FOOD AND NUTRITION SERVICES MANAGEMENT DIVISION

MEAL COUNTING

DOCUMENTS and DEADLINES

MONTHLY MEAL COUNTS

- **FORM A** Monthly Meal Count Report (MMCR)
- **FORM B** Daily Meal Count Verification Report (DMCVR)
- **ADA/ADM**
- **ASBG**

DEADLINE: 3rd Business day after the last day of the month.
Emailed to FNSMD Programs/ Operations Team

REMINDERS

- Run ADA/ADM and ASBG simultaneously.
- Ensure meal counts are matching and all fields are completed and signed.

PRIMEROEDGE GU.PRIMEROEDGE.COM

After reviewing your Monthly Meal Count Submission, FNSMD will contact your school to upload PrimeroEdge information.

- **CLAIMS DETAILS**
- **DOCUMENT UPLOAD**

DEADLINE: 3rd Business day after FNSMD confirms Meal Counts are correct.

REMINDERS

- Ensure that data is matching your Form A when inputting claim details.
- **ONLY FORM A** is to be uploaded onto PrimeroEdge.

FAR/CWR

Form C - Food Acceptability Reports/ Cafeteria Weekly Report

Submit online via submission portal

HTTPS://FORMS.GLE/47ZZU9SPTRSLC1V78

DEADLINE: End of every instructional week.

- Separate FAR/ CWR for each month; do not combine
- Ensure all signatures are obtained.
- Once submitted on the portal, you do not need to email copies.

REMINDERS FOR MEAL CLERKS

- FAR/CWR must be sampled **30 minutes** before the start of meal service; Meal service **may not start** unless food is sampled.
- Daily meal counts are to be done immediately after meal service.

NEW MEAL CLERK TRAINING

Please contact us to set up a training for new meal clerks. All personnel involved with meal counting must be trained.

FORMS AND GUIDES

FNSMD.PROGRAMS.OPERATIONS@GDOE.NET

671-472-4081 EXT. 1398

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