

# RECORD OF MEALS SERVED

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

+  +  +  =

This form or a similar one must be maintained daily for each center. Income eligibility information must be kept confidential. Use discreet codes or leave the "code" column blank while form is in use by persons unauthorized to view income information.

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 (List full name alphabetically)</b>																									
1.																									
2.																									
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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
<b>FREE</b>				
<b>REDUCED</b>				
<b>PAID (OTHER)</b>				

## \*CODE

Refers to the method used to protect the anonymity of participants who are eligible for Free and Reduced-price meals. The code could consist of symbols, letters, or numbers.

Example of using letter codes:

"X" could represent those participants eligible for Free meals.

"Y" could represent those participants eligible for Reduced-price meals.

"Z" could represent those participants who are not eligible for Free or Reduced-price meals.

Only authorized persons who use this record to complete the Claim for Reimbursement should know the meaning of the codes.

The use of a highlighter marker to identify meals claimed in each income eligibility category may be helpful when counting meals.

## REQUIREMENTS FOR CLAIMING MEALS

- Centers may claim only three meals or snacks per child, per day (two meals and one snack or two snacks and one meal).
- Meals must meet CACFP Meal Pattern requirements.
- Meals must be served within approved meal times.
- Centers may only claim meals served to children who are enrolled in childcare.
- Centers may only claim meals for children who consume the meal or snack while in the center's care.
- Centers may only claim meals for children who participate in the meal service.
- All components of the meal or snack must be provided by the center for children over the age of 12 months.
- Centers may only claim meals for children when the number of children in the center's care is within the center's license capacity.