

**Michigan Department of Education
Office of Health and Nutrition Services
Summer Food Service Program**

MEAL COUNT COLLECTION PROCEDURES

Sponsor meal count collection procedures 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 and mandatory piece 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

ACCEPTABLE MEAL COUNT COLLECTION

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

Updated 3/20

