## **Print the Claimed Foods and Attendance Report**

Last Modified on 06/08/2023 1:31 pm

The Claimed Foods and Attendance report lists all claimed foods and attendance for <sup>CDT</sup> 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.

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