

Pre-defined Reports

Number	Report name <i>(If report name has an *, it is regulatory.)</i>	Description/Purpose	User type that needs access to the report <i>(State, Sponsor, EWPH Grantee)</i>	Format <i>(Excel, Pdf, eFile, Print)</i>
1.	Outgoing Payment Report	Lists claim vouchers processed in a batch each day. The report is scanned into eFile solution.	State - Accounting	Excel pdf eFile
2.	Claim Error Report	Lists all claims by sponsor, including the sites or providers in error status for a defined period. Shows claim error descriptions.	State - Claim Sponsor - Centers and Homes	Excel pdf
3.	Process FNS Reports*	First step to creating the USDA-required FNS-44 report. Used to compile payment and application data from CIPS for USDA report on participation and number/type of meals served each month. Users have the ability to view, modify, delete, and print the report.	State - Accounting	eFile pdf
4.	FNS44*	Required USDA report. Second step in creating an FNS-44. Creates the actual report from the data compiled. Users have the ability to view and print the report. Needs to be scanned into eFile solution.	State - Accounting	eFile
5.	Late Claim Notice	Used to generate a list of emails or mailing labels for Sponsoring Organizations that have not yet submitted a claim for a particular month. This report also generates the body of the email notification that is sent to the sponsoring organization from a separate email account. Users can create the report, an email, or labels from this report.	State	Pdf
6.	Open Balance Report	Shows all sponsoring organizations with an outstanding debt listed in Accounts Receivable. CACFP Accounting Staff use this report during annual closeout activities.	State-Accounting	Excel pdf

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7.	Mailing Label Generator	This report will produce data used to prepopulate mailing labels that can be filtered by Sponsor, Address Type, County, Region, Program, Field Service Representative, Provision Expiration Date, paper or electronic submission, receiving advances, sponsoring organization type, or a combination of the select criteria. Must include payment contact and sponsor admin mailing address if they are different.	State	Excel pdf
8.	Status Summary Report	High-level report of application and claim statuses. Applications listed by packet item and claims listed by month and their status - the number not submitted, submitted, approved etc. Can identify outliers that enable staff to provide technical assistance to sponsors.	State	Excel
9.	Original Review Report - Homes	A report that includes all identified findings and recommendations from an Administrative Program Review. This report is generated and printed by CACFP Administrative Review Staff and mailed or emailed to Home Sponsoring Organizations. Sponsoring Organizations use this report to identify their Corrective Action Plans in response to the Administrative Program Review.	State	Pdf eFile
10.	Original Review Report - Centers	A report that includes all identified findings and recommendations from an Administrative Program Review. This report is generated and printed by CACFP Administrative Review Staff and mailed or emailed to Centers Sponsoring Organizations. Sponsoring Organizations use this report to identify their Corrective Action Plans in response to the Administrative Program Review.	State	Pdf eFile
11.	CAP Follow-up Letter - Homes	A report of unresolved findings and recommendations for an identified home sponsoring organization. The report is generated by CACFP Administrative Review Staff and is emailed or mailed via USPS to the Home Sponsoring Organization. These reports are scanned into DocStar and may be used in an administrative hearing.	State	Pdf eFile

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12.	CAP Approval Letter - Homes	A report of all findings and recommendations identified during an identified administrative program review for a home sponsoring organization with confirmation that all findings and recommendations have been corrected. The report is generated by CACFP Administrative Review Staff and is emailed or mailed via USPS to the Home Sponsoring Organization. These reports are scanned into DocStar and may be used in an administrative hearing.	State	Pdf eFile
13.	CAP Follow-up Letter Centers	A report of unresolved findings and recommendations for an identified center sponsoring organization. The report is generated by CACFP Administrative Review Staff and is emailed or mailed via USPS to the Center Sponsoring Organization. These reports are scanned into DocStar and may be used in an administrative hearing.	State	Pdf eFile
14.	CAP Approval Letter - Centers	A report of all findings and recommendations identified during an identified administrative program review for a center sponsoring organization with confirmation that all findings and recommendations have been corrected. The report is generated by CACFP Administrative Review Staff and is emailed or mailed via USPS to the Center Sponsoring Organization. These reports are scanned into DocStar and may be used in an administrative hearing.	State	Pdf eFile
15.	List of Reviews Report	Used to plan review schedule for upcoming year. Used to determine the number of reviews conducted in previous fiscal years.	State - Review	Excel pdf
16.	Finding Report	Lists each sponsor and the findings for their program review, and each finding and all the sponsors who were identified with that finding. Follow-up on trends and used for training initiatives.	State - Review	Excel pdf
17.	Billing Request	Part of the accounts receivable process. Creates an invoice (billing request) to be sent to Sponsoring Organizations for debt collection.	State - Accounting	Excel
18.	Accounts Receivable	Lists, by federal fiscal year, all Sponsoring Organizations with an outstanding debt that hasn't been invoiced.	State - Accounting	Excel

