

INSTRUCTIONS FOR CHECK-OFF LIST

This form is designed to be used at the point of service to mark as children receive reimbursable meals. It is marked as children pass the point of service and identify themselves by name.

- 1) Month & Year: Enter the current month and year.
- 2) Site: Enter the name of the site or RCCI.
- 3) Child Name: List all students in the class alphabetically. (Do not group students by meal type or code.)
- 4) Code: Mark your code indicating whether the child is eligible to receive his lunch free, reduced-price, or paid. (Children should not be able to identify each other's eligibility.)
- 5) MTUWTHFSASU: Fill in appropriate dates. The first date recorded should be entered in the block that represents that day of the week. For example, if November 1 falls on a Thursday enter 1 in the fourth block of the first group. Continue entering each day of the meal service for the month.
- 6) Books: As the child receives a reimbursable meal, put a hash mark in the appropriate box for the day.
- 7) Total Free: Total the free hash marks for that day and enter the total number of reimbursable free meals served.
- 8) Total Reduced-Price: Total the reduced-price hash marks for that day and enter the total number of reimbursable reduced-price meals served.
- 9) Total Paid: Total the paid hash marks for that day and enter the total number of reimbursable paid meals served.
- 10) Total Meals: Sum the totals of free, reduced-price, paid and enter the total number of meals served.