


NC Department of Health and Human Services

Meal Count Training for NC CACFP



Nutrition Training & Policy Team

Welcome to the Meal Count Training for NC CACFP. This webinar is designed to give you a brief overview of the importance of accurate attendance and meal count records, provide access to tools to make your job easier, and best practices.

Agenda

- Purpose
- Locate online tools
- Step-by-Step Instructions
- Best practices

Our Agenda for this webinar begins with a discussion about the purpose of having accurate meal counts and how to locate online tools for a variety of age groups, we will then provide step-by-step instructions, and finally, offer some best practices for accomplishing this task.



Let's begin by discussing the purpose of the meal counts.

Purpose

- Claims
- Saving Time
- Accuracy

At Risk Snack				
Institution Totals	Meals/Snacks	Difference	Federal Rate	Reimbursement Amount
AM Snack				
Free	112		0.8800	98.56
Total	112			98.56
Supper				
Free	58,580		3.2300	189,213.40
CIL	58,580		0.2325	13,619.85
Total	58,580			202,833.25
Claim Reimbursement Total				202,931.81
Institution Claim Reimbursement Totals				
	Meal Reimbursement	CIL Reimbursement	Totals	
Current Claim Reimbursement Total	189,311.96	13,619.85	202,931.81	
Previous Claim Reimbursement Total	0.00	0.00	0.00	
Net Claim Reimbursement Total	189,311.96	13,619.85	202,931.81	

First and foremost, the attendance and meal count tally provides you the total number and type of meal served, to be used each month for your reimbursement claim. Using the online tools will save you time – which ultimately saves you money – by providing a more accurate tally of meals served, and less risk of error or extensive time commitment from administration to manually tally the meal counts.



Meal Count Tools Available Online

There are a number of online tools that can be found under forms at www.NutritionNC.com. So, let's view the options so that you can determine the best form for your institution.

Locate Meal Count Tools



As we mentioned in the previous slide, meal count tools are found on our website www.NutritionNC.com under CACFP forms.

At-Risk After School (Optional)

Meal Counts and Monthly Summaries

- [At Risk After School Daily Roster and Meal Count Worksheet](#) (DOC, 95 KB)
- [CACFP Daily Meal Count - 5 Day](#) (XLSX, 81 KB)
- [CACFP Daily Meal Count - 7 Day](#) (XLSX, 366 KB)
- [CACFP Daily Meal Count - Adult Day Care Centers](#) (XLSX, 39 KB)
- [Meal Count Spreadsheet with Monthly Totals](#) (XLSX, 190 KB)

Month / Year	October		2018	
Meal Count	Roster			
Date	Delivered	Served	First Name	Last Name
10/1/2018	10	7	Jill	Smith
10/2/2018	10	8	Temeka	Jones
10/3/2018	10	5	Karen	Brown
10/4/2018	10	7	Mercedes	Rubi
10/5/2018	10	8	Michael	Cyrus
			John	McDonald
			Jeremy	Cole
10/8/2018	10	8	David	Williams
10/9/2018	10	8		
10/10/2018	10	7		
10/11/2018	10	7		
10/12/2018	10	8		
10/15/2018	10	8		

Sample Roster/Tally Requirement

Name of Institution: _____ Agreement #: _____

Child and Adult Care Food Program At Risk Afterschool Meals

Daily Attendance Roster and Meal Count Worksheet

Date	Snack	Meal	Snack	Meal	Snack	Meal	Snack	Meal	Snack	Meal	Snack	Meal	Snack	Meal	Snack	Meal
	Delivered	Served	Delivered	Served	Delivered	Served	Delivered	Served	Delivered	Served	Delivered	Served	Delivered	Served	Delivered	Served
Name																
1																
2																
3																
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7																
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9																
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11																
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21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
WEEKLY TOTALS																
TOTAL SNACKS = _____ TOTAL MEALS = _____ * If lunch meals are served to children, please report on a separate worksheet.																

