Minnesota Department of Education

Meal/Snack Count Records

Meal/snack count records must be maintained for all meals/snacks served. Meal/snack counts must be recorded at point of service* after a reimbursable meal/snack (i.e. a meal/snack that meets CACFP meal pattern and quantity requirements) has been served.

*Point of Service Meal/Snack Counts: Meal/snack counts must be taken at the “point of service.” Point of service is defined as the point in the meal/snack service when it can be determined that a participant has received a reimbursable meal/snack. Staff count the number of participants who have received a reimbursable meal/snack and document that number on the meal/snack count record.

Attendance Records

Official CACFP attendance records must be completed daily. Included are various attendance records. Attendance records must list the participants’ first and last names. Typically, attendance is taken as participants arrive and is updated throughout the day.

Meal/Snack Count and Attendance Records:

Monthly Meal/Snack Count and Attendance Record Version I and II

Infant Meal/Snack Count and Attendance Record

Meal/Snack Count By Name Record, Version I

Meal/Snack Count By Name Record, Version II

Shelter Meal/Snack Count and Attendance Record

Attendance Record

Monthly Meal/Snack Count and Attendance Record Version I and II

Forms that can be used to record attendance by participant's name (first and last) and daily counts for breakfast, lunch and snack for one month. The number of meals and snacks served daily must be counted and recorded (taken as head count) at the point of service and recorded at the bottom of the form.

Version I: Includes a column on the far left to record each participant's category of eligibility (i.e. A, B or C).

Version II: Does not include a column to record participant's category of eligibility. Sponsors who elect to claim all participants as Category C or Head Start sponsors whose participants are all eligible for Category A may use this form.

Steps to complete Monthly Meal/Snack Count and Attendance Record:

- Enter each participant's name, first and last.
- Check off each participant's attendance daily and document the total number of meals/snacks served daily at the point of service.

At the end of the month:

- Count the number of participants in attendance each day and document it on the line titled "Total Daily Attendance" along the bottom.
- Add together each day's total daily attendance for total monthly attendance.
- Count the number of days each participant attended and document in the right hand "Total" column.
- EDIT CHECK: Add the "Total" column to verify the attendance with the "Total Daily Attendance" row. These numbers should be the same, if not, check math, or for transposing or counting errors.
- Add up each day's number of breakfasts, lunches and snacks for total monthly meals and snacks.
- Document participant's category of approval (i.e. A, B or C) next to their name in the left hand column. **Version I only**.
- Add up the number of A, B and C participants who attended at least once during the month. Document totals at the bottom of the page. **Version I only**.

View Monthly Meal/Snack Count and Attendance Record Version I.

View Monthly Meal/Snack Count and Attendance Record Version II.

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Infant Meal/Snack Count and Attendance Record

This record can be used to document attendance and meal/snack counts for participants one year of age or older and attendance for infants younger than one year of age.

Meal/snack counts for infants younger than one year of age are to be documented on each infant's individual food production record.

Next to each participant's name, document their category of approval (i.e. A, B or C) at the end of the month for claim reporting.

Manual Record:

- Enter each participant's name, first and last, who are *one year of age and older* in the top section of the record.
- Check off each participant's attendance daily.
- Document the total number of meals/snacks served daily at the point of service for participants *one year of age and older*.
- Enter each participant's name, first and last, who are *younger than one year of age* in the lower section of the form.
- Check off each participant's attendance daily.
- At the end of the month, calculate the number of meals/snacks and attendance from the top section of the record and attendance from lower half.
- At the end of the month, add the total number of meals/snacks from the infant food production records (IFP) and record the number at "Monthly Meal Count Totals transferred from IFP records for all infants younger than one year of age."
- Add meals/snacks from the IFP totals to the meals/snacks from top section of form of participants who are *younger than one year of age*. Record totals at the bottom of the record at "Total Room Breakfasts," "Total Room Lunches," and "Total Room Snacks."
- Add attendance from participants *one year of age and older* to participants *younger than one year of age* and record at Total Room Attendance.

Electronic Record:

- Enter each participant's name, first and last, who are *one year of age and older* in top section of the record.
- Click on the box to select the participant's attendance. The number in attendance will be totaled daily and for the month in this section.
- Enter the total number of meals/snacks served daily at the point of service for participant's *one year of age and older*. An error message will occur if daily meal/snack counts exceed attendance.
- Meals/snacks will be totaled for the month in this section.
- Enter each participant's name, first and last, who are *younger than one year of age* in the lower section of the form.
- Click on the box to select the participant's attendance. The number in attendance will be totaled for the month in this section.
- At the end of the month, calculate the number of meals/snacks from the infant food production records (IFP) and record the number at "Monthly Meal Count Totals transferred from IFP records for all infants younger than one year of age."
- The total number of breakfasts, lunches, snacks and total attendance for the month will be summed at the bottom of the record.

View Infant Meal/Snack Count and Attendance Record.

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Meal/Snack Count by Name Record, Version I

This record documents meal/snack counts individually by participant's name for one month. A separate record that documents daily attendance information on each participant must be kept.

