

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 pre-approved 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.

Column

- a**Enter number of reimbursable breakfasts served to students.
- b**Enter number of non-reimbursable breakfasts served to students.
- c**Enter number of breakfasts served to adults/guests for which payment is received.
- d**Enter number of gratis breakfasts served to all adults who work in the food service operation.
- e**Enter number of gratis breakfasts served to all adults who do NOT work in the food service operation.
- f**Enter the total number of breakfasts served daily
- g**Enter number of reimbursable lunches served to students.
- h**Enter number of non-reimbursable lunches served to students.
- i**Enter number of lunches served to adults/guests for which payment is received.
- j**Enter number of gratis lunches served to all adults who work in the food service operation.
- k**Enter number of gratis lunches served to all adults who do NOT work in the food service operation.
- l**Enter the total number of lunches served daily
- m**Compare computed Edit Check Maximum lunch to the number of meals served. If the number of meals served is greater than the Edit Check Maximum, put an "X" in the column. All "X" marks must be explained in column n (see instructions below).
- 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, accountability rechecked, no errors noted; 3 = Holiday or Special Meal

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.
- B**.....Enter the maximum number of students who have access to lunch
- C**.....Multiply A (x) B to compute the Edit Check Maximum. Round up to the nearest whole number.