

INSTRUCTIONS FOR CACFP DAILY MEAL COUNT BY NAME

The **CACFP Daily Meal Count by Name** form must be used by all institutions/facilities claiming meals for the Child and Adult Care Food Program. This form will be used by all institution types. (Example: Child Care, Adult Care, Afterschool At Risk, Homeless and Emergency Shelters)

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 for reimbursement.

You may choose to use the paper or excel version of this form.

1. Using a blank **CACFP Daily Meal Count by Name**, create a master record. List the legal first and last names (no nicknames) of all participants in the center. **One name per line.** Grouping the participants by classroom on the list is recommended since those participants eat together as a group. Maintain and update the list with the current names of the participants enrolled at the center.
2. On the first day of each week, have copies made of every classroom's master **CACFP Daily Meal Counts by Name** to record point of service meal counts.
3. Fill in the name of the institution, agreement number, and month/year at the top of the form.
4. Date: Provide the complete date (mm/dd/yy) for each day of the week in which point of service meal counts are being recorded.
5. Using an "x" for electronic versions and a "✓" for paper versions, record the meal type served to each participant at the point of service for each day. **NOTE:** You must maintain the source documents for your point of service meal counts.
REMEMBER: A maximum of two meals and one snack or two snacks and one meal can be claimed for each enrolled participant per day.
 - a. All institutions/facilities participating in the at-risk afterschool care component of CACFP are eligible to claim up to one snack and one meal served to each eligible participant per day.
 - b. Emergency shelters may be approved to serve up to three reimbursable meals-breakfast, lunch, and supper-or two meals and one snack, to each child, each day, on weekdays and weekends.
6. At the end of the day, if using the paper version, 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 participants 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 MEAL COUNTS BY NAME. MAINTAIN THESE DOCUMENTS ON FILE.