

SPLIT SHIFT MEAL SERVICE

PURPOSE:

Children in your care may have varying schedules. In some cases, you may decide to serve the same meal type at different times of the day to accommodate the children's schedules.

For example, if you care for children who attend kindergarten, some may need to eat and leave by 11:45 a.m., while others may arrive at 12:30 p.m. Because of the schedule differences, you may decide to serve lunch at 11:00 a.m. to one group of children and another meal service at 12:45 p.m. to another group.

Another example: you may have pre-school children who eat PM snack at 2:30 p.m. and after-school children who arrive later and eat at 3:45 p.m. In this case, a Split Shift Meal Service form is needed because there are two different meal times for the same meal type.

When we are processing your claim, it may appear that you are over your licensed capacity because of the total number of children listed on your Monthly Record of Meals Served. Therefore, you must make it clear that all children are not served that meal and are in care at the same time. *We cannot reimburse you for meals served in excess of the number of children in your care according to the Texas Department of Human Services' Minimum Standards.*

This form (*see reverse*) is intended to assist us in understanding your schedule. If you serve in split-shifts or have two meal times, attach the Split Shift Meal Service form with your Monthly Records each month you submit a claim. Your Program Coordinator is required to observe both shifts during monitor visits if split-shift meals are claimed.

INSTRUCTIONS:

- 1) Enter your Name, Provider ID Number, and the Month & Year.
- 2) List the Meal Type Served in Split Shift (Breakfast, AM Snack, Lunch, PM Snack, or Dinner).
- 3) Enter the dates on which Split Shifts were served during the month.
- 4) Enter the meal times the shifts were served.
- 5) Enter the full names of the children served Split Shift meals.
- 6) Enter the time each child arrives and departs your child care home.
- 7) Send this form to the office each month along with your other Monthly Program Records.

If you have any questions on the use of this form or need additional information, please feel free to call the office at (512) 467-7916 or toll-free at (800) 369-9082. These forms are issued only upon request.