Codes: AS = Morning Snack; PS = Afternoon Snack; LS = Late Snack; B = Breakfast; L = Lunch; S = Supper

The At-risk afterschool daily roster and meal count worksheet provides fillable cells to type the name of each participant and indicate the type of meal offered. This is a word document, and does not automatically tally the different types of meals, so you will need to do that manually. Remember that offer verses serve is an option for at-risk after school. This tool is listed as an optional tool to use with At-risk after school meals because the CACFP allows the use of a roster with children's names and conduct tally of delivered meals and served meals.

See the red box "Sample" on the side: As an ARAM program, you could use your participant roster showing every participant child's first and last name and a meal count showing your standard delivery order of 10 snacks per day along with the daily tally of participants served. In this instance it is much more convenient to list daily totals rather than track whether or not each participant had snack on a particular day. Keep this roster and tally for every day in the month and use your monthly totals to submit your claim. You will use the total number of meals and or snacks served for your monthly reimbursement claim.

5-Day Meal Count

Meal Counts and Monthly Summaries

- [At Risk After School Daily Roster and Meal Count Worksheet](#) (DOC, 95 KB)
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- [CACFP Daily Meal Count - Adult Day Care Centers](#) (XLSX, 39 KB)
- [Meal Count Spreadsheet with Monthly Totals](#) (XLSX, 190 KB)

The screenshot shows a spreadsheet titled "CACFP Daily Meal Count by Name". It includes columns for "Participant's Name", "Age Group", "Gender", and days of the week (M, T, W, T, F). The rows are numbered 1 through 25. At the bottom, there are summary rows for "Total Meals for the Week" and "Total Meals for the Month". A blue arrow points from the list of documents above to the spreadsheet.

Next, CACFP Daily Meal Count – 5 Day provides a one week tally sheet for programs operating 5 days a week, Monday through Friday. An 'x' entered under attendance, and meals provided, will automatically tally at the bottom of this spreadsheet under Total Daily Counts. You can copy the template on sheet 1 to other tabs if you wish to have all weeks within one excel document for easy calculation of totals needed to submit your reimbursement claim at the end of the month.

Institution Name
Agreement Number

GCEIP Daily Sheet Cover by Name

Student's Name **Agreement** **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **100**

Date **1st** **2nd** **3rd** **4th** **5th** **6th** **7th** **8th** **9th** **10th** **11th** **12th** **13th** **14th** **15th** **16th** **17th** **18th** **19th** **20th** **21st** **22nd** **23rd** **24th** **25th** **26th** **27th** **28th** **29th** **30th** **31st** **32nd** **33rd** **34th** **35th** **36th** **37th** **38th** **39th** **40th** **41st** **42nd** **43rd** **44th** **45th** **46th** **47th** **48th** **49th** **50th** **51st** **52nd** **53rd** **54th** **55th** **56th** **57th** **58th** **59th** **60th** **61st** **62nd** **63rd** **64th** **65th** **66th** **67th** **68th** **69th** **70th** **71st** **72nd** **73rd** **74th** **75th** **76th** **77th** **78th** **79th** **80th** **81st** **82nd** **83rd** **84th** **85th** **86th** **87th** **88th** **89th** **90th** **91st** **92nd** **93rd** **94th** **95th** **96th** **97th** **98th** **99th** **100th**

1st **2nd** **3rd** **4th** **5th** **6th** **7th** **8th** **9th** **10th** **11th** **12th** **13th** **14th** **15th** **16th** **17th** **18th** **19th** **20th** **21st** **22nd** **23rd** **24th** **25th** **26th** **27th** **28th** **29th** **30th** **31st** **32nd** **33rd** **34th** **35th** **36th** **37th** **38th** **39th** **40th** **41st** **42nd** **43rd** **44th** **45th** **46th** **47th** **48th** **49th** **50th** **51st** **52nd** **53rd** **54th** **55th** **56th** **57th** **58th** **59th** **60th** **61st** **62nd** **63rd** **64th** **65th** **66th** **67th** **68th** **69th** **70th** **71st** **72nd** **73rd** **74th** **75th** **76th** **77th** **78th** **79th** **80th** **81st** **82nd** **83rd** **84th** **85th** **86th** **87th** **88th** **89th** **90th** **91st** **92nd** **93rd** **94th** **95th** **96th** **97th** **98th** **99th** **100th**

