

Meal Count Form

Breakfast, Lunch and PM Snack ~ Child and Adult Care Food Program (CACFP)

Month/Year _____

Classroom _____

Date	Breakfast	Lunch	P.M. Snack	Attendance
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	0	0	0	0
ADA**				#DIV/0!

Instructions for Completing the Meal Count:

1. Meal counts must be tallied and recorded DURING the meal or IMMEDIATELY following the meal.
2. Complete a head count of participants who are served a complete reimbursable meal.
3. Record this number in the correct meal column on the row for the correct day.
4. Record the number of participants in attendance each day in the attendance column.

**ADA - add total attendance for each day site was open and serving meals. Divide total by # of days of service.