

# Summer Food Service Program (SFSP) Weekly Meal Count Consolidation

*Complete this form for each SFSP site at the end of each week and submit to the SFSP sponsor.*

Site: \_\_\_\_\_ Signature of \_\_\_\_\_

Address: \_\_\_\_\_ site supervisor: \_\_\_\_\_

Week of: \_\_\_\_\_ Phone: \_\_\_\_\_

Meal: \_\_\_\_\_

Number of meals leftover from prior day:  
 Number of meals delivered/prepared:  
 Number of first meals served to children:  
 Number of second meals served to children:  
 Number of meals served to program adults:  
 Number of meals served to non-program adults:  
 Incomplete/damaged/spoiled meals:  
 Meals leftover:  
 Additional children requesting a meal after all available meals served:  
 Money collected for adult meals:

Monday	Tuesday	Wednesday	Thursday	Friday	Total

Meal: \_\_\_\_\_

Number of meals leftover from prior day:  
 Number of meals delivered/prepared:  
 Number of first meals served to children:  
 Number of second meals served to children:  
 Number of meals served to program adults:  
 Number of meals served to non-program adults:  
 Damaged/spoiled meals:  
 Meals leftover:  
 Additional children requesting a meal after all available meals served:  
 Money collected for adult meals:

Monday	Tuesday	Wednesday	Thursday	Friday	Total

Site Supervisor's comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SFSP Weekly Meal Count Consolidation

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



For more information, visit the CSDE's [Crediting Foods in the SFSP](#) webpage, or contact the [Summer Meals staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealCountWeeklySFSP.pdf>.