

SFSP Daily Meal Count Form - Lunch												Site Name:																							
Date						Date						Date																							
Delivery Time						Delivery Time						Delivery Time																							
Meals Received/Prepared						Meals Received/Prepared						Meals Received/Prepared																							
Meal Available from Previous Day						Meal Available from Previous Day						Meal Available from Previous Day																							
Total Meals Available						Total Meals Available						Total Meals Available																							
First Meals Served to Children (cross off number as each child receives a meal)												First Meals Served to Children (cross off number as each child receives a meal)												First Meals Served to Children (cross off number as each child receives a meal)											
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	13	14	15	16	17	18	19	20	21	22	23	24	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	25	26	27	28	29	30	31	32	33	34	35	36	25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48	37	38	39	40	41	42	43	44	45	46	47	48	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	49	50	51	52	53	54	55	56	57	58	59	60	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	61	62	63	64	65	66	67	68	69	70	71	72	61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84	73	74	75	76	77	78	79	80	81	82	83	84	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	85	86	87	88	89	90	91	92	93	94	95	96	85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104	105	106	107	108	97	98	99	100	101	102	103	104	105	106	107	108	97	98	99	100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117	118	119	120	109	110	111	112	113	114	115	116	117	118	119	120	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	121	122	123	124	125	126	127	128	129	130	131	132	121	122	123	124	125	126	127	128	129	130	131	132
133	134	135	136	137	138	139	140	141	142	143	144	133	134	135	136	137	138	139	140	141	142	143	144	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	145	146	147	148	149	150	151	152	153	154	155	156	145	146	147	148	149	150	151	152	153	154	155	156
Total First Meals =						Total First Meals =						Total First Meals =																							
Second Meals Served to Children						Second Meals Served to Children						Second Meals Served to Children																							
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+						
Total Program Adult Meals						Total Program Adult Meals						Total Program Adult Meals																							
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+						
Total Non-Program Adult Meals						Total Non-Program Adult Meals						Total Non-Program Adult Meals																							
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+						
Total Meals Served =						Total Meals Served =						Total Meals Served =																							
Total Disallowed Meals +						Total Disallowed Meals +						Total Disallowed Meals +																							
Total Leftover Meals +						Total Leftover Meals +						Total Leftover Meals +																							
Total of Items (must equal Total Meals Avail) =						Total of Items (must equal Total Meals Avail) =						Total of Items (must equal Total Meals Avail) =																							
Children requesting meals after all available meals were served						Children requesting meals after all available meals were served						Children requesting meals after all available meals were served																							
1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10						

SFSP Daily Meal Count Form - Lunch												Site Name:																	
Date												Date												Weekly Summary					
Delivery Time												Delivery Time																	
Meals Received/Prepared												Meals Received/Prepared												Complete the weekly summary for the days lunches were served during the week. 1st Meals: This is the total number of complete 1st meals served to children. 2nd Meals: This is the total number of complete 2nd meals served to children. #Program Adult Meals: Program adult meals are those served to adults working directly with meal service. #Nonprogram Adult Meals: Nonprogram adult meals are those served to adults NOT working directly with meal service. #Disallowed Meals (DM): Disallowed meals are meals served to children that are incomplete, taken off-site, served outside of the meal service time, etc. These should NOT be included in the 1st meal count. Leftover Meals: Leftover meals saved for service the following day. Follow sponsor's instructions.					
Meal Available from Previous Day						+						Meal Available from Previous Day						+											
Total Meals Available						=						Total Meals Available						=											
First Meals Served to Children (cross off number as each child receives a meal)												First Meals Served to Children (cross off number as each child receives a meal)																	
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
13	14	15	16	17	18	19	20	21	22	23	24	13	14	15	16	17	18	19	20	21	22	23	24						
25	26	27	28	29	30	31	32	33	34	35	36	25	26	27	28	29	30	31	32	33	34	35	36						
37	38	39	40	41	42	43	44	45	46	47	48	37	38	39	40	41	42	43	44	45	46	47	48						
49	50	51	52	53	54	55	56	57	58	59	60	49	50	51	52	53	54	55	56	57	58	59	60						
61	62	63	64	65	66	67	68	69	70	71	72	61	62	63	64	65	66	67	68	69	70	71	72						
73	74	75	76	77	78	79	80	81	82	83	84	73	74	75	76	77	78	79	80	81	82	83	84						
85	86	87	88	89	90	91	92	93	94	95	96	85	86	87	88	89	90	91	92	93	94	95	96						
97	98	99	100	101	102	103	104	105	106	107	108	97	98	99	100	101	102	103	104	105	106	107	108						
109	110	111	112	113	114	115	116	117	118	119	120	109	110	111	112	113	114	115	116	117	118	119	120						
121	122	123	124	125	126	127	128	129	130	131	132	121	122	123	124	125	126	127	128	129	130	131	132						
133	134	135	136	137	138	139	140	141	142	143	144	133	134	135	136	137	138	139	140	141	142	143	144						
145	146	147	148	149	150	151	152	153	154	155	156	145	146	147	148	149	150	151	152	153	154	155	156						
Total First Meals						=						Total First Meals						=											
Second Meals Served to Children												Second Meals Served to Children												Mon.					
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	Tues.									
Total Program Adult Meals												Total Program Adult Meals												Wed.					
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	Thurs.									
Total Non-Program Adult Meals												Total Non-Program Adult Meals												Fri.					
1	2	3	4	5	6	7	8	9	+	1	2	3	4	5	6	7	8	9	+	Total									
Total Meals Served						=						Total Meals Served						=											
Total Disallowed Meals						+						Total Disallowed Meals						+											
Total Leftover Meals						+						Total Leftover Meals						+											
Total of Items (must equal Total Meals Avail)						=						Total of Items (must equal Total Meals Avail)						=											
Children requesting meals after all available meals were served												Children requesting meals after all available meals were served												Signature of Site Supervisor					
1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10										