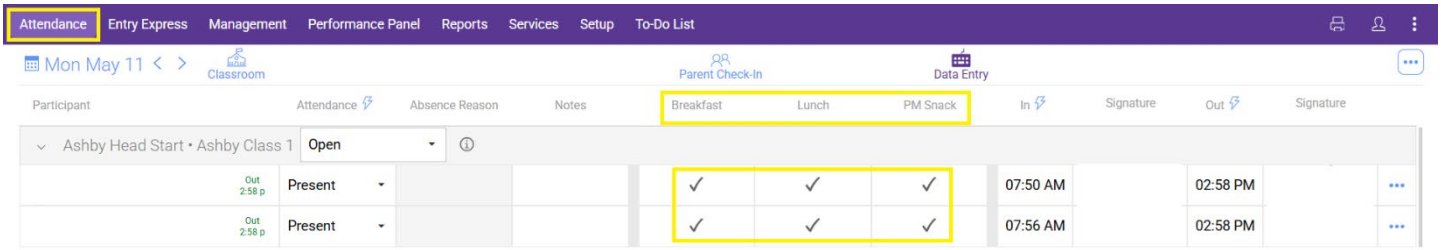
Tracking Child Meal Counts in Child Plus

How Meal Counts Lead to Reimbursement

Meal counts for every meal served are documented *at the point of service*—meaning when a child has received their meal and is seated. A designated classroom staff is responsible for entering the meal count directly into ChildPlus using the classroom iPad. These counts are then submitted to MDE for CACFP reimbursement. If a meal count isn't entered, it doesn't exist in the system and cannot be claimed for reimbursement.

How to Track in Child Plus

Child meal counts are completed in ChildPlus Online, within the Attendance tab. Scheduled meals will appear in the center columns. After the children have been served and are seated, complete the count by checking the box within the appropriate meal column for each child who received the meal at point of service.



Reminders and Best Practices for Consistent Counts

- Assign a *primary staff* responsible for taking the meal count and designate a *backup staff* for days the primary is out.
- Create meal count alarms or reminders on a classroom device.
- Treat the count as a non-negotiable part of mealtime, it is critical

Tracking Adult Meal Counts in Child Plus

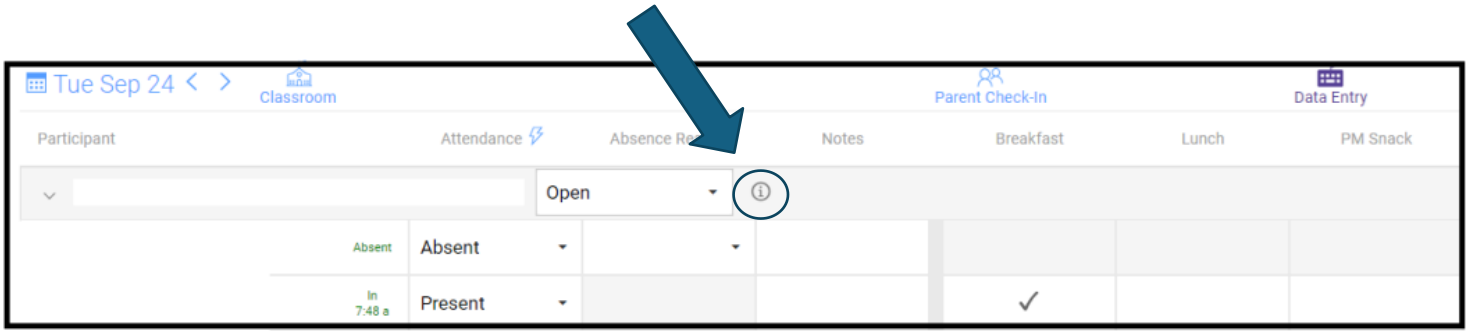
Tracking adult meals ensures accuracy in our reporting, assists in budgeting for food costs, and allows a cross-check for vendor invoices. This should be completed immediately following the child meal count to ensure consistency and reinforce point-of-service counting.

Child Plus includes the Nonparticipant Meals section to account for any meals served to individuals not listed on the attendance roster, such as adults.

Because we do not claim CACFP reimbursement for adult meals, these are considered Non-CACFP meals.

How to Track in Child Plus

1. While on the attendance tab in Child Plus, click on the "i" infographic next to the day status. This will pop up a new window.



2. Locate the Nonparticipant Meals section (under the notes section). In the Non-CACFP row, enter the number of adults served for each meal. The CACFP row should be left blank.

