



## Instructions for Completing the Monthly Participation Record with Edit Information

1. Enter the school name, month/year, school enrollment, and days served.
2. Enter the appropriate monthly dates that meals are served.
3. Enter the total number of reimbursable free lunches served that day.
4. Enter the total number of reimbursable reduced-price lunches served that day. (This number includes reduced-price charged and reduced-price prepaid lunches.)
5. Enter the total number of reimbursable paid lunches served that day. (This number includes paid charged and paid prepaid lunches.)
6. Enter the total number of reimbursable lunches served for that day.
7. Enter the number of nonreimbursable meals served to students (second meals).
8. Enter the number of food service employees served meals that day.
9. Enter the number of any other adult meals served that day.
10. Enter the number of students who purchased a la carte item(s).
11. Enter any comments that would affect the number of meals served (field trips, snow day, etc.)



# Monthly Participation Record with Edit Information



## **EXAMPLE**

School Name: (1)Smith Elementary School

Month/Year: Nov 2005 NDAF for S.Y. 2005-06 is 93.5%

Days Served: 18 days

Total School Enrollment 467

Total Free 134 x 93.5% = Daily Edit 125. Total Free 134 x Days Served 18 = Max Serv 2412 x 93.5%= 2255.2 Month Edit.

Total Red 23 x 93.5% = Daily Edit 21.5 Total Red 23 x Days Served 18 = Max Serv 414 x 93.5%= 387.0 Month Edit.

Date (2)	Free (3)	Reduced (4)	Paid (5)	Subtotal (6)	Nonreimbursable Student Meals (7)	Adult Earned (8)	Adult Sales (9)	A la carte (10)	Comments (11)
11/1	114	19	210	343		2	4		
11/2	120	16	199	335		2	4		
11/3	<b>126</b>	17	209	352	2	2	4		
11/4	-	-	-	-					no water
11/7	121	18	209	348		2	5		
11/8	120	11	210	341		2	4		
11/9	118	<b>22</b>	209	349		2	3		
11/10	-	-	-	-					snow day
11/11	116	18	198	332		2	5		
11/14	120	19	197	336		2	5		
11/15	<b>127</b>	18	200	345		2	4		pizza
11/16	124	20	201	345		2	4		
11/17	119	19	201	339	1	2	3		
11/18	121	17	198	336					
11/21	118	12	199	329					
11/22	<b>128</b>	17	197	342		2	3		
11/23	118	12	199	329		2	5		
11/24	-	-	-	-					no school
11/25	-	-	-	-					no school
11/28	123	<b>22</b>	209	354		2	3		
11/29	121	20	210	351		2	4		
11/30	<b>126</b>	<b>23</b>	203	352		2	2		
Total	2180	320	3658	6158					