



FIVE-DAY RECONCILIATION WORKSHEET for Day Care Homes

Provider Name: _____

Instructions

Monitors should select five consecutive operating days, including weekends and holidays, when the day care home was open and serving meals. Using enrollment and attendance, determine if the meal counts are consistent.

Steps

- Choose five consecutive operating days from the meal count record. The monitor may have to go back to a previous week or month to obtain five consecutive operating days.
- For this five-day period, gather meal count and attendance records. Enrollment records may be reviewed either prior to or after the visit.
- Using the meal counts, add the number of breakfasts served each day, and record on the worksheet. Do the same for each meal type. Using the attendance records, record the number of children in attendance each day.

Day	DATE	B	AM	L	PM	SU	LN	Attendance	Enrollment
1									
2									
3									
4									
5									

- Compare total meal counts to daily attendance. Do meal counts for each approved meal type exceed the number of children in attendance on any day?
 Yes No
 If yes, what is the reason for the discrepancy? _____
- Compare total enrollment to meal counts. Do meal counts for each approved meal type exceed the number of children enrolled in care?
 Yes No
 If yes, what is the reason for the discrepancy? _____

Meals should not be disallowed if the discrepancies are small or if there is a reasonable explanation for the inconsistency. If the enrollment, attendance and meal count data is not consistent, and there is no reasonable explanation for the inconsistency, the monitor must determine any corrective actions that are needed and whether any meals should be disallowed, or a downward adjustment submitted.

Monitor: _____ Date: _____