

## At-Risk Meals Daily Meal Count and Attendance Record

<b>Site:</b>		<b>Date:</b>			
<b>Number of Meals Prepared or Delivered:</b>					
<b>Participant's Full Name</b>		<b>✓ If in Attendance</b>	Check once ✓ for each Snack or Meal participant receives. Check twice ✓✓ if participant receives a second Snack or Meal		
			<b>Snack</b>	<b>Lunch/Supper</b>	<b>Breakfast</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
<b>Totals</b>					
<b>Meals Served to Program Adults</b>		<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>
I certify that the information on this form is true and correct to the best of my knowledge and only <u>eligible</u> meals served to <u>eligible</u> Program participants will be claimed for reimbursement.					
<b>Signature</b>			<b>Date</b>		

## Instructions: At-Risk Daily Meal Count and Attendance Record

Sites serving At-Risk meals must document the number of meals prepared or delivered, attendance, the number of meals served to participants and the number of meals served to program adults.

### Instructions:

1. Record the site name and date.
2. Record the number of meals prepared or delivered.
3. Record the full name of each participant. Participant names can be pre-filled as a roster or each participant can sign their own full name. Use additional sheets if needed.
4. Place a check mark (✓) in the Attendance column if the participant is in attendance at the site on the day for which attendance and meal counts are being recorded. Mark the participant in attendance if they are at the site for any amount of time, even if the participant does not participate in the meal service.
5. If the participant receives a complete meal or snack, place a check mark (✓) in the appropriate meal service column beside the participant's name. If the participant is not in attendance, does not take a meal, or takes an incomplete meal, do not place a check mark in the meal service column.
6. After every participant has had an opportunity to receive a meal or snack, leftover (second) meals and snacks may be served per the second meals guidelines. If a participant takes a second complete meal or snack, place a second check mark (✓✓) in the appropriate meal service column beside the participant's name. *Incomplete second meals and meals/foods from share tables cannot be counted.*
7. At the end of the meal service, record the total attendance and total number of meals and snacks served (both first & second) at the bottom of each column.
8. Record the number of meals and snacks served to Program Adults. Do not include these meals in the total number of meals served. Meals served to Program Adults must be documented but cannot be claimed for reimbursement.
9. The person completing the form must sign and date.
10. Keep the form on file with the CACFP At-Risk program records.

## Second Meals during One Meal Service

At-Risk sites must plan and prepare meals and snacks with the intent of serving no more than one meal and/or snack per child per day.

Second meals and/or snacks may be claimed only if the second meals are served due to an unanticipated fluctuation in participation resulting from conditions beyond the site's control; and

- The meals are served pre-plated/unitized style/offer vs. serve. Sites may not claim second meals under any condition when the meals are served family style.
- The second meals are complete and comply with USDA meal patterns.
- If Offer vs. Serve is utilized, all components in the required minimum portion sizes which were available for the first meal must be available for the second meal as well.
- The second meals are not served from Share Tables.
- The second meals are served to eligible Program participants.
- The site submits documentation justifying the second meals.
- The State Agency approves the justification for serving second meals due to reasons beyond the site's control.

**EXAMPLE:** Based on historical participation data the cook prepares suppers for 30 children. Threatening weather conditions caused only 15 children to attend the afterschool program. In this situation, weather caused a fluctuation in attendance, which in turn resulted in sufficient food being prepared to serve the remaining 15 children seconds. Therefore, if all the above requirements are met, the site may claim second meals and/or snacks served to the 15 children that attended the afterschool program.