1st **2nd** **3rd** **4th** **5th** **6th** **7th** **8th** **9th** **10th** **11th** **12th** **13th** **14th** **15th** **16th** **17th** **18th** **19th** **20th** **21st** **22nd** **23rd** **24th** **25th** **26th** **27th** **28th** **29th** **30th** **31st** **32nd** **33rd** **34th** **35th** **36th** **37th** **38th** **39th** **40th** **41st** **42nd** **43rd** **44th** **45th** **46th** **47th** **48th** **49th** **50th** **51st** **52nd** **53rd** **54th** **55th** **56th** **57th** **58th** **59th** **60th** **61st** **62nd** **63rd** **64th** **65th** **66th** **67th** **68th** **69th** **70th** **71st** **72nd** **73rd**

Adult Care

Meal Counts and Monthly Summaries

- [At Risk After School Daily Roster and Meal Count Worksheet](#) (DOC, 95 KB)
- [CACFP Daily Meal Count - 5 Day](#) (XLSX, 81 KB)
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- [Meal Count Spreadsheet with Monthly Totals](#) (XLSX, 190 KB)

CACFP Daily Meal Count by Name: ADULT DAY CARE PROGRAMS Month/Year: _____

Institution Name: _____ Agreement No: _____ Week: _____

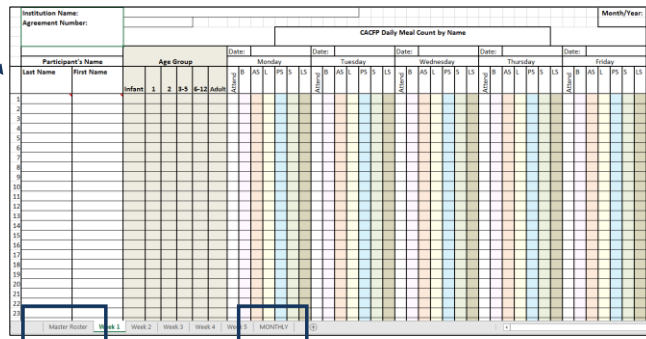
Participant's Name:	Date:	Monday				Tuesday				Wednesday				Thursday				Friday				
		A	B	L	PS	A	B	L	PS	A	B	L	PS	A	B	L	PS	A	B	L	PS	
1	First																					
2	Last																					
3																						
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CACFP Daily Meal Count – Adult Day Care Centers provides a one week tally sheet for adult day care programs. The 'x' entered under attendance and meals provided, will automatically tally at the bottom of this spreadsheet under Total Daily Counts. You can copy the template on sheet 1 to other tabs if you wish to have all weeks within one excel document for easy calculation of totals needed to submit your reimbursement claim.

Comprehensive Weekly/Monthly

Meal Counts and Monthly Summaries

- [At Risk After School Daily Roster and Meal Count Worksheet](#) (DOC, 95 KB)
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- [CACFP Daily Meal Count - 7 Day](#) (XLSX, 366 KB)
- [CACFP Daily Meal Count - Adult Day Care Centers](#) (XLSX, 39 KB)
- [Meal Count Spreadsheet with Monthly Totals](#) (XLSX, 190 KB)



The screenshot displays a spreadsheet titled "CACFP Daily Meal Count by Name". It includes fields for "Institution Name:" and "Agreement Number:". Below these is a table for "Participant's Name" with columns for "Last Name" and "First Name". To the right is a grid for meal counts, organized by "Age Group" (Infant, 1-2, 3-5, 6-12, Adult) and "Date" (Monday through Friday). The grid has rows for each participant, with columns for meal counts (B, AS, PS, LS) for each day. At the bottom, there is a "Master Roster" tab and a "MONTHLY" summary tab. A blue arrow points from the list of documents to the spreadsheet, and two blue boxes highlight the "Master Roster" and "MONTHLY" tabs.

