Summer Food Service Program (SFSP)
Instructions for Completing Enrollment Roster

A.   List the name and address of the site.

B.   Record the name of each participant and check appropriate eligibility status
     (E = eligible for free meals; I = ineligible for free meals)

C.   Breakfast, Lunch, and Supper columns:

   1.   Record the time the first meal was served.
   2.   Record the time the last meal was served.
   3.   Record the week of the record.
   4.   List the date over each appropriate day of the week.
   5.   Check off the meals eaten by each child each day.
   6.   Leave blank meal types <u>not</u> served.
   7.   Leave blank days in which meals are <u>not</u> served.

D.   For each day meals are served, record on the appropriate line, the number of total eligible
     meals eaten, total ineligible meals eaten and total meals eaten.

E.   At the end of the week, record total meals by child, meal, and eligibility category in the total
     column.

F.   The completed roster should be signed and dated by the meal checker and the site
     supervisor at the end of each week of operation.