

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2005-5 Rev 4
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: 5-Day Meal Reconciliation
	Date Revised: 6/1/11

5-DAY MEAL RECONCILIATION

The 5-day meal reconciliation is a monitoring tool to verify that participants were in attendance for the meals claimed for them. The 5-day meal reconciliation includes a review of enrollment and attendance records and a comparison of daily attendance to daily meal counts to determine meal count accuracy. A per child reconciliation of enrollment and attendance to meal counts must occur for five (5) consecutive business days.

The reconciliation assures the number of participants in attendance does not exceed meal counts on any day or shift. If meal counts are in excess, meal disallowances and/or other action, technical assistance or corrective action, must be issued.

Sponsoring organizations must adhere to the current 5-day meal reconciliation plan approved by the State agency in the sponsor's CACFP management plan. The Minute Menu System's Report, *The 5 Day Attendance Report*, is a required tool to perform the 5-day meal reconciliation.

Results of all 5-day meal reconciliations must be recorded on or attached to the sheet. When meals are disallowed, the following applies:

1. Meals must be disallowed at the same rate at which they were paid. For example: a provider paid Tier II low rates is disallowed at Tier II rates, not at Tier I rates.
2. Disallowances for Tier II Mixed must be individually calculated at the same rates originally reimbursed to the provider.

[References: 7 CFR 226.16(d)(4)(i)(ii), USDA FNS CACFP Policies #07-2005 and #07-2006]

This Institution is an equal opportunity Provider.