

End of Month Filing Binder

(Including CACFP)

2017-2018

Binder(s): 1 of 1



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| **END OF MONTH FILING BINDER** |

**Monthly Tabs**

Organize food program activity in the following order by month:

* Center-Based: Monthly COPA reports 201, 208 and 210 used to analyze food program data (Print by 5th of each month)
* CenterTrack Class Roster Report (Reconcile HS & State Classroom assignment & Program model)
* Sign-in/out sheets
* Monthly Menu
* Transport sheets