

# Meals - CACFP Eligibility Renewal - Excel

Last Modified on 04/03/2019 9:54 am EDT

## Report Description

The CACFP Eligibility Renewal report will pull CACFP contracts that are expiring for the selected date range.

## Report Conditions

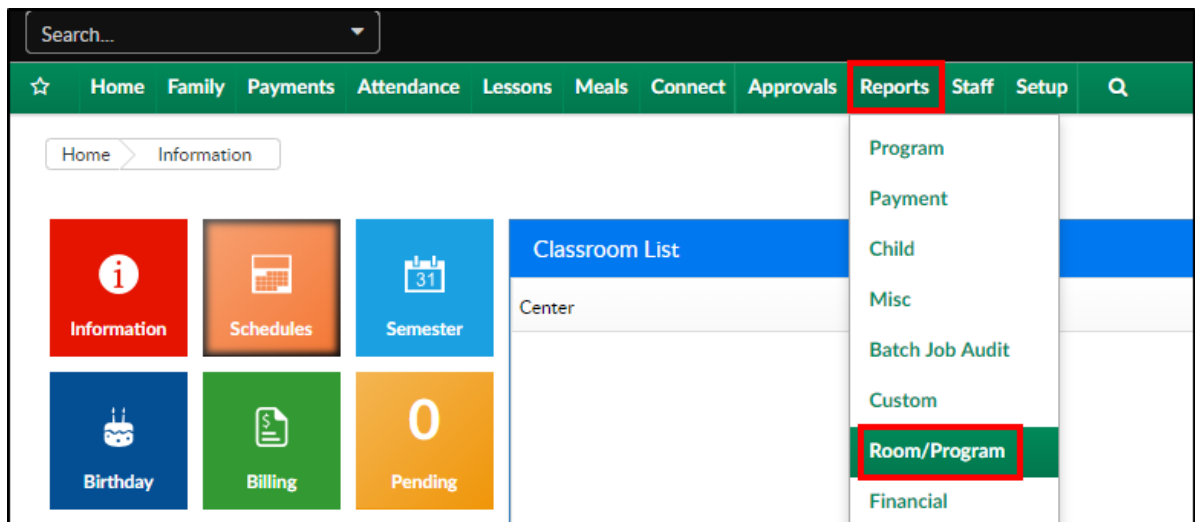
- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will act as an "As Of" date and pull all date from the entered date until current
- If only the To Date is completed, data will pull from the To Date to the current date

## Sample Report

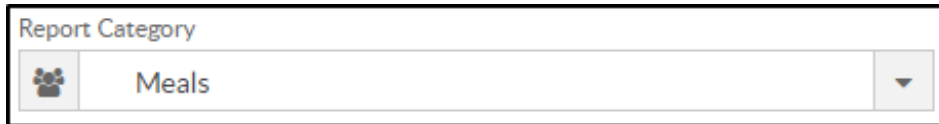
Click the report name to view a sample: [CACFP Eligibility Renewal.xlsx](#) 

## Accessing the Report

1. From the Reports menu, click Room/Program

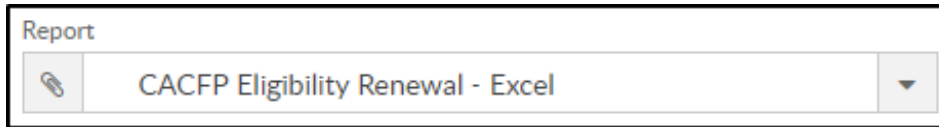


2. From the Report Category drop-down, select Meals



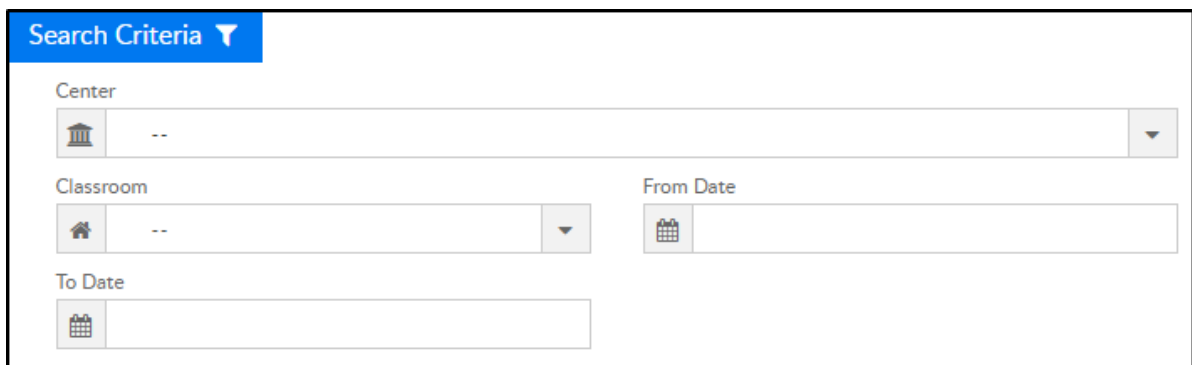
A screenshot of a web interface showing a dropdown menu for 'Report Category'. The menu is open, and 'Meals' is selected. There is a small icon of a fork and knife to the left of the text 'Meals'.

3. Choose CACFP Eligibility Renewal - Excel from the Report drop-down



A screenshot of a web interface showing a dropdown menu for 'Report'. The menu is open, and 'CACFP Eligibility Renewal - Excel' is selected. There is a small icon of a document with a link to the left of the text.

4. Use additional search criteria as needed



A screenshot of a web interface showing a 'Search Criteria' form. The form has a blue header with the text 'Search Criteria' and a downward arrow. Below the header, there are four input fields: 'Center' (with a building icon), 'Classroom' (with a house icon), 'From Date' (with a calendar icon), and 'To Date' (with a calendar icon). Each field has a dropdown arrow on the right side.

- From the Center drop-down, select the center or business level (not required)
- Select a classroom, if applicable
- Choose a From and To Date from the calendars

5. Click Create Report

6. The report will download in Excel format

CACFP Eligibility Renewal Report for 12/01/2018 to 12/31/2019							
Child Name	Family ID	Guardian 1 Name	Location	Date of Most Recent Signed CACFP	Required Re-Sign Date	Application Signed By Parent?	Application Type
Baggins, Bilbo	323500	Kristina Gass	DCW Transactional- CENTER 1	12/11/2018	12/10/2019	Yes	Calculated
Baggins, Frodo	323500	Kristina Gass	DCW Transactional- CENTER 1	12/11/2018	12/10/2019	Yes	Calculated
Baggins, test	323500	Kristina Gass	DCW Transactional- CENTER 1	12/11/2018	12/10/2019	Yes	Calculated
Brave, Merida	317254	King Fergus Brave	DCW Transactional- CENTER 1	12/06/2018	12/05/2019	Yes	Calculated

## Report Fields

- Child Name
- Family ID
- Guardian 1 Name
- Location
- Date of Most Recent Signed CACFP

- Required Resign Date
  - Application Signed By Parent?
  - Application Type
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