

## RECORD OF MEALS SERVED

Number of participants who ate at least one meal or snack during the day.

⇒  +  +  +  +  =

This form or a similar one should be maintained daily for each site. Do not mail a copy of this worksheet to the CDPHE-CACFP.

CODE	MONDAY Date: _____					TUESDAY Date: _____					WEDNESDAY Date: _____					THURSDAY Date: _____					FRIDAY Date: _____				
	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU
<b>NAME (Please alphabetize)</b>																									
1.																									
2.																									
3.																									
4.																									
5.																									
6.																									
7.																									
8.																									
9.																									
10.																									
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12.																									
13.																									
14.																									
15.																									
16.																									
17.																									
18.																									
19.																									
20.																									
	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU	B	SN	L	SN	SU
<b>FREE Meals</b>																									
<b>REDUCED Meals</b>																									
<b>PAID Meals (Other Enrolled participant's Meals)</b>																									

PAGE  
TOTAL

	BREAKFAST	LUNCH	SNACK	SUPPER
FREE				
REDUCED				
PAID (OTHER)				

## \*CODE

Refers to the method used to protect the anonymity of participants meeting the guideline for Free and Reduced priced categories. This could be A, B, and C; or X, Y, and Z; or 1, 2, and 3.

### Example:

"A" could represent those participants meeting the guidelines for the Free category.

"B" could represent those participants meeting the guideline for the Reduced category.

"C" could represent those participants who do not meet the guidelines for either the Free or Reduced categories.

Only the person who maintains this record knows the code being used plus the fact that the code may be changed occasionally.

The use of felt highlighter pens to single out different categories of participants may be helpful when counting rows and columns.

When necessary, change the grid at the bottom of form to reflect the meals served at your center(s). This is strictly a counting aid.

## MONITORING

To determine which serving meals are reimbursable, the following regulations must applied:

1. Not more than two meals (breakfast, lunch, or supper) and one snack, or two snacks and one meal may be claimed per enrolled participant for each day. Actual daily meal counts must be taken.
2. The only meals claimed for reimbursement are those served to enrolled participants.
3. The meals claimed must meet CACFP meal pattern requirements.