

Daily Record of Breakfasts Served

This form is provided by Child Nutrition and Wellness, Kansas State Department of Education (KSDE). For assistance with completing this form, call 785-296-2276. Use of this form is required unless revisions or alternative forms have been pre-approved by KSDE. Proposed form revisions must be submitted to KSDE annually, preferably with program renewal documents.

Complete this form daily. Give the completed form to the authorized representative for preparation of reports. The data reported in each column is necessary for computing reimbursement.

Maximum Number Enter the maximum number of students eligible for Paid, Reduced Price, and Free breakfast.
Enter the total number of eligible students.

Column

a Omit dates breakfasts are not served.

b Enter number of reimbursable breakfasts served to students in the Paid category.

c Enter number of reimbursable breakfasts served to students who are approved for Reduced Price benefits.

d Enter number of reimbursable breakfasts served to students who are approved for Free benefits.

e Total columns b, c and d.

f Enter number of non-reimbursable breakfasts served to students. Non-reimbursable breakfasts include second breakfasts served to students and breakfasts that do not include all required food items.

g Enter number of breakfasts served to adults/guests for which payment is received. This column also includes breakfasts served to children not enrolled in the district/school, parents, grandparents, other guests, etc.

h Enter number of gratis breakfasts served to all adults who work in the food service operation.

i Enter number of gratis breakfasts served to all adults who do NOT work in the food service operation.

j Enter the total number of breakfasts served each day.

Total Days Breakfasts Served... Enter the total number of days breakfast was served this month.