Contractor Name:	Month/Year:					
Site Name:						

AFTERSCHOOL MEALS PROGRAM MONTHLY MEAL COUNT RECORD

(for catered/satellite sites)

Instructions: Record next to each date the number of snacks and/or meals **DELIVERED (D)** and **SERVED (S)** to eligible participants.

		D = DELIVERE					RED S = SERVED							
	# Sn	Snacks # N		eals	# Snacks		# Meals			# Snacks		# Meals		
Date	D	S	D	s	Date	D	S	D	S	Date	D	S	D	s
1					12					23				
2					13					24				
3					14					25				
4					15					26				
5					16					27				
6					17					28				
7					18					29				
8					19					30				
9					20					31				
10					21									
11					22					TOTAL				

- ✓ Meal counts must be recorded within one hour of meal service.
- √ Children <u>must be served</u> the required food components (2 for snack, 3 for breakfast, 5 for lunch/supper).

 Note: Public school districts have the option of implementing offer versus serve for meal types other than snack.
- √ Snacks and/or meals must be eaten on site.
- √ At the end of each month, add up the snacks and/or meals served for the month. These numbers will be reported on the Claim for Reimbursement.
- ✓ Attach your menus for the month to this form and keep on file.

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