



Meal Counting and Attendance in CACFP

September 2017



Delaware
Department of Education

Menus

- Monthly menus must clearly indicate food items served to participants
- Working Chef's menu – should reflect any changes to the original menu (usually kept in the kitchen where changes can easily be made)
 - This version must be maintained with monthly records.

Meal Reimbursement

Federal reimbursement is provided for each credible meal served to an eligible participant.

In

order to receive Federal reimbursement,

Sponsors

must accurately:

- Count, record, and claim the number of meals served to participants by category (free, reduced, or paid)
- Support the claim with adequate documentation

Counting & Claiming System

The elements listed below are necessary to ensure

meals are accurately counted:

1. Eligibility documentation
2. Point of service (POS) meal counts
3. Reports
4. Internal controls



1. Eligibility Determination

Eligibility Determination: The process of correctly determining meal eligibility (free, reduced, and paid) for each participant based on information provided on the Income Eligibility Forms (IEFs).

Supporting documentation must be available to validate the claim

2. Point of Service (POS)

Point of Service means that point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible child.

Is POS staff able to identify a reimbursable meal?

Has POS staff had training on CACFP?

3. Reports

- What documents are used to record and validate the number of reimbursable meals served each day by category (free, reduced, paid)?
- Will these documents support the claim?
 - *Eligibility roster*
 - *Classroom rosters*
 - *Daily attendance*

4. Internal Controls

- Does your facility have edit checks?
- Do you have CACFP trained backup staff?
- How do you ensure these steps are taken?

QUESTIONS?

