

Meal Counting Requirements in the Child and Adult Care Food Program

SD DEPARTMENT OF EDUCATION
CHILD AND ADULT NUTRITION SERVICES

Approved Meal Types

- May apply to serve:
 - Breakfast
 - Lunch
 - Snack
 - Supper
- Specific Meal Patterns
 - Established by USDA
 - More Details – Meal Pattern Training

Reimbursement

- May be Reimbursed for:
 - Up to Three Meals (one must be a snack) per Child per Day
 - Permissible to Claim Fewer Meals / Snacks
 - May NEVER Claim More per Child per Day
 - Slightly Different for At-Risk Rate and for Emergency Shelters
- Rates Updated Each Year in July

Meal Service “Styles”

- **Family Style**
 - All Foods Placed on Table at Start of Meal
 - Enough for Full Portions
 - All Children
 - All Supervising Adults
 - Initially Offer and Encourage Full Portion Each Item
 - If Not Full Portion, Actively Encourage a Trial Portion
 - If Not Full Portion, Offer the Item Again During Meal
- **Unitized**
 - Full Portion of **Each Food Item** Served at Start of Meal
- **Cafeteria Line**
 - Count at point in line where reimbursable meal can be determined

Age Limits

- **Child Care Centers**
 - Ages 12 and Younger
 - Migrant Children
 - 15 and Younger
- **Emergency Shelters**
 - Through Age of 18
- **Adult Day Care Centers**
 - Age 60 or Older
 - Functionally Impaired of Any Age
- **At-Risk After School Programs**
 - Through Age of 18

Meal Count Records

- **The Record of Meals Served**
 - Contains:
 - First and Last Names
 - Dates
 - Reflects: Actual Meals Served
- **Must Be Taken at Time of Meal Service**
 - Attendance Records or Time In/Out Records May Not Be Used
- **Accurate Meal Counts Are Essential.**
 - Could Owe Money Back

Suggestions For Accurate Meal Counts

- **Master List of Participants**
 - Prototypes Available
 - Should Include
 - Name of the Class (or Age Group)
 - Name of Each Participant
 - Date(s)
 - 2nd Person Double Check Lists
 - One Form per Classroom
- **Keep Forms on Clipboard – Pen Attached**
 - Hang Clipboard Near Eating Area(s)

Suggestions For Accurate Meal Counts (continued)

- **Use “X” to Indicate Children in Attendance During Meal**
 - Never Put This Task Off Until Later
- **Highlight Categories (Free, Reduced, Paid)**
 - To Simplify the Adding Process
- **Total (or Add) the Meals Served**
 - Daily or
 - Weekly
- **Protect Identity of Children Receiving Free and Reduced Price Meals**

Common Mistakes

- **Count Not at or Near Time of Meal/Snack**
- **Count Taken in Advance of Meal**
- **More Than Maximum Number Claimed**
 - Maximums per Child per Day:
 - 2 Meals and 1 Snack
 - 2 Snacks and 1 Meal
 - 3 Snacks
- **Sloppy Counts**
 - X's Overlap Boxes
 - Using Check Marks (✓) Instead of X's
- **Addition Errors**

Common Mistakes (continued)

- **Leave All Counting for End of Month**
 - Addition Errors
- **Claiming More Than One Month**
 - Start a New Sheet on 1st Day of Each Month
- **Participants Claimed in More Than One Classroom**
 - Children in Transition
- **Overt Identification**
 - Eligibility categories (free, reduced, or paid) are openly recorded
 - Eligibility categories must be confidential

Other Requirements

- **Current Enrollment Forms**
 - First and Last Name
 - Date of Birth
 - Normal Days
 - Normal Hours
 - Normal Meals
 - Parent/Guardian Signature
 - Updated Annually
 - Enrollment Forms Not Required for School Age Drop In Programs
- **Time In/Out Records**
 - First and Last Name
 - Actual Time In and Actual Time Out
 - Head Starts and Shelters – Attendance Records

Common Questions

- **Claiming Parent Meals?**
 - No
- **Claiming Staff Meals?**
 - No
- **Claiming Drop In Children?**
 - Yes
 - Enrollment Forms Required
 - Not in Excess of Licensed Capacity
 - Claim as Paid – Unless Documentation of Eligibility for Higher Rate

Other Requirements

At Risk After School Programs (Eligible Sites ONLY)

- Attendance Records - Required
- Head Counts – Okay
- Enrollment Forms – Not Required
- No Meals/Snacks During Summer
- All-Free Rate for School Age through 18 years

Record Keeping

- Save ALL Meal Count Records
 - 3 Previous Years Plus the Current Year
