

Centers CACFP Participation Statistics

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You can use several reports in Minute Menu CX to retrieve the number of centers and children served by the CACFP program under your sponsorship. You can also pull the number of meals served over a defined period of time, such as last calendar year, current fiscal year, and so on.

Number of Centers: Active or Removed Status

1. Click the **Reports** menu, select **Centers**, and click **Center List Export File**. The Center Filter window opens.
2. Set the following filters:
 - **Status:** Check the **Active** and **Removed** boxes.
 - **Original Start Date:** Check the **Before** box, and select the day after the last day of the reporting period. For example, if you are looking at statistics for last year, you would select January 1 of the current year.

Center Filter

Choose filtering criteria. Only centers that match all selected criteria will be examined for report.

Status

- Active
- Removed
- Hold

Original Start Date

After:

Before:

Review Due Before

Payment Type

- Direct Deposit
- Checks

Profit Status

- For-Profit
- Non-Profit

State

Choose all that apply

- AZ
- AL
- AR
- AZ
- CA

Claims

- Claimed In
- Did Not Claim In

County

Adams

City

Administration Type

- Legally Separated From Sponsor
- Legally Affiliated With Sponsor

Monitor

Choose all that apply

- Monitor Warnings

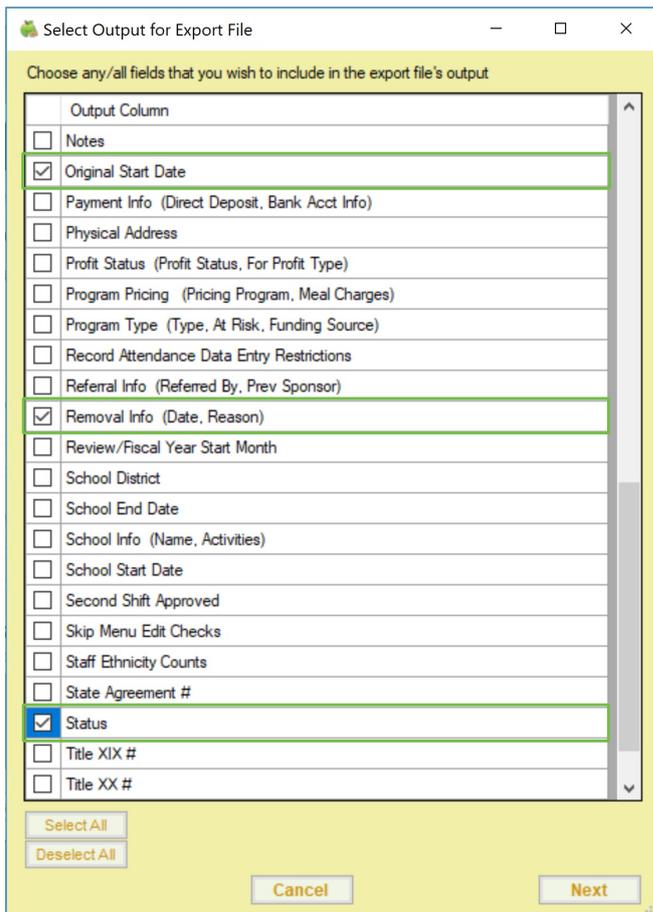
Program Type

Choose all that apply

- Child Care Center
- Child Care Center
- At-Risk - ARAS
- OSHC
- Head Start
- Emergency/Homeless S
- Summer Food Program

Manually select centers from a list of those that match the above criteria

3. Click **Next**. The Select Output for Export File dialog box opens.
4. Check the box next to each output option to include in the file. We recommend you check the **Original Start Date**, **Removal Info**, and **Status** boxes. These will help you ensure your filters are working properly.



5. When finished, click **Next**. The file is generated and opens in your default spreadsheet program.
6. Delete any centers removed prior to the reporting period from the spreadsheet. For example, if you're reporting for calendar year 2019, delete centers with a removal date prior to 1/1/2019. Sort by the **Status** column to make this process easier. The remaining centers should be those who were active during your reporting period.

