

CACFP At-Risk Afterschool Snack Count Form Examples

CACFP At-Risk Afterschool Snack Count Form	
<i>*Daily attendance rosters or sign in sheets must be kept in addition to the daily snack count form*</i>	
Site Name: _____	
DATE:	Total snacks received/ prepared:
	Total number of children in attendance:
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.
	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
Snack Supervisor's Initials:	Total Snacks Served to Students:
	No. Snacks Served to Food Service Adults:

****Daily attendance rosters or sign in sheets MUST be kept in addition to the daily meal/snack count form****

Site Name = Where snacks are being served to children. This is the physical location where this Point-of-Service is taking place. The site should match one of the Site Applications listed in your “Applications” tab in KN-Claim.

Date = Date this form is being completed for – the correct date **MUST** be documented!

Total Snacks Received/Prepared = Number of snacks available and should match Production Record documentation

Total Number of Children in Attendance = Number of children in attendance. Daily attendance rosters or sign in sheets **MUST** be kept for each day of meal service. The recorded number of children in attendance should match the number of children on the attendance roster or sign in sheet.

Today’s Snack Menu = Include the snack menu for the day.

Snack Counts = There must be a slash, “X”, circle, or other indicator for every reimbursable snack that is served to each eligible child. This must be completed as children receive their snack at the point of service. A child must take two different components to be counted as a reimbursable snack. Make sure staff understand how to complete this section accurately and that the processes and procedures established by the Sponsor are being followed at EACH site. Not completing this section accurately can result in large Fiscal Action adjustments.

Snack Supervisor’s Initials = The snack supervisor must initial each day once snack counts have been completed for the day.

Total Snacks Served to Students = Number of snacks served to children. Integer that needs to match the number of slashes, “X”s, circle that are above.

No. Snacks Served to Food Service Adults = Number of snacks given to Food Service Workers as a gratis snack. Gratis Food Service Meals/Snacks are an allowable expense to the Food Service Fund.

Allowable Examples:

Example #1:

This method of Point of Service Snack Counts would be allowable. Each “slash” indicates a snack that was served to a child.

CACFP At-Risk Afterschool Snack Count Form

Daily attendance rosters or sign in sheets must be kept in addition to the daily snack count form

Site Name: DEF Middle School

DATE: 10/5/20	Total snacks received/ prepared: 50
	Total number of children in attendance: 45
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.
WG Crackers (6 crackers/child)	1 2 3 4 5 6 7 8 9 10 11 12
	13 14 15 16 17 18 19 20 21 22 23 24
Cheese Stick	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
Snack Supervisor's Initials: JL	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0

Example #2:

This method of Point of Service Snack Counts would be allowable. Each “circle” indicates a snack that was served to a child.

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	Total number of children in attendance: 45
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	49 50 51 52 53 54 55 56 57 58 59 60
Snack Supervisor's Initials: JL	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0

Example #3

This method of Point of Service Snack Counts would be allowable. Each "X" indicates a snack that was served to a child.

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	Total number of children in attendance: 45
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.
WG Crackers (6 crackers/child)	1 X 2 X 3 X 4 X 5 X 6 X 7 X 8 X 9 X 10 X 11 X 12 X 13 X 14 X 15 X 16 X 17 X 18 X 19 X 20 X 21 X 22 X 23 X 24 X
Cheese Stick	25 X 26 X 27 X 28 X 29 X 30 X 31 X 32 X 33 X 34 X 35 X 36 X 37 X 38 X 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
Snack Supervisor's Initials: JL	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0

Examples that will NOT meet At-Risk snack reporting requirements:

Example #1

Circling the total number of snacks served is not allowable. There must be a slash, "x", circle or other indicator for every reimbursable snack served to a child.

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Snack Supervisor's Initials: JL	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0

If 38 is circled and that is the only marking on this section, then the Sponsor will only be able to claim 1 snack for reimbursement.

Example #2

Drawing a line through all of the numbers does not show Point of Service Snack Counts. This example is NOT allowable. There must be a slash, X, circle or other indicator for every reimbursable snack that is served to a child.

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Snack Supervisor's Initials: JL	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0

Example #3

This method of Point of Service Counts would NOT be allowable. There must be a slash, X, circle or other indicator for every reimbursable snack that is served a child

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	Total Snacks Served to Students: 38 No. Snacks Served to Food Service Adults: 0
	Snack Supervisor's Initials: JL