

Print the Claimed Foods and Attendance Report

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The Claimed Foods and Attendance report lists all claimed foods and attendance for^{CDT} a certain month. Some sponsors may require that you print this report and provide them with a physical copy each month. Check with your sponsor for more information. This report is **not** available for Independent Provider Accounts.

To print this report:

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Meals and Attendance**.
3. Click the **Select a Report** drop-down menu and select **Claimed Foods and Attendance**.
4. Click the **Select Month** box and select the month for which to print the report.
5. Click **Run**. A PDF downloads.

