



MEAL COUNTING AND CLAIM PREPARATION/CACFP – NO CHARGE - CHILD

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION & FOOD DISTRIBUTION PROGRAMS

SFN 52894 (7-03) (70 copies)

Local Agency Name:

Meal Counts

1. Please describe the method used for taking meal counts:

2. Who is responsible for taking meal counts?

3. Is there any separation of participants, either at mealtime or at the time meal counts are recorded?

Yes No

If yes, explain

Claim Preparation

1. Who is responsible for totaling meal counts and preparing the claim for reimbursement?

Describe the procedure used:

2. If there is more than one site, how are the counts consolidated for reporting on the claim for reimbursement?