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19.	Payment Summary	Shows detail of claim payment, including invoice, voucher, and warrant numbers. Must include fund coding and the number of sites included on the claim.	State Sponsor	Pdf eFile
20.	Day Care Home Provider Application Data	Displays data from the day care home provider applications. This report is used by CACFP Homes staff for tiering data on review. Home Sponsoring Organizations use this report to determine which day care home provider has an expired tier and which will be expiring soon. Must include provider type, meal approvals, if they are breastfeeding friendly (BFF) designated, and Eat Well Play Hard (EWPH) participation.	State Sponsor - Homes	Excel
21.	Day Care Home Counties Served	Lists of day care home sponsors with the county they serve. This data is used to search the zip codes that are served by Home Sponsoring Organizations. Also used for posting on the public CACFP webpage.	State Sponsor - Homes	Excel
22.	Application and Renewal Status	Displays selected agency type (independent, sponsor, homes) and their renewal/update status, for active and inactive.	State	Excel
23.	Center Site Data Query	Displays agency and center information. Must include expiration dates for at-risk eligibility, site type, infants are in care, meal approvals, seconds approval, BFF designation, EWPH participation and license expiration date. Used by CACFP Training Staff to invite Sponsoring Organizations to training. Used by CACFP Breastfeeding Workgroup to promote BFF Designation Program.	State Sponsor - Center	Excel
24.	Center Vended Meals	Displays vended meal information for center sites. Includes the vendor name, all the sites for which a vendor provides meals, vendor contract information and meal approvals, and if seconds are approved. Used to identify vendors to invite for training and send mail. Also used to ensure that Sponsoring Organizations are following federal procurement requirements.	State Sponsor - Center	Excel
25.	National Disqualified List/Seriously Deficient	Displays agencies and individuals on the National Disqualified List (NDL) or declared seriously deficient.	State	

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26.	Claim Status Report	Displays agency claim statuses in a selected period.	State	Excel pdf
27.	County Profile (Report and Query)	County data participating in the CACFP, including meals served, program participation, and reimbursement.	State	pdf
28.	Sponsor Meal Count Report by Month	Displays meal claim information by agency, agency type, and month. Can be run for a specific month, program type (CCC/DCH/ADHC), or sponsor, or run for all months, all program types, or all sponsors.	State	pdf
29.	Cash Advance Balance Report	Lists all sponsors receiving advances that have an outstanding balance. Needs to include the type of advance.	State	Excel pdf
30.	Cash Advance Report	Lists the monthly total advance history for each sponsor receiving advances.	State	Excel pdf
31.	Zero Payments Report	Lists positive and negative fiscal transactions resulting in a net amount of \$0.	State	Excel pdf
32.	Prior Year Transaction Report	Lists all fiscal transactions occurring in the current fiscal year but belonging to a prior year that has been closed.	State - Accounting	Excel pdf
33.	FFATA Quarterly Report (Federal Funding Accountability and Transparency Act) *	Lists all sponsors that have received at least \$25,000 in meal or cash-in-lieu reimbursement for the current fiscal year.	State - Accounting	Excel
34.	Provider Visit Report	Lists all the providers and includes monitoring visit information, such as scheduled dates, actual visit dates, visit times, visit purpose, meal observation, and who conducted the visit. Used by Sponsoring Organizations and CACFP Administrative Review Staff to ensure compliance with federal monitoring requirements.	State Sponsor	Excel

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35.	Provider Check Report	Lists all the providers and individual reimbursement amounts for a specified sponsoring organization and claim. Used by sponsoring organizations to prepare monthly provider payments. Used by CACFP Accounting Staff to ensure that sponsor payments to providers meet federal requirements.	State Sponsor	Excel
36.	Claim History Report	Displays claim history information for the selected center type (Child Care Centers, Adult Care Centers, Day Care Home) or displays a claim history Administrative Report. Can also run report for a specific sponsor.	State Sponsor	Excel
37.	One Time Exception Report	Displays one-time only approval date and federal payment information for a sponsor. Can also be run for a specific sponsor or month/year for list of all sponsors given one-time exception approval in that month.	State	pdf
38.	Meals X Rates Administrative Report	Has multiple administrative reports: (1) total # of meals/snacks by type and classification, including reimbursement amounts; (2) total # of meals by center type and classification that CIL was paid for, and reimbursement amounts; (3) # of day care home providers by claiming level, and reimbursement amounts; and (4) amount of startup grants. Each report is the combined total of all sponsors claimed by month.	State	Excel
39.	Day Care Home Sponsor Budgets	Displays budget information for a Day Care Home Sponsors across fiscal years.	State	Excel
40.	Closed Sponsors	Displays a list of agencies and individuals who have been canceled or terminated.	State	Excel
41.	Site Contact Report	Lists sponsor sites, addresses, and contact information (homes and centers).	State Sponsor - Centers	Excel

