

NON-CEO

OMB Clearance # 0584-XXXX

Expiration Date: XX/XX/20XX

Daily Reminder Card

Mon	Tues	Weds	Thurs	Fri
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Daily Meal Counts Form

Record the number of free, reduced price, full-price, and total meals served to students for each day.

Reimbursable Food Forms: Breakfast and Lunch

Record reimbursable foods offered for each meal.

Self-Serve/Made-To-Order Bar Forms

Use these forms if your cafeteria offers a salad bar, potato bar, self-serve condiments bar, etc. If the same bars are offered on multiple days, you only have to fill out one form per bar (i.e. salad bar), and indicate on the form which days the bar is offered.

Recipe Forms

Provide printed copies of recipes used, and fill out the corresponding recipe form. If you use the same recipe for multiple days, you may fill out only one menu form for that recipe and indicate the days the item is served on the recipe form.

Posted Daily Reimbursable Menu Items and Weekly Menu

Provide a copy of the daily posted reimbursable menu choices to students. Please also include a copy of weekly or monthly published menus.

Production Records (optional)

Provide copies of daily production records.

Please contact the staff at Abt Associates at toll-free 855-759-5752 if you have any questions.

Mon	Tues	Weds	Thurs	Fri
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Food and Nutrition Service, Office of Research and Analysis, 3101 Park Center Drive, Alexandria, Virginia 22302.

Daily Reminder Card

Daily Meal Counts Form

Record the number of total reimbursable meals served to students for each day.

Reimbursable Food Forms: Breakfast and Lunch

Record reimbursable foods offered for each meal.

Self-Serve/Made-To-Order Bar Forms

Use these forms if your cafeteria offers a salad bar, potato bar, self-serve condiments bar, etc. If the same bars are offered on multiple days, you only have to fill out one form per bar (i.e. salad bar), and indicate on the form which days the bar is offered.

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