

Contractor Name: _____ Month/Year: _____

Site Name: _____

AFTERSCHOOL MEALS PROGRAM MONTHLY MEAL COUNT RECORD

Instructions: Record next to each day the number of snacks and/or meals served to eligible participants.

Date	# Snacks	# Meals	Date	# Snacks	# Meals	Date	# Snacks	# Meals
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: 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.