

MEAL COUNT COLLECTION PROCEDURES

Your meal count collection procedure must have a built in accounting system to record the number of meals served each day at each meal service. This is an extremely important aspect of the Summer Food Service Program as it serves as the basis for your claim for reimbursement.

THE FOLLOWING MEAL COUNT PROCEDURES ARE **NOT** ACCEPTABLE!

COUNTS BASED SOLELY ON LISTS OF:

- ENROLLED CHILDREN
- ATTENDING CHILDREN
- ELIGIBLE CHILDREN

COUNTS BASED ON THE NUMBER OF:

- PLATES USED
 - TRAYS USED
 - MEALS ORDERED
 - MEALS RECEIVED
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ACCEPTABLE MEAL COUNT COLLECTION

A count of children served, taken at the **POINT OF SERVICE.**