**2022-2023 ANNUAL USDA/CACFP TRAINING FOR**

**HEAD START AND GSRP STAFF**

**Attendance and Meal Marking**

**for iPad and paper forms**

This is another necessity for claiming

reimbursement for meals served

**We must record:**

* Arrival and departure times
* Daily attendance
* Accurate meal attendance

*These are USDA/CACFP,*

*State of Michigan Licensing,*

 *and*

*Head Start/GSRP requirements*

We use the ChildPlus mobile attendance app for iPads
It allows us to sign children in and out electronically with times and
mark meal attendance for accurate reimbursement of child meals.

Procedure for Signing children in and out

* It is up to individual classrooms whether parents will sign children in and out. Each child needs to be signed in upon arrival and signed out at departure, by the parent or staff. Staff must sign the children in or out if a parent forgets.
If children are bussed, staff signs in and out for each child (bus time-in and time-out).
* Sign-ins on the app will automatically mark the child present. Boxes will then ‘open up’ for that child on the meal attendance screen.
* You will also mark children absent along with the reason for the absence. Often this is missed as you may be waiting to talk to parents.
* If a child leaves for an appointment during the day and plans to return to class, we should punch the child out on the iPad when they leave the first time and continue the rest of the day on a paper sign in/out form.
	+ Sign the child back in when they return and out at the end of the day – on the paper form. This allows program support to have an accurate account of the child’s daily attendance and will also serve as a backup for the meals claimed after the child was punched out the first time.

Meal Attendance Procedures

**‘Point of service’ is an extremely important CACFP regulation that we must follow**.

Meal attendance must be taken at Point of Service, for every meal and snack, no exceptions.

This is when:

* Food is on the table
* The child is at the table
* The child has been invited to eat
* Before the child leaves the table

**We cannot claim any meals or snacks that are sent home with children. Meals and snacks claimed must be offered at our site during point of service.**

Pass the iPad

To ensure accuracy of meal attendance, pass the iPad from table to table during the meal to indicate the child’s attendance or absence for that meal.

Passing the iPad:

* Creates a habit for multiple adults to monitor attendance
* Eliminates the situation of one responsible employee and in their absence no meal attendance is taken.

Double check numbers

After attendance is taken at each meal, the adult at the last table will doublecheck meal attendees and compare that to the marked attendance. This ensures accuracy.

Mealtimes

At the beginning of the year, I will email teachers to get updated classroom hours and mealtimes so we can update ChildPlus. You can only mark meal attendance during your mealtimes we have entered in ChildPlus. Please let us know right away if your mealtime changes so we can update ChildPlus.

Adult Meal Attendance Count

* Adult meal counts must be taken for Breakfast and Lunch (not snack). This is information our business office needs.
* This is a separate screen from the child attendance.
* Select the info button  at the top right of that day’s meal screen to open the adult meals screen. Enter the number of adults eating

Paper Attendance Forms

* Sign in/out forms
* Meal Attendance Forms

Someone in the classroom is assigned to print these updated forms each week from the email Sandy sends to the teachers on Thursdays or Fridays.
Start your Monday with 5 sign in/out sheets and 1 meal attendance form available.

Place the forms in immediately accessible areas.

For instance:

* Sign in/out forms by the iPad at the door. One form per day.
* Meal attendance forms by meal tables. One form per week.
* All staff should know where they are located.

Technology glitches happen and there may be times when you are not able to use the iPad.
If the iPad app can’t be used for any reason, **paper copies** *must* be used in *real time* for parent sign-in/out, meal attendance, and child and adult meal counts.

A couple scenarios:
The iPad works fine for sign-in and breakfast meal attendance, and then the Internet connection is lost.
Use paper forms for meal attendance and sign out until you can use the iPad.
A child arrives late and begins eating just as the mealtime window in Child Plus has closed. Use paper meal attendance for child’s breakfast.

**Use Blue Ink on all Paper Sign In/Out Forms and Meal Attendance Forms**

Sign-in/Sign-out form

Enter the *correct* date at the top.

ONE form per day.

Follow the same sign in/out procedures when using the iPad.

* Staff must complete the paper sign-in or sign-out form if a parent does not.
* If children are bussed, staff signs in and out for each child (bus time-in and time-out).
* If a child is coming back to class from an appointment, sign the child back in on the paper form and out at the end of the day -on the paper form.
* If it is a child’s first day, their name may not show up on your iPad. Write their name at the bottom, indicate it is their first day and write in their sign in time. Continue using the paper sign in/out forms until their name appears on your iPad.



