

# Homes CACFP Participation Statistics

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You can use several reports in Minute Menu HX to retrieve the number of homes 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 Providers Participating: Active, Pending, Hold, or Removed Status

1. Click the **Reports** menu, select **Providers**, and click **Provider List Export File**. The Provider Filter window opens.
2. Set the following filters:
  - **Status:** Check the **Hold** and **Pending** boxes.
  - **Removed Date:** Check the **Removed Date** box, and select the **After** option. Enter the day before the first day of the reporting period. For example, if you are looking at statistics for 2018, you would select December 31, 2017.
  - **CACFP Original Start Date:** Check the **CACFP Original Start Date** box, and select the **Before** option. Enter the day after the last day of the reporting period. For example, if you are looking at statistics for 2018, enter January 1, 2019.

Provider Filter for Provider List Export - Monthly\_Provider

Only Include data for Providers that meet all of the criteria selected below:

☒ Status  
☒ Active  
☒ Hold  
☒ Pending

☒ Removed Date  
☐ Between  
☐ Before  
☐ After  
12/31/2017

☐ Payment Type  
Provider is paid by:  
☐ Check  
☐ Direct Deposit

☐ Review Conducted  
Date of Review:  
10/31/2019

☐ Review Due By:  
After  
10/31/2019

☐ County  
Limit to 6 selections  
Alameda  
Alpine  
Amador  
Butte  
Calaveras

☐ City  
Limit to 6 selections  
adf  
adef  
Anytown  
asdf  
ASDFA  
Beverly Hills

☐ Group  
1

☐ Tier  
Tier 1  
Tier 2  
Tier M

☐ Tier 1 Qualifying Method  
By Effective Date:  
By Income  
By School  
By Census

☐ License Type  
Large FCCH - 12  
Large FCCH - 14  
Military  
Small FCCH - 6  
Small FCCH - 8  
Special

☐ License Date  
☐ Expires  
☒ Started  
Between  
Before  
After

☐ Child Enrollment Renewal Received  
Between  
Before  
After

☐ CACFP Annual Renewal Date  
☐ Expires  
☒ Started  
Between  
Before  
After

☒ CACFP Original Start Date  
☐ Between  
☒ Before  
☐ After  
01/01/2019

☐ Claims Submitted  
Providers who  
Did  
Did Not  
submit claims in:  
Original Claim in Batch:

☐ Payment  
Filter options provided on  
Continue

☐ Enrolled Children  
Filter options provided on  
Continue

☐ Waiver  
In Effect During  
Claim Month:

☐ Variance  
In Effect During  
Claim Month:

☐ Language

Cancel (Please note: If all filter options are unchecked, the report will print every Provider who has ever participated in your Sponsorship.) Choose Providers From List Continue

3. When finished, click **Continue**. The Select Output Data or Provider List Export File window opens.
4. Check the box next to each output option to include in the file. We recommend you check the **Provider Status**, **Removal Date**, and **CACFP Original Start Date** boxes. These will help you ensure your filters are working properly.

Select Output Data for Provider List Export - Monthly\_Provider

Enter New Export Report Name: Monthly\_Provider Save Export Report Options Select Export Report to Delete: --Select-- Delete Export Report

Display Field Group	Field Description
<input type="checkbox"/> Payment Type	Deposit or Check
<input type="checkbox"/> Phone	Phone Number
<input type="checkbox"/> Physical Address	Address, City, State, Zipcode
<input type="checkbox"/> Preapproval Date	Preapproval Date
<input type="checkbox"/> Preapproval Expiration Date	Preapproval Expiration Date
<input type="checkbox"/> Previous Sponsor Name/Address	Previous Sponsor Name, Address, City, State, Zipcode
<input type="checkbox"/> Pro Subscription Info	
<input type="checkbox"/> Provider Cycle Menu	Provider Cycle Menu Info
<input checked="" type="checkbox"/> Provider Status	Provider Status, Hold Reason
<input type="checkbox"/> Race	Race
<input type="checkbox"/> Relocation Dates	Relocation Date, Relocation Approval Date
<input checked="" type="checkbox"/> Removal Date	Removal Date
<input type="checkbox"/> Removal Reason	Removal Reason
<input type="checkbox"/> School District	Provider School District Name
<input type="checkbox"/> School Tier Info	School Name, School Number, School District, School Poverty Pct,QMonYR,School Start Date, School End Date
<input type="checkbox"/> Special Meal Documentation on File	Dinner Documentation on File, Saturday Documentation on File, Sunday Documentation on File
<input type="checkbox"/> Specific Capacities	
<input type="checkbox"/> Sponsor Cycle Menu	Sponsor Cycle Menu Info
<input type="checkbox"/> SSN	Social Security Number

