

## SFSP Daily Meal Count Form Examples

Site staff must complete daily meal counts for all SFSP sites for each meal and/or snack served. The SFSP Daily Meal Count Form is one way in which to document daily meal counts.

The top section of the SFSP Daily Meal Count Form provides information on the SFSP site and meal service being provided. Parts of this section, such as site, meal, and site supervisor, could be completed prior to meal service. The rest of the form must be completed the day of service by someone actually at the site.

<b>Summer Food Service Program (SFSP) Daily Meal Count Form</b>					
Site: _____	Meal: Breakfast	Snack	Lunch	Snack	Supper
	(circle one)				
Site Supervisor: _____	Delivery time : _____				
Date: _____	# meals received/prepared _____				
Time first meal served _____	# meals carried over from prior meal service day				+ _____
Time last meal served _____	# meals transferred from other site(s)				+ _____
	Total meals available				= _____

**Site** = Where meals are being served to children. This is the physical location where this particular Point-of-Service is taking place. The site should match one of the Site Applications listed in your “Applications” tab in KN-Claim. Most sites have just one point of service location; however, if there are multiple point of service locations at the site, a separate daily meal count form must be completed for each point of service location.

**Meal** = Circle which type of meal service this form is being completed for. Each meal or snack MUST be on separate forms.

**Site Supervisor** = Site Manager as listed on the Site Application in KN-CLAIM.

**Delivery Time** = “N/A” in most circumstances, unless meals are being received from another site/Sponsor/location

**Date** = Date this form is being completed during meal service – the correct date MUST be documented!

**# meals received/prepared** = Number of meals received/prepared is the number of meals available for the day. This number should match Production Record documentation

**# meals carried over from prior meal service day** = If serving meals that were prepared from the previous day, include the number of meals being used from the previous day.

**# meals transferred from other site(s)** = If meals have been transferred to this site from another, include the number of meals transferred from other sites.

**Total meals available** = # meals received/prepared + # meals carried over + meals transferred. Total meals available should match Production Record documentation and be at least equal to if not greater than total meals served.

**Time first meal served** = The time that the first meal is served to a child for reimbursement. The time the first meal is served must be within the approved meal service times on the site application in KN-CLAIM but will not necessarily be the same time every day.

**Time last meal served** = The time that the last meal is served to a child for reimbursement. The time the last meal is served must be within the approved meal service times on the site application in KN-CLAIM but will not necessarily be the same time every day.

### Correct Example

Summer Food Service Program (SFSP) Daily Meal Count Form					
Site: <u>ABC Elementary</u>	Meal: <u>Breakfast</u> (circle one)	Snack	Lunch	Snack	Supper
Site Supervisor: <u>Jill Ladd</u>	Delivery time : <u>n/a</u>				
Date: <u>6/15/22</u>	# meals received/prepared				<u>100</u>
Time first meal served <u>8:03 a.m.</u>	# meals carried over from prior meal service day				+ <u>0</u>
Time last meal served <u>8:52 a.m.</u>	# meals transferred from other site(s)				+ <u>0</u>
	Total meals available				= <u>100</u>

### First Meals to Children

The first meals served to children must be marked at the point-of-service when the child actually receives the meal. These meal counts CANNOT be based on production records or tray counts at the end of service. Make sure staff understand how to complete this section accurately and that the processes and procedures established by the Sponsor are being followed at EACH site. Not completing this section accurately can result in large Fiscal Action adjustments.

The person completing the form must use a slash, x, circle, or indicator of some sort for every reimbursable meal that is served to eligible children. One mark is equal to one meal. If numbers are skipped they cannot be counted for reimbursement.

