**WEEKLY FOOD ALLOTMENT RECEIPTS FORM**  

Site/Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy: Staff will keep accurate records of food allotment and receipts. Reference HSPPS 1302.44 (b)**

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| Monthly Allocations | Breakfast $ \_\_\_\_\_\_\_\_ | | AM Snack $ \_\_\_\_\_\_\_\_ | | Lunch $ \_\_\_\_\_\_\_\_\_ | | PM Snack $ \_\_\_\_\_\_\_\_ | | $40.00 Monthly Food  Experience |
|  | Expense Balance | | Expense Balance | | Expense Balance | | Expense Balance | | Expense |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
|  |  |  |  |  |  |  |  |  |  |
| Nutrition Forms |  |  |  |  |  | Expense | Expense | Expense | Expense |
| CACFP Special Diet Request | | | | | |  |  |  |  |
| Fluid Milk Substitute Nutrient Verification | | | | | |  |  |  |  |
| Parent Request to Provide Food | | | | | |  |  |  |  |

**WEEKLY FOOD ALLOTMENT RECEIPTS GUIDANCE**

**Procedure:**

* **On a blank area of the receipt write the reason for the purchase (breakfast, lunch, snack, food experience and/or any special dietary needs), the name of the center for which the items were purchased, and the initials of the child requiring Special Dietary Needs Accommodations.**
* **To verify purchases, there must be two staff initials on each receipt.**
* Group breakfast, lunch, snack, etc., items together as the cashier is scanning your order.
* Do not use a highlighter or cross out any items on the receipt.
* **All receipts must be entered in Podio as purchases are made.**
* A copy of the Weekly Food Allotment Form and the original receipts must be kept in the receipt binder at the center.
* Send the Weekly Food Allotment Receipts Form to your supervisor at the end of the month following What’s Due When requirements. **Do not send to the Weekly Food Allotment Receipts Form to the Business Office.**
* Purchases made with personal funds must be submitted on your expense report, with receipts attached, to your supervisor for reimbursement approval. **Do not send to the Business Office.**

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| **HOW TO CALCULATE FOOD ALLOTMENTS**  Supplies: a simple calculator, a calendar, the formula below, pen and paper.  The formula for one month:  (# of children) times (number of days in session that  month) times (the amount for meal or snack)  Snack is $1.17 per child.  Breakfast is $2.28 per child.  Lunch is $4.25 per child.  **Sample calculations:**  **18 children in session for 18 days with snacks would be:**    18x18x $1.17= $379.08  or for a week of 4 days 18x4x $1.17= $84.24  **18 children in session for 18 days with breakfast would be:**  18x18x $2.28= $716.04  or for a week of 4 days 18x4x $2.21= $159.12    **18 children in session 18 days for lunch:**    18x18x $4.25= $1,377.00  Or for a week of 4 days: 18x4x $4.25= $306.00  **Education staff can spend up to $40.00 monthly for food experience opportunities in the classroom. Document purchase on the Weekly Food Allotment Form and follow the procedure for submitting receipts to the Business Office.**  If you have any questions regarding calculations, please contact Program Support. |

Distribution: Scan/email receipts to the Business Office, CC Supervisor. Scan/email Weekly Food Allotment Receipts Form to your supervisor at the end of the month following the What’s Due When requirements.

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