Select All Deselect All Selection Count: 3 Cancel Continue

5. When finished, click **Continue**. You are prompted to save the export file.

## Number of Children: Enrolled, Pending, Withdrawn

- Click the **Reports** menu, select **Children**, and click **Child List Export File**. The Provider Filter window opens.
- Set the following filters:
  - Status:** Check the **Hold** and **Pending** boxes.
  - Removed Date:** Check the **Removed Date** box, and select the **After** option. Enter the day before the first day of the reporting period. For example, if you are looking at statistics for 2018, you would select December 31, 2017.
  - CACFP Original Start Date:** Check the **CACFP Original Start Date** box, and select the **Before** option. Enter the day after the last day of the reporting period. For example, if you are looking at statistics for 2018, enter January 1, 2019.
- Click **Continue**. The Child Filter Dialog window opens.
- Set the following filters:
  - Status:** Check the **Enrolled**, **Pending**, and **Withdrawn** boxes.
  - Withdrawn Date:** Check the **Withdrawn Date** box, and select the **After** option. Then, enter the day before the first day of the reporting period.
  - Enrollment Date:** Check the **Enrollment Date** box, and select the **Before** option. For example, if you are looking at statistics for 2018, enter January 1, 2019.

**Note:** If you have already enrolled for the current year and you assign a new enrollment date to children during that process, do *not* use this filter. You must review the final report and remove children you know were enrolled after your reporting period end date.

5. Click **Continue**. The Select Output Data for Child List Export.
6. Check the box next to each output option to include in the file. We recommend you check the **Child Status**, **Withdrawn Date**, and **Enrollment Date** boxes. These will help you ensure your filters are working properly.
7. When finished, click **Continue**. You are prompted to save the export file.

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.

## Meals Claimed

1. Click the **Reports** menu, select **Claim Management**, and click **Claim List Export File**. The Provider Filter window opens.
2. Leave all boxes blank, and click **Continue**. The Claim Filter window opens.
3. Check the **Claim Month** box.
4. Click the **Starting Month** drop-down menu and select the **first month** of your reporting period.
5. Click the **Ending Month** drop-down menu and select the **last month** of your reporting period.

**Claim Filter**

**Include Claims matching the below criteria:**

☒ **Claim Month:**  
 Starting Month: January 2018  
 Ending Month: December 2018  
 Original Claim in Batch:

☐ **Reimbursement Amount:**  
 ☐ And Over ☐ And Under

☐ **Claimed Child Types:**  
 Helpers Child  
 Not Related/Day Care Child  
 Own Child  
 Provider's Foster Child  
 Related, Non-Resident

☐ **Claim Source:**  
 Manual Entry - Sponsor  
 Online  
 Scannable Forms - Sponsor

☐ **Claim Menu Type:**  
 Attendance Menu  
 Bubble Menu  
 Full Month Attendance

☐ **Claimed Meal on or between:** Start Date: / / & End Date: / /

☐ **Claimed Meals:**  
 Breakfast  
 AM Snack  
 Lunch  
 PM Snack  
 Dinner  
 Evening Snack

☐ **Claimed Days:**  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

☐ **Claim Tier:**  
 Tier 1  
 Tier 2 Hi  
 Tier 2 Lo  
 Tier 2 Mixed

☐ **Tier 1 Reason:**  
 Census  
 Income  
 School

☐ **Review Conducted:**  
☐ Yes ☐ No

☐ **Output Options:**  
☒ Monthly Claim Totals  
☐ Individual Claims

☐ **Claim Error:**  
☐ No Errors  
☐ 1) The same food was served twice in the same meal.  
☐ 2) A specific food combination has been detected.  
☐ 3) The food is not recommended for children of the given age.  
☐ 4) The food cannot be served at the given meal.  
☐ 5) The food is not approved as given meal component or a vegetable  
☐ 6) The food cannot be served to children of the given age.  
☐ Must have all selected errors ☐ Can have any selected errors

**Cancel** **Continue**

6. Click **Continue**. The Select Output Data for Claim List Export window opens.
7. Check the **Meal Counts** box.
8. Check the box next to any additional outputs needed.
9. When finished, click **Continue**. You are prompted to save the export file.