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42.	Sponsor Contact Report	Displays sponsoring organization contact information from sponsor application. Will be used to search contact information across all sponsoring organizations, active or inactive, and includes which users have CIPS profiles and which are for profit. Includes who the financial and administrative representatives are and the lead reviewer for the open review. Includes sponsor contact information.	State	Excel
43.	Participants Report	This report is used to determine duplicate children within a Sponsoring Organization, children over 13 years old, participant enrollment end date, and provider tier expiration date. CACFP homes administrative review staff use this report to conduct reviews of Sponsoring Organizations.	State Sponsor- Homes	Excel pdf
44.	Center Sponsor Budgets	Displays budget information for a Center Sponsoring Organizations across fiscal years.	State	Excel
45.	PNS Data Query	Lists all new center applications being reviewed/processed. Shows the status of all applications, and identifies the staff reviewing the application. Used to determine how many applications each nutritionist has and how long the application been with CAACFP without being approved.	State	Excel
46.	New Sponsors Report	To be used to determine the new sponsoring organization for a particular FFY. Include electronic or paper method of data entry. Used to send new paper sponsors an invite to CIPS and trainings.	State	Excel
47.	OCFS Data Query	Lists all the sites/providers with contact information from the CCFS nightly file that comes in from OCFS. Includes if they are currently participating in CACFP, their OCFS status, and if they are on the NDL or determined SD by NYS. To be used for outreach. Can also be used to search and identify individual unserved sites/providers.	State	Excel

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48.	NYCDOHMH Data Query	Report with NYData---NYC Dept. of Health and Mental Hygiene. Used monthly to identify unserved providers/centers. Run against CACFP participating centers to identify the unserved centers in NYC. Also includes licensing status and if the center is on the NDL or determined SD by CACFP	State	Excel
49.	List of Unserved by County	Centers with a license but not participating in the CACFP. CACFP Outreach Staff can reach out to Center.	State	Excel
50.	Sponsor Batch Holds	Lists all claims for Sponsoring Organizations (including sites/providers) whose claims are temporarily not being processed. Includes claims that are flagged for additional review and need State approval prior to processing.	State - Claim	Excel
51.	One-time Exception Letter	Used to notify the president of the board of directors or owner that a claim was submitted late. The sponsoring organization can reply to the CACFP with a corrective action plan, provided in the letter, and acknowledge the use of a one-time exception.	State	pdf
52.	EWPHCCS Unduplicated Reach	Totals the direct unduplicated reach for centers and farm-to-preschool (F2P) implementations. Used by CACFP EWPHCCS Staff for monitoring purposes and for incorporation into statewide quarterly narrative reports for submission to the New York State Office of Temporary and Disability Assistance (OTDA).	State EWPH Grantee	Excel
53.	BFF Reports	Used to manage the BFF designation process. Data would be used to generate BFF designation certificates, as well as manage the center sites through the renewal process. Sponsoring organizations would use this information to manage the BFF process for their sites.	State Sponsor	Excel

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54.	Farm-to-Preschool Sales	Search total sales for F2P sites broken down by sales type. Report is used by CACFP EWPHCCS staff to monitor monthly sales and participation data. Report is shared with the OTDA via quarterly and annual reports. Report is used by CACFP EWPHCCS staff to monitor F2P coupon issuance and redemption data on a monthly basis. Results are shared with the OTDA via quarterly and annual reports.	State EWPH Grantee	Excel
55.	Metrix	Lists centers and homes participating in CACFP, EWPHCCS, EWPHDCH and BFF Designation. NYS public and other agencies find a center or home that participates in the CACFP and its programs. This report is systematically submitted to the Metrix program on a quarterly basis for posting on the public-facing ny.gov open data website. This report is required under NYS Executive Order #95.	State	Excel eFile
56.	Tier I and At-Risk Eligibility Reports	Allows users to search the New York State Education Department's (NYSED) public school free and reduced-price meal eligibility information. Information is used to determine a site/provider's eligibility for Tier I or At-Risk. CACFP is required to provide NYSED data to Home Sponsoring Organizations.	State Sponsor - Homes	pdf
57.	EWPHDCH	Totals the direct unduplicated reach for homes implementation. Used by CACFP EWPHCCS Staff for monitoring purposes and for incorporation into statewide reports as needed.	State	Excel
58.	SFS File	An electronic payment file used to upload claim payment data from the solution into the State Financial System (SFS) daily.	State - Accounting	Text