



# ACCURATE MEAL COUNTING AND CLAIMING

## IN THE SUMMER FOOD SERVICE PROGRAM

**Ensure each meal claimed for reimbursement is served as a complete meal. A complete meal includes all of the required meal pattern components for the meal service type.**

### 1. Point of Service Meal Counts

Count meals at the point of service. This helps to make sure that the meal counts are accurate. At the end of each meal, record on the daily report form (provided by the sponsor) the number of complete breakfasts, lunches, snacks, or suppers you served as first meals and as second meals.

### 2. Recording Adult Meals

Ensure that ALL adult meals (program and non-program adult meals) are recorded separately and omitted from meal count totals that are submitted to the sponsor for reimbursement.

### 3. Meals Taken Off-site

Any full or partial meals taken off-site are not reimbursable and must be deducted from the meal counts submitted for reimbursement.

Based on sponsor policy, a fruit, vegetable, or grain component may be allowed to be taken off site. Item must come from child's own meal or a "share table."

### 4. Double Check Meal Counts

Communicate with another staff member to compare point of service meal counts after each meal service to ensure the proper number of meals are claimed for reimbursement.

### For sites operating offer vs. serve:

Site staff must ensure that all meals counted for reimbursement meet the required offer vs serve meal pattern components for the appropriate meal type.

