

Point of Service Meal Count Sheet

Classroom: _____

Week of: _____

Instructions: Using a checkmark, check off meals served to a participant at the point of meal service (at the very beginning of the meal, during the meal, or toward the end of the meal *before* participants leave the table). Recall that 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			Tuesday			Wednesday			Thursday			Friday		
	BREAKFAST	LUNCH	SNACK	BREAKFAST	LUNCH	SNACK	BREAKFAST	LUNCH	SNACK	BREAKFAST	LUNCH	SNACK	BREAKFAST	AM SNACK	PM SNACK
Totals															
STAFF MEALS (Must be tracked. DO NOT CLAIM)															
Totals															