The Meal Count Spreadsheet with Monthly Totals is a comprehensive spreadsheet which provides an opportunity to enter your master roster of participants, which populates to all weekly sheets, and a comprehensive monthly summary. This is a great tool that can save you a lot of time. Next we will walk through step-by-step instructions on setting up your spreadsheet and using this tool.



Let's first set up your spreadsheet

Age Group

Institution Name:		Agreement Number:		Month/Year:																											
CACFP Daily Meal Count by Name																															
Participant's Name		Age Group				Monday		Tuesday		Wednesday		Thursday		Friday																	
Last Name	First Name	Infant	1	2	3-5	6-12	Adult	AS	L	PS	S	AS	L	PS	S	AS	L	PS	S	AS	L	PS	S	AS	L	PS	S	AS	L	PS	S
1																															
2																															
3																															
4																															
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23																															

The benefits of using this comprehensive toolkit is that you can enter your master roster of participants, easily add new enrollment, and gather monthly totals automatically.

To use this tool, first start by typing your Institution Name and Agreement number in the Week 1 tab and it will automatically populate to all other tabs for you.

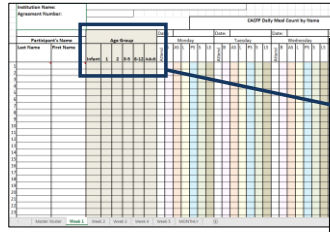
Master Roster

Populates in each week spreadsheet

Enter Names in Master Roster

Next, enter the names of each enrolled participant – last name, first name into the Master Roster tab of the excel document. Every name you enter in the Master Roster automatically populates to each weekly tab to save you time. To add new participants, simply add their names to the bottom of the roster whenever they enroll in your program. Note that you must enter the participant’s legal first and last name as listed on the enrollment and income eligibility forms; no nicknames.

Age Group



Participant's Name		Age Group					
Last Name	First Name	Infant	1	2	3-5	6-12	Adult
1 Brown	Julie	x					
2 Smith	Jennifer	x					
3 Chapman	Grant		x				
4 Brooks	Karen			x			
5 Jones	J'mal				x		
6 Aarons	Amber				x		
7 Cox	Tomika				x		
8 McDonald	Eric			x			
9							
10							
11							
12							
13							

Identify the age group of each participant on each weekly tab

As students age up, be sure to correct their age group to the next age group

The next step is to identify the age group of each participant by marking an 'x' in the tan section next to their name. You will need to do this for each of the weekly tabs, for each participant or highlight the rows and columns and copy/paste into each weekly tab. View the following slide for instructions on copy/paste functions. Once participant and age group are set up on the spreadsheet, you will only make adjustments for additions, subtractions, or aging-up of participants to the next age range as you move forward with this spreadsheet from month to month.

Instructions Using Copy / Paste

A	B	C	F	G	H	I	J	K
	Institution Name:							
	Agreement Number:							
	Participant's Name		Age Group					
	Last Name	First Name	Infant	1	2	3-5	6-12	Adult
1	Brown	Julie	x					
2	Smith	Jennifer	x					
3	Chapman	Grant		x				
4	Brooks	Karen			x			
5	Jones	J'mal				x		
6	Aarons	Amber				x		
7	Cox	Tomika				x		
8	McDonald	Eric		x				
9								
10								
11								
12								
13								

☐ Mark "x" for each participant's age group

This slide shows instructions to use the copy and past function.
Mark "x" for each participant's age group

Instructions Using Copy / Paste

- ☐ Click on row 1 Infant cell and drag your mouse down and over to the right to highlight the participant's rows

