# Setup > System Config, CACFP

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This article will walk through the different setup screens for CACFP. Click here for general information regarding CACFP.

### Setup Income Guidelines

Each income year must be added with thresholds for income. This allows families to be classified as Free, Reduced, or Paid on the Children tab in the CACFP/meal section.

1. From the Setup menu, click System Config, then select CACFP

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General Config	Extended	API	Authorization	CACFP	Credit Cards	Data Fields	Door Controller
Email	Text Message	C. Phone (OCN)	<b>Oct</b> Notification	FTE	GL Builder	Registration	Payments
Land Auto-Pay	Report	Reporting Groups	Social	Statement	Storage	<u>m</u> Tax	Time Clock
<b>P</b> Training	Incident Fields	Valid Values					

2. The Fiscal Year Income Guidelines List will display all current and previous guidelines

Fiscal	Year Income Guidelines List		
	Description	Effective Date	End Date
1	7/18 Eligibility	07/01/2017	06/30/2018
-	2014-2017	07/01/2014	06/30/2017
14 4	Page 1 of 1 🕨 🕅  🤁		Displaying 1 - 2 of 2

3. To update current guidelines, click the edit icon to the left of the

#### Description

CACFF + Add N	ə lew Fiscal Year Income Guidelines 🊋 A	Application Types	General Settings	
Fiscal 1	/ear Income Guidelines List			
	Description	Effective Date	End Date	
	2018-2019	07/01/2018	06/30/2019	$\boxtimes$
14 4	Page 1 of 1   🕨 🕅   🍣		Displa	ying 1 - 1 of 1

4. To create new guidelines, navigate to the Add/Edit Fiscal Year Income

#### Guidelines section

Description:				Guideline	s Options:							
Effective Date:				Eligibility	Types:	🗹 Fre	e 🗌 Paid 🗹	Reduced				
End Date:				Income F	requency:	🗹 An	nual 🗹 Mon	thly 🗹 2x M	lonth 🗹 BiW	/eekly 🗹 We	ekly 🗌 Hou	rly
				Free Meals				F	educed Meal	s		
	Household Size		Income Frequency					Income Frequency				
		Annual	Monthly	2x Month	BiWeekly	Weekly	Annual	Monthly	2x Month	BiWeekly	Weekly	
	Each Additional	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	
	4										Þ	

- 5. Description enter a name for the CACFP period. This description should include the year range for the program
- Effective Date/End Date enter the start and end dates for the period.
  Please Note: The effective dates are always July 1-June 30 each year
- 7. Eligibility Types these are the types of meals that will be recorded for the income portion of the CACFP year
  - Free students do not pay for meals
  - Paid students pay full price for meals
  - Reduced students pay a reduced cost for the meals
- 8. Income Frequency select the frequencies that should display on the income chart
- 9. In the Income Chart, enter the income guidelines for a family of 1 for

Free and Reduced Meals, these numbers are based on the CACFP guidelines

- 10. Enter the income guidelines for each additional family member for Free and Reduced Meals in the Each Additional row
- 11. Click Add or Remove Row to add more rows or remove a row
- 12. Click Save

# Setup - Application Types

Application Types allow users to track if a student is free, paid, or reduced. There is also a calculate option to have the system calculate a student's status.

1. From the Setup menu, click System Config, then select CACFP



2. The Fiscal Year Income Guidelines List will display all current and previous guidelines. Click Application Types

	New Fiscal Year Income Guidelines	Application Types	General Settings	5
i iscui	Description	Effective Date	End Date	
1	2018-2019	07/01/2018	06/30/2019	$\boxtimes$

- 3. The CACFP Application Types List will display all current application types
- 4. In the Add/Edit CACFP Application Type section, enter a Field Label. The Field Label should be Free, Reduced, Paid, or Calculated
- 5. Eligibility Type choose from the drop-down menu
- 6. Region select the region the application relates to, if applicable or select All
- 7. Requires Agency Docs
  - Yes this application type requires documentation from an agency
  - No this application type does not require documentation
- 8. Requires Code Entry
  - Yes this application type requires code entry
  - No this application type does not require code entry
- 9. Click Save
- Continue this process until all application types have been added into the system

# Setup - General Settings

1. From the Setup menu, click System Config, then select CACFP

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Email	Text Message	C Phone (OCN)	<b>O</b> Notification	FTE	GL Builder	<b>Registration</b>	Payments
Line Auto-Pay	Report	Reporting Groups	<b>y</b> Social	Statement	Storage	Tax	Time Clock
2 Training	Incident Fields	Valid Values					

2. The Fiscal Year Income Guidelines List will display all current and previous guidelines. Click General Settings

End Date		Fiscal
	Description	
06/30/2019 🛛	2018-2019	1
06/30/2019	2018-2019	]

- 3. Display "At Risk" Type click here for more information on At Risk
  - Yes the center or business is serving an "At Risk" community
  - No the center or business is not serving an "At Risk" community