<u>First Meals to Children:</u>																			
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

**Allowable Examples:**

**First Meals to Children:**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	
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	This method of Point of Service Meal Counts would be allowable. Each "slash" indicates a meal that was served to a child.										132	133	134	135	136	137	138	139	140
141	142											152	153	154	155	156	157	158	159	160
161	162											172	173	174	175	176	177	178	179	180
181	182											192	193	194	195	196	197	198	199	200

**First Meals 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	This method of Point of Service Meal Counts would be allowable. Each circle indicates a meal that was served to a child.										132	133	134	135	136	137	138	139	140
141	142											152	153	154	155	156	157	158	159	160
161	162											172	173	174	175	176	177	178	179	180
181	182											192	193	194	195	196	197	198	199	200

**First Meals to Children:**

✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
✕	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	This method of Point of Service Meal Counts would be allowable. Each X indicates a meal that was served to a child.										132	133	134	135	136	137	138	139	140
141	142											152	153	154	155	156	157	158	159	160
161	162											172	173	174	175	176	177	178	179	180
181	182											192	193	194	195	196	197	198	199	200

**First Meals to Children:**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	<del>36</del>	<del>37</del>	<del>38</del>	<del>39</del>	<del>40</del>
<del>41</del>	<del>42</del>	<del>43</del>	<del>44</del>	<del>45</del>	<del>46</del>	<del>47</del>	<del>48</del>	<del>49</del>	<del>50</del>	<del>51</del>	<del>52</del>	<del>53</del>	<del>54</del>	<del>55</del>	<del>56</del>	<del>57</del>	<del>58</del>	<del>59</del>	<del>60</del>
<del>61</del>	<del>62</del>	<del>63</del>	<del>64</del>	<del>65</del>	<del>66</del>	<del>67</del>	<del>68</del>	<del>69</del>	<del>70</del>	<del>71</del>	<del>72</del>	<del>73</del>	<del>74</del>	<del>75</del>	<del>76</del>	<del>77</del>	<del>78</del>	<del>79</del>	<del>80</del>
<del>81</del>	<del>82</del>										<del>92</del>	<del>93</del>	<del>94</del>	<del>95</del>	<del>96</del>	<del>97</del>	<del>98</del>	<del>99</del>	<del>100</del>
<del>101</del>	<del>102</del>										<del>112</del>	<del>113</del>	<del>114</del>	<del>115</del>	<del>116</del>	<del>117</del>	<del>118</del>	<del>119</del>	<del>120</del>
<del>121</del>	<del>122</del>										<del>132</del>	<del>133</del>	<del>134</del>	<del>135</del>	<del>136</del>	<del>137</del>	<del>138</del>	<del>139</del>	<del>140</del>
<del>141</del>	<del>142</del>										<del>152</del>	<del>153</del>	<del>154</del>	<del>155</del>	<del>156</del>	<del>157</del>	<del>158</del>	<del>159</del>	<del>160</del>
<del>161</del>	<del>162</del>										<del>172</del>	<del>173</del>	<del>174</del>	<del>175</del>	<del>176</del>	<del>177</del>	<del>178</del>	<del>179</del>	<del>180</del>
<del>181</del>	<del>182</del>										<del>192</del>	<del>193</del>	<del>194</del>	<del>195</del>	<del>196</del>	<del>197</del>	<del>198</del>	<del>199</del>	<del>200</del>

This method of Point of Service Meal Counts would be allowable. Each "slash" indicates a meal that was served to a child. Once the sheet was full, the meal counter went back and put a forward slash over the initial back slash to continue to count meals.

**Examples that will NOT meet SFSP meal reporting requirements:**

**First Meals 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										132	133	134	135	136	137	138	139	140
141	142										152	153	154	155	156	157	158	159	160
161	162										172	173	174	175	176	177	178	179	180
181	182										192	193	194	195	196	197	198	199	200

**Circling the total number of meals served or delivered is NOT allowable. There must be a slash, X, circle or other indicator for every reimbursable meal that is served to a child.**

If 75 is circled and that is the only marking on this section, then the Sponsor will only be able to claim 1 meal for reimbursement.

