SUMMER FOOD SERVICE PROGRAM DAILY MEAL COUNT FORM

Site Name: Meal Type: (circle)   B   L   SN   SU

Address: Date of Meal Service:

Supervisor's Name: Delivery Time:

Meals received/prepared   + Meals available from previous day   =   (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal)

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

Total First Meals +   [2]

Second meals served to children
1 2 3 4 5 6 7 8 9 10   Total Second Meals **+**   [3]

Meals served to Program adults (*adults who works directly in the food service operation*)
1 2 3 4 5 6 7 8 9 10   Total Program Adult Meals **+**   [4]

Meals served to Non-Program adults (*adults not involved in the food service operation*)   [5]
1 2 3 4 5 6 7 8 9 10   Total Non-Program Adult Meals **+**

TOTAL MEALS SERVED =   [6]

Total damaged/incomplete/other non-reimbursable meals **+**   [7]

Total leftover meals **+**   [8]

Total of items [6] + [7]+ [8] =   [9]
(* Item [9] should be equal to item [1])

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

By signing below, I certify that the above information is true and accurate:

SITE SUPERVISOR SIGNATURE   **DATE**

CONTINUATION PAGE FOR DAILY MEAL COUNT FORM

Site Name: Date:

First Meals Served to Children (cross off number as each child receives a meal)

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

Total First Meals +   [2]

Second meals served to children
11 12 13   14 15 16 17 18 19 20   Total Second Meals **+**   [3]

Meals served to Program adults (*adult who works directly in the food service operation*)
11 12 13   14 15 16 17 18 19 20   Total Program Adult Meals **+**   [4]

Meals served to non-Program adults (*adults not involved in the food service operation*)
11 12   13 14 15 16 17 18 19 20   Total Non-Program Adult Meals **+**   [5]

TOTAL MEALS SERVED =   [6]

Total damaged/incomplete/other non-reimbursable meals **+**   [7]

Total leftover meals **+**   [8]

Total of items [6] **+** [7] **+** [8] **=**   [9]
(Item [9] should be equal to item [1] on the front side of the page)

Number of additional children requesting a meal after all available meals were served
16   17   18   19   20   21   22   23   24   25   26   27   28   29   30

Daily Meal Count Form Instructions

Every day, each site must take a point of service meal count. This form is used for this daily meal count. Cross out each number as each child receives a meal. On the first side, the form has enough space to count off 150 children as they pass through the meal service line and receive a meal. If more than 150 children are served at the site or other counts are higher than space allows on the first side, use the optional second side. For sites needing the second side, it is recommended that page 1 and 2 be printed back to back.

The form must be used to count second meals served to children, Program Adult Meals, Non-Program Adult Meals and Leftover Meals as well as the number of children requesting a meal after all available meals are served. It is required that documentation of meal counts contain all items listed in the form for the sponsor to track and control food service at each site.