if you have an infant who is developmentally ready for solid foods that attends the meal and you do not add solid foods to the menu, their meal will be disallowed for the reason "Missing or Incomplete Infant Menu"**

There is no save button in My Food Program+. The border around the box will change from yellow to green to indicate that the data is synced. If it turns red, an error message will be displayed telling you what is wrong.

Entering Daily Attendance on My Food Program+

- Tap or click on MEAL COUNT & ATTENDANCE from the main MFP+ dashboard



- Select the date (defaults to the current date)
- Select the roster

A form with three sections. The first section is labeled "Date" and contains a text input field with "05/12/2023" and a calendar icon. The second section is labeled "Roster" and contains a dropdown menu with "Default Roster" and a downward arrow. The third section is labeled "Meal Type" and contains a dropdown menu with "Breakfast, AM Snack, Lunch" and a downward arrow.

- Tap or click on the box for Attendance

A rectangular card for a participant. At the top left, it says "Age: 3Y 11M". At the top right, it says "ID: 19". In the center, the name "Robert Barnes" is displayed in a large blue font. Below the name, there is a checkbox labeled "Attendance".

- To remove attendance, simply uncheck the box
- Removing attendance will remove all meal counts for the day

Recording a Change from the Typical Schedule

- If you need to record that a participant is attending at times that are different from their typical schedule (i.e. a school age child eating lunch on a school day)
- Tap or click the blue calendar icon to the right of the participant's name

A rectangular card for a participant, similar to the previous one. It shows "Age: 3Y 11M", "ID: 19", and the name "Robert Barnes". The "Attendance" checkbox is now checked. To the right of the name, there is a blue circular icon containing a white calendar icon.

- In the pop-up box, type the reason for the change in schedule in the box
- Tap or click "Done"

A pop-up box with a blue header containing a white calendar icon. The text "OUTSIDE OF TYPICAL SCHEDULE?" is displayed. Below this is a text input field containing "Snow Day". At the bottom, there are two buttons: "CANCEL" on the left and "DONE" on the right.

Taking Meal Counts Using My Food Program+

- Tap or click on MEAL COUNT & ATTENDANCE from the main MFP+ dashboard



- Select the date (defaults to the current date)
- Select the roster
- Select the meal*

*By default, all the meal types are displayed. If you are locked into meal service times, then the only buttons available to tap or click are those that are currently open. You cannot check a participant into a meal that hasn't started yet.

A form with three stacked input fields. The first field is labeled "Date" and contains the text "05/12/2023" with a calendar icon on the right. The second field is labeled "Roster" and contains the text "Default Roster" with a downward arrow on the right. The third field is labeled "Meal Type" and contains the text "Breakfast, AM Snack, Lunch" with a downward arrow on the right. The entire form is enclosed in a thin green border.

- Find the participant you would like to check in for the meal
- Tap the meal count box and it will turn green unless there is a reason you cannot take a meal count



If meal count entry is disabled, you will get a message telling you why in the upper-right corner. Some common reasons are

- Attendance has not been entered yet
- Menu entry is required before meal counts
- Food production records are required before meal counts
- Food temperatures are required before meal counts
- The meal time hasn't started yet
- There is a site closure recorded for the day

Meal Shifts

- If you have more than one shift for a meal, you will see the meal listed twice.

- Tap or click to check a participant in for each shift at which they were present.

Note: after you check a participant in for one shift, the button for the other shift will say "present" instead of CACFP, AR, SA, PS or N/C. This is so that providers or centers know to check a participant in at each shift at which they were present while only eating at one.

BREAKFAST-1
CACFP
BREAKFAST-2
PRESENT

Getting Help

Get Help from My Food Program in four ways:

1. Check out our complete [Help Center](#)
2. Chat with us! Go to www.myfoodprogram.com and click on the green bubble in the lower-right corner. Chat is available Mon-Fri 8am-5pm Central
3. Send us an email at support@myfoodprogram.com
4. Give us a call at 651-433-7345. Phone support available Mon-Fri 8am-5pm Central

All of our customer service representatives speak Spanish.