























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				
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	
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 Meal	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	
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	
Reimbursements by Calendar Year	Yearly summary of CACFP reimbursement for all sites.	Year	Sponsor Provider Kitchen Staff/ Infant Teacher	

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	
Special Diet Report	A list of special diet form records for all participants.	N/A	Sponsor Provider Kitchen Staff/ Infant Teacher	

REPORT NAME	DESCRIPTION	USER SELECTIONS	ACCESS LEVEL	SAMPLE REPORT
 PARTICIPANT REPORTS				
Enrollment Roster	Enrollment information for enrolled participants within a date range.	Month/Year	Sponsor Provider	
Participant Export Report	Generates a csv file of all participant attributes.	Active or All Participants	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
Special Diet Report	A list of special diet form records for all participants.	N/A	Sponsor Site Manager Kitchen Staff/ Infant Teacher	
 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	
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	