



### **Daily Meal Count Form Instructions**

Trained Summer Food Service Program (SFSP) site staff must take a point-of-service meal count every day during each meal service. The daily meal count form must be accurate and completed in its entirety.

1. The site name, meal type being served, address, date, and supervisor's name must be recorded. The total number of meals available must also be recorded.
2. As each child receives a meal, cross off the corresponding number under First Meals Served to Children. Be sure to write in the total number of first meals served.
3. If second meals are served, cross off the corresponding number under Second Meals Served to Children. Up to two percent of second meals served may be claimed during the claiming period.
4. Record the total number of meals eligible for reimbursement next to First Meals and/or Second Meals. The numbers of first and second meals are the only meals that can be claimed for reimbursement.
5. If meals are served to program adults or non-program adults, cross off the corresponding number.
6. If there are any damaged, incomplete, or other non-reimbursable meals served, cross off the corresponding number.
7. Record the total number of meals served. This is the total number of first meals, second meals, program and non-program adult meals, and incomplete or non-reimbursable meals.
8. Record the number of leftover meals.
9. If additional children requested a meal after all available meals were served, record that number by crossing off the corresponding number. This number is helpful for adjusting meal orders or preparation upward.
10. Certify that the information recorded is true and accurate by signing and dating the meal count form.