Child and Adult Care Food Program Worksheet
Instructions for Use

Submit a copy of this worksheet with your claim form by the 10th of the month.

Columns b, f, j, and n: Enter the actual count of total meals served on the appropriate day. This includes all meals served, whether to children or adults. Each "Total Served" column should equal the sum of the next three columns.

Columns c, g, k, and o: Program adults are those directly involved with preparing and serving meals. Enter the appropriate number of meals in these categories.

Columns d, h, l, and p: Non-programs meals are those meals served to children that are not enrolled and to adults not directly involved in preparing and serving meals. Examples are drop-in children and parents. Enter the appropriate number of meals in these categories.

Columns e, i, m, and q: Enter the number of meals served to enrolled children for each day.

All columns: Total each day's meals and record **only** "Meals Served to Enrolled Children," columns e, i, m, and q, in the appropriate meal category on the SDE-226, "Claim for Reimbursement" form.

Note: Only one meal per child per day per serving period is allowed for reimbursement. Seconds cannot be claimed. A qualifying meal is one that has all the required components and portion sizes.

Also, a maximum of three meals per child per day is allowed to be claimed. These meals must be in one of the following patterns:
- **two meals and a snack**
- **two snacks and a meal**