Meals - CACFP Meal Service Action - Excel

Report Description

An excel document that displays a list of students that were served meals past the scheduled time for the meal. Students must be checked in/out for the day. The report runs for a week at a time; the date that is entered in the From Date field will pull detail for the entire work week. Business Level/center level meal times must be set on the Meals > Times screen in order for the report to work.

Report Conditions

- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will act as an "As Of" date and pull all data from the entered date until current
- If only the To Date is entered, data will pull from the To Date to the current date
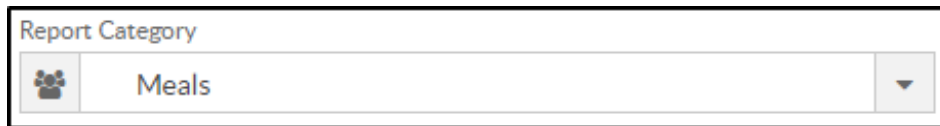
Sample Report

Click the report name to view a sample: cacfp_meal_service_action_report (5).xlsx 🔗

Accessing the Report

1. From the Reports menu, click Room/Program
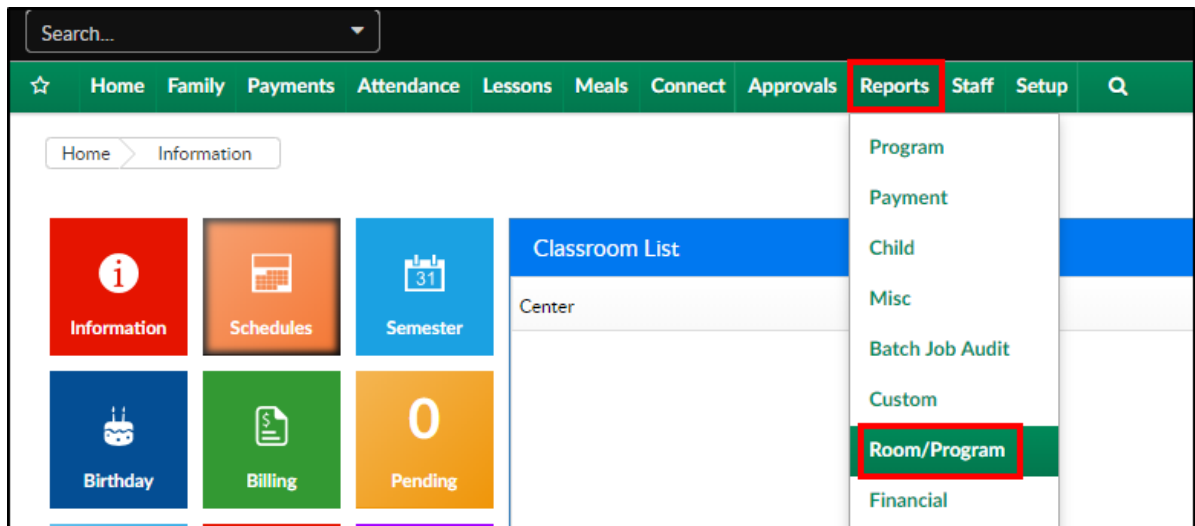
2. From the Report Category drop-down, select Meals

3. Choose CACFP Meal Service Action - Excel from the Report drop-down

4. Select any necessary Search Criteria
   - Center - select the business level or a center
   - Semester - choose the semester from the drop-down list, if applicable
   - Category - select a category, if applicable
   - Classroom - choose a classroom from the list, if applicable
   - From Date - when the date is left blank, data will pull from the current week
5. Click Create Report
6. The requested report will open in Excel format. There are two tabs to this report:
   - Counts - at the business level, it will show each center and how many students attended/absent and meals served

Counts for CACFP Audit - Meal Service Action Report (12/09/2018 - 12/15/2018)				
Center Name	Child Count	Meals Served	Days Attended	Days Absent
DCW Transactional- CENTER	1	3	1	0

- Each center will have its own tab which displays the student's name, their CACFP status, room, attendance detail, and if they were served a meal within the correct time or outside of the scheduled times

										Meal Status					
										Meal Served / SO - Meal Served Outside Time Window / N - Not Served / X - Meal Choice Not M					
Child Id	Child Name	Eligibility Cod	Funding Type	Assigned Room	Attendance Cod	Attendance Dat	Time In	Time Out	Time In	Time Out	AM Snack	Room Served	Lunch	Room Served	Dinner	Room Served
530714	Baggins, Otho Sackville	Free		Infants	NORM	12/12/2018	8:00 AM				X		SO		SO	

Report Fields

- Counts worksheet
  - Center Name
  - Child Count
  - Meals Served
  - Days Attended
  - Days Absent
- Each Center tab
  - Child ID
  - Child Name
  - Eligibility Code
  - Funding Type
  - Assigned Room
  - Attendance Code
  - Attendance Date
  - Time In
  - Time Out
  - Meal Status
    - AM Snack
    - Room Served

- Lunch
- Room Served
- Dinner
- Room Served