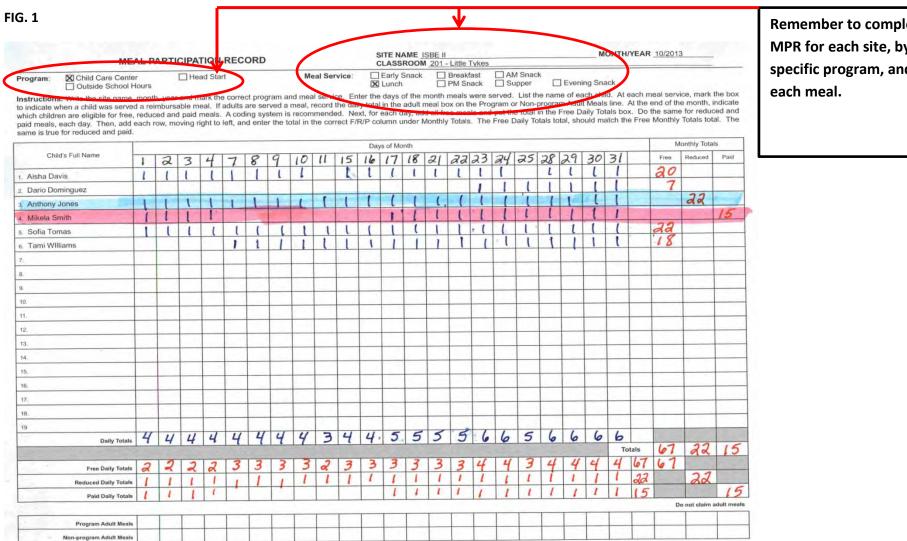
CACFP TOTAL MEALS RECAP

The Total Meals Recap (TMR) form helps you total your monthly meals by category. This form, and the Meal Participation Record (ISBE 68-75 or ISBE 68-75D) from which the numbers are collected, are available at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm

First collect all your Meals Participation forms, color code them and total your Free, Reduced and Paid meals. Our sample form from the MPR instructions is shown below in Fig. 1.



Remember to complete an MPR for each site, by specific program, and for

The Total Meals Recap allows you to type in and enter your numbers. The blank form has fields in blue for you to complete. Below is our sample form using information from our sample MPR which is for lunch for the month of October in Room 201 – Little Tykes room (Fig. 1) and additional data from other rooms we are using as examples for Fig. 2.

Complete a TMR form for every month, for each site, by each program and for each meal service. FIG.2 Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button. TOTAL MEAL RECAP Insert the name of SITE NAME ISBE II MONTH/YEAR 10/2013 × Child Care Center Head Start Meal Service: Early Snack Breakfast AM Snack the Site, Outside School Hours × Lunch PM Snack Supper month/year, Instructions: Write the site name, month, year and mark the correct program and meal service. Enter the days of the month meals were served. Write the name of each site classroom in Sections I, II and III. Section I is a consolidation of free daily meals. Section II is a consolidation of reduced daily meals, and Section III is a consolidation of paid daily meals. Reference the Meal Participation Records for the month, by classroom, and enter Row 1 - Free Daily on the appropriate classroom line, for each classroom serving free meals. Do the same for reduced and paid. Sum the columns by day. Transfer the Total Daily Free, program and meal Reduced and Paid Meals lines to the WINS claim for reimbursement. **SECTION I** Days of Month Free Daily (List all classrooms) 18 19 Enter daily 1. 201 - Little Tykes 2. 101 -Teeny Toddlers numbers from your 12 12 11 12 12 3. 105 - Rangers MPR form into each Total your daily meals in each category. category (Free, Transfer the daily totals to WINS. Reduced, Paid). TOTAL DAILY FREE MEALS 27 27 29 29 30 30 30 31 31 **SECTION II** Reduced Daily (List all classrooms) 1. 201 - Little Tykes 2. 101 - Teeny Toddlers 3. 105 - Rangers 4. 5. 6. 7. TOTAL DAILY REDUCED MEALS SECTION III Paid Daily (List all classrooms) 201 - Little Tykes 101 - Teeny Toddlers 105 - Rangers

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TOTAL DAILY PAID MEALS

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