**First Meals to Children:**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	<del>36</del>	<del>37</del>	<del>38</del>	<del>39</del>	<del>40</del>
<del>41</del>	<del>42</del>	<del>43</del>	<del>44</del>	<del>45</del>	<del>46</del>	<del>47</del>	<del>48</del>	<del>49</del>	<del>50</del>	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										132	133	134	135	136	137	138	139	140
141	142										152	153	154	155	156	157	158	159	160
161	162										172	173	174	175	176	177	178	179	180
181	182										192	193	194	195	196	197	198	199	200

**Drawing a line through all of the numbers does not show Point of Service Meal Counts. This example is NOT allowable. There must be a slash, X, circle or other indicator for every reimbursable meal that is served to a child.**

<b>First Meals to Children:</b>																			
<del>1</del>	2	3	4	<del>5</del>	6	7	8	9	<del>10</del>	11	12	13	14	<del>15</del>	16	17	18	19	<del>20</del>
21	22	23	24	<del>25</del>	26	27	28	29	<del>30</del>	31	32	33	34	<del>35</del>	36	37	38	39	<del>40</del>
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	<b>This method of Point of Service Meal Counts would NOT be allowable. There must be a slash, X, circle or other indicator for every reimbursable meal that is served to child.</b>									132	133	134	135	136	137	138	139	140
141	142										152	153	154	155	156	157	158	159	160
161	162										172	173	174	175	176	177	178	179	180
181	182										192	193	194	195	196	197	198	199	200

### Completing the Last Section of the Point of Service Meal Count Form

The last section of the SFSP Daily Meal Count Form is just as important as the rest of the form and should be completed fully.

<b>Disallowed Meals to Children:</b> (Indicate by tally marks)	Total <b>First Meals</b> _____
_____	Total <b>Disallowed Meals</b> (Incomplete/Damaged) - _____
<b>Second Meals to Children:</b> (Indicate by tally marks)	Total <b>First Meals to be Claimed</b> = _____
_____	Total <b>Second Meals</b> + _____
<b>Meals to Food Service Adults:</b> (Indicate by tally marks)	Total <b>Food Service Adult Meals</b> + _____
_____	Total <b>Other Adult Meals</b> + _____
<b>Meals to Other Adults:</b> (Indicate by tally marks)	Total <b>Meals Served</b> (Children and Adults) = _____
_____	Total Meals Transferred to Other Site _____
\$ _____ x _____ = _____ Adult Meal Charge      Other Adults Meals      Total Payment Received If money not received for Other Adult Meals explain why: _____ _____	Total Meals Not Served/Leftover _____
<b>I certify that the above information is true and accurate.</b>	
Signature of Meal Checker _____	Date _____

**Total First Meals** = Number that matches the number of slashes, x's or circles that are on the total first meals section.

**Total Disallowed Meals** = Number of non-reimbursable meals, including those that are dropped. In this case, there would be two indicators in the "First Meals to Children" section for this one child, the dropped meal and the meal the child ate, but one of those will be accounted

for in the “Disallowed” section. Disallowed meals to children should be indicated by tally marks in the appropriate section of the form.

**Total First Meals to be Claimed** = The total first meals to be claimed should equal the number of meals that are consolidated to the monthly consolidation report to be claimed at the free rate in the site claim. This should match the number reported in the total first meals section minus any disallowed meals. Therefore, the total number of first meals to be claimed may or may not match the number of slashes, “X’s”, circles, etc. in the total first meals section above.

**Total Second Meals** = In SFSP ONLY Sponsors may claim 2% of complete second meals served. If second meals are being sold a la carte they should not be claimed as second meals. SSO Sponsors cannot serve second meals due to Smart Snacks in Schools (SSIS).

**Total Food Service Adult Meals** = Number of meals given to Food Service Workers as a gratis meal. Gratis Food Service Meals are an allowable expense to the Food Service Fund. Indicate the number of meals served to food service adults with tally marks when they are served in the appropriate section of the form.

**Total Other Adult Meals** = Number of meals that were sold to adults who paid the established price per the Sponsor Application. It may also include meals given to adults that did not have to pay out of pocket, Other Adult Gratis Meals. These meals are NOT an allowable expense to the Food Service Fund so someone or another revenue source, such as the General Fund, must pay the Food Service Fund the established adult meal price for each adult meal served. Indicate the number of meals served to other adults with tally marks when they are served in the appropriate section of the form. Sponsors can use the section below the Meals to Other Adult tallies to calculate the total payment that should have been received for the other adult meals served.

