

Summer Food Service Program (SFSP) Daily Meal Count Form

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|----|---------------------|--|--|--|--|
| Sponsor Name: | | | | | Site Address: | | | | | | | | | | | | | | | | | | | |
| Site Name: | | | | | Site Supervisor Name: | | | | | | | | | | | | | | | | | | | |
| Date: | | | | | | | | | | | | | | | | | | | | | | | | |
| # Meals Prepared on Site/Delivered from Production Kitchen: | | | | | | | | | | | | | | | | | | | | | | | | |
| + # Meals Leftover from Previous Day: | | | | | = # Meals Available: | | | | | | | | | | | | | | | | | | | |
| Meal Type: Breakfast A.M. Snack Lunch Supper P.M. Snack | | | | | | | | | | | | | | | | | | | | | | | | |
| First meals served to children (cross off number as meal is 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 | 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 | | | | | | | | | | |
| Total First Meals Served: | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Total second 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 | Total program adult meals: | |
| 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 | Total non-program adult meals: | |
| Comments: | | | | | | | | | | | | | | | | | | | | | |
| I hereby certify that the above information is true and accurate: | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | _____ | | | | | | | _____ | | | | | | | |
| Signature | | | | | | | Title | | | | | | | Date | | | | | | | |

Summer Food Service Program (SFSP) Daily Meal Count Form

Each serving day, every site must take Point of Service (POS) meal counts. The meal counter will cross out or circle each number as each child receives a reimbursable meal. Meal counts cannot be taken before the meal is served or counted after the meal service. Counts based on pre-order numbers, attendance numbers, or counting trays or number of leftovers is not allowable. This form must be completed thoroughly, with meals hashed off or individually circled. Drawing a continuous line through the numbers or simply writing a total number, with no numbers hashed or circled, is not acceptable.

- **Second Meals:** sponsors are only reimbursed for 2% of first meals served by meal service type each claiming period. Sponsors must indicate if they plan to serve second meals in the Budget tab of the SFSP Application Packet.
- **Program Adult:** these are adults directly involved in the operation and implementation of the SFSP, such as food service personnel and anyone conducting Point of Service (POS) meal counts. Sponsors must indicate if they plan to serve program adult meals in the Budget tab of the SFSP Application Packet. Program adult meals are an allowable cost to the program.
- **Non-Program Adult:** these are any other adult such as teachers, parents/guardians, and other community members. Sponsors must indicate if they plan to serve non-program adult meals in the Budget tab of the SFSP Application Packet. Non-program adult meals are not an allowable cost. These can be covered with non-program funds or you can sell meals to non-program adults as long as you charge enough to cover the cost of the meal.

After the meal service, complete the field to calculate the total meals served.

The form must be signed by the person taking the POS meal counts, include the title of the meal counter and the date. This may be the Site Supervisor or other site personnel.

This institution is an equal opportunity provider.