- ☐ Right click your mouse

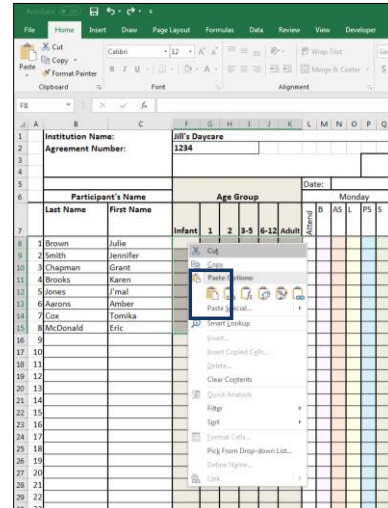
- ☐ Select "Copy"

A	B	C	F	G	H	I	J	K
	Institution Name:		Jill's Daycare					
	Agreement Number:		1234					
	Participant's Name		Age Group					
	Last Name	First Name	Infant	1	2	3-5	6-12	Adult
1	Brown	Julie	x					
2	Smith	Jennifer	x					
3	Chapman	Grant		x				
4	Brooks	Karen			x			
5	Jones	J'mal				x		
6	Aarons	Amber				x		
7	Cox	Tomika				x		
8	McDonald	Eric			x			
9								
10								
11								

Click on row 1 Infant cell and drag your mouse down and over to the right to highlight the participant's rows
 Right click your mouse
 Select "Copy"

Instructions Using Copy / Paste

- ☐ Click on the row 1 Infant cell
- ☐ Right click on the mouse
- ☐ Select Paste
- ☐ Double check to make sure everything pastes in the correct row and column



Click on the row 1 Infant cell

Right click on the mouse

Select Paste

Double check to make sure everything pastes in the correct row and column

Age Group

Thursday

Institution Name:		Agreement Number:		Participant's Name		Age Group		CACFP Daily Meal Count by Name		Month/Year:		
Last Name	First Name	Infant	1	2	3-5	6-12	Adult	Monday	Tuesday	Wednesday	Thursday	Friday
		Mon	Tue	Wed	Thurs	Fri	Sat	Mon	Tue	Wed	Thurs	Fri
1												
2												
3												
4												
5												
6												
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23												

Master Poster | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | MONTHLY

Finally, let's set the dates for your current or upcoming month. If your month starts on a Thursday, it will be helpful to begin your dates on the 4th day of week 1 so there is no confusion. Add all of the dates for each week in the weekly tabs and save your spreadsheet.



Now that our spreadsheet is set up, let's start tracking attendance and meal counts

Attendance

Institution Name:		Jill's Daycare																Month/Year:		10/2018											
Agreement Number:		1234																													
CACFP Daily Meal Count by Name																															
Participant's Name		Age Group					Date:		10/1/18		Date:		10/2/2018		Date:		10/3/18		Date:		10/4/18		Date:		10/5/18						
Last Name	First Name	Infant	1	2	3-5	6-12	Adh	Attend	AS	L	PS	S	LS	Attend	AS	L	PS	S	LS	Attend	AS	L	PS	S	LS	Attend	AS	L	PS	S	LS
1	Brown	Julia	x					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	Smith	Jennifer	x					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	Chapman	Grant		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	Brooks	Karen		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	Jones	T'maj		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	Aarons	Amber		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	Cox	Tomika		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	McDonald	Eric		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9																															
10																															
11																															
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18																															
19																															
20																															
21																															
22																															
23																															
24																															
Master Roster		Week 1	Week 2	Week 3	Week 4	Week 5	MONTHLY																								

Correctly report attendance for all participants each day by marking an 'x' under the attend column for each participant.

Attendance

Institution Name:		Jill's Daycare																				Month/Year:						
Agreement Number:		1234																				10/2018						
CACFP Daily Meal Count by Name																												
Participant's Name		Age Group					Date: 10/1/18			Date: 10/2/2018			Date: 10/3/18			Date: 10/4/18			Date: 10/5/18									
Last Name	First Name	Infant	1	2	3-5	6-12	Adh	Attend	B	AS	L	PS	S	LS	Attend	B	AS	L	PS	S	LS	Attend	B	AS	L	PS	S	LS
1	Brown	Julia						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	Smith	Jennifer	x					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	Chapman	Grant		x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	Brooks	Karen			x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	Jones	T'rael						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	Aarons	Amber						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	Cox	Tomika						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	McDonald	Eric						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9																												
10																												
11																												
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What happens if you forget or incorrectly report attendance?

