

DOCUMENTATION OF MEAL PARTICIPATION SHEETS

PURPOSE: To address the documentation of the Child and Adult Care Food Program meal participation sheets.

SCOPE: Child Care Centers, Day Care Ministries, Outside School Hours Centers, Head Start Centers, Adult Day Care Centers, and Family Day Care Homes.

DESCRIPTION: In order for organizations to receive reimbursement for meals and supplements served, documentation must be made at the point of service. Point of service is defined as the time at which meals are served. Meal counts documented prior to or after the meal service may not be submitted for reimbursement.

SOURCE: FNS Instruction 796-2, Rev. 1, Financial Management-Child and Adult Care Food Program