

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Guidance Memorandum 7 - For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers**

Topic: Participation Trends

Date: October 2000

Centers that purchase meals or that order meals from a central kitchen may base purchases or orders on anticipated attendance or current participation trends. With this method, meals are ordered based on the actual participation counts for a previous time period. Under the criteria specified below, sites serving "unitized" lunches and suppers may claim Child and Adult Care Food Program (CACFP) reimbursement for a limited number of complete second lunches and suppers served to enrolled children. A complete second contains all the required meal components in the required quantities. Extra servings that are not included as part of a complete lunch or supper served to an individual eligible child cannot be claimed for reimbursement. Second breakfasts or supplements (snacks) served to children may not be claimed for CACFP reimbursement.

**Centers should plan and order meals with the objective of providing only one meal per child at each meal service.** A small number of excess lunches and suppers that are ordered and served to eligible children may be claimed for reimbursement under the following criteria:

- The CACFP sponsoring agency must have written approval from the Department of Public Instruction prior to claiming for second meals.
- Only sites that serve complete, ("unitized") meals are eligible to claim CACFP reimbursement for a small number of seconds. Centers that use family style service **may not** claim second meals for reimbursement.

A complete (unitized) meal consists of individual servings (quantities being age specific) of all required CACFP meal components, portioned and served to each individual child as a complete, single lunch or supper. Lunches or suppers delivered in bulk and portioned out as complete, individual meals (as defined above) to each child may also be reimbursable as second meals.

**Meals delivered in bulk and portioned out in a family style service are not eligible for CACFP reimbursement as second meals under any circumstances.**

- The vendor or central kitchen must prepare meals based on current participation trends. Adjustments to orders must be made **and documented** on a routine basis.
- When second lunches and suppers are served, each meal must be served to enrolled children as a complete unitized meal.
- Reimbursement for second lunches or suppers is limited to 5% of the number of reimbursable first lunches or suppers served at each site.
- Reimbursement for second lunches or suppers served to all sites added together for the monthly claim is limited to 2% of the number of reimbursable first lunches or suppers claimed for all sites during the affected month.

The attached example illustrates adjusting the lunch participation trend for predictable absences for a December claiming period. Forty-five (45) lunches were ordered for the second week based on the participation trend for the previous week and information from three families that their children would not be attending the center due to illness. The center also anticipated a drop in attendance over the Christmas holidays and asked parents about their need for day care. As a result, the participation trend and meal order were reduced to 30 for the last two weeks of December. January's count should return to pre-holiday figures unless the center has been contacted about absences. School holidays, extended illnesses and vacations are all types of predictable absences that should be reflected in an adjusted participation trend and meal order.

There may be days that the actual participation exceeds the participation trend. If meals are prepared on these days to accommodate the unexpected participants and are documented on delivery slips or production records, these meals, over and above the participation trend, can be claimed for CACFP reimbursement.

When using participation trends, keep actual daily counts of the number of meals received, the number of participants for the meal, the number of lunches and suppers served as “complete seconds,” and the number of meals left over. A blank “Participation Trend Form” is attached for your convenience to copy and use.

## Participation Trend Form Child and Adult Care Food Program

Month: December

DATE	Meal: Lunch					
	Participants*				Staff/Others	
	Meals Received	Actual Partic.	Complete Seconds	Meals Left-Over	Program Staff Meals	Other Meals
1	48	47				
2	48	46				
3	48	48				
4	48	46				
5	48	48				
6						
7						
8	45	43	Center is			
9	45	42	notified that			
10	45	45	3 participants			
11	45	44	will be absent			
12	45	43				
13						
14						
15	48	46	3 absent			
16	48	47	participants			
17	48	48	return			
18	48	47				
19	48	48				
20						
21						
22	30	29	Anticipated			
23	30	29	drop in			
24	30	27	attendance			
25	Holiday		for holiday			
26	20	18				
27						
28						
29	30	27				
30	30	26				
31	30	26				
<b>Total</b>						

\* Only meals served to enrolled participants may be claimed for reimbursement

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Month:

DATE	Meal: Lunch					
	Participants*				Staff/Others	
	Meals Received	Actual Partic.	Complete Seconds	Meals Left-Over	Program Staff Meals	Other Meals
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

\* Only meals served to enrolled participants may be claimed for reimbursement