

# Summer Food Service Program (SFSP)

## Meal Count Worksheet for Camps

### Summer 2025

Residential camps may submit claims for SFSP meal reimbursement only for children individually identified as eligible for free or reduced-price school meals. Sponsors must track meal distribution to each individual camper at each meal service; and must maintain documentation of meals to support claims for reimbursement submitted to the Connecticut State Department of Education (CSDE). All campers must have equal access to the same meals. The U.S. Department of Agriculture (USDA) prohibits overt identification of children who are eligible for free or reduced-price school meals.

#### Instructions

1. Enter the sponsor's name and agreement number.
2. Complete the "Meals Served" section. Copy additional pages as needed.
  - Enter the date of the meal service (day/month/year) at the top of each column.
  - List each camper's name in the first column.
  - Check () the meals served to each camper each day, i.e., breakfast (B), lunch (L), and supper (S).
3. Maintain this form on file for the administrative review of the SFSP, according to the U.S Department of Agriculture's (USDA) records retention requirements for the SFSP (refer to the CSDE's [Records Retention Requirements for the Summer Food Service Food Program](#)).

For questions or additional information, please contact the CSDE's [Summer Meals staff](#).

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Summer 2025

Sponsor name:

Agreement number:

## Meals Served

Date:  /  /

Camper's name	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															

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Camper's name	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
14.															
15.															
16.															
17.															
18.															
19.															
20.															
21.															
22.															
23.															
24.															
25.															

Total eligible meals:

Total ineligible meals:

Total program adult meals:

Total non-program adult meals:

Signature of site supervisor/designee: \_\_\_\_\_ Date: \_\_\_\_\_

## Site Visit/Review Schedule Form for the Summer Food Service Program

For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) in the CSDE's Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/sfsp/meal\\_count\\_worksheet\\_camps\\_sfsp.pdf](https://portal.ct.gov/-/media/sde/nutrition/sfsp/meal_count_worksheet_camps_sfsp.pdf).

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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