



## Snack Meal Count Procedure

Students will line up and collect snacks from site staff. At the end of the line, attendance/participation numbers will be tallied on the form attached and monitored to meet meal requirements, all components needs to be taken.

Meal count form or Attendance report needs to be mailed or faxed (204-0376) to Food & Nutrition Services- Attn: Mary Engelhart. These forms can be sent weekly or monthly. We need to receive this form no later than the 5<sup>th</sup> of the following month.

If attendance forms or weekly meal count form not received by the 5<sup>th</sup> of the following month, Food Service will bill the program based on the number of snacks sent to the site.