Time of Service Meal Count Recordkeeping: Forms and Best Practices
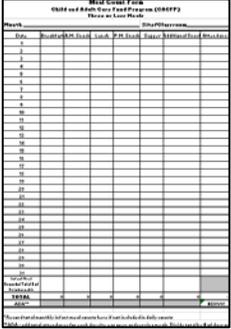
Child Care Institutions

Meals Claimed Each Day	Form to Use	How to Complete Meal Count	Who should complete Meal Counts?
Agency claims up to 3 meals 2 meals and 1 snack *(Ex: Bkfst, lunch, PM snack)* or 2 snacks and 1 meal *(Ex. Lunch, PM snack, supper)* Agency may serve another meal/snack (ex. AM snack) but children present for this snack are also present at the other three meal services. The 4th meal cannot be claimed.	*Meal Count Form (3 or Less Meals) or (Bkfst, Lunch, PM Snack)* 	1. Do a head count of children who received a meal/snack that meets CACFP requirements 2. Record the number under the correct meal/snack column for the correct day 3. At end of month, total numbers in each meal column and record at bottom of form 4. Total numbers from each meal column on all forms (ex. all breakfasts, all lunches, etc.)	**Large center and/or when children eat in the classroom:** Best practice is to have the teacher(s) for that classroom complete the time of service meal count It is not recommended to have one person (ex. cook) complete the time of service meal count at a large facility where children eat in multiple rooms **Small center and/or when children eat together at the same time in a common area (ex. cafeteria):** Designate one staff person to complete the time of service meal count. This could be the cook, a teacher, the director, etc.
Agency serves & claims more than 3 meals *Ex: Breakfast, lunch, PM snack, supper, evening snack* Max # meals/snacks that can be claimed for each child each day: 2 meals and 1 snack or 2 snacks and 1 meal Meals/snacks served to a child in excess of max # meals cannot be claimed Agency cares for shifts of children (ex. a group attends during daytime hours and a different group attends during evening hours) with meals and snacks served to both shifts.	*Greater Than Three Meals Record* 	1. List first and last name of children in "Name" column 2. For each child, record an X in the box for the meal served when a meal/snack is served that meets CACFP requirements 3. Before totaling numbers in each column, for each child each day, cross off all meals and snacks that exceed the allowed 2 meals and 1 snack, or 2 snacks and 1 meal; then total allowable meals *Ex: Child is served breakfast, AM snack, lunch and PM snack; cross off AM snack and only claim breakfast, lunch and PM snack.*	
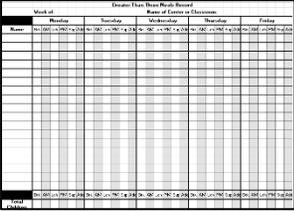
At-Risk Afterschool Programs

Meals Claimed Each Day	Form to Use	How to Complete Meal Count	Who should complete Meal Counts?
Agency serves and claims up to 1 snack and 1 meal PM snack and/or supper can be served and claimed on regular school days Breakfast or lunch, in lieu of supper, can be served and claimed on weekends, holidays and school vacations (during the school year only)	*Meal Count Form* OR *At-Risk Meal Count Form*	*Meal Count Form:* Tally number of meals served by using a counting method (ex. at the end of the line have participants drop a popsicle stick in a box; staff use a clicker to count meals). Meals and snacks must meet CACFP requirements in order to be claimed. Record total number on Meal Count Form. *At-Risk Meal Count Form:* Cross off one number per participant as they come through line after they have received a meal or snack that meets CACFP requirements	A staff member who can dedicate his/her time to standing at the end of the serving line, reviewing plates/trays for compliance with the CACFP meal pattern, and completing the time of service meal count This person should NOT be the person serving food
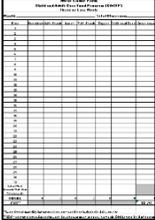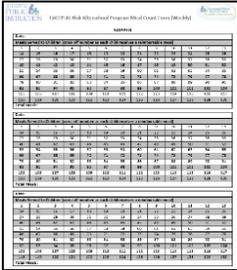
Emergency Shelters

Agency can claim a max of 3 meals, 3 snacks, or a combination of 3 meals/snacks per resident per day *Ex. Breakfast, lunch, PM snack and supper*	*Meal Count Form* OR *Greater Than Three Meals Record*	See other side of this form for directions for how to complete both forms	A staff member who is trained on CACFP meal pattern requirements, who can ensure that meals meet CACFP requirements prior to recording the meal count