MEMORANDUM

To: St. Louis Public Schools that utilize the CACFP program for after school snacks and meals

Subject: Required forms to be filled out daily to track enrollment, attendance and participation in after school snack and dinner programs

Schools Participating in the Child and Adult Food Care Program (CACFP) which includes all SLPS schools receiving after school snacks and dinners are required to complete the necessary daily paperwork that will be submitted to the Department of Health and Senior Services (DHSS) of the State of Missouri.

This paperwork includes the daily attendance record (CACFP form 213) and the meal count record tally sheet (CACFP form 641).

The **meal count record tally sheet** includes date of service, meal being served, meal service time, and boxes to check how many meals are served. Fill out the requested information and sign at the bottom. Note that if a snack and dinner are both served two forms are needed.

The **daily attendance record** includes all participants’ names and their attendance for the month. It is to be submitted at the end of each month to your cafeterias Chartwells foodservice lead. List your school’s name on the top of this sheet.

Copies of the required paperwork are attached for reference.Both sheets are to be scanned in to [spencer.winn@slps.org](mailto:spencer.winn@slps.org) at the end of the month. Additional paper copies that can be printed can be found online at: <https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/appsforms.php>

Digital copies are also available online if you would prefer to record keep that way. If you have any questions or concerns, please contact: Spencer Winn

Thank you for your help in keeping us compliant, I appreciate all that you do to keep our kids fed.

Respectfully,

**Spencer Winn**

Mr. Spencer Winn

Director of Food and Nutrition Services