Paper MEAL Attendance Form

* One form per week
* Enter the correct *dates* at the top of the columns for the days.
* Choose the correct day for entry.
* Double-check that days, dates, and entries are correct.
* If it is a child’s first day, their name may not show up on your iPad. Write their name at the bottom, indicate it is their first day and the date, indicate what meals they had in the proper column. Continue using the paper meal attendance form until their name appears on your iPad.
* Any notes can be written in the far-right column titled ‘Totals’ or at the bottom of the page

A Common Mistake **-** Information is often entered in the Monday column for any day of the week. **Please enter information in the correct column for the day and date!**



Meal Attendance Scenarios

|  |  |
| --- | --- |
| Scenario | Can we claim?/ Explanations |
| 1) A child eats a meal after everyone else (maybe came back from a doctor appointment) and the window for using the iPad has closed – use a paper meal attendance form for that one child | YesEnter a note in Child Plus under child’s name or at the bottom of paper meal attendance, include an explanation like, “Allie ate lunch late due to Dr. appointment.” |
|  |  |  |
| 2) Kwan doesn’t feel well and is not at the table | NoEnter a note in Child Plus under child’s name or on paper meal attendance |
|  |  |  |
| 3) A child comes to the table, is invited to eat, but leaves without eating (not interested in eating). | **Yes**Child was at the table and invited to eat. Eating is not a requirement |
|  |  |  |
| 4) A child comes to the table but leaves before eating (is picked up early) | **Yes**As long as child was invited to eat. Eating is not a requirement |
|  |  |  |
| 5) A child is at the table but doesn’t put any food on their plate or eat anything even though offered | **Yes**Point of Service was followed. Child is at the table and was invited to eat. Eating is not a requirement |
|  |  |  |
| 6) A child eats a meal without a meat/alt due to a disability (missing a component of the meal) | **Yes**If this is documented on the CACFP Special Diet Statement.A Special Diet Statement signed by a medical professional makes the meal claimable. |
|  |  |  |
| 7) A child is at the table and eats the food and drinks almond milk (a fluid milk substitute) that we buy for them. No documentation regarding a Special Diet signed by medical professional | NoThis would be a parent’s choice. With no Special Diet statement signed by a medical professional, we can’t claim.  |
|  |  |  |
| 8) A child does not drink the cow’s milk that is available to them but eats some food. | YesAs long as all required food components are offered. |
|  |  |  |
| 9) A child is listed on the app or paper copy but has dropped from the program. | No mark as absent.Did you send Michelle Karns a COS? |
|  |  |  |
| 10) A child has been added to the class but doesn’t show up on the app or paper copy yet, and participates in meals | Yes Use paper form. Write their name under the other names. Indicate P and the letter code for the meals they ate (B, L, S) for each day of that week. |
|  |  |  |
| 11) A child is a picky eater and brings their own creditable meal, or certain creditable components | Yes We need a parent provides food form on file.We must offer the child our food first and give them a little time before offering their food from home. |

Misc. instructions

* **Indicate a center closure** – snow day, power outage, and so on, in Comments for that day on the iPad app in classroom notes, or at the bottom of a paper form. Or you can email program support and we will enter the notes for you.
* Also **note** **half days** so we know you did not serve the regular number of meals.
* I normally go over each classroom’s attendance on Fridays. I will email teachers requesting any forms that are needed or inquire about other issues that I see. I may ask you to enter an attendance status for a child when they are not signed in and no status has been entered. Often, they were absent and that needs to be indicated in Child Plus, along with the reason why.
* I often ask you to scan/email the attendance forms to me, but it is imperative we have the original copies. **Don’t forget to mail out those original forms!** I ask for the scanned copies of attendance forms so that I can fix the issue(s) in Child Plus and not bother you with the same older issues the following week. Mail these days can be delayed.
* Please see that attendance issues are corrected in a timely manner - within a week, attendance statuses should be entered and requested forms should be in the mail.
* Every Friday, a new attendance folder is started for that current week, for all our classrooms. There have been times where there have been 6 or more weeks of attendance folders at my desk due to not receiving attendance forms, or attendance statuses not being corrected. That is a lot to keep track of! Thank you in advance for being timely with attendance issues. 😊

U.S. Mail paper forms to Program Support

At the end of each week before mailing out your original forms:

1) Make a copy of the paper sign in/outs and meal

 attendance forms for your file.

2) Then mail the original forms (blue ink) to:

 NMCAA Program Support

 3241 Racquet Club Dr. Suite A

 Traverse City, MI 49684

Addressed attendance envelopes have been delivered to the teacher for this purpose.