SAMPLE MMCR SUBMISSION

FORM A - MMCR

GUAM DEPARTMENT OF EDUCATION
SCHOOL FOOD AUTHORITY (SFA) MONTHLY MEAL COUNT REPORT
FOR COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOLS
School Year 2026 - 2027

A. Name of SFA:	Guam Department of Education
B. School Name:	Inalahan Elementary School

G. Month/Year Reported	
May	2026

Refer to ASBG

C. Enrollment for the Month:	209
D. Total Attendance for the Month:	2,432
E. Total Absentees for the Month:	494
F. Average Daily Attendance:	174

H. Total Serving Days:	Breakfast:	14	Lunch:	14

Serving Days Same as ASBG

I. Average Daily Participation (ADP) for Breakfast:	103
J. Average Daily Participation (ADP) for Lunch:	132

K. Date	L. Number of Reimbursable Meals		M. Daily Attendance
	Breakfast	Lunch	
1 5/1/26	124	153	190
2 5/4/26	99	125	162
3 5/5/26	125	142	180
4 5/6/26	113	150	181
5 5/7/26	132	148	187
6 5/8/26	128	139	187
7 5/11/26	85	160	172
8 5/12/26	113	148	168
9 5/13/26	112	134	191
10 5/14/26	101	53	190
11 5/15/26	79	136	152
12 5/18/26	79	120	148
13 5/19/26	82	127	164
14 5/20/26	76	117	160
15			
16			
17			
18			
19			
20			
21			
22			
23			
Grand Totals:	1,448	1,852	2432

FOR LEA USE ONLY
Monthly Meal Data
Total Number of Meals Served during the Month

Breakfasts	Lunches	Total
1,448	1,852	3,300

FOR LEA USE ONLY
Annual CEP Percentages

Percentage of Identified Students	Percentage of Meals Reimbursed at Federal	
	FREE Rate	PAID Rate
61.23%	97.97%	2.03%

FOR LEA USE ONLY

Type of Meal	Number of Meals to be Reimbursed at	
	FREE Rate	PAID Rate
Breakfast	1,419	29
Lunch	1,814	38

CERTIFICATION

I certify to the best of my knowledge and belief that this report is true and correct and is in accordance with rules and regulations governing the Child Nutrition Programs. It is understood that any willful misinterpretation, fraud/embezzlement are subject to applicable penalties.

Prepared by:

Type or Print Name	*Position Title*	*Signature*	*Date*

Certified by:

Type or Print Name	*Position Title*	*Signature*	*Date*

REMARKS/COMMENTS

Indicate Holidays, Field Trips, and any concerns with meal counts.

This institition is an equal opportunity provider.

Revised: May 2026

Form B - DMCVR

GUAM DEPARTMENT OF EDUCATION
DAILY MEAL COUNT VERIFICATION REPORT (DMCVR)
School Year 2026 - 2027

A.	School Name: Inalahan Elementary School

B.	Month/Year Reported	
	May	2026

C.	Total Breakfast for the Month:	R: 1448	NR: 0
D.	Total Lunch for the Month:	R: 1852	NR: 0
E.	Variance for the Month:	BF: 0	L: 0

INSTRUCTIONS: School staff and café manager shall record meal counts daily. The school administrator will approve and sign report monthly at the end of each month. This form is to be attached with Form A - Monthly Meal Count Report (MMCR).

			BREAKFAST SERVED MEAL COUNT					LUNCH SERVED MEAL COUNT					COMMENTS
			MEAL CLERK		Café MGR.		Variance	MEAL CLERK		Café MGR.		Variance	Notate any comments pertaining to meal service
	Day	Date	R	NR	R	NR		R	NR	R	NR		
Week 1	MON		124		124			153		153			
	TUE		99		99			125		125			
	WED		125		125			142		142			
	THU		113		113			150		150			
	FRI		132		132			148		148			
Week 2	MON		128		128			139		139			
	TUE		85		85			160		160			
	WED		113		113			148		148			
	THU		112		112			134		134			
	FRI		101		101			53		53			
Week 3	MON		79		79			136		136			
	TUE		79		79			120		120			
	WED		82		82			127		127			
	THU		76		76			117		117			
	FRI												
Week 4	MON												
	TUE												
	WED												
	THU												
	FRI												
Week 5	MON												
	TUE												
	WED												
	THU												
	FRI												
MONTH'S TOTALS:			1448	0	1448	0	0	1852	0	1852	0	0	

Total Meal Counts to match MMCR Totals

I attest that the above meals counts are true, accurate, and complete to the best of my knowledge. I understand these records support federal/state funding claims.

