

National School Lunch Program

INSTRUCTIONS FOR COMPLETING DAILY MEAL COUNT RECORDS

ITEM
NUMBER

- 1 SCHOOL Enter school name and/or number.
- 2 MONTH/YEAR Enter month and year during which meals are served.
- 3 DATE Enter the date of every serving day during the month. Do not skip any lines.
- 4 DAY Days of meal service for the month can be determined by using the last number of the last line used for recording meal service each month.
- 5 ADULT MEALS
- | | |
|-----|---|
| (a) | Cash Sales - Enter total number of all adults who pay cash for a complete meal or who pay the adult meal price for at least three (3) components of the meal. Do not include adults who purchase single items at a la carte prices. |
| (b) | Tickets Collected - Enter total number of all adults who use prepaid tickets for meals as described under "cash sales" above. |
- 6 Earned - Enter number of meals (described in 5(a) above) eaten by adult food service employees.
- 7 EARNED STUDENT MEALS
- Paid - Enter total number of earned meals served to students NOT ELIGIBLE for free or reduced-price meals.
 - Free - Enter total number of earned meals served to students eligible for free meals.
 - Reduced-Price - Enter total number of earned meals served to students eligible for reduced-price meals.
- 8 Earned student meals are those meals served to students at no charge when they work in the lunchroom.
- 9
- 10 PAID
- | | |
|-----|--|
| (a) | Cash Sales - Enter total number of meals at each price level (as entered in the column's heading) served to paying students who pay cash for their meal on the serving line. |
| (b) | Tickets Collected - Enter total number of meals at each price level served to paying students who use prepaid tickets on the serving line. |
- 11 FREE Enter total number of meals served to students eligible for free meals. DO NOT include earned meals in this column.
- 12 REDUCED-PRICE
- | | |
|-----|--|
| (a) | Cash Sales - Enter total number of meals served to eligible students who pay cash for their meal on the serving line. |
| (b) | Tickets Collected - Enter the total number of meals served to eligible students who use prepaid tickets on the serving line. DO NOT include earned meals in this column. |
- 13 TOTAL MEALS
Student and Adult Enter total number of meals served to all students and adults. This column is provided as a check to compare the cashier's count with the kitchen plate/tray count (column 14).
- 14 PLATE OR TRAY COUNT Enter total number of plates/trays used for all meals served.
- 15 OTHER REVENUE Enter the dollar amount of all revenue received from the sale of items such as individual meal components and snack foods--include milk sold separately to students and adults in schools that have a food service program.
- 16 For Edit Check Requirements for Current Month Compare Results, Daily, to number of student meals served for each category. Refer to Bulletin 74-03, dated 9/22/03.

Remember: If you keep student earned meals in each meal category (free, reduced-price, regular) separate, they must be combined with the number of free, reduced-price, and paid meals from columns 10, 11 and 12.

Edit Check Requirements:

1. Enter the maximum number of children eligible for each meal category for the current month—free, reduced-price and paid.
2. Multiply the number of eligible students by the attendance factor. The attendance factor is supplied yearly by the Office of Superintendent of Public Instruction (OSPI) or can be one that the school food authority (SFA) has calculated for each school.
3. The resultant number for each category should be compared to each day's count for free, reduced-price and regular (paid) meals. If more meals are claimed than the maximum number allowable, a check should be made for clerical errors such as number transposition or addition errors. If no clerical error is identified, the excess number of meals claimed should be investigated and comments made to justify the increase.