

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

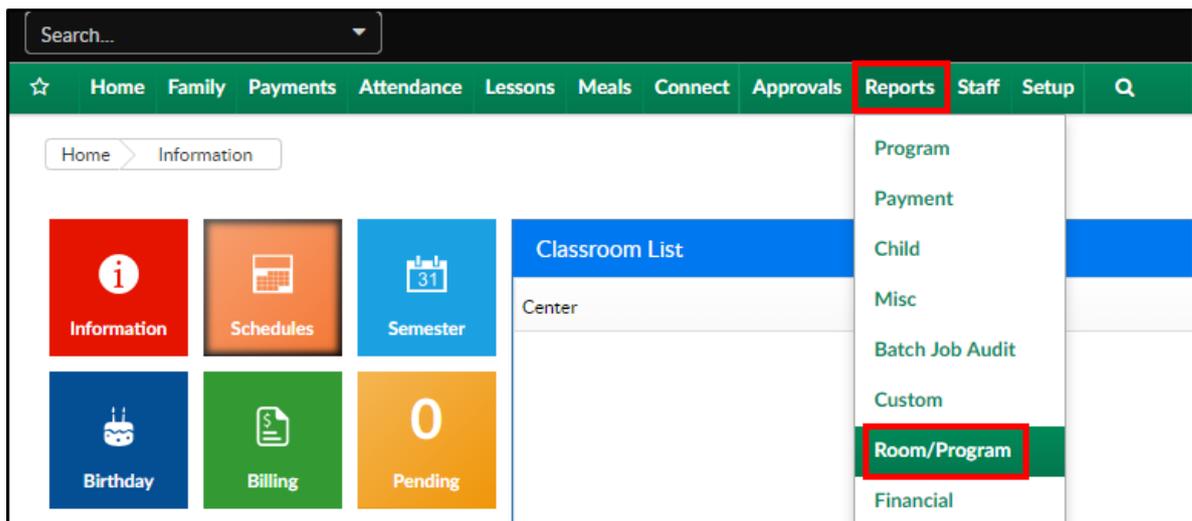
- Center is not a required field; if left blank, the report will run for the entire business
- If dates are not selected, the report will run for the current date through the end of the month

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



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

down

Report

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CACFP Participants Roster - PDF
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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:

CACFP ROSTER OF FOOD PROGRAM PARTICIPANTS													
FREE AND REDUCED PRICE MEALS ELIGIBILITY													
<i>DCW - Transactional 445 S. Livernois, Rochester MI 48307</i>													
Center: DCW - Transactional						Range: 01/07/2019 to 01/31/2019							
Instructions to Center Director: *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. ** Race Categories: W=White; A=Asian; B=Black; I=American Indian or Alaskan Native; P=Native Hawaiian or Pacific Island *** Ethnicity Categories: H=Hispanic; NH=Non-Hispanic Keep this record for 3 years after the current fiscal year.													
	Name of Participant	CACFP App On File	Date Entered	Date Exited	Application Signed By Parent	Race	Ethnicity	Date & Category of Eligibility Change	Category of Eligibility				Date Signed
									Free	Reduced	Paid	No Application	
1	Baggins, Bilbo		07/01/2018	05/31/2019							X	X	
2	Frozen, Anna		07/01/2018	07/07/2019					X			X	
3	Frozen, Anna		07/02/2018	07/06/2019					X			X	
4	Frozen, Anna		08/27/2018	05/31/2019					X			X	
5	johnson, sarah		12/28/2018	05/31/2019					X			X	
6	miller, carson	X	11/14/2018	11/13/2019	Y	W	NH		X				11/14/2018
7	miller, michael	X	11/06/2018	11/05/2019	Y	W	NH		X				11/06/2018
8	Peter Pan, Tinkerbell	X	01/03/2019	01/02/2020	Y	A	H		X				01/03/2019

- Excel:

CACFP ROSTER OF FOOD ETHNICITY PARTICIPANTS												
FREE AND REDUCED PRICE MEALS ELIGIBILITY												
Center: DCW - Transactional Range: 12/10/2018 to 12/14/2018												
Instructions to Center Director:												
*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.												
** Race Categories: W=White; A=Asian; B=Black; I=American Indian or Alaskan Native; P=Native Hawaiian or Pacific Island												
*** Ethnicity Categories: H=Hispanic; NH=Non-Hispanic												
Keep this record for 3 years after the current fiscal year.												
											Category of Eligibility	
Name of Participant	CACFP App On File	Date Entered	Date Exited	Applicatio	Race	Ethnicity	Date & Category of Eligibility Change	Free	Reduced	Paid	No Application	
1 Baggins, Silas	X	12/11/2018	12/10/2019	Y	W	NH		X				
2 Baggins, Frodo	X	12/11/2018	12/10/2019	Y	W	NH		X				
3 Baggins, test	X	12/11/2018	12/10/2019	Y	W	NH		X				
4 Brave, Blenda	X	12/06/2018	12/05/2019	Y	W	NH		X				
5 Frozen, Anna		07/01/2018	07/07/2019					X			X	
6 Frozen, Anna		07/02/2018	07/06/2019					X			X	
7 Frozen, Anna		08/27/2018	05/31/2019					X			X	