



**Michigan Office**  
139 W. Lake Lansing Rd., Suite 120 • East Lansing, MI 48823  
Telephone: (800) 234-3287 • FAX: (517) 332-5543

**Illinois Office**  
4415 W. Harrison St., Suite 535 • Hillside, IL 60162  
Telephone: (800) 284-5273 • FAX: (708) 391-8242  
Email: Centers@acdkids.org

[www.acdkids.org](http://www.acdkids.org)

## MEAL ATTENDANCE SUMMARY RECORD

### INSTRUCTIONS

The Meal Attendance Summary Record forms are used to summarize the weekly meal attendance data that will be used to complete the Claim for Reimbursement at the end of the calendar month. Use a separate meal attendance record for At-Risk Afterschool Snacks/Suppers and for Emergency Shelters serving homeless children.

- At the end of the month, total the number of meals/snacks by meal type and category. Have another staff person double check the figures.
- Use the totaled meal attendance summaries to complete the Claim for Reimbursement.

---

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (11/2016)

