*Instructions for Completion*

**FORM DE 0112, Number of Breakfasts Served Daily**

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*School*: (Enter name of school.) *Month/Year*: (Enter reporting month and year.)

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***Complete Daily:***

Column 1: Enter day of month for which meals are being recorded.

Column 2: Enter number of reimbursable breakfasts served to students not approved for Free or Reduced-Price meals (no more than 1 per student).

Column 3: Enter number of reimbursable breakfasts served to students approved for free meals (no more than 1 per student).

Column 4: Enter number of reimbursable breakfasts served to students approved for reduced-price meals (no more than 1 per student).

Column 5: (Optional) Enter total of columns 2, 3, and 4.

Column 6: Enter number of breakfasts served to all adults, (other than those served to School Nutrition Program employees at no charge) and the number of \*incomplete breakfasts sold at regular/reduced-price and non-reimbursable second breakfasts served to enrolled students, regardless of their eligibility category (at the adult sale price).

Column 7: Enter number of breakfasts served to School Nutrition Program employees at no charge, \*\*through contracts to those not enrolled in the school, and to \*\*\*recipients of other federal meal programs.

Column 8: Enter total of columns 5, 6, and 7.

Column 9: (Optional) Enter the value of all USDA commodity foods used in the preparation and service of the day’s breakfasts, from the Meal Production Record, DE Form 0121, line 10.

Column 10: Enter the value of all purchased foods used in the preparation and service of the day’s breakfasts, from the Meal Production Record, Form DE 0112, line 13.

 *\*Incomplete breakfasts sold at regular/reduced-price sale price and second meals (served to students at adult sale price)*

 *\*\*Breakfasts provided to groups such as a senior citizens center, a private school, the county or city jail, etc.*

 *\*\*\*Breakfasts provided through the Child and Adult Care Food Program*

FORM DE 0112 Instructions Revised August 2016 (All previous revisions are obsolete.)