# SFSP Daily Meal Count Form
## Congregate 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.

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### Summary Food Service Program (SFSP)
### Daily Meal Count Form

| | |
|---|---|
| Site: _____ | Meal (circle one): Breakfast   Snack   Lunch   Snack   Supper |
| Site Supervisor: _____ | ☐ Congregate Meal Service      ☐ Non-Congregate Meal Service |
| Date: _____ | # meals received/prepared                                    _____ |
| Delivery time: _____ | # meals carried over from prior meal service day   **+** _____ |
| Time first meal served: _____ | # meals transferred from other site(s)                **+** _____ |
| Time last meal served: _____ | Total meals available                                        **=** _____ |

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**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.

**Congregate Meal Service OR Non-Congregate Meal Service** = Check the box for the meal service type being used.

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

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

**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.

**# 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.

## Congregate Example:

**Summer Food Service Program (SFSP)**
**Daily Meal Count Form**

Site: _____ABC Elementary_____   Meal (circle one): (Breakfast)   Snack   Lunch   Snack   Supper

Site Supervisor: _____Lynette Osner_____   ☒ Congregate Meal Service   ☐ Non-Congregate Meal Service

Date: _____6/7/2024_____   # meals received/prepared _____100_____

Delivery time: _____n/a_____   # meals carried over from prior meal service day   +   _____0_____

Time first meal served: _____8:03 am_____   # meals transferred from other site(s)   +   _____0_____

Time last meal served: _____8:44 am_____   Total meals available   =   _____100_____

## 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.

**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 | 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**:

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 |

This method of Point of Service Meal Counts would be allowable. Each "slash" indicates a meal that was served to a child.

**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 |

This method of Point of Service Meal Counts would be allowable. Each circle indicates a meal that was served to a child.

**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 |

This method of Point of Service Meal Counts would be allowable. Each X indicates a meal that was served to a child.

## First Meals to Children:

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | X | X | X | X | X | X | X | X | X | X | ~~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~~ | | | | | | | | | | ~~92~~ | ~~93~~ | ~~94~~ | ~~95~~ | ~~96~~ | ~~97~~ | ~~98~~ | ~~99~~ | ~~100~~ |
| ~~101~~ | ~~102~~ | | | | | | | | | | ~~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~~ | ~~160~~ |
| ~~181~~ | ~~182~~ | | | | | | | | | | ~~192~~ | ~~193~~ | ~~194~~ | ~~195~~ | ~~196~~ | ~~197~~ | ~~198~~ | ~~199~~ | ~~200~~ |

*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:

| 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 |

*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.*

## 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 |

*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.*

# 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.

| | |
|---|---|
| **Disallowed Meals to Children:**<br>(Indicate by tally marks) | Total **First** Meals _____ |
| | Total **Disallowed** Meals - _____<br>(Incomplete/Damaged) |
| **Second Meals to Children** (Congregate Only):<br>(Indicate by tally marks) | Total First Meals to be Claimed = _____ |
| | Total **Second** Meals + _____<br>(Congregate Only) |
| **Meals to Food Service Adults:**<br>(Indicate by tally marks) | Total **Food Service Adult Meals** + _____ |
| **Meals to Paid Adults:**<br>(Indicate by tally marks) | Total **Paid Adult** Meals + _____ |
| **Meals to Other Gratis Adults:**<br>(Indicate by tally marks) | Total **Other Gratis** Adult Meals + _____ |
| $_____ x _____ = _____<br>Adult Meal Charge / Paid & Other Gratis Adult Meals / Total Payment Received<br>If money not received for Other Adult Meals explain why:<br>_____<br>_____ | Total **Meals** Served = _____<br>(Children and Adults)<br><br>Total Meals Transferred to Other Site _____<br><br>Total Meals Not Served/Leftover _____ |

I certify that the above information is true and accurate.

_____     _____
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 at congregate meal service sites only. 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 Paid Adult Meals** = Number of meals that were sold to adults who paid the established price per Sponsor Application. Indicate the number of meals served to paid adults with tally marks when they are served in the appropriate section of the form.

**Total Other Gratis Adult Meals** = Number of meals given to adults that did not have to pay out of pocket. 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.

**Total Meals Served** = The calculated total from all values above this (Total First Meals + Total Second Meals + Total Food Service Adult Meals + Total Paid Adult Meals + Total Other Gratis 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 Congregate Example:

| | |
|---|---|
| **Disallowed Meals to Children:**<br>(Indicate by tally marks) | Total **First** Meals      127 |
| | Total **Disallowed** Meals    -   0<br>(Incomplete/Damaged) |
| | **Total First Meals to be Claimed =**   127 |
| **Second Meals to Children (Congregate Only):**<br>(Indicate by tally marks) | Total **Second** Meals     +   0<br>(Congregate Only) |
| |    3 |
| **Meals to Food Service Adults:**<br>(Indicate by tally marks)    I I I | Total **Food Service Adult** Meals   +   |
| |    7 |
| **Meals to Paid Adults:**    卌 II<br>(Indicate by tally marks) | Total **Paid Adult** Meals     +   |
| |    5 |
| **Meals to Other Gratis Adults:** 卌<br>(Indicate by tally marks) | Total **Other Gratis Adult** Meals   +   |
| |    142 |
| $ __6.00__ X __12__ = __$72.00__<br>Adult Meal Charge   Paid & Other Gratis   Total Payment Received<br>              Adult Meals | Total **Meals** Served    =  <br>(Children and Adults) |
| If money not received for Other Adult Meals explain why:<br>_____<br>_____ | Total Meals Transferred to Other Site   N/A<br><br>Total Meals Not Served/Leftover    358 |

**I certify that the above information is true and accurate.**

*Jane Doe* _____

Signature of Meal Checker

6/3/2024 _____

Date