

The Missing Forms Report displays a list of participants missing Income Eligibility Forms or Enrollment Forms and those with forms that will expire within 60 days. The Missing Forms Report is a “real-time” report. It simply reports the status of income and/or enrollment forms at the current time.

The choices on the Missing Forms Report include:

- “All” which includes both income forms and enrollment forms.
- “Household Income Form” which includes income forms and excludes enrollment forms.
- “Enrollment Form” which includes enrollment forms and excludes income forms.

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

08/19/2018				
Name	Group ID	Site ID	Household Income Form	Enrollment Form
Chelsea Adams		1	Expires on: 05/31/2019	Missing Form/Date
Bob Andersen		2	Expires on: 05/31/2015	Expires on: 04/29/2017
April Garcia		6	Expires on: 10/31/2018	Missing Form/Date

08/19/2018 Page 1 of 1

Features of the Missing Forms Report:

1. Children’s names are listed alphabetically by last name.
2. If you have entered a Group ID or Site ID for each participant, it appears here. If no Group ID or Site ID was entered, these columns are blank.
3. The expiration date or “Missing Form/Date” appear for the income and/or enrollment form column.