

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 = DELIVERED					S = SERVED									
Date	# Snacks		# Meals		Date	# Snacks		# Meals		Date	# Snacks		# Meals	
	D	S	D	S		D	S	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 must be served the required food components (2 for snack, 3 for breakfast, 5 for lunch/supper). Note: With prior approval Offer versus Serve may be implemented for meal types other than snack.
- ✓ 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.