

SUMMER FOOD SERVICE PROGRAM - Daily Meal Count Form

SITE NAME	SITE NUMBER	SITE ADDRESS	SITE SUPERVISOR
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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
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MEAL SERVICE TIME Begin: _____ End: _____	DELIVERY TIME	DELIVERY TEMPERATURE
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NUMBER OF MEALS PREPARED/DELIVERED	+	LEFTOVER MEALS FROM PREVIOUS DAY SERVED AT THIS MEAL SERVICE	=	[1]
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First Meals Served to Children

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

NON-REIMBURSABLE MEALS

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
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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
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Total Meals Served to Non-Program Adults [5] _____

Total Meals Served _____ Total Leftover Meals _____ Total Damaged Meals _____ Income from Adults Meals _____

SITE SUPERVISOR'S SIGNATURE	DATE
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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.
- **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.
- **Total Leftover Meals.** Enter the total number of meals leftover after the meal service.
- **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.