

# Family Record, Child Tab - More, CACFP

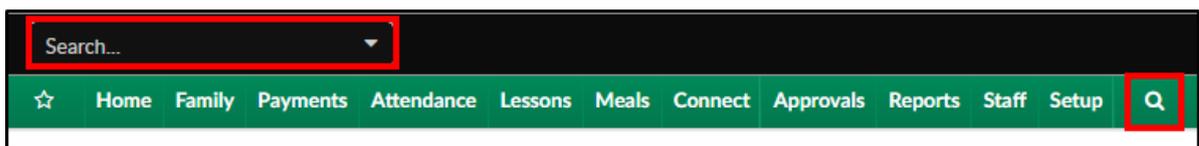
Last Modified on 01/04/2019 10:10 am EST

Once [CACFP guidelines](#) have been [setup](#) , the status (free, reduced or paid) can be added to each student within a family. Alternatively, the system can calculate the student's status.

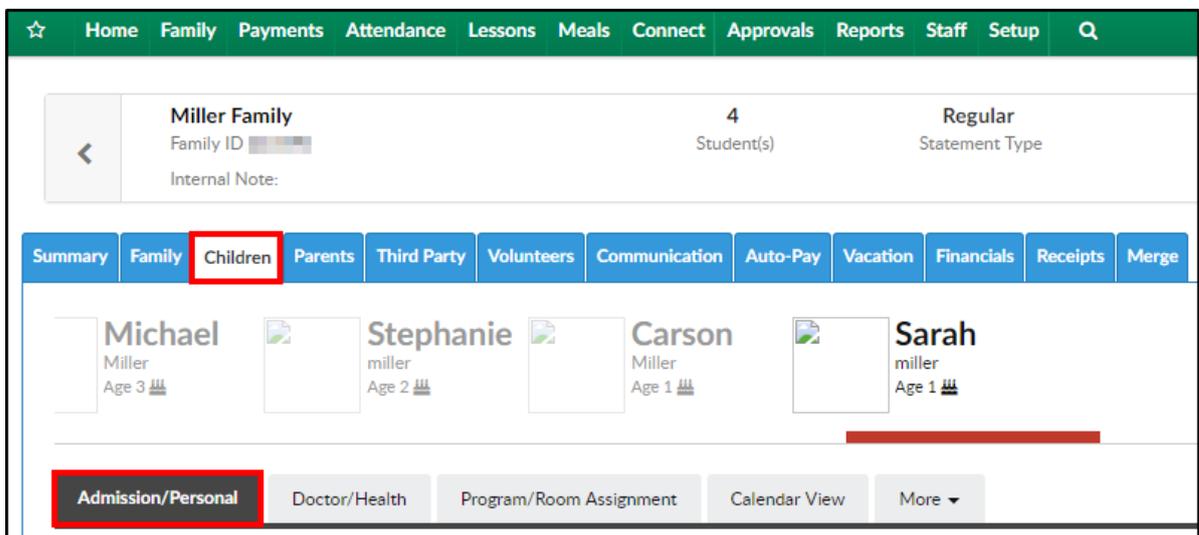
## Adding a Student's Status - Manually

To manually add a student's status, follow the steps below:

1. Navigate to a family's record by searching the last name in the search field or click the magnifying glass



2. Ensure the Children's tab is displaying, then select the Admission/Personal tab



3. Locate the Food Program drop-down and choose the correct option for the student

Personal Information	Admission Child/Student ID: 950106
Last Name * miller	Status Active
First Name * carson	Enrollment Date * 11/01/2018
Middle Name	Start Date * 11/05/2018
Preferred Name	Withdraw Date
Date of Birth * 10/10/2017 <span style="color: red;">1 years or 1.2 years</span>	Reason for Withdraw
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> None given	Date of Last Registration/Re-Registration Charge 12/28/2018
Include in Directory <input type="radio"/> Yes <input checked="" type="radio"/> No	Voucher/EAN Exp Date
Address 1 220 main st	Voucher/EAN Exp Hours
Address 2	Food Program CACFP - Not Claimable CACFP - Not Claimable <b>CACFP - Free</b> CACFP - Paid CACFP - Reduced
City rochester	
State	

