

Meal Count Record

Completing the At-Risk Daily Meal Count Record is required. Each monthly claim for reimbursement must be supported by the daily dated meal count records for each meal and snack served during the month. The meal count form for the Summer Food Service Program cannot be used to document service for the At-Risk program. The form is available in 150 and 300 count and can be located at: www.health.mo.gov/cacfp - Forms.

Instructions for completing the At-Risk Daily Meal Count Record:

- Name of Program: enter the name of the At-Risk program.
- Date of Service: enter the complete date for which the meal count is being completed.
- Meal Served: mark the box for snack or supper.
- Meal: mark the box for prepared or delivered.
- Total Meals Delivered/Prepared
- Delivery Temperature
- Meal Service Time: enter the time the meal was served.
- Total Meals Available: count and record the total meals available, this number could differ from the number delivered if a meal is damaged, note the discrepancy.
- Meal Tally: as meals are served to participants, cross through each consecutive number.
- Adult Meal Tally: after all children have been served, cross through the number for each adult meal served. Adults are age 19 and older and may not be claimed for reimbursement.
- Total # of Meals Served to Eligible Participants: enter the total number of meals served to individuals 18 and under from the meal tally section, reimbursement may also be claimed for an individual who turns 19 during the school year.
- Total # of Meals Served to Adults: enter the total number of meals served to adults from the adult meal tally section.
- Total # of Leftover Meals: enter the number of meals left over after service.
- Signature of Afterschool Program Representative and Date: enter signature and date of signature by program representative.

Use a separate form for each meal served.

