Point of Service Meal Count Sheet

Classroom: _____

Week Of: _____

Instructions: Using a checkmark ✓, check off meals served to a participant at the actual time of service or, for family-style meal service, while participants are actually eating. A participant can only be claimed for a maximum of two meals and one snack, two snacks and one meal, or three snacks per day. For participants that consumed more meals/snacks than can be claimed, clearly indicate which meals/snacks will be claimed for reimbursement. Consider using color ✓ or slash marks ✓.

Names of Participants	Monday BREAKFAST	Monday AM SNACK	Monday LUNCH	Monday PM SNACK	Tuesday BREAKFAST	Tuesday AM SNACK	Tuesday LUNCH	Tuesday PM SNACK	Wednesday BREAKFAST	Wednesday AM SNACK	Wednesday LUNCH	Wednesday PM SNACK	Thursday BREAKFAST	Thursday AM SNACK	Thursday LUNCH	Thursday PM SNACK	Friday BREAKFAST	Friday AM SNACK	Friday LUNCH	Friday PM SNACK
Totals																				

STAFF MEALS (Must be tracked. DO NOT CLAIM)

Totals																				