Number of Children: Enrolled, Pending, Withdrawn

1. Click the **Reports** menu, select **Children**, and click **Child List Export**. The Center Filter window opens.
2. Set the following filters:
 - **Status**: Check the **Active** and **Removed** boxes.
 - **Original Start Date**: Check the **Before** box, and select the day after the last day of the reporting period. For example, if you are looking at statistics for last year, you would select January 1 of the current year.
3. Click **Next**. The Child Export Filter window opens.
4. Set the following filters:
 - **Status**: Check the **Active**, **Pending**, and **Withdrawn** boxes.
 - **Withdrawn Date**: Check the **After** box and enter the day before the first day of the reporting period. Then, check the **Before** box and enter the last day of the reporting period. For example, if you are reporting for 2018, you would select December 31, 2017 for the After date, and January 1, 2019 for the Before date.

5. Click **Next**. The Select Output for Export File dialog box opens.
6. Check the box next to each output option to include in the file. We recommend that you check the **Current Enrollment Date**, **Enrollment Expiration Date**, **Original Enrollment Date**, **Status**, and **Withdrawal Date** boxes. These will help you ensure your filters are working properly.
7. When finished, click **Next**. The file is generated and opens in your default spreadsheet program.
8. Sort the spreadsheet by the **Current Enrollment Date** column, and verify that any children enrolled in 2019 were also there in 2018 (reference the **Original Enrollment Date** column). If they were not, remove them from the list.

Re-enrollment may skew some of the numbers, because the Current Enrollment Date is updated when re-enrollment is completed. So, if you have completed re-enrollment between the date these reports are generated and the reporting period, you cannot accurately determine which children have come on to the program at the end of the program, because the Child List Export File filter does not include a setting to look at the Original Enrollment Form Date.

For example, if you are looking at January - December of last year, and you re-enroll children as of July 1st, you should run these reports for last year *before* July. Once you re-enroll children in July, the Current Enrollment Date will have changed for everyone, so it will no longer be possible to limit the export file to remove children who are new to the program since the end of December. However, you can include the Original Enrollment Form Date as an output option for the file, sort the resulting spreadsheet by that column, and delete children whose date places them outside of the reporting period you want.

Number of Meals

1. Click the **Reports** menu, select **Claims**, and click **Claim List Export**. The Center Filter window opens.

2. Set the following filters:

- **Status:** Check the **Active** and **Removed** boxes.
- **Original Start Date:** Check the **Before** box, and select the day after the last day of the reporting period. For example, if you are looking at statistics for last year, you would select January 1 of the current year.

3. Click **Next**. The Claim Export Filter window opens.

4. Check the **Claim Date** box. Then, set the **Starting Month** to the first month of your reporting period, and set the **Ending Month** to the last month of your reporting period.

Claim Export Filter

Claim Date

Start: January 2018

Ending: 12/31/2018

Manual Claim Disallow / Milk Audits

Yes No

Reimbursement Amt

Over Under

Claim Errors

Error #	Error Message
<input checked="" type="checkbox"/> 1	Center license is missing.
<input type="checkbox"/> 2	Meals were claimed on dates that fall before this center's CACFP Origin
<input type="checkbox"/> 3	Meal claimed before Center's CACFP Allowed Start Date.
<input type="checkbox"/> 4	Meal claimed before Center's CACFP Current Start Date.
<input type="checkbox"/> 5	Meals were claimed on dates that fell after this center's CACFP Current
<input type="checkbox"/> 6	Meals were claimed on dates that fall before this center's license start
<input type="checkbox"/> 7	Meals were claimed on dates that fall after this center's license end dat
<input type="checkbox"/> 8	Meals were claimed on dates that fall after the center's removal/withdri
<input type="checkbox"/> 10	Meals claimed on dates after Center's Fire Inspection certification expir
<input type="checkbox"/> 11	Meals claimed on dates after Center's Health Inspection certification exp

Must serve ALL selected meals AM Snack

Must serve ANY selected meal PM Snack

Must serve ALL selected days Tuesday

Must serve ANY selected day Wednesday Thursday

Friday Saturday

Sunday

Cancel Next

5. Click **Next**. The Select Output for Export File dialog box opens.

6. Check the **Meal Counts** box. You can select any additional output options, as needed.

7. When finished, click **Next**. The file is generated and opens in your default spreadsheet program.