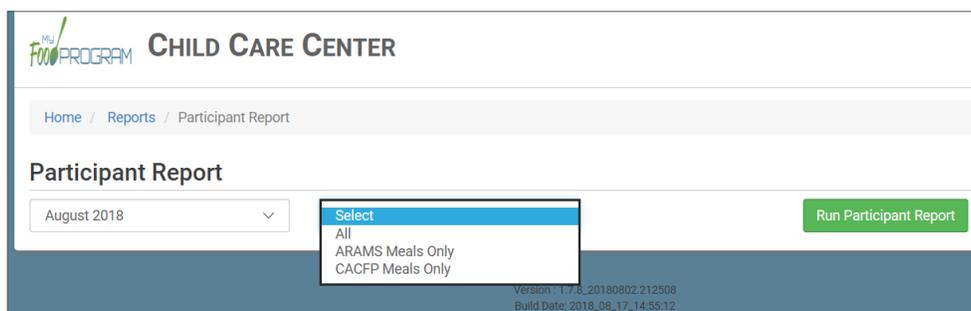The Participant Report is a list of the children that attended during a calendar month and their F/R/P status. Note that a child must only be checked in for attendance to appear on this report, they do not necessarily need to have eaten a meal to be included in the report.

The choices on the Participant Report include the month/year and then up to three additional options:

- "All" should appear for all sites. This means that all participants will be on the report, including those marked as non-CACFP.
- "CACFP" will appear for all sites. This means that only children marked as participating in CACFP will be included on the report. Non-CACFP children will be excluded.
- "ARAM" will appear as an option if "After School Meals" is checked in Site Details. Running the report with "ARAM" selected means that only children marked as participating in the At-Risk Afterschool Meals program will appear on the report. Non-CACFP and non-ARAM children will be excluded from the report. **In addition, the F/R/P status will appear as A-Free for ALL children regardless of the income form associated with the household.**

To run the report, make your selections for the month/year and the filter for children to include and click the green "Run Participant Report" button. A hyperlink "Download Report" will appear in the lower-left corner. Click the hyperlink to download or open the report. This is what the Participant Report looks like:

					06/01/2018 - 06/30/2018
Name	**Group ID**	**Site ID**	**Birth Date**	**F/R/P**	**Subsidy**
Chelsea Adams	1		03/23/2014	B-Reduced	F
Bob Andersen	2		01/20/2015	C-Paid	F
Olivia Daniels	3		01/01/2014	B-Reduced	F
Roger Daniels	4		10/17/2016	B-Reduced	F
John Doe	5		07/04/2017	A-Free	T
April Garcia	6		11/09/2009	A-Free	T
Roger Jones	7		11/21/2011	A-Free	F

06/01/2018 - 06/30/2018   Total Participants 7   # A-Free 3   # B-Reduced 3   # C-Paid 1   F/R/P Ratio 85% Subsidy 28% (2/ 7)   Page 1 of 1

Features of the Participant 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. Birth date is included for reference.
4. The "F/R/P" column will include the income eligibility category for any income forms that are associated with the household for that month. If no income form has been added, the child is automatically placed in the "C-Paid" category. The exception to this is a Participant Report for ARAM only. In this case, the income category for all children is "A-Free" regardless of the income form associated with the household.
5. The "Subsidy" column indicates whether the child has been marked as receiving subsidized care on their participant screen. (It is set to "T" for true if the box "Receives Subsidized Care" is checked in participant details. It is set to "F" for false if the box is unchecked). The percent of children receiving subsidized care is calculated separately from the percent of children in each income category.
6. In the footer of the report, there are several important details:
    a. Effective dates for the report.
    b. Total number of participants that were marked in attendance for the month.
    c. Number of participants in each income category.
    d. F/R/P ratio is (A+B)/(A+B+C) and then rounded DOWN.
    e. Subsidy ratio (Receiving Subsidized Care/Total Participants).