Take a look at row 8, participant Eric McDonald who is not marked as attending for the day but meals for Lunch and PM Snack were reported. What happens in this instance?

All meals for the day for this participant, Eric McDonald are not allowable. If they were reported in the totals used for Jill's Daycare monthly reimbursement claim, upon review, they would be charged back and need to be refunded to the State Agency.

Report only meals served. Participants arriving late, may miss breakfast, for example, and this would be reflected in the meal counts. Likewise, participants leaving early may miss a PM snack or Supper, and the meal count would reflect that.

Meal Count Totals

Institution Name: JFF's Daycare		Month/Year: 10/2018	
Agreement Number: 1238		CACFP Daily Meal Count by Name	
Participant's Name		Age Group	
Last Name	First Name	Infant	1 2 3-5 6-12 Adult
1	Brown	Julie	X
2	Smith	Jennifer	X
3	Chapman	Grant	X
4	Brooks	Karen	X
5	Spence	Paul	X
6	Parsons	Janet	X
7	Lee	Vanessa	X
8	McDonald	Eric	X
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99			
100			
Daily Meal Counts		5 5 7 5 7 7 7 5 7 7 5 5 7 7 5 7 5 5 4	
Adult Meals Served		18 20 20 22 20	
Total Daily Counts			
Meals by Category			
B AS L PS S LS			
Total Meals		100	

Each 'x' marked for attendance and meal counts per meal service time (breakfast, lunch, etc.) are automatically totaled at the bottom of the weekly tab. Looking at this slide, you can see totals for Daily Meal Counts as well as a grand total of meals only under Total Daily Counts, followed by a Meals by Category total. This is very helpful when it comes time to file a claim.

Monthly Totals

Institution Name:		Jill's Daycare						Month/Year:	
Agreement Number:		1234						10/2018	
CACFP Daily Meal Count by Name									
	Week	Total Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper	Late PM Snack	Total Meals
	1	36	34		37	29			100
	2								0
	3								0
	4								0
	5								0
Monthly Counts		36	34	0	37	29	0	0	100

Meals by Category					
L	PS	S	LS		
37	29				
Meals				100	

Master Roster	Week 1	Week 2	Week 3	Week 4	Week 5	MONTHLY	Ⓢ
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The Monthly tab contains formulas that automatically capture the weekly totals in one convenient summary table so that you have quick access to the total meals served. In this example you can see how the monthly summary table shows the totals from week 1 that we saw in the previous slide.

Be sure to save your spreadsheet regularly so that you do not loose any data entered.



Now that we know how to use this spreadsheet, let's shift to best practices for managing the attendance and meal count process, as well as a few reminders.

[illegible]

Example:
Infant Classroom Weekly Roster for Teachers

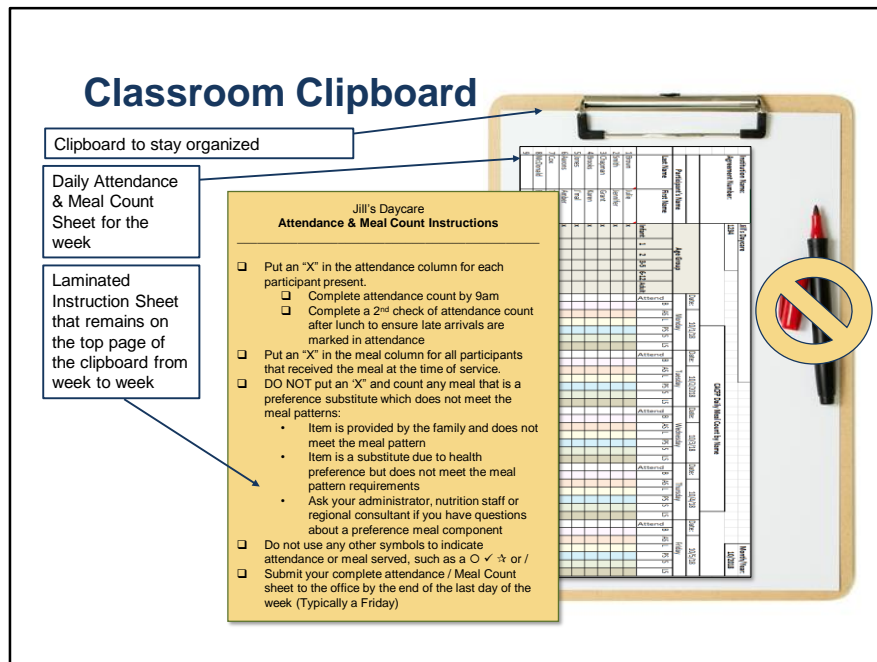
If you have a larger institution, you can provide the classroom teachers or volunteers with a weekly meal count sheet and designate a specific teacher or volunteer to be in charge of daily attendance and meal counts completed during the meal times.

