Meals - CACFP Participants Roster - PDF/Excel

Last Modified on 02/04/2019 1:18 pm EST

The Participants Roster lists all students with a CACFP status as a PDF or Excel.

Report Conditions

- Center is not a required field; if left blank, the report will run for the entire business
- If dates are not selected, the report will run for the current date through the end of the month

Sample Report

Click the report name to view a sample: Participant Roster.pdf 🗞

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Meals

Report	Category	
**	Meals	•

3. Choose CACFP Participants Roster - PDF/Excel from the Report drop-

down

Report		
1	CACFP Participants Roster - PDF	-

- 4. Use additional search criteria as needed, all fields are optional
 - Center choose the Center or the Business Level. Please Note: if left blank, it will pull all centers
 - From Date select a start date from the calendar
 - To Date choose an end date from the calendar
- 5. Click Create Report
- 6. The report will open in the selected format
 - PDF:

	(ACFE	ROSTER	OF FOOD	PROGR/	AM I	PAR	TICIPANT	s				
FREE AND REDUCED PRICE MEALS ELIGIBILITY													
DCW - Transactional 445 S. Livernois, Rochester MI 48307													
Conton DCW Transactional Bangar 01/07/2010 + 01/21/2010													
Center: DCW - Transactional Range: 01/07/2019 to 01/31/2019													
Instru	Instructions to Center Director:												
*This does 1	*This roster should give an accurate picture at all times of the actual CACFP enrollment at your center, although it does not reflect actual meals served for the date range.												
** Ra	** Race Categories: W=White: A=Asian: B=Black: I=American Indian or Alaskan Native: P=Native Hawaiian or												
Pacifi	Pacific Island												
*** 5	thnicity Catagoriacy U-U	Ienoni	e. NU-Nor	Hienania									
Kaan	this record for 3 years of	ispani	c; NH-NO	i-mspanic									
кеер	Keep this record for 3 years after the current fiscal year.												
							Category of Eligibility						
		p On			_							tion	
		P Ap			By		ţ,			pa		plica	
		e.	Date	Date	plic	e	hnic	Date & Category of	ee	duce	id	ldγ	Date
	Name of Participant	E	Entered	Exited	Ap Sig Pa	Ra	Ett	Change	Fn	Re	Pa	N0	Signed
1	Baggins, Bilbo		07/01/2018	05/31/2019							х	х	
2	Frozen, Anna		07/01/2018	07/07/2019					Х			х	
3	Frozen, Anna		07/02/2018	07/06/2019					Х			х	
4	Frozen, Anna		08/27/2018	05/31/2019					х			х	
5	johnson, sarah		12/28/2018	05/31/2019					х			х	
6	miller, carson	х	11/14/2018	11/13/2019	Y	w	N H		х				11/14/2018
7	miller, michael	х	11/06/2018	11/05/2019	Y	w	N H		х				11/06/2018
8	Peter Pan, Tinkerbell	Х	01/03/2019	01/02/2020	Y	Α	Н		х				01/03/2019

• Excel:

0.00															
CAC	FP ROSTER OF FOOD ETHN	ICITY PARTICIPANTS													
FREE	E AND REDUCED PRICE MEA	LS ELIGIBILITY													
Cent	ter: DCW - Transactional				Range: 12	2/10/2018	to 12/14/2018								
Instr	uctions to Center Director:														
*This	s roster should give an accu	rate picture at all tim	es of the actua	al CACFP enr	ollment at	your cen	ter, although it								
does	s not reflect actual meals se	rved for the date rang	e.												
** Ra	ace Categories: W-White; A	-Asian; B-Black; I-	American Ind	ian or Alaska	n Native; F	-Native	Hawaiian or								
Paci	ific Island														
*** E	thnicity Categories: H=Hispa	nic; NH=Non-Hispan	ic												
Keep	p this record for 3 years afte	r the current fiscal ye	ar.												
	Categori											y of Eligibility			
										Catego	ry of Eligibility				
	Name of Participant	CACFP App On File	Date Entered	Date Exited	Applicatio	Race	Ethnicity	Date & Category of	Eligibility	Catego Change Free	ry of Eligibility Reduced	Paid	No Application		
1	Name of Participant Baggins, Bibo	CACFP App On File	Date Entered	Date Exited	Application	Race	Ethnicity NH	Date & Category of	Eligibility	Change Free X	ry of Eligibility Reduced	Paid	No Application		
1 2	Name of Participant Baggins, Bibo Baggins, Frodo	CACFP App On File	Date Entered 12/11/2018 12/11/2018	Date Exited 12/10/2019 12/10/2019	Application	Race W W	Ethnicity NH NH	Date & Category of	Eligibility	Change Free X X	ry of Eligibility Reduced	Paid	No Application		
1 2 3	Name of Participant Baggins, Bibo Baggins, Frodo Baggins, test	CACFP App On File X X X	Date Entered 12/11/2018 12/11/2018 12/11/2018 12/11/2018	Date Exited 12/10/2019 12/10/2019 12/10/2019	Application Y Y Y	Race W W W	Ethnicity NH NH NH	Date & Category of	Eligibility	Change Free X X X X	Reduced	Paid	No Application		
1 2 3 4	Name of Participant Baggins, Bibo Baggins, Frodo Baggins, test Brave, Merida	CACFP App On File X X X X	Date Entered 12/11/2018 12/11/2018 12/11/2018 12/06/2018	Date Exited 12/10/2019 12/10/2019 12/10/2019 12/05/2019	Application Y Y Y Y	Race W W W W	Ethnicity NH NH NH NH	Date & Category of	Eligibility	Change Free X X X X X X X	Reduced	Paid	No Application		
1 2 3 4 5	Name of Participant Baggins, Bibo Baggins, Frodo Baggins, test Brave, Merida Frozen, Anna	CACFP App On File X X X X X	Date Entered 12/11/2018 12/11/2018 12/11/2018 12/06/2018 07/01/2018	Date Exited 12/10/2019 12/10/2019 12/10/2019 12/05/2019 07/07/2019	Application Y Y Y Y	Race W W W W	Ethnicity NH NH NH NH NH	Date & Category of	Eligibility	Change Free X X X X X X X X X X X X X X X X X X	Reduced	Paid	No Application		
1 2 3 4 5 6	Name of Participant Baggins, Frodo Baggins, teat Brave, Merida Frozen, Anna Frozen, Anna	CACFP App On File X X X X X	Date Entered 12/11/2018 12/11/2018 12/11/2018 12/06/2018 07/01/2018 07/02/2018	Date Exited 12/10/2019 12/10/2019 12/10/2019 12/05/2019 07/07/2019 07/06/2019	Application Y Y Y Y	Race W W W W	Ethnicity NH NH NH NH	Date & Category of	Eligibility	Change Free X X X X X X X X X X X X X X X X X X	ry of Eligibility Reduced	Paid	No Application		
1 2 3 4 5 6 7	Name of Participant Baggins, Bibo Baggins, Frodo Baggins, test Brave, Merida Frozen, Anna Frozen, Anna Frozen, Anna	CACFP App On File X X X X X	Date Entered 12/11/2018 12/11/2018 12/11/2018 12/06/2018 07/01/2018 07/02/2018 08/27/2018	Date Exited 12/10/2019 12/10/2019 12/10/2019 12/05/2019 07/07/2019 07/06/2019 05/31/2019	Application Y Y Y Y	W W W W	Ethnicity NH NH NH NH	Date & Category of	Eligibility	Change Free X X X X X X X X X X X X X X X X X X	ry of Eligibility Reduced	Paid	No Application		