

**Area:** Health Services

**Subject:** HS42 – Meal Service – Meal Counts

**Reference:** 7CFR 226.15(e)(4) and (5), 226.17(b)(3), (4) and (8)

**Policy:** The system for counting and recording totals of free, reduced-price and base meals claimed for reimbursement must be correctly reported on the claim for reimbursement.

**Procedure:**

1. The classroom staff will print COPA Report 251-Daily Sign In & Out, on a daily basis.
2. Meal Counts must be at point of service and recorded on the Daily Sign In & Out Sheet. During mealtime, staff must record a checkmark in the appropriate meal column for each child for which a meal was offered.
3. Staff will total number of meals served at the end of each meal.
4. Staff will use the Daily Sign In & Out Sheet Meal Count totals to input into COPA Attendance/M meal Count Report on a daily basis.
5. On the last day of the month, staff will print COPA report 208, Daily Meal Count Report. Staff will use report 208 to reconcile numbers on Transport Records. Once numbers have been reconciled, staff will submit Transport Records, Daily Sign In & Out Sheet, COPA Reports 208 and 209 – USDA Meal Count Report, to the CDSI no later than the 3<sup>rd</sup> day of the following month.

**Supervised by:** Child Development Supervisor III, Director II

**Performed by:** Teachers, Associate Teachers

**Forms needed:** Daily Sign In & Out, Transport Records, COPA 208 Daily Meal Count Report and COPA 209 USDA Meal Count

**Frequency:** Daily, Monthly