- Click Save. Each time a meal is served, the student will be counted towards the selected status' total

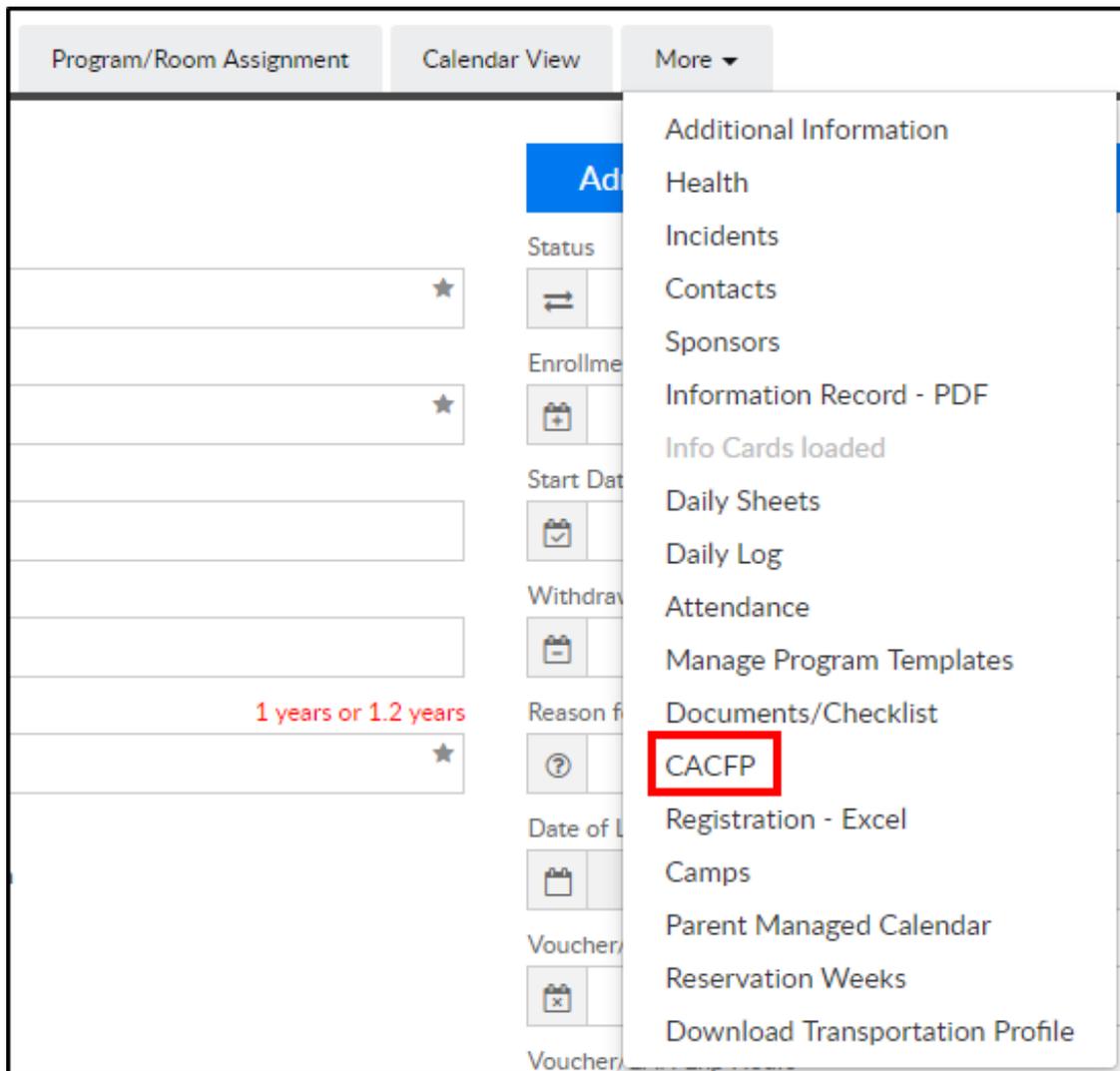
## Adding a Student's Status - Calculation

To have the system calculate the student's status by entering the family income, follow the steps below:

