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	Original Start Date	Review Due Before	
Active	After: 9/18/2019 🗸	9/18/2019 ₪▼	
Removed	Before: 🔽 1/ 1/2018 🗸		
Hold		Monitor	
Payment Type		Choose all that apply	
O Direct Deposit		Monitor, Watcher	
O Checks			
	County		
Profit Status	Adams 🗸		
 For-Profit 		Denser Tex D	
 Non-Profit 	City	Program Type	
State 🗖	×	Choose all that apply	
Choose all that apply	Administration Type	Child Care Center	
	Legally Separated From Sponsor	OSHC	
AR	 Legally Affiliated With Sponsor 	Head Start Emergency/Homeless S	
A∠ CA ♥		Summer Food Program	
Cancel	Manually select centers from a l those that match the above crit	list of eria Next	

- 3. Click Next. The Select Output for Export File dialog box opens.
- 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.

🍓 S	💑 Select Output for Export File — 🗆 🗙			
Choose any/all fields that you wish to include in the export file's output				
	Output Column		^	
	Notes			
\square	Original Start Date			
	Payment Info (Direct Deposit, Bank Acct Info)			
	Physical Address			
	Profit Status (Profit Status, For Profit Type)			
	Program Pricing (Pricing Program, Meal Charges)			
	Program Type (Type, At Risk, Funding Source)			
	Record Attendance Data Entry Restrictions			
	Referral Info (Referred By, Prev Sponsor)			
	Removal Info (Date, Reason)			
	Review/Fiscal Year Start Month			
	School District			
	School End Date			
School Info (Name, Activities)				
School Start Date				
Second Shift Approved				
	Skip Menu Edit Checks			
	Staff Ethnicity Counts			
	State Agreement #			
	Status			
	Title XIX #			
	Title XX #		v	
Select All				
Deselect All				
	Cancel	Next		

- 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.

💑 Child Export Filter	- • • ×
Status	Enrollment Expiration Date
Active	After: 9/19/2019 V
Pending	Before: 9/19/2019 V
Withdrawn	
Arter: 12/31/2018 V	Current Enrollment Date
Before: 1/ 1/2019 V	After: 9/19/2019 ~
Special Needs Migrant Worker	Before: 9/19/2019 ~
O Yes O Yes	
O No O No	Enrollment Reported Printed Date
FRP Category	After: 9/19/2019 ~
Eligibility Type	Before: 9/19/2019 ~
Free Zero Income	
Direct Cert	
Foster Subsidy	Veam
Jubsidy	1ears
At-Risk	As of: 9/19/2019 V
○ Yes	
Cancel	Next

- 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 note, remove them from the list.

Re-enrollment may skew some of the numbers, because the Current Enrollment Date is updated when reenrollment is completed. So, if you have completed re-enrollment between the date these reports are generated and the reporting period, you cannot accurate 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, it 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 🔽	Manual Claim Disallow / Milk Audits Reimbursement Amt
Start: January 2018 🗸	O Yes O No Over O Under
Ending: 12/31/2018 ~	Claim Errors
Claimed Meals	Error # Error Message
Breakfast AM Snack	1 Center license is missing.
Lunch PM Snack	2 Meals were claimed on dates that fall before this center's CACFP Origin
Dinner Eve Snack	3 Meal claimed before Center's CACFP Allowed Start Date.
Must serve ALL selected meals	4 Meal claimed before Center's CACFP Current Start Date.
Must serve ALL selected meal	5 Meals were claimed on dates that fell after this center's CACFP Current
Must serve Air T selected mean	6 Meals were claimed on dates that fall before this center's license start
Claimed Days	7 Meals were claimed on dates that fall after this center's license end dat
Monday Tuesday	8 Meals were claimed on dates that fall after the center's removal/withdra
Wednesday Thursday	10 Meals claimed on dates after Center's Fire Inspection certification expire
Sunday Saturday	11 Masle claimad on datas after Center's Haalth Inspection certification aver
Must serve ALL selected days	Must have ALL selected errors Must have ANY selected error NO errors
must serve ANY selected day	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.