Meal Participation Records

Starting October 2013 preparation of CACFP claims in the new WINS (Web-based Illinois Nutrition Systems) requires DAILY input of meal counts. This means sponsors will have to calculate *daily* totals for each of the categories (free, reduced or paid) at the end of the month. This information is then transferred to a new Total Meal Recap form. Because the system requires daily counts to match monthly totals, we strongly recommend you assign a staff person to double-check all totals and calculations for accuracy.

CACFP has revised forms to assist sponsors with each of these counts. The Meal Participation Record (ISBE 68-75D) looks like this with fillable fields appearing shaded in blue. For a form with numbered days go to http://www.isbe.net/nutrition/pdf/68-75_meal_participation_record.pdf

Use your "Mous	e" or "	Tab" ke	ey to m	ove thr	ough ti	he field	s and c	heck b	oxes. Af	fter co	mpletir	ng last	field, s	ave doo	cument	to hard	drive	to mak	e future	updat	es or c	lick pr	int but	on.				
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Remember to complete an MPR for each site, by specific program, and for each meal. Although instructions are on the form, the following may help provide further details and assistance. Also, due to confidentiality requirements, it is strongly recommended that these sheets not be displayed and that office staff be the ones to mark and total the Free, Reduced and Paid meal categories at the end of the month.

Figure 1 - Start by completing one form per classroom, per program, per meal (e.g., breakfast, lunch, snack) that will be served; type in the name of the center and the month and year. Tip: Some sponsors use different color sheets for different meals, such as yellow for breakfast or green for lunch.

Next check the program(s) and meals to be served (Child care, Head Start, etc.).

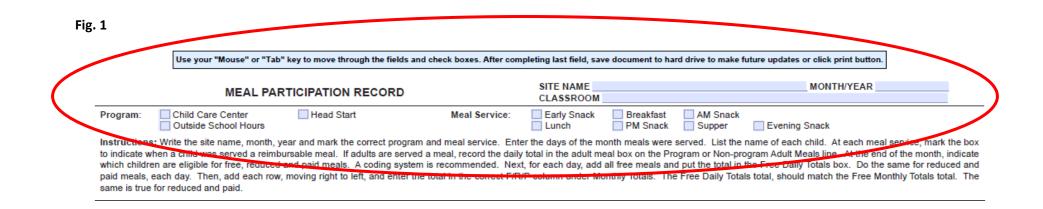


Figure 2 - in our example, you see that across the first row are cells for the Child's name, the days of that month s/he received a meal, and the category (Free, Reduced or Paid). This form has the date cells blank for institutions to complete. We have written in the days in October that this site will operate, therefore no weekend dates (e.g., 10/5-6) appear and, in this case, this site will also be closed 10/14 for Columbus Day.

We use blue ink to show each child's meal on the date taken. In the past, we trained you to take your counts sequentially (e.g., 1, 2, 3, etc.), but with the new daily Free, Reduced and Paid totals, it may be easier to mark each child count with a "1" in each box. Mark with a "1" on the day of the month they receive a meal, leaving blank, or no mark, those days the child does not receive a reimbursable meal. The daily Free, Reduced and Paid totals will not be entered until the end of the month.

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Fig. 3 – Adult Meals

Keep count of any adult meals at the bottom of the form. "Program Adults" refers to anyone working in the center. "Non-program Adults" are individuals with no duties at the site (such as visitors or visiting parents). Adult meals may not be claimed for reimbursement. In this example there are no meals served to adults.

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Fig. 4 - End of the Month

Figure 4 shows how a completed form might look like at the end of the month. This sponsor uses color coding to indicate the categories of Free (no color), Reduced (blue) or Paid (pink).

which children are eligible for free, reduced and paid meals. A coding system is recommended. Next, for each day, add all free meals and put the total in the Free Daily Totals box. Do the same for reduced and paid meals, each day. Then, add each row, moving right to left, and enter the total in the correct F/R/P column under Monthly Totals. The Free Daily Totals total, should match the Free Monthly Totals total. The same is true for reduced and paid. Days of Month Monthly Totals Mo	Program: Child Can	chool Ho	ours			ad Star					al Ser		X	Early S Lunch			Breakf PM Sn	ack	Su				ing Sna							
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