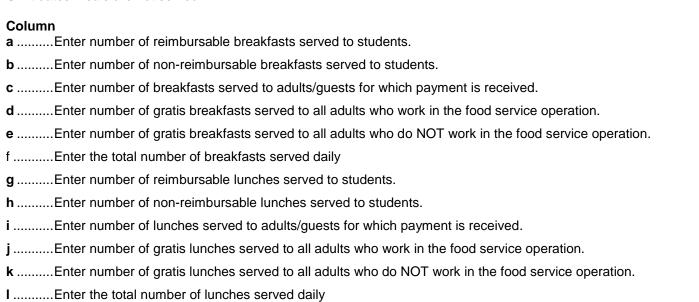
CEP Daily Record of Meals Served Instructions

This form is provided by Child Nutrition and Wellness, Kansas State Department of Education (KSDE). For assistance with completing this form, call 785-296-2276. Use of this form is required unless revisions or alternative forms have been <u>pre-approved</u> by KSDE. Proposed form revisions must be submitted to KSDE annually, preferably with program renewal documents.

Complete this form daily. Give the completed form to the authorized representative for preparation of reports. The data reported in each column is necessary for computing reimbursement.

Omit dates meals are not served.



Compute Edit Check Maximums

A.........Enter the school's Attendance Factor (AF). Use the statewide average attendance factor or compute the school's AF by dividing the average daily attendance by the enrollment.

mCompare computed Edit Check Maximum lunch to the number of meals served. If the number of meals served is greater than the Edit

n.......Record comments for any count that exceeds the Edit Check Maximum (i.e. those marked "X"). Recheck the numbers of meals recorded to assure no errors were made. If no errors were made, note the reason for the exception. A code of exceptions can be established. Such as: 1 = High count because of high attendance, accountability rechecked, no errors noted: 2 = High count because of popular menu,

Check Maximum, put an "X" in the column. All "X" marks must be explained in column n (see instructions below).

B...... Enter the maximum number of students who have access to lunch

accountability rechecked, no errors noted; 3 = Holiday or Special Meal

C........Multiply A (x) B to compute the Edit Check Maximum. Round up to the nearest whole number.