Daily Worksheet for Residential Child Care Institutions (RCCI) (CN-18) Instructions

This worksheet is designed specifically for Residential Child Care Institutions in which all the institutionalized children qualify as needy free recipients. It is to be used in conjunction with the *Monthly Food Service Cost Reporting Worksheet* (downloadable from the Office for Child Nutrition (OCN) website (http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=828&ContentID=1113&Content=117094) as part of the *Guidance for Residential Child Care Institutions*.

Enter data daily on the worksheet under the appropriate columns. The totals for Meals served to children for the month will be used to complete the monthly Site Claim Form on the Claims Reimbursement and Reporting System (CRRS).

1. Identify the County, Month, Sponsor, and Site.

2. Meals Served to Children: Enter the number of reimbursable breakfasts, lunches, and snacks served to children under 21 years of age each day they are served. At the end of the month, transfer the totals to the CRRS Site Claim Form for reimbursement. The totals will be entered in the Needy Free Students boxes.

3. Meals Served to Adults: These meals are not eligible for reimbursement, but it is necessary to collect this information to determine the "Child Factor" on the *Monthly Food Service Cost Reporting Worksheet.*

NOTE: Institutions which serve meals to Day Students (children who do not reside at the RCCI, but attend for part of the day including meals) or institutionalized children who are eligible for reduced-price or paid full price meals, may choose to use the CN-7 School Lunch Daily Worksheet to track meals served to children by eligibility category (free, reduced-price and paid full price). The CN-7 is downloadable from the Office for Child Nutrition website (http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=828&ContentID=1113&Content=117094).

This institution is an equal opportunity provider.