**Total Meals Served** = The calculated total from all values above this line (Total First Meals + Total Second Meals + Total Food Service Adult Meals + Total Other Adult Meals). This number may or may not match Total First Meals or Total First Meals to be Claimed.

**Total Meals Transferred to Other Site** = If meals are transported to another site/location for service, record the number, otherwise write “N/A”

**Total Meals Not Served/Leftover** = “Total Meals Served” subtracted from “Total meals available”. This number should match Production Records.

**Signature and Date** = Each and every form MUST be signed and dated by the staff member completing the form. This may or may not be the same person as the Site Supervisor listed at the top of the form.

**Completed Example:**

<p><b>Disallowed Meals to Children:</b>   (Indicate by tally marks)</p> <hr/> <p><b>Second Meals to Children:</b> (Indicate by tally marks)</p> <hr/> <p><b>Meals to Food Service Adults:</b>    (Indicate by tally marks)</p> <hr/> <p><b>Meals to Other Adults:</b>      (Indicate by tally marks)</p> <hr/> <p>\$ <u>3.00</u> x <u>5</u> = <u>\$15.00</u>  <small>Adult Meal Charge      Other Adults Meals      Total Payment Received</small></p> <p>If money not received for Other Adult Meals explain why:  <hr/>  <hr/></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total <b>First</b> Meals</td> <td style="text-align: right; border-bottom: 1px solid black;">76</td> </tr> <tr> <td>Total <b>Disallowed</b> Meals (Incomplete/Damaged)</td> <td style="text-align: right; border-bottom: 1px solid black;">- 1</td> </tr> <tr> <td><b>Total First Meals to be Claimed =</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>75</b></td> </tr> <tr> <td>Total <b>Second</b> Meals</td> <td style="text-align: right; border-bottom: 1px solid black;">+ 0</td> </tr> <tr> <td>Total <b>Food Service Adult</b> Meals</td> <td style="text-align: right; border-bottom: 1px solid black;">+ 2</td> </tr> <tr> <td>Total <b>Other Adult</b> Meals</td> <td style="text-align: right; border-bottom: 1px solid black;">+ 5</td> </tr> <tr> <td>Total <b>Meals</b> Served (Children and Adults)</td> <td style="text-align: right; border-bottom: 1px solid black;">= 80</td> </tr> <tr> <td>Total Meals Transferred to Other Site</td> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td>Total Meals Not Served/Leftover</td> <td style="text-align: right; border-bottom: 1px solid black;">19</td> </tr> </table>	Total <b>First</b> Meals	76	Total <b>Disallowed</b> Meals (Incomplete/Damaged)	- 1	<b>Total First Meals to be Claimed =</b>	<b>75</b>	Total <b>Second</b> Meals	+ 0	Total <b>Food Service Adult</b> Meals	+ 2	Total <b>Other Adult</b> Meals	+ 5	Total <b>Meals</b> Served (Children and Adults)	= 80	Total Meals Transferred to Other Site	0	Total Meals Not Served/Leftover	19
Total <b>First</b> Meals	76																		
Total <b>Disallowed</b> Meals (Incomplete/Damaged)	- 1																		
<b>Total First Meals to be Claimed =</b>	<b>75</b>																		
Total <b>Second</b> Meals	+ 0																		
Total <b>Food Service Adult</b> Meals	+ 2																		
Total <b>Other Adult</b> Meals	+ 5																		
Total <b>Meals</b> Served (Children and Adults)	= 80																		
Total Meals Transferred to Other Site	0																		
Total Meals Not Served/Leftover	19																		
<p><b>I certify that the above information is true and accurate.</b></p> <p style="text-align: center;"><i>Jill Ladd</i></p> <p>Signature of Meal Checker _____ Date <u>6/15/22</u></p>																			