**POURPOSE**

To document that infant meals served daily at child care centers, emergency shelters and day care homes are eligible for program reimbursement.

**PROCEDURE**

**When to Prepare**

The menu may be planned in advance; however, complete the entire form daily at the time of meal service.

**Number of Copies**

Day care home providers and child care facilities complete one original and one copy. Independent centers and emergency shelters complete one original.

**Transmittal**

Day care home providers and sponsored child care facilities retain the copy for their files and submit the original to their sponsor. Sponsors keep the original in their files. Independent centers and emergency shelters keep the original in their files.

**How to Obtain Copies**

Make additional copies as needed. This form is located in Section 11000 of the Child Care Center and Day Care Home handbooks.

**Form Retention**

Keep the Daily Infant Meal Record 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.

**DETAILED INSTRUCTIONS**

*Name of Contracting Organization* – Enter the name of the contracting organization.

*Name of Facility* – Enter the name of the child care center or day care home provider or emergency shelter at which meals are prepared.

*Program Number* – Enter the contracting organization’s seven-digit program number.
Date – Enter the date the meals were prepared.

Age Group – Enter the name, date of birth (DOB) and brand of Iron-Fortified Infant Formula (IFIF) and/or breast milk (BM).

Menu – Enter the menu to be prepared at each meal type on the date of service.

Planned Participation – Enter the number of infants, by age group, for whom meals are prepared at each meal type.

Quantity Used – Enter the amount of each food item served. This entry is optional for day care homes.

Note: Refer to the handbook for meal pattern requirements to ensure the correct required food components are served.

Meals Claimed – Enter the number of meals claimed for each meal type.