

## Emergency Shelter Meal Participation Record (MPR)

<p><b><u>Meal Service</u></b></p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> AM Snack</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> PM Snack</p> <p><input type="checkbox"/> Supper</p>	<p><b>Instructions:</b></p> <p>Print this document to record meal counts at the time the meal is served.</p> <ol style="list-style-type: none"> <li>1. Mark the appropriate <i>Meal Service</i>. A separate Meal Participation Record (MPR) should be used for each meal service.</li> <li>2. Fill in <i>Month/Year</i> and <i>Emergency Shelter Name</i>.</li> <li>3. The MPR should list first and last names of children/disabled persons to be served. For security reasons domestic violence shelters may use first names or a coding system to identify children at the facility. The person recording the meals on this document must know the coding system for each child.</li> <li>4. You may claim up to three meal services per child/disabled person per day.</li> <li>5. Only allowable expenses incurred by the food service operation can be paid for with CACFP reimbursement. Since the emergency shelter prepares meals for more people than the CACFP participants, a percentage must be used to determine estimated CACFP expenses. To calculate the percentage, total the number of meals served to CACFP participants (children and disabled adults) plus the count for program adults; then divide by the total meals served to everyone.</li> </ol>
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<b>MONTH/YEAR</b>	<b>EMERGENCY SHELTER NAME</b>
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Name of Child/Disabled Person	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total