

To view the CARS report:

1. Go to the [Wisconsin USDA Foods Ordering System](#).
2. Enter the user id (agency code) and password (4 digit password) specific to your School Food Authority.
3. After you have read the message board information, click on the “Continue” button located below the message board information.
4. To access Program Year 2021, click on the year “2021.”
5. If your agency also participates in the Summer Food Service Program (SFSP), make sure that you are in the National School Lunch Program (NSLP). The Program is listed in the right-hand corner, below the web tool bar and above the School Food Authority Summary portion of the system. To change Program, click on the word “Program” and select the desired program.
6. Below the web tool bar and above the School Food Authority Summary portion of the system in the left-hand corner, you will see the following words listed: Summary, Allocations, Orders, Reports, and Resources.
7. Click on the word “Reports.”
8. Click on the words “CARS Report.” The CARS Report will now be displayed.
9. To print a copy of the CARS Report, click on the “Print” button located on the web tool bar.