Daily Meal Count Instructions
ALL MEAL COUNT SHEETS MUST BE KEPT FOR DOCUMENTATION PURPOSES

**First Meals Served to Children:**
Cross-out or circle a number for each meal provided to a child on the tic sheet
 -Meals must be complete; a number cannot be crossed off if a child only takes a partial meal.
 -Meals must be eaten on the premises at the congregate sites that they are being provided, otherwise they cannot be counted. This does not apply to approved non-congregate sites.

**Second Meals:**Second meals are only claimable at congregate sites. Second meals must be recorded separately from first meals. Only 2% of the 1st meals served will be reimbursed in the claim. For example, if you claimed 100 first meals and served 20 second meals, only 2 meals or 2% of the 100 would be eligible for reimbursement.

-Seconds are not reimbursable for non-congregate service
-Best practice is to save the option of having second meals for days of operation when you are unable to serve left over meals the following day.
 **Total Non-Reimbursable Meals**:
Sponsors have the discretion to serve meals to anyone. Only meals served to children may be claimed as reimbursable meals. Meals served to adults must be reported differently than those served to children, depending on the classification of the adult served, as either a Program or a non-Program adult.
 **Program Adults** work directly with the meal service. These meals may not be claimed for reimbursement as a reimbursable meal, but may be counted as legitimate operating costs.
 **Non-Program Adults** do not work in any direct way with the meal service at the site, such as a parent or guardian. Sponsors have the option to serve meals to non-program adults. If meals are served to non-Program adults, sponsors must either charge the adults at least the full cost of the meal (including food and supplies, labor, and the value of commodities), or use other non-Program funds to cover the cost of these meals.

**Left Over Meals**At the bottom of the work sheet, record any left-over meals. All meals should be accounted for on the work sheet.

All Daily Meals Count Forms must be dated and signed and the type meal (breakfast/Lunch/Snack/or Dinner) must be indicated.