

# SEAMLESS SUMMER OPTION

## DAILY MEAL COUNT FORM INSTRUCTIONS

Each site must take a point-of-service meal count each day at all meal service times and locations. The sample form may be used for the daily meal count. Complete as follows:

1. Complete site name, address and phone number.
2. Circle the meal count represented by count form. Separate forms must be used for each meal service. Breakfast, lunch and snack must be on individual forms daily.
3. The form is intended to record the number of children served a complete (first) meal. Second meals and incomplete meals are not reimbursable and therefore should not be included in the meals served count.
4. Cross out each number as a child receives a meal. Include any teenagers, 18 and under, paid or unpaid, who help at the site. (If more than 200 children are served at the site, use a second page. For sites needing the second page, we suggest printing this form front-to-back.)
5. Use the box located on the lower left of the form to record the number of children served a (first) meal at the end of meal service time.
6. The site supervisor must sign and date the meal count form.

### **Do not include in meal count:**

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. These meals would not be included in the total meal count. 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 be add to the total meals served.

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 include any sponsor administrative staff, such as monitors or sponsor directors, or State or Federal reviewers.

\*Note: Maintain records of meal counts for three years plus the current.