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REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
 ATTENDANCE & MEAL COUNT REPORTS				
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	
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 Provider 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	
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	
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	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
📄 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	
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	
🏠 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	
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	
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	
Infant Menu by Name Report*	This report lists the participants and the foods they were served.	Date Range	Sponsor Site Manager Kitchen Staff/ Infant Teacher	

*This report is only displayed if the site does Infant Menu by Name.

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
 PARTICIPANT REPORTS				
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				
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	
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	
Texas family child care homes monitoring form	Generates the Texas monitoring for family child care homes.	N/A	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
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	