

INSTRUCTIONS FOR DAILY ATTENDANCE AND SNACK COUNT RECORD

Use as separate sheet for each site. Enter the names of the children enrolled in the After-School Snack Program in the left column. For each day the snack program operates, place a checkmark in the box next to each students' name for the appropriate date if the child attends. Cross the checkmark if the child is served (or takes) a snack that meets the meal pattern requirements. Snack count total should not total more than the attendance count on any given day. This form may be used for area/site eligible sites or non-area eligible sites.

Or use these indicators to record attendance and snacks served: **A**- Absent **S**- Received Reimbursable Snack **N**- Present, No Snack

Total the snacks from this sheet and enter them in the "Consolidated Daily Meal Count Record" each day. Make copies of this form as needed.