
























Below is our full list of available reports, separated by the following categories: Attendance & Meal Counts, Claims, Financial, Food Service Operations, Participant, Recordkeeping and Staff. If your state agency requires a specific report, we can develop new reports to meet those requirements. If you have any questions, please reach out.










| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|---|--|---|---|
|  ATTENDANCE & MEAL COUNT REPORTS | | | | |
| Daily Meal Count Tally Report | A printout of the daily meal count in each category (first meals, second meals, adult meals, leftovers, etc.) along with a space for a staff signature. | Date Range Meal Roster | Sponsor Site Manager |  |
| Daily Meal Count With Attendance Report | Attendance and meal count information for each participant for a period of up to 5 days. This report also shows disallowed and payable meals. | Date Number of Days Roster Types of Meals | Sponsor Site Manager |  |
| Five-Day Reconciliation Report | Display attendance and meal count data for 5 prior days for a visit. | Date | Sponsor Site Manager |  |
| Headcount Meal Counts* | This is a summary report that lists the date, roster, meal and name of all meals and snacks that were entered for the month. This includes all raw data. <i>*This report is only displayed if the site is set to Headcount meal count.</i> | Month/Year | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Meal Count By Age Range | Show meal count by meal and age range for a given month. | Month/Year | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Meal Count by Roster | This report displays meal count information for each roster and only includes claimed meals. Information is displayed for each participant and indicates whether they were counted in for the meal or not. There is a summary table at the bottom that is divided by income eligibility category. | Month/Year Meal Roster | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Meal Counts by Meal Type | This reports shows the total meal counts and additional counts for each day for each meal. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Monthly Meal Count with Attendance | Attendance and meal count information for each participant for the month. (Note: attendance appears only after a claim is processed). | Month/Year All or Payable Types of Meals | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |








| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|---|---|---|---|
| ATTENDANCE & MEAL COUNT REPORTS CONTINUED | | | | |
| Total Attendance Report | Raw count of attendance entries by date, name or roster. | Month/Year By Date, Roster or Name | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Weekly Meal Count with Attendance Report | The Weekly Meal Count Report contains meal counts and attendance for each participant per meal for a given week. | Date Roster Separate or Combined | Sponsor Site Manager |  |
| Zero Meal Count Report | The Zero Meal Count Report lists dates and meals where no meals have been entered. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| CLAIMS REPORTS | | | | |
| Claim Summary Report | This report displays claim summary information. Meal counts by totals and reimbursement rates | Month/Year Claiming Method Types of Meals | Sponsor Site Manager |  |
| Disallowed Meals Report | A list of the meals that were non-payable (over the daily claim limit) or disallowed for a calendar month. Includes the date, meal type, participant and the reason for the disallow. | Month/Year Detailed or Summary Types of Meals Status | Sponsor Site Manager |  |
| Meal Count and Menu Claim Documentation | Meal counts and menu data for a claim month. | Month/Year | Sponsor Site Manager |  |
| Sponsored Claim Summary Report | This report displays sponsored claim summary information. Payable meals by totals and reimbursement rates. | Month/Year Claiming Method Type of Meal | Sponsor Site Manager |  |





| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|--|---|---|---|
|  FINANCIAL REPORTS | | | | |
| Expense Detail Report | This report helps you document expenses and categorizes them as CACFP, non-CACFP. It is linked to the information that you enter in the Expense part of My Food Program. | Date Range Include Receipts (optional) | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Expense Summary Report | This report sums up the costs for each expense type over the period of time selected. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Reimbursements by Calendar Year | Yearly summary of CACFP reimbursement for all sites. | Year | Sponsor Provider Kitchen Staff/ Infant Teacher |  |
| Invoicing Summary Report* | This report show each household with their invoices with their total amount paid for a given range. | Date Range Guardian | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Revenue Summary Report* | This report show each household with their total amount paid for given year. | Year | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| W10 Form Report* | W10 form with fields filled in given a household. | Year Guardian | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |

*These reports are only displayed if the Invoicing Feature is turned on.

| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|---|--|---|---|
| 🍴 FOOD SERVICE OPERATIONS REPORTS | | | | |
| Daily Meal Production Record | This report pulls all meal production records for each day onto one page. This report does not include substitutions for special dietary needs or a record of leftover/recycled food. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Daily Meal Production with Leftovers and Dietary Accommodations | Detailed meal production report that includes documentation of use of leftover/recycled food and meal substitutions for special dietary needs. It contains all the information on the Texas Department of Agriculture form H1530. | Date Range Meal | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Delivery Receipt Report | Menu and food production information is pre-populated on this form. It is designed to be printed and sent with vended meal providers and used to document food temperatures and signatures. | Date | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Food Production Report | This is an output of the food production information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared for each menu item. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Food Production Spreadsheet with Meal Pattern | This is an output of the food production information entered in the menu screen as a spreadsheet. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Food Shortage Report | This is an output of the food shortage information entered in the menu screen. It has the date, meal type, actual meal count and the amount prepared and amount required for each menu item. | Date Range All Meals OR Only Meals with Food Shortage | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Food Temperature Report | This reports shows the food temperatures entered for the select time period. | Month/Year | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Grocery List Report | This report displays the estimated milk and food needed for a given date range based on participant schedules. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Milk Purchased Report | This report displays the milk purchased per type. Shows totals for day, week, and month. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Milk Served By Type Totals Report | This report displays estimated milk used in gallons per type based on meal attendance. Shows totals for day, week, and month. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |

| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|--|----------------------------|---|---|
| 🍴 FOOD SERVICE OPERATIONS REPORTS CONTINUED | | | | |
| Infant Menu by Name Report* | This report lists the participants and the foods they were served. <i>*This report is only displayed if the site does Infant Menu by Name.</i> | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Special Diet Report | A list of special diet form records for all participants. | N/A | Sponsor Provider Kitchen Staff/ Infant Teacher |  |
| 👤 PARTICIPANT REPORTS | | | | |
| Enrollment Roster | Enrollment information for enrolled participants within a date range. | Month/Year | Sponsor Provider |  |
| Ethnicity/Racial Report | Report by month of race and ethnicity information on each participant that attended that month. | Month/Year Meal Type | Sponsor Site Manager |  |
| Ineligible Participant List | A list of the participants whose meal counts are not included in the claim. | N/A | Sponsor Site Manager |  |
| Lapsed Participant Report | Report of all participants that have not attended or checked in for a meal in the last 90 days. | N/A | Sponsor Site Manager |  |
| Participant Export Report | Generates a csv file of all participant attributes. | Active or All Participants | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Participant Report | A list of the participants that attended during a calendar month and their F/R/P status. | Month/Year Status | Sponsor Site Manager |  |
| Special Diet Report | A List of special diet form records for all participants. | N/A | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |

| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|--|--|--|---|---|
| RECORDKEEPING REPORTS | | | | |
| All income and enrollment forms effective for a given claim month | This report pulls all income and enrollment forms that were valid for the report month. | Date | Sponsor Site Manager Kitchen Staff/ Infant Teacher | N/A |
| Bulk Enrollment Form Report | Generates one pdf with a enrollment form for each household with an expired or missing enrollment or income form. | Expired.Missing Enrollment AND/OR Income Forms | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Daily Menu Attendance and Meal Count Sheet | Generates daily menu attendance and meal count PDF. | N/A | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Five-Day Reconciliation Report | Display attendance and meal count data for 5 prior days for a visit. | Date | Sponsor Site Manager |  |
| Infant Food Serving Report | Use this form to record the specific foods and amounts served to infants. Infant names are populated based on schedule or actual meal attendance and are divided into the two infant age ranges: 0-5 months and 6-11 months. | Date Range | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Missing Infant Meal Notification | Report of all participants with an age under 12 months that do not have an infant meal notification letter entered into My Food Program. | N/A | Sponsor Site Manager |  |
| Paper Back-Ups | Attendance and meal count sheets by roster. Note: only available for meal counts by name and not available for headcount meal count. | Date Roster | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |
| Site Summary Report | This report shows information about the site, the participants and their schedule, user training from current fiscal year, and site visits. | N/A | Sponsor Site Manager Kitchen Staff/ Infant Teacher |  |

| REPORT NAME | DESCRIPTION | USER SELECTIONS | ACCESS LEVEL | SAMPLE REPORT |
|-------------------------------------|--|-----------------|-------------------------|--|
| 👤 STAFF REPORTS | | | | |
| Staff Active/Inactive Report | This report is used to track My Food Program users that are associated with this site. It has a custom date range picker and displays columns with staff name, status, role, start date and end date. | Date Range | Sponsor Site Manager |  |
| Staff Hours Detail Report | Detail of staff hours for a selectable period of time. | Date Range | Sponsor Site Manager |  |
| Staff Training Report | This report is used to track training for site staff. It has a custom date range picker and displays columns with staff name, role, a description of the training and the date of training. The information in this report is linked to information entered into the training details on the staff page. | Date Range | Sponsor Site Manager |  |
| Time Distribution Report | Time Distribution of staff hours for a selectable period of time. | Date Range | Sponsor Site Manager |  |