Certified by: Meal Clerk signature at the end of the month.
NAME & SIGNATURE OF DESIGNATED MEAL CLERK DATE

Cafeteria Manager signature at the end of the month.
NAME & SIGNATURE OF CAFETERIA MANAGER DATE

Approved by: Administrator signature at the end of the month.
NAME & TITLE OF SCHOOL ADMINISTRATOR DATE

This institution is an equal opportunity provider.

Updated: May 2026

SAMPLE MMCR SUBMISSION

ADA/ADM by Date

Inalåhan Elementary School
Reporting Period: 05/01/2026 to 05/20/2026

Number	Date	Day	Membership	Attendance
1	05/01/2026	Fri (A)	210.00	190.00
2	05/04/2026	Mon (A)	210.00	162.00
3	05/05/2026	Tue (A)	210.00	180.00
4	05/06/2026	Wed (A)	209.00	181.00
5	05/07/2026	Thu (A)	209.00	187.00
6	05/08/2026	Fri (A)	209.00	187.00
7	05/11/2026	Mon (A)	209.00	172.00
8	05/12/2026	Tue (A)	209.00	168.00
9	05/13/2026	Wed (A)	209.00	191.00
10	05/14/2026	Thu (A)	209.00	190.00
11	05/15/2026	Fri (A)	209.00	152.00
12	05/18/2026	Mon (A)	209.00	148.00
13	05/19/2026	Tue (A)	209.00	164.00
14	05/20/2026	Wed (A)	209.00	160.00
	Total:		2929.00	2432.00
	Average:		209.21	173.71

Column M on MMCR

Total on Column M, Letter D. on MMCR

Automatically calculated (rounded) on column F.

Attendance Summary By Grade

Inalåhan Elementary School
05/01/2026 to 05/20/2026 = 14 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
-1	14	0	0	1	13	196	0	11	0.00	182.00	13.00	98.38%
0	25	0	0	0	25	350	0	0	98.00	252.00	18.00	72.00%
Subtotal	39	0	0	1	38	546	0	11	98.00	434.00	31.00	81.12%
1	28	0	0	0	28	392	0	0	69.00	323.00	23.07	82.40%
2	29	0	0	0	29	406	0	0	62.00	344.00	24.57	84.73%
3	37	0	0	0	37	518	0	0	89.00	429.00	30.64	82.82%
Subtotal	94	0	0	0	94	1316	0	0	220.00	1096.00	78.28	83.28%
4	39	0	0	0	39	546	0	0	82.00	464.00	33.14	84.98%
5	38	0	0	0	38	532	0	0	94.00	438.00	31.29	82.33%
Subtotal	77	0	0	0	77	1078	0	0	176.00	902.00	64.43	83.67%
Grand Total	210	0	0	1	209	2940	0	11	494.00	2432.00	173.71	83.03%

Letter C on MMCR

Letter E on MMCR

Letter D, M; ADA/ADM

Letter F; ADA/ADM

- ❑ **Run ADA/ADM and ASBG reports together. Running reports at different times may result in incorrect data. Run reports 1 to 2 school days after the last day of the month. This is to ensure that PowerSchool attendance is updated.**
- ❑ **Ensure data is matching; signatures are present and dated correctly.**
- ❑ **Field Trips will be included in the total count; indicate how many meals were prepared on the comments sections of the DMCVR and MMCR.**
- ❑ **DUE DATE: 3 Working Days after the last day of the month.**