Day Care Home Meal Service Record

PURPOSE

To document daily attendance, meal counts and that menus (meals) served meet the required food components to be eligible for program reimbursement.

PROCEDURE

When to Prepare

It is recommended that the Name of Provider, License/Registration No., Name of Sponsoring Organization, Program (TX) No., Month and Year, Day, Date, Child’s Name, Age, and Menu be completed prior to day of service.

Changes to the Menu are recorded on the day of service, prior to the meal service time approved on Form H1537, Application Between Sponsoring Organization and Day Care Home.

Quantity is optional for day care providers.

Number of Copies

The provider completes an original and one copy.

Transmittal

The provider submits the original to the sponsor and keeps the copy for his/her records.

How to Obtain Copies

Providers obtain Form H1539 from the sponsor. Sponsors make additional copies as needed or download Form H1539 from the Texas Department of Agriculture (TDA) website at www.snptexas.org.
Form Retention

Keep Form H1539 for three years from the end of the program year. **Exception:** If audit findings, claims or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved. Sponsors may require providers to keep Form H1539 for a like period.

**DETAILED INSTRUCTIONS**

*Name of Provider* — Enter the name of the provider.

*License/Registration No.* — Enter the provider’s license/registration number.

*Name of Sponsoring Organization* — Enter the name of the sponsoring organization.

*Program (TX) No.* — Enter the sponsoring organization’s seven-digit program number.

*Month and Year* — Enter the month and the year for which attendance, meals counts and menus are being recorded.

Day Care Home Meal Service Record (Page 1) – To be completed by the provider.

*Child's Name* — List first and last names of all children enrolled for day care. List the provider’s children in the space labeled "Residential."

*Age* — Enter each child's age at his/her last birthday. Ages for children under the age of 12 months are listed as numbers of months; enter "mos." after the number.

*Day* — Enter the day of the week (that is, Monday, Tuesday, etc.)

*Date* — Enter the calendar date and year.

*AT (Attendance)* — Enter an X to indicate that the child was in attendance.

*BALP/ES* — B = Breakfast, A = AM snack, L = Lunch, P = PM snack, E = Evening snack, S = Supper. Place an X in the box to indicate each meal served to each child on that day.

*Certification* — Sign in the space labeled "Day Care Home Provider" to certify that the information completed is true and correct to the best of your knowledge. Enter the date you signed the form.
Day Care Home Meal Service Record (Page 1) — Shaded areas to be completed by the sponsor.

Information contained within the shaded areas is confidential and must not be shared with the provider.

Sponsor Use — Enter "I" if the child is eligible for Tier I reimbursement and "II" if the child is eligible for Tier II reimbursement. Leave the space blank if the child is not being claimed for Child and Adult Care Food Program reimbursement.

Tier I Totals — This section contains the total meals and attendance for children who are being claimed and are eligible for Tier I reimbursement. (Do not include information on children who are not being claimed.) AT = Attendance, B = Breakfast, A = AM snack, L = Lunch, P = PM snack, E = Evening snack, S = Supper. (Add down the page to get these totals). In the column labeled "Totals," enter the total Tier I attendance, breakfasts, AM snacks, lunches, PM snacks, evening snacks and suppers for the week. (Add across the page to get these totals.)

Tier II Totals — This section contains the total meals and attendance for children who are being claimed and are eligible for Tier II reimbursement. (Do not include information on children who are not being claimed.) AT = Attendance, B = Breakfast, A = AM snack, L = Lunch, P = PM snack, E = Evening snack, S = Supper. (Add down the page to get these totals). In the column labeled "Totals," enter the total Tier II attendance, breakfasts, AM snacks, lunches, PM snacks, evening snacks and suppers for the week. (Add across the page to get these totals.)

Day Care Home Menus (Page 2) — To be completed by the provider.

Day — Enter the day of the week.

Date — Enter the calendar date and year.

Menus — Form H1539 has pre-printed the required food components on the ‘Menus’ section for each meal service. Enter the menu (food items used) for each meal service adjacent to the required food components. It is recommended that the menu be recorded prior to day of service. If substitutions are made to the menu, those substitutions are made on the day of service, prior to the meal service time approved on Form H1537. Mark through the original food or beverage; print the substitute food or beverage and initial.

Examples of how to enter the menu (food items used):
• Beef, ground, fresh or frozen no more than 30% fat;
• Apricots, canned halves unpeeled;
• Potatoes, fresh White or Russet;
• Pasta, elbow macaroni regular dry;
• Milk, fluid skim or nonfat;
• Whole wheat bread sandwich sliced;
• Oranges, fresh, all sizes;
• bananas, fresh, regular whole;
• peas, green, frozen;
• whole grain waffle, frozen; and
• Brown rice, long grain regular dry.

If using standardized recipes, state the recipe number or name. Recipe is kept on file for monitor to review.

If using a CN Label product list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo.

**Quantity** — Enter the amount of each food item served to comply with the United States Department of Agriculture Meal Pattern requirements. Indicate whether the amount is "per child" or the total amount available for all children. Also indicate if the quantity is the amount of food available before or after cooking. This is an optional entry.

**Certification** — Day care home provider signs and dates the form to certify that all information is true and correct.