Meal Count

Policy


**Policy:**
All children must be served family-style breakfast, lunch, and snacks. Buffet meal service is acceptable as long as meal counts are accurate – see Meal Count Procedure for further guidance. Children will make their own food choices based on individual appetites and preferences.
Head Start/Early Head Start Policies and Procedures

Meal Count

Procedure

 Guidance: Accurate meal counts are critical as it determines the amount of reimbursement Head Start/Early Head Start receives for meal service from the State of California.

 Procedure:

- Meal counts for breakfast, lunch, and snack must be recorded at the point of food service (while children are eating) – not before, not after.

- Meal counts recorded later are not acceptable and cannot be counted.

- Meal count numbers must reflect the actual number of children who are seated at the table and are being offered food.

- Meal counts of the number of meals sent by the kitchen are not acceptable.

- Daily counts of meals served to staff or non-enrolled individuals must also be recorded, however, they cannot be claimed for reimbursement.

- All centers will be monitored by designated staff according to the CACFP guidelines on a quarterly, unannounced basis.