Provider Reports

The following Provider reports are available. This list is not comprehensive. To access these reports, click the **Reports** menu, select **Providers**, and then select the appropriate report.

- **WV Schedule A:** This is the West Virginia Schedule A report. It is formatted according to the state's requirements

- **ME 462:** This report is formatted according to the state of Maine's requirements.

- **Provider Calendar:** This report prints a provider's calendar. For more information, see Provider Calendar.

- **Provider File Changes:** This report lists any changes made to a provider's file. For more information, see Provider File Changes Report.

- **Provider Training Period:** This report lists all providers who are currently in training. These are the first months of claiming when you allow them to serve menus that don't meet USDA guidelines and still get paid for their meals.

- **Provider Info Summary:** This report lists providers with certain key information, such as meal times and basic licensing information.

- **Provider License Expiration:** This report lists all providers whose licenses/registrations/certifications expire within the date range you specify when printing the report. It specifically examines the license end date as found in the Provider Information Licensing tab.

- **Provider List Export File:** This is a CSV list of providers and provider details.

- **Provider Mailing Labels:** This works the same as the Provider List Export File, only it generates provider mailing addresses in the Avery 5160 format.

- **Provider Messages Export File:** This is a CSV list of provider messages.

- **Provider Messages Mailing Labels:** This works the same as the Provider List Export File, only it generates provider mailing addresses in the Avery 5160 format.

- **Provider Racial Count Summary:** This report provides counts of active providers, broken down by race. This is useful when preparing your annual management plan in compliance with state regulations.

- **Providers Added:** This report lists all providers who have been added to the

system in the date range you specify. It examines the original CACFP start date listed in the Provider Information General tab.

- **Provider Changing Tiers**: This report lists all providers going from Tier 1 to Tier 2 in a specified date range. It also analyzes Tier end dates for income, school, and census qualifying information to determine whether a provider should be listed on this report. Providers who lose Tier 1 by income, but keep Tier 1 by school or census and have their own children enrolled, are also listed.

- **Providers Removed**: This report lists all providers who have a removal date within the date range you specify. It also includes the reason for removal.

- **School Tier Comparison**: This report lists all providers who were in a school area that is below the minimum poverty percentage originally, but new school data that indicates the school area is now over the 50% threshold has been loaded. Run this report once a year after Minute Menu HX support receives and loads new school area data from your state agency. Note that this report is only useful if you have documented that school area for all of your providers, even those who are not Tier 1.

- **Serious Deficiency Detail:** This report lists serious deficiency details for your providers. This is the same information included in the Serious Deficiency List window. For more information, see Review Serious Deficiencies.

- **Serious Deficiency List**: This report lists all of the events associated with your providers' serious deficiencies.

- **Serious Deficiency Export File:** This is a CSV list of serious deficiency information.

- **Tier 1 Qualifying Providers Report:** This report lists all providers who are Tier 1. You can filter it to list only those providers who qualify for specific reasons (school, income, or census).