

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **COPA Daily Meal Count**

### POLICY:

Meal counts are completed in accordance with procedures outlined by Child and Adult Care Food Program policies and Head Start reporting requirements.

- *This policy relates to **Head Start Performance Standards 45 CFR Part 1302.44**, USDA, CACFP and Reporting*

### PROCEDURE:

1. Breakfast and lunch counts are taken immediately after the meal. Snack counts are taken at the time the snack is served.
2. All meal counts are recorded on COPA Attendance and Meal Count.
3. If a child is served food but does not wish to eat, the child is still counted in the meal count.
4. After the last meal is served each month, the COPA Meal Count Form (Report 208) is submitted to the delegate office following established procedures. The meal count will then be sent to the grantee Nutrition Services Manager who must submit the program's total tally of snacks served to the KDE-CACFP office for reimbursement.
5. USDA child participation and a total for meals & snacks are reported monthly to Policy Council and the Board of Directors.

*Approved by the Policy Council, April 2017*