

Child & Adult Care Food Program
DAILY ATTENDANCE AND MEAL COUNT ROSTER

(A) FORM TYPE (check only one):

Daily Attendance Breakfast Am Snack Lunch Pm Snack Supper Eve Snack

(B) MONTH & YEAR: _____

(C) CALENDAR DATES:																										(F) TOTALS:		
(D) FIRST & LAST NAMES:	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F			
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(E) DAILY TOTALS:																												

Signature

Date

INSTRUCTIONS

Daily Attendance and Meal Count Roster

All sites must keep a daily record of participants in attendance and the daily meal counts by meal type.

- Step 1. (A) Check the form type. Use a separate form for attendance and each meal type.
- Step 2. (B) Enter the month and year.
- Step 3. (C) Enter the calendar date for each day of the month (Example, 2nd for M (Monday), 3rd for T (Tuesday), 4th for W (Wednesday), etc.)
- Step 4. (D) Enter each participant's first and last names.
- Step 5. (E) Record the daily totals.
- Step 6. At the end of the month, add the totals for each participant and record the number in Column (F).
- Step 7. Add Line (E) across and record the total in the left-hand box.
- Step 8. Add Column (F) down and record the total in the lower right-hand corner.
- Step 9. Compare the totals for Line (E) and Column (F); the totals should match.
- Step 10. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.