

Non-congregate Meals Daily Meal Count Form for the Summer Meal Programs

Summer 2025

Site name: Date of meal service:

Address: Telephone:

Type of non-congregate meal distribution (check all that apply):

☐ Parent/guardian pick-up ☐ Delivery to homes ☐ Multiple days: Indicate number of days:

☐ Unitized meals ☐ Bulk meals ☐ Other:

Meal type: ☐ Breakfast ☐ Lunch ☐ Snack ☐ Supper Delivery time: Delivery temperature:

Meals received/prepared: + Meals available from previous day = **Total Meals Available [1]**

Non-congregate Meals Served to Children (cross off a number for each meal each child receives):

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
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380
381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440
441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460
461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500
501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560
561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580
581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620
621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640
641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680

Non-congregate Meals Daily Meal Count Form for the Summer Meal Programs

Total Reimbursable Non-congregate Breakfast Meals Served to Children:

Total number of children served at distribution: X number of days of breakfast meals issued =

Total non-congregate breakfast meals served to children: [2]

Total Reimbursable Non-congregate Lunch Meals Served to Children:

Total number of children served at distribution: X number of days of lunch meals issued =

Total non-congregate lunch meals served to children: [3]

Nonreimbursable Adult Meals

Individual meals served to program adults:

1 2 3 4 5 6 7 8 9 10 11 12

13 14 15 16 17 18 19 20 21 22 23 24

Total program adult meals: [4]

Non-congregate meals served to non-program adults:

1 2 3 4 5 6 7 8 9 10 11 12

13 14 15 16 17 18 19 20 21 22 23 24

Total non-congregate meals served to non-program adults: [5]

Income from Adults Meals:

= Total Meals Served (add [2] + [3] + [4] + [5]): [6]

+ Total damaged/incomplete/other nonreimbursable meals: [7]

+ Total leftover meals (Subtract [6] from [1]): [8]

= Total Meals (add [5] + [6] + [7] + [8]): [9]

Line [9] should be equal to line [1] on the first page

Site Supervisor's Comments:

Site supervisor's name: Signature: Date:

Instructions for the Non-congregate Meals Daily Meal Count Form for Summer Meal Programs

Each Summer Food Service Program (SFSP) site must take a point-of-service meal count every day. The point of service is the moment in the SFSP operation where staff can accurately determine that a reimbursable meal has been served to an eligible child.

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 Connecticut State Department of Education's (CSDE) resource, [Records Retention Requirements for the Summer Food Service Food Program](#)).

Instructions for Page 1

- **Site name:** Enter the name of the approved SFSP site.
- **Date of meal service:** Enter the date of the distribution of the meals.
- **Address:** Enter the full address (street, town, and zip code) of the site.
- **Telephone:** Enter the site's telephone number.
- **Type of non-congregate meal distribution:** Check all that apply (parent/guardian pick-up, delivery to homes, multiple days, unitized meals, bulk meals, and other). If the site issues meals/snacks for multiple days, check "Multiple days" and indicate the number of days. If the site uses a different distribution system, check "other" and describe.
- **Meal type:** Check the types of meals and snacks being distributed.
- **Delivery time:** Enter the time the meals arrived at the site.
- **Delivery temperature:** Take meal and milk temperatures and record in the space provided.
- **Meals received/prepared:** Enter the number of meals delivered or prepared.
- **Delivery temperature:** Take the meal and milk temperatures and record in the space provided.
- **Meals available from previous day.** Enter the number of leftover meals served at this meal service.
- **Total meals available [1]:** This is the sum of the number of meals received/prepared and the number of meals available from the previous day.

Instructions for the Non-congregate Meals Daily Meal Count Form for Summer Meal Programs

- **Non-Congregate Meals Served to Children:** Cross off each consecutive number as non-congregate meals are distributed to children or their parent/guardian (i.e., at the point of distribution). Count only complete meals that contain all required meal components. Include any teenagers, ages 18 and under, paid or unpaid, who are helping at the site.

Instructions for Page 2

- **Total Reimbursable Non-congregate Breakfast Meals Served to Children:** Enter the total number of children served at distribution and the number of days of breakfast meals issued. Multiply the total number of children served at distribution by the number of days issued to get the total non-congregate breakfast meals served to children. Enter this number in line [2].
- **Total Reimbursable Non-congregate Lunch Meals Served to Children:** Enter the total number of children served at distribution and the number of days of lunch meals issued. Multiply the total number of children served at distribution by the number of days issued to get the total non-congregate lunch meals served to children. Enter this number in line [3].
- **Individual meals served to program adults:** After distributing all non-congregate meals, program adults may be served an individual meal for the day of distribution. Cross off each consecutive number as non-congregate meals are distributed to program adults. Enter the total number of program adult meals in line [4].

“Program adults” are adults who work directly as part of the food service operation. This includes all adults who prepare meals, serve meals, clean up, or supervise the children. “Program adults do not include teenagers ages 18 and under who may perform these tasks at the site. Meals for ages 18 and under are fully reimbursable and are counted in “Total non-congregate breakfast meals served to children” [2] and “Total non-congregate lunch meals served to children” [3]. Meals served to program adults are not reimbursable, but SFSP funds may be used to cover the cost.

- **Non-congregate meals served to non-program adults:** Cross off each consecutive number as non-congregate meals are distributed to non-program adults. Enter the total number in line [5].

Sponsors may choose to provide non-congregate meals to non-program adults, but these meals are not reimbursable and SFSP funds cannot be used to cover the cost. Sponsors may choose to charge for these meals or use separate funds

Instructions for the Non-congregate Meals Daily Meal Count Form for Summer Meal Programs

to cover the cost of these meals. Documentation of the funds used for these non-program adult meals must be kept on file.

- **Income from Adult Meals:** Record the amount of money received from paying adults, if applicable.
- **Total Meals Served [6]:** This equals the sum of total breakfast non-congregate meals served to children [2], total lunch non-congregate meals served to children [3], total program adult meals [4], and total non-congregate meals served to non-program adults [5].
- **Total Damaged/incomplete/other nonreimbursable meals [7]:** Enter the number of meals that are unusable because they are damaged, incomplete, or otherwise nonreimbursable.
- **Total Leftover Meals [8]:** Enter the number of meals left over after the meal service. This is calculated by subtracting Total Meals Served [5] from Total Meals Available [1].
- **Total Meals:** This equals the sum of Total Meals Served [6], Total Damaged/Incomplete/Other Nonreimbursable Meals [7], and Total Leftover Meals [8]. This number accounts for all meals and should equal Total Meals Available [1].
- **Site Supervisor's Comments:** Indicate any comments about the meal service.
- **Site Supervisor's Name, Signature, and Date:** Enter the site supervisor's name. Once the form is complete, the site supervisor must sign and date the form.

Instructions for the Non-congregate Meals Daily Meal Count Form for Summer Meal Programs

For more information, visit the CSDE's [SFSP](#) website or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, 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_form_daily_noncongregate_summer_meals.pdf.

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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

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