



Purpose and Procedure

To document the amount of remaining food at the end of every month. This information is helpful in keeping track of food reconciliation for the center and a quick reference source for future food purchasing.

Number of Copies and Transmittal

Complete one original report to be sent to CACFP and retain a copy for the center.

Important Notice

Child Food Program of Texas must receive the original report. Centers should not be sending copies of the same foods and amounts every month as foods and quantities change on a continues basis. Remember this report is extremely beneficial for the food purchasing of the center.

Detailed Instructions

1. Center Name – Enter center name.
2. Center # - Enter center number.
3. Claim Month – Enter the claim month.
4. Claim Year – Enter the claim year.
5. List your food inventory that is left from the end of the month under the corresponding category before re-stocking your pantry and freezer.
(Meat/Meat Alternate, Breads/Grains, Fruits, Vegetables)
6. List the pound or ounces of each food item.
(ex. Ground Beef – 5lb packages)
7. List the quantity of each food item.
(ex. Ground Beef – 5lb Quantity 10 packages)

Turn over for example.

