

## MONTHLY MEAL PARTICIPATION RECAP SHEET

SITE:							MONTH:				YR:					
DAY	BREAKFAST				SNACK				LUNCH				SUPPER			
	CHILD		ADULTS		CHILD		ADULTS		CHILD		ADULTS		CHILD		ADULTS	
	1 <sup>st</sup>	2nd	Prog Adult	NonProg Adult	1 <sup>st</sup>	2nd	Prog Adult	NonProg Adult	1 <sup>st</sup>	2nd	Prog Adult	NonProg Adult	1 <sup>st</sup>	2nd	Prog Adult	NonProg Adult
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31																
<b>TOTAL</b>																

**Key:** Child 1st = First meals served to children. Child 2nd = Second complete meals served to children.  
 Adult Prog Adult = Program adults. Non-Prog Adults = Non-Program adults.

## Instructions for the Monthly Meal Participation Recap Sheet

The "Monthly Meal Participation Recap Sheet" may also be a helpful aid to consolidate daily figures when it comes time to prepare your claim for reimbursement. It allows you to consolidate the daily counts from a site. If you are a multi-site sponsor, you could use an additional monthly recap sheet to combine all individual site recaps for your total monthly meal service.