

INSTRUCTIONS FOR CACFP DAILY MEAL COUNT RECORD FOR CHILDREN

Accurate meal count information is essential and must comply with regulations. The daily meal counts supply data for compiling the Monthly Claim for Reimbursement. **REMEMBER:** If you have any disallowed meals for the month, subtract those meals from your totals **before** entering totals on your claim.

1. Fill in the name of center, month/year, and agreement number at top of form.
2. In the block labeled "Meal Type", fill in the different meals that your center offers (breakfast, lunch, pm supplement, etc.). If your center is operating shifts, the center may serve more than 3 meals. If you serve more than 3 meals, use the **CACFP Daily Meal Count Record by Name** to record counts.
3. Each day, **immediately after the meal service**, a staff member should fill in the total number of children served the meal according to the ages listed on the form. Each meal count should be recorded after the meal is served. Remember to complete the Daily Total column.
4. Non-program adults who eat should be listed under the column "Non-Program Adults # of Meals". Provide meal code in blocks to indicate meal type served. Fill in total number of adults under each meal type. Non-program adults are any employees that are involved in the preparation, service or clean up of a meal, or the supervision of children during a meal. They should only be listed if they eat the same meal as the children. These adult counts **cannot** be claimed for reimbursement.
5. The different age columns and daily total columns for each meal should be totaled on the bottom for the form. The total of the four age columns should equal the Daily Total column total. Once the total columns equal, enter total meals by meal type on your Claim for Reimbursement form.
6. If you have multiple classrooms in which the children eat, you can use this form in each of the classrooms (must identify on each form which classroom counts are for) and then consolidate the numbers onto one form at the end of the month. **Be sure to keep all the classroom forms as back up to the consolidated form.**

IMPORTANT!!

WHEN THE MEAL COUNT RECORD IS COMPLETE AT THE END OF EACH MONTH, ATTACH YOUR MENUS FOR THE MONTH TO IT AND MAINTAIN THESE DOCUMENTS ON FILE.

INSTRUCTIONS FOR CACFP DAILY MEAL COUNT RECORD BY NAME

This **CACFP Daily Meal Count Record by Name** must be used by the following centers:

- Centers that claim 4 or more meal types, and/or
- Centers that claim over licensed capacity on any daily meal count for any meal type.

Accurate meal count information is essential and must comply with regulations. The daily meal counts supply data for compiling the Monthly Claim for Reimbursement. **REMEMBER:** If you have any disallowed meals for the month, subtract those meals from your totals **before** entering totals on your claim.

1. Using a blank **CACFP Daily Meal Count Record by Name**, create a master record. List the legal first and last names (no nicknames) and ages of all the children in the center. **One name per line.** Grouping the children by classroom on the list is recommended since those children eat together as a group. Maintain and update the list with the current names of the children enrolled at the center.
2. On the first day of each week, have copies made of every classroom's master **CACFP Daily Meal Count Record by Name** to record counts on.
3. Fill in the name of center, month/year, and agreement number at top of form.
4. Enter in the complete date (mm/dd/yy) for each day of service.
5. Using a check mark, record the meal type served to each child at the point of service for each day.
6. At the end of the day, add the number of daily meal counts by meal type and document each number in the "Daily Totals" row.
7. By the end of each day, transfer daily totals for each meal type to the **CACFP Monthly Summary Record**. Only those children who are in attendance and actually receive a reimbursable meal are to be included in the number of meals claimed for that meal service type.

IMPORTANT!!

AT THE END OF EACH MONTH, ATTACH YOUR MENUS FOR THE MONTH TO THE CACFP MONTHLY SUMMARY RECORD AND THE CACFP DAILY MEAL COUNT RECORD BY NAME. MAINTAIN THESE DOCUMENTS ON FILE.

INSTRUCTIONS FOR CACFP DAILY MENU/MEAL COUNT RECORD FOR INFANTS (0-3 months)

IMPORTANT!!

All meals served and claimed to children 0-3 months of age MUST be documented on this form. Remember to use the age appropriate record (i.e. 0-3, 4-7 or 8-11 months) and complete this record on a daily basis for each meal type that will be claimed.

