

Daily Meal Count Form for the Seamless Summer Option (SSO)

Site Name: Date of meal service:

Address: Telephone:

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

Site supervisor's name: Signature: _____ Date:

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

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	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 Total first meals: **[2]**

Second meals served to children:

1 2 3 4 5 6 7 8 9 10 + Total second meals: **[3]**

Meals served to program adults:

1 2 3 4 5 6 7 8 9 10 + Total program adult meals: **[4]**

Meals served to non-program adults:

1 2 3 4 5 6 7 8 9 10 + Total non-program adult meals: **[5]**

= Total Meals Served: **[6]**

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

+ Total leftover meals (subtract [6] and [7] from [1]): **[8]**

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

Line [9] should be equal to line [1]

Number of additional children requesting a meal after all available meals were served:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Site Supervisor's Comments:

Daily Meal Count Form for the SSO

Note: If the site serves more than 150 children, use this additional page and print the form two-sided. If the site serves 150 children or less, use only page 1.

Site Name: Date of meal service:

First Meals Served to Children (cross off number as each child receives a meal):

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

Total first meals: **[2]**

Second meals served to children:

1 2 3 4 5 6 7 8 9 10

+ Total second meals: **[3]**

Meals served to program adults:

1 2 3 4 5 6 7 8 9 10

+ Total program adult meals: **[4]**

Meals served to non-program adults:

1 2 3 4 5 6 7 8 9 10

+ Total non-program adult meals: **[5]**

= Total Meals Served: **[6]**

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

+ Total leftover meals (subtract [6] and [7] from [1]): **[8]**

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

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

Number of additional children requesting a meal after all available meals were served:

21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Daily Meal Count Form for the SFSP

Instructions

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

1. Line **[1]** equals the **total meals** available, which equals the number of meals received or prepared plus the number of meals available from the previous day.
2. Line **[2]** equals the **total number of first meals** served to children. Cross out each number as a child receives a meal. Include any teenagers, ages 18 and under, paid or unpaid, who are helping at the site. Note: If the site serves more than 150 children, use page 2 and print the form two-sided. If the site serves 150 children or less, use only page 1.
3. Line **[3]** equals the **total number of second meals** served to children. Note: Reimbursable meals are limited to 2 percent of the total number of first meals served.
4. Line **[4]** equals the **total number of meals served to program adults**. "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. This does 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 on line 2.
5. Line **[5]** equals the **total number of meals served to non-program adults**. "Non-program adults" are adults who are not directly involved in the operation of the food service, including any sponsor administrative staff such as monitors or sponsor directors, or state or federal reviewers.
6. Line **[6]** equals the **total number of meals served**, which is the sum of lines 2 through 5.
7. Line **[7]** equals the **total number of meals that are unusable** because they are damaged, incomplete, or otherwise nonreimbursable.
8. Line **[8]** equals the **total number of leftover meals**, which is calculated by subtracting lines **[6]** and **[7]** from line **[1]**.
9. Line **[9]** equals the **sum of lines 6, 7 and 8**. It accounts for all meals and should equal line **[1]**.
10. Use the "Site Supervisor's Comments" section to record the number of children requesting a first meal after all available meals were served. This information is helpful for adjusting meal orders upward.
11. The site supervisor must **sign and date** at the top of the meal count form.

Maintain this form on file for the administrative review of the school nutrition programs, according to the U.S Department of Agriculture's (USDA) records retention requirements (refer to the CSDE's [Records Retention Requirements for the School Nutrition Programs](#)).

Daily Meal Count Form for the SFSP

For more information, visit the CSDE's [SSO](#) 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/sso/daily_meal_count_form_sso.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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