Meals > Eligibility Report

The Eligibility Report displays all students within a center and their eligibility for receiving CACFP benefits with their status (Free, Reduced, or Paid). There is also a Master List Import link on this screen to import the data into the system.

1. Click Meals, then select Eligibility Report
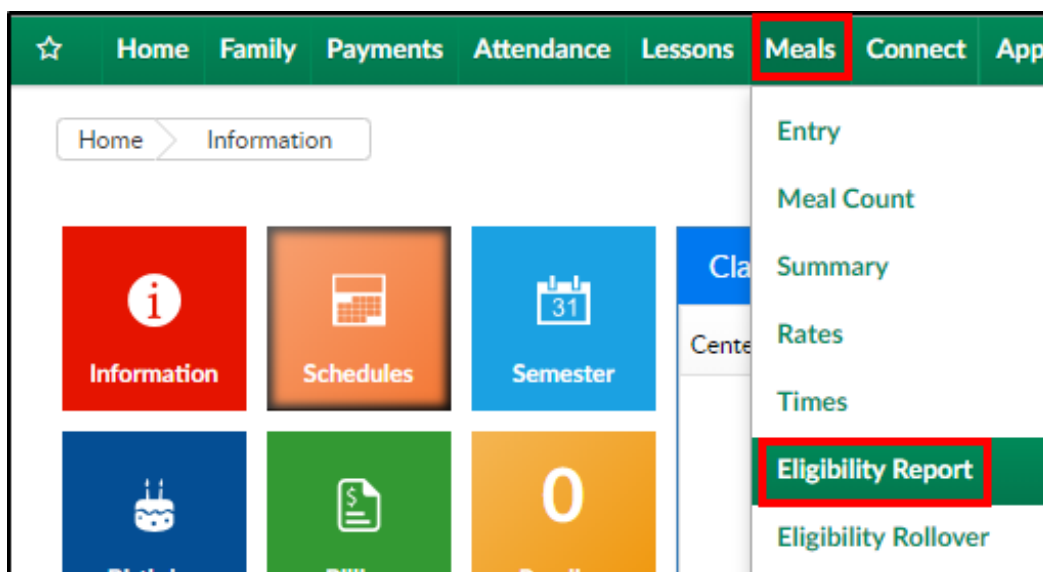
2. In the CACFP Master List Report Criteria section, select search criteria for the report

- Report Format
  - Master List - Click here for example report 🔗
  - Master List - Version 2 - Click here for example report 🔗
  - Master List - Version 3 - Click here for example report 🔗

- Center - select the center or business level
- Region - choose a region, if applicable
- Date Range
    - From - select a start date from the calendar
    - To - choose an end date from the calendar
3. Period (if the user selects Master List - Version 2) - this option is only applicable for Defined billing sites, it does not apply to Transactional billing
    - Number - enter the billing period the data relates to
    - Year - enter the year
4. Click Export Report to open the report