

Instructions for Meal Count Form-Daily

Each site must take a point-of-service meal count every day. This form must be used for the daily meal count.

All spaces need to be filled in at the top of the form-the form will be disallowed if information is incomplete at the time of review. This is an important document justifying claims.

1. Line 1 equals the total meals available. That number equals the number of meals received or prepared plus the number of meals available from the previous day. (No meals shall be kept for more than one day to be served-after that they will need to be disposed of)
2. Line 2 equals the total number of first meals served to children. Cross out each number as a child receives a meal. Include any teenagers, 18 and under, paid or unpaid, who are helping out at the site. (If more than 150 children are served at the site, use the optional second page. For sites needing the second page, print this form front to back) Totals from the second page must be added to the first page so that there is one set of Totals for the day.
3. Line 3 equals the total number of second meals served to children. (Remember, reimbursable meals are limited to no more than two percent of the total number of first meals served)
4. Line 4 equals the total number of meals served to Program adults. "Program adults" are adults who work directly as part of the operation of the food service. This includes all adults who prepare meals, serve meals, clean up, or supervise the children. This does not include teenagers, 18 and under, who may perform these tasks at the site. Meals for children 19 and under are fully reimbursable, and you would count these meals on Line 2.
5. Line 5 equals the total number of meals served to non-Program adults, "Non-Program adults" are adults who are not directly involved in the operation of the food service. Non-Program adults include any sponsor administrative staff, such as monitors or sponsor directors, or State or Federal reviewers.
6. Line 6 equals the total number of meals served, which is the sum of Lines 2-5.
7. Line 7 equals the total number of meals that are unusable because they are damaged, incomplete, out of temperature, or otherwise non-reimbursable.
8. Line 8 equals the total number of leftover meals, which is calculated by subtracting Line 6 from line 1. (Also include what happens with leftover meals and milk)
9. Line 9 equals the sum of Lines 6, 7, and 8. It accounts for all meals and should equal Line 1.
10. Use the line at the bottom of the form to record the number of children requesting a first meal after all available meals were served. This information is helpful in adjusting meal orders upward.
11. The site supervisor must sign and date the meal count form.