This record can be printed and completed manually or can be used electronically. This record must be used when a center provides:

- more than three meal/snack types (e.g. sponsor is approved to serve breakfast, lunch, pm snack and supper).
- a pricing program and is charging participants for their meals/snacks.

Only one meal and two snacks or two meals and one snack may be claimed per participant per day for reimbursement. Sponsors may not claim three meals (e.g. breakfast, lunch, and supper) or three snacks.

The following codes must be used to document meals/snacks:

Breakfast (B)
Lunch (L)
Morning Snack (M)
Afternoon Snack (A)
Evening Snack (E)
Supper (S)

Manual Record:

- Document daily the actual meals/snacks served to each participant using the appropriate letter code.
- Document only meal/snack combinations that are allowed (e.g. one meal and two snacks or two meals and one snack per participant per day).
- Start with column one and count the number of B's in the first column. Record that amount on the row titled Total Breakfasts.
- Next, in the same column, count the number of L's and record that amount on the row titled Total Lunches.
- Continue with this process until all meals and snacks are accounted for in the meal and snack totals section for column one. Continue this process for every column across the form.
- Determine the total number of meals and snacks served by type for the month.

Electronic Record:

- Select the meal or snack that is served to the participant from the drop down menu. Same meal/snack codes are used.
- Meal/snack counts will be totaled daily and monthly.
- Document only meal/snack combinations that are allowed (e.g.one meal and two snacks or two meals and one snack per participant per day).

View Meal/Snack Count by Name Record Verison I.

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Meal/Snack Count by Name Record, Version II

This record is intended to be used electronically and when a sponsor provides more than three meal/snack types. This record is used to document meal/snack counts individually by participant's name (first and last).

Only one meal and two snacks or two meals and one snack may be claimed per participant per day for reimbursement. Sponsors may not claim three meals (e.g. breakfast, lunch, and supper) or three snacks.

A separate record to collect daily attendance information on each participant must be kept.

Electronic Record:

- Select the meal or snack that is served to the participant. Click in the box for the respective meal or snack. Letter codes for meals are Breakfast (B), Lunch (L), Supper (SU).
- If meal combinations are invalid (e.g. claiming more than one meal and two snacks or two meals and one snack), the boxes will turn red, requiring correction. One of the meals or snacks must be removed by re-clicking on the box.
- If a snack is served, click at SN for snacks and a drop-down menu will appear. The snack served (M-morning, A-afternoon or E-evening) must be selected from the drop-down menu.
- Each sheet of the Excel file will provide total meal/snack counts for the week. There are five weeks provided and the final monthly/weekly sheet consolidates meal/snack counts throughout the month.

View Meal/Snack Count by Name Record Version II.

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Shelter Meal/Snack Count and Attendance Record

This record is intended to be used electronically by residential emergency shelters. Shelters must document the daily meals/snacks served to eligible participants.* This record cannot be used if shelter claims more than one snack per participant per day. The data elements required on this form include:

- Last and first name of program participant.
- Birthdate of participant.
- The meals/snacks served to individual participants.

Shelters can claim meals/snacks weekdays and weekends. Shelters may claim one meal and two snacks or two meals and one snack per participant per day, OR shelters may claim three meals (e.g. breakfast, lunch, and supper) per participant per day.

Electronic Record:

- Select a meal or snack that is served to the participant. Click in the box for the respective meal or snack.
- If meal/snack combinations are invalid (e.g. claiming three meals and a snack) the boxes will turn red, requiring correction. One of the meals or snacks must be removed by re-clicking on the box.
- Attendance is populated when a meal or snack is selected.
- If a snack is served, a drop-down menu will appear when the box is clicked. The snack served (M-morning, A-afternoon, or E-evening) must be selected from the drop-down menu.
- Each sheet of the Excel file will provide total meal/snack counts and attendance for the week. There are five weeks provided and the final monthly/total sheet consolidates meal/snack counts and attendance throughout the month.

*Eligible participants: residential children age 18 and younger and any adult with a documented disability. Contact FNS if planning to claim any adult with a disability.

View Shelter Meal/Snack Count and Attendance Record.

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Attendance Record

This record can be used when a separate attendance document is required (e.g. when a meal/snack count record does not provide an area to document daily attendance). Attendance is the documenting of participants who attended a center at least one time during the month being reported.

Participant's first and last names must be documented on the attendance record. Attendance must be documented daily. Typically, attendance is taken as participants arrive and updated throughout the day.

Steps to complete attendance record:

- Enter each participant's name, first and last.
- Check off each participant's attendance daily.

At the end of the month:

- Count the number of participants in attendance each day and document it on the line titled "Total Daily Attendance" along the bottom.
- Add together each day's total daily attendance for total monthly attendance.
- Count the number of days each participant attended and record in the right hand "Total" column.
- EDIT CHECK: Add the "Total" column to verify the attendance with the "Total Daily Attendance" row. These number should be the same, if not, check math, or for transposing or counting errors.
- Document participant's category of approval (i.e. A, B or C) next to their name in the left hand column.
- Add up the number of A, B and C participants who attended at least once during the month. Document totals at the bottom of the page.

The total number of A, B and C participants that will be reported on the CLiCS claim must reflect only those participants who attended the facility at least once during the reporting month.

View Attendance Record.

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