

SFSP Daily Meal Count Form Non-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.

Summer Food Service Program (SFSP) Daily Meal Count Form					
Site: _____	Meal (circle one):	Breakfast	Snack	Lunch	Snack Supper
Site Supervisor: _____	<input type="checkbox"/>	Congregate Meal Service		<input type="checkbox"/>	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				= _____

Site = Where meals are being served to children. This is the physical location where this 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. Breakfast and Lunch MUST be on separate forms, unless multiple meals are being served at one point in time. If multiple meals are being served at one time, detailed notes must be included and copies should be made for each meal type and day of service.

Site Supervisor = Site Manager in this “Site’s” Site Application 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 in which meals are being distributed – 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 = Number of meals received/prepared is the number of meals available for the day. This number should match Production Record documentation.

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

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

Single Day of Meal Service – 1 meal type distributed

Summer Food Service Program (SFSP) Daily Meal Count Form				
Site: <u>ABC Elementary</u>	Meal (circle one): Breakfast	Snack <u>Lunch</u>	Snack	Supper
Site Supervisor: <u>Lynette Osner</u>	<input type="checkbox"/> Congregate Meal Service		<input checked="" type="checkbox"/> Non-Congregate Meal Service	
Date: <u>6/3/2024</u>	# meals received/prepared			<u>500</u>
Delivery time: <u>n/a</u>	# meals carried over from prior meal service day			+ <u>0</u>
Time first meal served: <u>11:03 AM</u>	# meals transferred from other site(s)			+ <u>0</u>
Time last meal served: <u>12:18 PM</u>	Total meals available			= <u>500</u>

Single Day of Meal Service – 2 meal types distributed at the same time

Summer Food Service Program (SFSP) Daily Meal Count Form				
Site: <u>ABC Elementary</u>	Meal (circle one): <u>Breakfast</u>	Snack <u>Lunch</u>	Snack	Supper
Site Supervisor: <u>Lynette Osner</u>	<input type="checkbox"/> Congregate Meal Service		<input checked="" type="checkbox"/> Non-Congregate Meal Service	
Date: <u>6/3/2024</u>	# meals received/prepared			<u>500</u>
Delivery time: <u>n/a</u>	# meals carried over from prior meal service day			+ <u>0</u>
Time first meal served: <u>11:03 AM</u>	# meals transferred from other site(s)			+ <u>0</u>
Time last meal served: <u>12:18 PM</u>	Total meals available			= <u>500</u>

Multiple Days of Meal Service – 2 meal types distributed at same time

Summer Food Service Program (SFSP) Daily Meal Count Form				
Meals for 6/3, 6/4, 6/5	Site: <u>ABC Elementary</u>	Meal (circle one): <u>Breakfast</u>	Snack <u>Lunch</u>	Snack
	Site Supervisor: <u>Lynette Osner</u>	<input type="checkbox"/> Congregate Meal Service		<input checked="" type="checkbox"/> Non-Congregate Meal Service
	Date: <u>6/3/2024</u>	# meals received/prepared		
	Delivery time: <u>n/a</u>	# meals carried over from prior meal service day		
	Time first meal served: <u>11:03 AM</u>	# meals transferred from other site(s)		
	Time last meal served: <u>12:18 PM</u>	Total meals available		

First Meals to Children

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

THERE MUST BE A SLASH, "X", CIRCLE, INDICATOR OF SOME SORT FOR EVERY REIMBURSABLE MEAL THAT IS SERVED TO ELIGIBLE CHILDREN.

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.

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	<p>This method of Point of Service Meal Counts would be allowable. Each "slash" indicates a meal that was served to a child.</p>										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	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142									151	152	153	154	155	156	157	158	159	160
161	162									171	172	173	174	175	176	177	178	179	180
181	182									191	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:

X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2X	2X	2X	2X	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								131	132	133	134	135	136	137	138	139	140
141	142	143								151	152	153	154	155	156	157	158	159	160
161	162	163								171	172	173	174	175	176	177	178	179	180
181	182	183								191	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:

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								132	133	134	135	136	137	138	139	140
141	142	143	144								152	153	154	155	156	157	158	159	160
161	162	163	164								172	173	174	175	176	177	178	179	180
181	182	183	184								192	193	194	195	196	197	198	199	200

This method of Point of Service meal counts would be allowable for a drive thru meal service location. Each line shows the number of meals that were given to each car.

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	<p style="text-align: center;">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.</p>										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

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	<p style="text-align: center;">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.</p>										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	<p style="text-align: center;">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.</p>										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 portion of the Point of Service Meal Count Form

<p><u>Disallowed Meals to Children:</u> (Indicate by tally marks)</p>	<p>Total First Meals _____</p> <p>Total Disallowed Meals (Incomplete/Damaged) - _____</p>
<p><u>Second Meals to Children (Congregate Only):</u> (Indicate by tally marks)</p>	<p>Total First Meals to be Claimed = _____</p> <p>Total Second Meals (Congregate Only) + _____</p>
<p><u>Meals to Food Service Adults:</u> (Indicate by tally marks)</p>	<p>Total Food Service Adult Meals + _____</p>
<p><u>Meals to Paid Adults:</u> (Indicate by tally marks)</p>	<p>Total Paid Adult Meals + _____</p>
<p><u>Meals to Other Gratis Adults:</u> (Indicate by tally marks)</p>	<p>Total Other Gratis Adult Meals + _____</p>
<p>\$ _____ x _____ = _____</p> <p style="text-align: center; font-size: small;">Adult Meal Charge Paid & Other Gratis Total Payment Received Adult Meals</p> <p>If money not received for Other Adult Meals explain why: _____ _____</p>	<p>Total Meals Served (Children and Adults) = _____</p> <p>Total Meals Transferred to Other Site _____</p> <p>Total Meals Not Served/Leftover _____</p>
<p>I certify that the above information is true and accurate.</p> <p>_____ Signature of Meal Checker</p> <p style="text-align: right;">_____ Date</p>	

Total First Meals = Number that matches the number of slashes, “X”s, 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 = Second meals are not allowed to be served at Non-Congregate meal services sites.

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 Site Supervisor listed at the top of the form.

Completed Non-Congregate Example:

<p><u>Disallowed Meals to Children:</u> (Indicate by tally marks)</p>	<p>Total First Meals 127</p> <p>Total Disallowed Meals (Incomplete/Damaged) 0</p>
<p><u>Second Meals to Children (Congregate Only):</u> (Indicate by tally marks)</p>	<p>Total First Meals to be Claimed = 127</p> <p>Total Second Meals (Congregate Only) 0</p>
<p><u>Meals to Food Service Adults:</u> (Indicate by tally marks) </p>	<p>Total Food Service Adult Meals 3</p>
<p><u>Meals to Paid Adults:</u> (Indicate by tally marks)</p>	<p>Total Paid Adult Meals 7</p>
<p><u>Meals to Other Gratis Adults:</u> (Indicate by tally marks)</p>	<p>Total Other Gratis Adult Meals 5</p>
<p>\$ <u>6.00</u> x <u>12</u> = <u>\$72.00</u> Adult Meal Charge Paid & Other Gratis Adult Meals Total Payment Received</p> <p>If money not received for Other Adult Meals explain why: _____ _____</p>	<p>Total Meals Served (Children and Adults) 142</p> <p>Total Meals Transferred to Other Site N/A</p> <p>Total Meals Not Served/Leftover 358</p>
<p>I certify that the above information is true and accurate.</p> <p><u>Jane Doe</u> 6/3/2024 Signature of Meal Checker Date</p>	