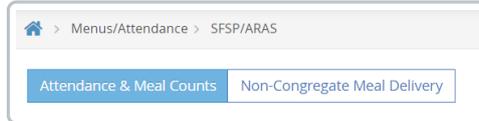


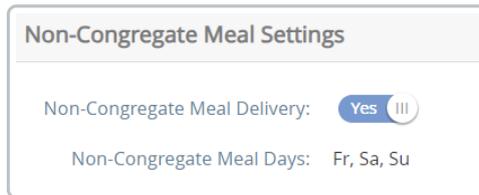
Non Congregate Meal Delivery

Last Modified on 03/26/2024 12:37 pm
CDT

If your site is approved to do multi-day issuance or non-congregate meal deliveries, you will see a second tab on the **Attendance & Meal Count** screen names **Non-Congregate Meal Delivery**.

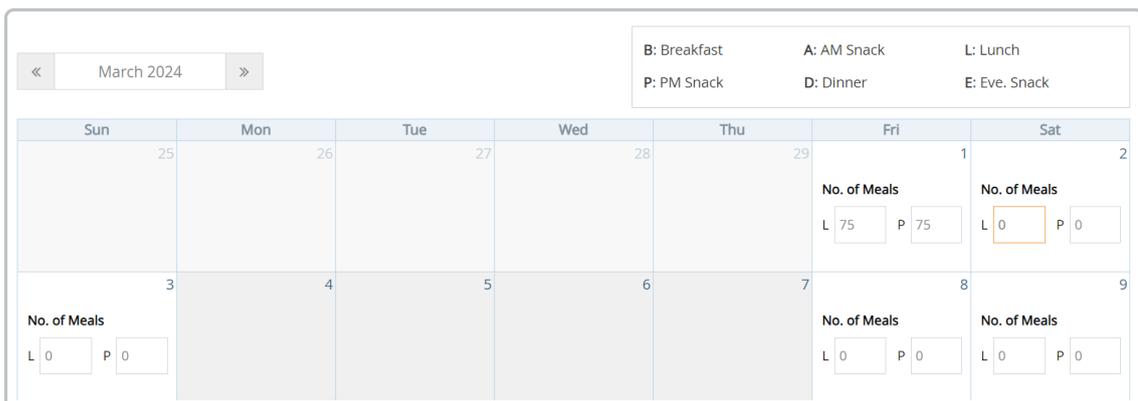


If you do not see this option and you believe you should, reach out to your sponsor. You can also go to **Administration > Site Details** and see if the **Non Congregate Meal Settings** have been turned on for your site.



To access the **Non-Congregate Meal Delivery** screen:

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Attendance & Meal Counts**. The meal counter screen opens.
3. Click the **Non-Congregate Meal Delivery** tab at the top of the screen. The Non-Congregate Meal Delivery screen opens.
4. Ensure the month selected is the correct month.
5. Use the calendar to enter the number of meals delivered for each meal and each day by clicking on the box next to the meal initial and entering the totals.



The screenshot shows the 'Non-Congregate Meal Delivery' calendar for March 2024. The calendar is a grid with columns for days of the week (Sun to Sat) and rows for dates (25 to 9). Each date cell contains a 'No. of Meals' section with input boxes for 'L' (Lunch) and 'P' (PM Snack). For example, on Friday (1st), L is 75 and P is 75. On Saturday (2nd), L is 0 and P is 0. The legend at the top right defines the meal types: B: Breakfast, A: AM Snack, L: Lunch, P: PM Snack, D: Dinner, E: Eve. Snack.

6. There is no save button, this screen auto saves any changes made. Once the meal total are entered, the counts will be included in the monthly totals of meals served and attendance.