Weekly meal count sheets should be collected weekly and entered into a master spreadsheet for the month, as described in previous slides, and double checked by a second reviewer to ensure accuracy.

Encourage all teachers and volunteers to use 'x'. Likewise, provide instructions for consistent marking of attendance and meal counts such as leaving spaces blank if participants are not in attendance or receiving meals and snacks vs. marking with an 'x' which would indicate that they are present.

This can become very confusing for administrative personnel who complete the tally, and can be confusing for your compliance reviewer as well, which increases the risk of error or disallowance.

The following slide provides an example of how to provide your staff with complete and consistent instructions.



By providing each age group teacher or volunteer with a clipboard, you are providing a dedicated space for attendance and meal count tracking to take place and not get lost in the classroom or center. It will also serve as a reminder of this important task.

Provide the weekly tally sheet, prepopulated with the roster, and a laminated instruction sheet that remains on the top of the clipboard as a continual reminder of the instructions and guidelines. Clip a pen onto the clipboard or attach with a string so that a pen is always handy. Avoid using fat markers or sharpies that can be difficult to read in the small spaces of the boxes on the weekly tracking form.

Sturdy clipboards are available at your local Dollar Tree store or online for \$1 each. Alternatively, you could provide a manila file folder with instructions stapled to the left and meal count sheets to the right. This also provides a sturdy, dedicated space for this important document.

Photo credit:

Clipboard blank red pen Fotolia_188489246_Subscription_XXL.jpg

Reminders

- Breastmilk
- Offer vs. Serve
- Accuracy
- Errors
- Staff Meals
- Attendance



- Accurate records minimize the risk of disallowances and financial impact to your institution
- Minimize risk of human error by having a 2-party review system with one administrator entering the teacher/volunteer weekly records into a master monthly spreadsheet, double checked by a 2nd party reviewer to catch human errors
- Check monthly to ensure you have current enrollment forms on file for all participants at your institution
- If staff eat with the children at the child care center, or with adults at an adult day care center, those meals must also be recorded. Although these meals are not reimbursable, since program funds are being used to feed staff, those costs must be accounted for
- Accurate attendance records are critically important to the reimbursable meal count, and if a participant is not marked in attendance for the day, the meals will not be counted as reimbursable.

Federal Award Information

Catalog of Federal Domestic Assistance (CFDA) Title:

- Child and Adult Care Food Program

CFDA Number:

- 10.558

Federal Awarding Agency:

- U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS)

The following slides are for information purposes only.

The U.S. Government requires that the State agency informs all institutions of our Catalog of Federal Domestic Assistance or CFDA Title and Number and the Federal Awarding Agency.

The CFDA Title is the Child and Adult Care Food Program

The CFDA Number is 10.558

AND the Federal Awarding Agency is the U.S. Department of Agriculture or USDA, Food and Nutrition Service or FNS

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) email: program.intake@usda.gov

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Email:
CACFPtraining@dhhs.nc.gov

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