

GUIDELINES/KEY FOR FILLING OUT MEAL COUNT SHEET

You are allotted one meal count sheet per month, if you make a mistake, just cross it out. You must use the forms we provide you with. If you need a replacement form for some reason, you may request that from us, or make a copy yourself.

1. Write down the correct month and year.
2. Write down ALL children who are enrolled in the AFCCFP who ate meals for that particular month. Please write down the child's first and last name.
3. Write date of birth (DOB) for ALL children under 30 months of age. DO NOT write their age in months.
4. If you are income eligible, for your own children or residential grandchildren, write son, daughter, grandchild in the related column
5. If not income eligible, but caring for non-residential related children, write niece, nephew, grandson, etc., in the related column.
6. Use the correct initials for meals and snacks. Remember you can ONLY claim two meals and one snack or two snacks and one meal MAXIMUM per child per day, and of course this is figured on the individual child's schedule.
7. If a child is not in attendance for a particular meal, snack or day, PLEASE do not write anything in that day. It makes it VERY difficult for us to review when there are "X's" or "O's" in those small boxes. Leave them blank.
8. **Meal count sheet, menus, and attendance records MUST be done on a daily basis.** If not current to the last meal on the day prior to a visit ALL meals and snacks will be disallowed.
9. Meal count sheets may not be filled out ahead of time. If meal count sheet is filled out in advance, those meals claimed in advance will be disallowed from date of home review.
10. Do your daily totals daily. At the end of the month, complete those totals.
11. Make sure that you have signed every sheet, front and back, and put your AFCCFP number on your meal count sheet. This helps us when it comes to putting the information into the computer to cut your reimbursement check.
12. All meal counts, menus and accompanying paperwork must be received by the 5th of the following month. i.e. January's menus are due by February 5th.

Split Shifts

You must submit a copy of your original attendance sheet for the entire claim period with your meal count and menus!

1. A “split-shift” is when you serve a meal or snack twice, to different shifts of children.
2. Only Licensed providers may operate with split shifts.
3. We are required to disallow any meals where you are over your legal capacity as indicated by the meal count sheet.
4. If your meal count sheet shows that you have claimed over your legal capacity for any particular meal, you will be disallowed all meals for all children at those meals, as over capacity **if** attendance records indicating you had a split shift are not submitted with your claim.

You must submit a copy of your original attendance sheet for the entire claim period with your meal count and menus!