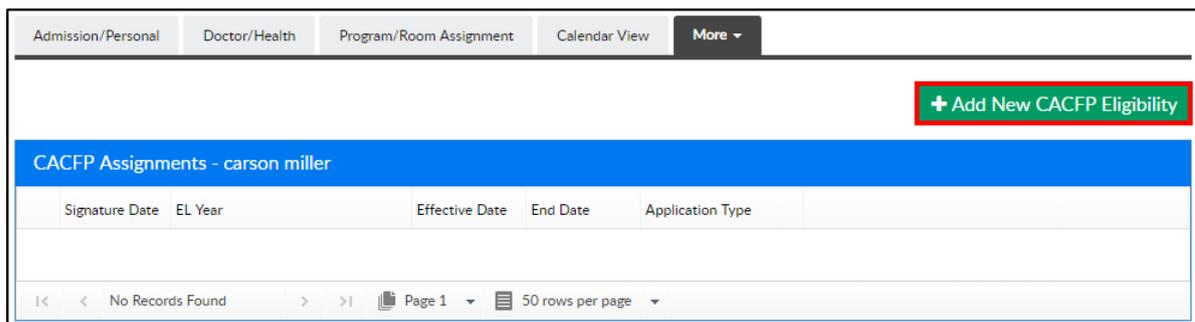
- Locate the family's record
- On the Children tab, click More

Summary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge
		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><b>michael</b> miller Age 3</p> </div> <div style="text-align: center;"> <p><b>stephanie</b> miller Age 2</p> </div> <div style="text-align: center;"> <p><b>carson</b> miller Age 1</p> </div> <div style="text-align: center;"> <p><b>sarah</b> miller Age 1</p> </div> </div>									
											Admission/Personal   Doctor/Health   Program/Room Assignment   Calendar View <b>More</b>

- Select CACFP from the More menu



4. Click Add New CACFP Eligibility



5. Complete the Assign CACFP Eligibility section

A screenshot of a form for assigning CACFP eligibility. The form has three sections: 'Center \*' with a dropdown menu showing 'DCW Transactional- CENTER 1'; 'Enrollment Date \*' with a date picker showing '11/05/2018'; and 'CACFP Enrollment Application \*' with a dropdown menu showing 'Yes'.

- o Center - select the center the student is attending from the drop-down

- Enrollment Date - enter the date the student was enrolled into the center
- CACFP Enrollment Application
  - Yes - the student has submitted an application, more options will appear
  - No - the student has not submitted an application and the student will not appear on the meal count sheets
- 6. Eligibility Year - choose from the drop-down
- 7. CACFP Signature Date - add the signature date
- 8. Funding Type - choose the funding type, if available
- 9. Application Signed By Parent
  - Yes - the parent has signed the application
  - No - the parent has not signed the application
- 10. Race - choose the student's race from the drop-down
- 11. Ethnicity - select the ethnicity
- 12. [Application Type](#) - choose the application type. If the system should calculate the student's status, choose one of the calculate options
  - If using a non-calculate option, click Save or Save All Children in Family
  - If using a calculate option, continue the steps below
- 13. Document Available
  - Yes - a document is available, continue below
  - No - no agency document is available, this application is not CACFP eligible
- 14. Enter the family's income in the Income chart. The total income will be compared to the income eligibility table previously setup

Income \*

Declared Family Income for 2018-2019

	Hourly	Weekly	BiWeekly	2x Month	Monthly	Annual
Income 1						
Income 2						
Income 3						
Income 4						
Income 5						

Family Size

Annual Income \$0.00

15. Enter the Family Size
16. Click Calculate
17. The Classification will display

Income \*

Declared Family Income for 2018-2019

	Hourly	Weekly	BiWeekly	2x Month	Monthly	Annual
Income 1					200	
Income 2					150	
Income 3						
Income 4						
Income 5						

Family Size

Annual Income \$4,200.00

Classification **Free**

- or -

18. Click Save to save to only the selected student or click Save All Children In Family to save the classification to all students

Income \*

Declared Family Income for 2018-2019

	Hourly	Weekly	BiWeekly	2x Month	Monthly	Annual
Income 1					200	
Income 2					150	
Income 3						
Income 4						
Income 5						

Family Size

Annual Income \$4,200.00

Classification **Free**

- or -