

## CACFP MEAL PARTICIPATION RECORD

1. The name of the site and class (i.e. Salem AM or Salem PM) as well as the month and year is to be recorded in the upper left hand corner.
2. Indicate the type of meal for each sheet by checking the appropriate box in the upper right hand corner.
3. Indicate the page # in the upper right hand corner (i.e. 1 of 3).
4. Names of participants should be printed legibly listing last name first, and placed in alphabetical order. If a child is enrolled after the list has been made, put him/her at the bottom and then incorporate them into the alphabetical listing next month.
5. Meals for each participant should be recorded in consecutive order across the page, skipping a space (or date) for any meals missed.
6. Meals are to be recorded at time of service.
7. If a participant drops, please indicate this on the meal count sheet.
8. If a participant transfers to another class, please indicate this on the meal sheet listing where he/she has transferred to.
9. If a participant transfers into your class, please indicate this on the meal sheet listing where he/she has transferred from.
10. The total meals for the month for each participant should be listed in the total column under F (Free). Do not enter numbers in the R or P columns.
11. Add the figures in the F (Free) column and put the total at the bottom of that column.
12. The total meals served for each day are to be recorded at the bottom of the sheet.
13. In order to check your addition, it's important to make sure that the total meals served for each participant equals the total meals served for the month. You can check this by adding your figures across the bottom and check that total with the total in the F (Free) column.
14. Before submitting Meal Participation Record, check each day's meal totals with Child Plus totals for the corresponding day.