



801 B East I-30 Rockwall, Texas 75087

Main: 972-772-3200

Dayhome Fax: 972-203-9429

Center Fax: 866-380-5488

## Coversheet

Complete 1 through 5

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

WE: \_\_\_\_\_

### 4. Please transfer page totals from your menu sheets.

page	Attend	B	Am	L	Pm	D	Ev
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Totals							
Office only:			OFFICE USE ONLY				
TI							
TII							

1. I have enclosed \_\_\_\_\_ pages of menus,  
dated \_\_\_\_\_ through \_\_\_\_\_

### 2. Enrollment:

☐ I qualify to claim my children

☐ No changes this month

☐ I have attached \_\_\_\_\_ new enrollments

Withdraw these children: Date Dropped

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Please send me:(Circle)

Enrollment Forms    Menus 1-12  
Menus 0-1    Coversheets    Envelopes  
Formula Waivers

5. I certify that the information on this form is true and correct to the best of my knowledge and that I have followed USDA portion requirements and meal pattern guidelines and am only claiming for meals served to enrolled day care children. I only claim my eligible children when enrolled non-resident children are also being claimed. I understand that misrepresentation or withholding of information may result in prosecution under applicable state or federal statutes. I am claiming only those meals recorded daily.

X \_\_\_\_\_

Date      Meal Type      # Meals Disallowed      Reason Ineligible (see list below)

OFFICE USE ONLY

- Missing or ineligible item:  
1.1) Milk 1.2) Meat 1.3) Fruit or Veg 1.4) Bread
- Need 2 foods from 2 different groups.
- Child not enrolled on the program.
- Meals claimed over registered capacity.
- Non-resident child not present at meal service.
- None listed (incomplete).

- You may claim 2 meals, 1 snack or 2 snacks, 1 meal & no more.
- Dates from previous or next month may not be included.
- Your report does not match monitor report.
- Your report does not match the parent audit.
- Monitor reported no one home at meal time.
- Doesn't meet infant meal pattern: missing or ineligible component