

SUMMER FOOD SERVICE PROGRAM - Daily Meal Count Form

SITE NAME				SITE NUMBER		SITE ADDRESS										SITE SUPERVISOR										
DATE				<input type="checkbox"/> Delivered <input type="checkbox"/> Prepared on site					MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> A.M. Snack <input type="checkbox"/> Lunch <input type="checkbox"/> P.M. Snack <input type="checkbox"/> Supper																	
MEAL SERVICE TIME								DELIVERY TIME						DELIVERY TEMPERATURE												
Begin: _____ End: _____																										
NUMBER OF MEALS PREPARED/DELIVERED				+		LEFTOVER MEALS FROM PREVIOUS DAY SERVED AT THIS MEAL SERVICE						=		[1]		TOTAL MEALS AVAILABLE										
First Meals Served to Children																										
1	2	3	4	5	6	7	8	9	10	11																
12	13	14	15	16	17	18	19	20	21	22																
23	24	25	26	27	28	29	30	31	32	33																
34	35	36	37	38	39	40	41	42	43	44																
45	46	47	48	49	50	51	52	53	54	55																
56	57	58	59	60	61	62	63	64	65	66																
67	68	69	70	71	72	73	74	75	76	77																
78	79	80	81	82	83	84	85	86	87	88																
89	90	91	92	93	94	95	96	97	98	99																
100	101	102	103	104	105	106	107	108	109	110																
111	112	113	114	115	116	117	118	119	120	121																
122	123	124	125	126	127	128	129	130	131	132																
133	134	135	136	137	138	139	140	141	142	143																
144	145	146	147	148	149	150	151	152	153	154																
155	156	157	158	159	160	161	162	163	164	165																
166	167	168	169	170	171	172	173	174	175	176																
177	178	179	180	181	182	183	184	185	186	187																
188	189	190	191	192	193	194	195	196	197	198																
199	200	201	202	203	204	205	206	207	208	209																
210	211	212	213	214	215	216	217	218	219	220																
221	222	223	224	225	226	227	228	229	230	231																
232	233	234	235	236	237	238	239	240	241	242																
243	244	245	246	247	248	249	250	251	252	253																
254	255	256	257	258	259	260	261	262	263	264																
265	266	267	268	269	270	271	272	273	274	275																
276	277	278	279	280	281	282	283	284	285	286																
287	288	289	290	291	292	293	294	295	296	297																
298	299	300	301	302	303	304	305	306	307	308																
309	310	311	312	313	314	315	316	317	318	319																
Total First Meals Served to Children [2] _____																										
Complete Second Meals Served to Children:																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
NON-REIMBURSABLE MEALS																										
Total Second Meals Served to Children [3] _____																										
Meals Served to Program Adults:																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Total Meals Served to Program Adults [4] _____																										
Meals Served to Non-Program Adults:																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Total Meals Served to Non-Program Adults [5] _____																										
Number of additional children requesting a meal after all available meals were served:																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Total Meals Served _____										Total Leftover Meals _____					Total Damaged Meals _____					Income from Adults Meals _____						
SITE SUPERVISOR'S SIGNATURE																				DATE						

Instructions for Completing Daily Meal Count Form

Each site must take a point-of-service meal count every day. This form may be used for the daily meal count.

- **Site Name:** Enter the name of the approved SFSP site.
- **Site Number:** Enter the approved SFSP site number.
- **Site Address:** Enter the complete site address of the approved SFSP site.
- **Site Supervisor:** Print or type the site supervisor's first and last name.
- **Date:** Enter the complete date (mm/dd/yy) for which the meal count is being completed.
- **Mark Delivered or Prepared on site.**
- **Meal:** Mark the meal for which the count is being completed.
- **Meal Service Time:** Enter the time the meal service begins and ends.
- **Delivery Time:** Enter the time the meals arrived at the site.
- **Number of Meals Prepared/Delivered:** Enter the number of meals prepared on site or delivered to site.
- **Delivery Temperature:** Take the meal and milk temperatures and record the temperatures in the space provided.
- **Line 1 equals the total meals available.** That number equals the number of meals received or prepared plus the number of meals available from the previous day.
- **Line 2 equals the total number of First Meals Served to Children.** Cross out each number as a child receives a meal. Include any teenagers -- 18 and under, paid or unpaid -- who are helping out at the site and receive a meal.
- **Line 3 equals the total number of Second Meals Served to Children.** After all children have been served a first meal, put a slash mark through each consecutive number for any second meals served to children. Only count second meals that are complete (contain all required components). Remember, reimbursable meals are limited to no more than 2 percent of the total number of total number of first meals served.
- **Line 4 equals the total number of Meals Served to Program Adults.** "Program adults" are adults who work directly as part of the operation of the food service. This includes all adults who prepare meals, serve meals, clean up, or supervise the children. This does not include teenagers, 18 and under who may perform these tasks at the site. Meals for children 18 and under are fully reimbursable, and you would count these meals on Line 2.
- **Line 5 equals the total number of Meals Served to Non-Program Adults.** "Non-program adults" are adults who are not directly involved in the operation of the food service. Non-program adults includes any sponsor administrative staff, such as monitors or sponsor directors or state or federal reviewers.
- **Total Meals Served:** Add Total First Meals Served to Children and Total Second Meals Served to Children, and enter the total here. **[2]+[3]**
- **Total Leftover Meals.** Enter the total number of meals leftover after the meal service. **[1] - [2]+[3]+[4]+[5]**
- **Total Damaged Meals.** Enter the total number of meals that are unusable because they are damaged, incomplete, or otherwise non-reimbursable.
- **Income from Adult Meals:** Record the amount of money received from paying adults, if applicable.
- **Site Supervisor's Signature and Date:** Once the form is complete, the site supervisor must sign and date the form. The site supervisor is responsible for verifying that the meal counts have been recorded accurately. The meal count form will not be considered valid without the site supervisor's signature and date.