1. Record the name of your center. (Example: ABC Daycare)
2. Record the institution number assigned by CACFP to your center. (Example: 1234)
3. Record the month and year that corresponds with this record. (Example: 7/03)
4. Record the date in each space that corresponds to the appropriate day of the week.
5. Record each specific menu item in the space below the day of the week that corresponds to the meal type. (Example: Enfamil with Iron, Infant Oatmeal, Green Beans, Applesauce, Turkey, Zwieback, 100% Apple Juice)
6. In the block to the right of the word "TOTAL", record the total number of infant meals served by meal type for each day of the week that a meal will be claimed.
7. Add the daily total meals served to all infants (0-11 months).
8. Transfer this daily total to the "Infants" column on the **CACFP Daily Meal Count Record for Children**.

INSTRUCTIONS FOR CACFP DAILY MENU/MEAL COUNT RECORD FOR INFANTS (4-7 months)

IMPORTANT!!

All meals served and claimed to children 4-7 months of age MUST be documented on this form. Remember to use the age appropriate record (i.e. 0-3, 4-7 or 8-11 months) and complete this record on a daily basis for each meal type that will be claimed.

1. Record the name of your center. (Example: ABC Daycare)
2. Record the institution number assigned by CACFP to your center. (Example: 1234)
3. Record the month and year that corresponds with this record. (Example: 7/03)
4. Record the date in each space that corresponds to the appropriate day of the week.
5. Record each specific menu item in the space below the day of the week that corresponds to the meal type. (Example: Enfamil with Iron, Infant Oatmeal, Green Beans, Applesauce, Turkey, Zwieback, 100% Apple Juice)
6. In the block to the right of the word "TOTAL", record the total number of infant meals served by meal type for each day of the week that a meal will be claimed.
7. Add the daily total meals served to all infants (0-11 months).
8. Transfer this daily total to the "Infants" column on the **CACFP Daily Meal Count Record for Children**.

INSTRUCTIONS FOR CACFP DAILY MENU/MEAL COUNT RECORD FOR INFANTS (8-11 months)

IMPORTANT!!

All meals served and claimed to children 8-11 months of age MUST be documented on this form. Remember to use the age appropriate record (i.e. 0-3, 4-7 or 8-11 months) and complete this record on a daily basis for each meal type that will be claimed.

1. Record the name of your center. (Example: ABC Daycare)
2. Record the institution number assigned by CACFP to your center. (Example: 1234)
3. Record the month and year that corresponds with this record. (Example: 7/03)
4. Record the date in each space that corresponds to the appropriate day of the week.
5. Record each specific menu item in the space below the day of the week that corresponds to the meal type. (Example: Enfamil with Iron, Infant Oatmeal, Green Beans, Applesauce, Turkey, Zwieback, 100% Apple Juice)
6. In the block to the right of the word "TOTAL", record the total number of infant meals served by meal type for each day of the week that a meal will be claimed.
7. Add the daily total meals served to all infants (0-11 months).
8. Transfer this daily total to the "Infants" column on the **CACFP Daily Meal Count Record for Children**.

INSTRUCTIONS FOR CACFP DAILY MEAL COUNT FOR ADULTS

Important!!

Remember to record meal counts daily for participants and non-program adults. The daily number of participants served for each meal service should not exceed daily attendance.

1. Record the name of your center. (Example: ABC Daycare)
2. Record the institution number assigned by CACFP to your center. (Example: 1234)
3. Record the month and year that corresponds with this record. (Example: 7/03)
4. Record the total attendance, counting each participant once, (1st and 2nd shift) for each date that a meal service is provided.
5. Record the total number of participants served by meal type, as it corresponds to each date that meal would be claimed. Record the supplement type in the space provided, if claiming supplements (i.e. AM, PM or Late PM)
6. Record the total number of non-program adults who received a meal as it corresponds to each date.
7. At the end of the month, record the total attendance per shifts, the total number of participants served by meal type and the total number of non-program adults served by meal type.
8. Transfer the total number of participants, per meal type, to the CACFP Monthly Summary Record, excluding meals served to non-program adults.