

Michigan Department of Education  
Child and Adult Care Food Program

## **Meal Attendance Summary Record Instructions**

The Meal Attendance Summary Record forms are used to summarize the weekly meal attendance data that will be used to complete the Claim for Reimbursement at the end of the calendar month. Use a separate meal attendance record for At-Risk Afterschool Snacks/Suppers and for Emergency Shelters serving homeless children.

- At the end of the month, total the number of meals/snacks by meal type and category. Have another staff person double check the figures.
- Use the totaled meal attendance summaries to complete the Claim for Reimbursement.