





























Below is our full list of available reports, separated by the following categories: Attendance & Meal Counts, Claims, Financial, Food Service Operations, Export, Income and Enrollment, and Monitoring and Training. If your state agency requires a specific report, we can develop new reports to meet those requirements. Reach out with any questions.

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
 ATTENDANCE & MEAL COUNT REPORTS			
Average Daily Participation Report	This reports shows the average daily participation for meals. Used by Texas sponsors.	Month/Year	
Meal Count and Menu Claim Documentation	Meal counts and menu data for a claim month,	Report Date Active Sites Inactive Sites	
Payable Meals Custom Date Range	Generates a csv file of payable meals by week by tier.	Date Range	
Weekly Meal Count with Attendance by FPR	The Weekly Meal Count Report contains meal counts and attendance for each participant per meal by FRP type for a given week.	Date Separate OR Combined Rosters	
Monthly Meal Count with Attendance Report	Monthly Meal Count with Attendance Report for all sites.	Month/Year All OR Payable Only Meal Type	
Attendance and Meal Counts by Roster	Claim Information Separated By Roster.	Month/Year	
Meals Outside of Schedule	Report of all meals served outside of schedule during a month.	Month/Year	
 CLAIMS REPORTS			
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	
 FINANCIAL REPORTS			
Expense Summary Reports	Expense Summary Report for all sites.	Date Range	
Expense Summary by Center	This report sums the costs for expense categories by center for a selected date range.	Center OR All Date Range	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
Reimbursements by Calendar Year	Yearly summary of CACFP reimbursement for all sites.	Year	
Nonprofit Status Report	The ending balance for each site for the selected months.	Month/Year	
🍴 FOOD SERVICE OPERATIONS REPORTS			
Site Food Orders	This report displays meal orders by age range for each site.	Date	
Site Menu Report*	Child and Infant menus for every site with a claim. *This report will only include menus for sites that have created a claim for that month.	Month/Year	
Special Diet Report	Special Diet report for one or more sites.	Sites OR All	
📄 EXPORT REPORTS			
Participant Export Report	Generates a csv file of all participant attributes.	Participant Status	
Site Export Report	A spreadsheet that is a comprehensive site export file.	Site Status	
📄 INCOME AND ENROLLMENT REPORTS			
Annual Re-Enrollment	Generates Re-Enrollment form for all active participants for all active sites.	Effective Date AND Expiration Date of Enrollment Renewal	
Bulk Enrollment Form Report	Generates one pdf with a enrollment form for each household for each site.	Missing/Expired Enrollment Forms, Income Forms or Both	
Enrollment Create Date Report	This report displays participants with enrollment forms created within a range.	Date Range	
Expired/Missing HIEF Report	These reports are only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.		
Pending HIEF Report			
Missing Forms Report	Report of number of missing forms for each site.	N/A	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
Missing Forms Detail Report	This report lists all missing or expired income/enrollment forms for the selected month.	Month/Year Missing, Expired, Expiring OR All Enrollment OR Income Forms By Site OR Monitor	
Income Certification Address Logging	Logs of all income certification requests.	Date Range	
 MONITORING AND TRAINING REPORTS			
Missing/Expired Training Report	This report displays each user for each site that has missing or expired training.	Current Fiscal Year OR Current Year OR Last 12 Months	
Participants Enrolled in Multiple Sites	Active Participants with the same First Name, Last Name and Birth Date enrolled in multiple sites.	By Name OR By Site	
Participants with Duplicate Meals in Multiple Sites	Participants with the same First, Last Name and Birthdate that have eaten the same meal at multiple sites.	N/A	
Serious Deficiency Report	This report lists all serious deficiencies for a time period.	Date Range Status	
Monitoring Visits	This report displays each site visit by date for this site.	Date Range	
Site Summary Reports	Site Summary report for one for more sites, Manual and Online Claims.	Claim Type Report Type	
Sponsor Staff Training Report	A spreadsheet of all of the training for all sites between the selected dates.	Date Range	
Site Closures Report	This report displays all site closures for a date range.	Date Range	
Daily Notes Export	A spreadsheet containing all daily notes for each site.	Date Range	
Facility License Report	A list of the facility license numbers, effective dates and expiration dates for all active sites. Facility licenses that are missing, expired or expiring in the next 30 days will be in red text.	Start Date All Active Sites OR Expired/Missing	

REPORT NAME	DESCRIPTION	USER SELECTIONS	SAMPLE REPORT
☰ CLAIMS			
State Agency Export Files	Generate export files for state agencies.	N/A	 
Claim Summary and Disallowed Meals	This report displays the Site Claim Summary and Disallowed Meals Reports for each site.	N/A	
Claims	This report shows the claim summary for selected site types including Child Care Centers, Adult Day Care Centers, Afterschool Programs, Emergency Shelters and Summer Food Service Programs.	Site Type Month/Year	
Claims (Payment Amounts Only)	<p>This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the center. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields:</p> <ul style="list-style-type: none"> • Site Identification Number • Site Name • Payment Method • Claim Batch • Claiming Percentage • CACFP Blend Rate Estimate • CACFP Actual Meal Count Claim Estimate • ARAM Claim Estimate 	Site Type Select: "Payment Amounts Only" Month/Year	
Claims (FDCH)	This report shows the claim summary for Family Day Care Homes.	Site Type Month/Year	
Claims (FDCH) (Payment Amounts Only)	<p>This report is for sponsors that just want to know the amount of the reimbursement check to be sent to the family day care home. This is a truncated version of our comprehensive Sponsor-Level Claim Summary Report that includes the following fields:</p> <ul style="list-style-type: none"> • Site Identification Number • Site Name • Payment Method • Claim Batch • CACFP Claim Estimate • Claim Adjustments Date(s) and Amount(s) 	Site Type Select: "Payment Amounts Only" Month/Year	