



CENTER STAFF TASK MANAGEMENT PROCEDURES FOR THE SUCCESSFUL OPERATION OF CENTERPILOT

Using CenterPilot as your food program management solution is simple and effective. These written procedures are recommended to determine which staff members can best accomplish the basic CACFP and CenterPilot tasks. Assigning these simple daily and weekly tasks in writing (and perhaps also posting them in your facility) will alleviate confusion as to staff responsibilities and increase the effectiveness of CenterPilot for your site.

1. **CREATE PRE-SAVED MEALS, WEEKS AND SCHEDULES:** Designate a person who is responsible for creating/entering the Pre-Saved Meals and Weeks into CenterPilot. This person should have knowledge of the foods the center actually serves and the package sizes that are actually purchased from the vendor. This person is responsible for contacting the sponsor when new foods or package sizes are purchased that cannot be found in the system. _____ (Name of Responsible Person)

2. **TAKE POINT OF SERVICE ATTENDANCE USING THE ATTENDANCE APP:** Decide who in your center will be taking point of service meal attendances. Will it be the teachers in the classrooms? If so, be sure each teacher has the app downloaded to their phone and has their login information saved. All teachers may use the same login, or have their own. Note that if your center uses the attendance app, you're done! No other busy work (like printing attendance templates) is necessary.

3. **PRINT AND DISTRIBUTE MEAL PRODUCTION RECORDS:** Designate a person who is responsible for printing and distributing the Meal Production Records (MPRs). It is recommended that this report is printed on Friday for the next week. Printing the Friday before may prevent unforeseen circumstances that may disqualify meal services (i.e., running out of paper or ink, internet outages, etc.).
_____ (Name of Responsible Person)

4. **VERIFY ACCURACY OF MEAL PRODUCTION RECORDS:** Designate a person to verify the Meal Production Records. This person is responsible for verifying at every meal that foods showing on the MPR report is what was actually served. This usually works well if the responsible person initials each meal as verification. If there are edits to be made (such as more food served, less food served, or different food served), this person should note the changes on the Meal Production Records.
_____ (Name of Responsible Person)

5. **UPDATE CHANGES TO MEAL PRODUCTION RECORDS IN CENTERPILOT:** If changes to the Meal Production Records will be added electronically into CenterPilot, designate a person to do so. Choose if the updates will be done:
(☐) Daily (at the end of each day) or (☐) Weekly (every Friday by (☐) pm).
_____ (Name of Responsible Person)
6. **NOT USING THE ATTENDANCE APP? PRINT PAPER ATTENDANCE TEMPLATES:** If your site will be recording attendances and meal counts on paper (and entering them into CenterPilot later), designate a person to print the Weekly Meal Attendance Templates every Friday by close of business. This person is responsible to ensure newly enrolled children are entered into CenterPilot so their names will correctly print on the attendance templates. This person is also responsible to ensure children who have moved from one classroom to another are assigned to the new classroom in CenterPilot so their names will correctly print on the classroom attendance templates.
_____ (Name of Responsible Person)
7. **SUBMIT FORMS TO YOUR SPONSOR:** Designate a person to submit completed enrollment and eligibility forms to your sponsor every (circle) M T W TH F.
_____ (Name of Responsible Person)
8. **RECORD POINT OF SERVICE MEAL ATTENDANCE BY PAPER (IGNORE IF YOU USE DIRECT ENTRY ON TABLET, PHONE, COMPUTER OR THE CENTERPILOT ATTENDANCE APP):** Designate a person(s) to record attendance at the point of meal service using the correct attendance template. This person(s) is responsible for totaling EACH column under EACH meal column to confirm head counts. This person(s) should sign and date each form. Remember that if the correct meal count is not taken while the participants are seated to eat, the meal is not compliant with federal regulations.
_____ (Name of Responsible Person(s))
9. **ENTER MEAL ATTENDANCES INTO CENTERPILOT:** Designate a person to enter the meal attendances into CenterPilot from the paper point of service attendance record. This is to be done (☐) daily by end of day, to keep up with milk needs, (☐) every 2-3 days each week (M T W TH F) or (☐) weekly. _____ (Name of Responsible Person)
10. **SUBMIT RECORDS TO SPONSOR:** If required by your sponsor, designate a person to submit all Meal Production Records and all weekly attendance sheets to your sponsor every Friday by (☐) pm.
_____ (Name of Responsible Person)

11. **ENTER RECEIPTS TO VERIFY NON-PROFIT STATUS AND UPDATE MILK BANK:** Designate a person to enter receipts into CenterPilot at least weekly. This will help determine how much milk to purchase by updating the milk bank report. If not already in place, develop a method to store receipts: (take a picture of the receipts, keep a receipts file, use online purchasing, or even better, upload your receipts directly into CenterPilot). Doing so allows your sponsor to have access to your receipts without the need to email them. Record your receipt procedure here:

_____ (Name of Responsible Person)