



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
SUMMER FOOD SERVICE PROGRAM (SFSP)
DAILY MEAL COUNT FOR CONGREGATE MEALS

NAME OF SITE					SITE SUPERVISOR					DATE					☐ Delivered ☐ Prepared on site											
MEAL ☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper										MEAL SERVICE TIME Begin: _____ End: _____																
DELIVERY TIME					NUMBER OF MEALS DELIVERED					DELIVERY TEMPERATURE					LEFTOVER MEALS FROM PREVIOUS DAY SERVED AT THIS MEAL SERVICE											
First Meals Served to Children																										
1	30	59	88	117	146	175	204	233	262	291																
2	31	60	89	118	147	176	205	234	263	292																
3	32	61	90	119	148	177	206	235	264	293																
4	33	62	91	120	149	178	207	236	265	294																
5	34	63	92	121	150	179	208	237	266	295																
6	35	64	93	122	151	180	209	238	267	296																
7	36	65	94	123	152	181	210	239	268	297																
8	37	66	95	124	153	182	211	240	269	298																
9	38	67	96	125	154	183	212	241	270	299																
10	39	68	97	126	155	184	213	242	271	300																
11	40	69	98	127	156	185	214	243	272	301																
12	41	70	99	128	157	186	215	244	273	302																
13	42	71	100	129	158	187	216	245	274	303																
14	43	72	101	130	159	188	217	246	275	304																
15	44	73	102	131	160	189	218	247	276	305																
16	45	74	103	132	161	190	219	248	277	306																
17	46	75	104	133	162	191	220	249	278	307																
18	47	76	105	134	163	192	221	250	279	308																
19	48	77	106	135	164	193	222	251	280	309																
20	49	78	107	136	165	194	223	252	281	310																
21	50	79	108	137	166	195	224	253	282	311																
22	51	80	109	138	167	196	225	254	283	312																
23	52	81	110	139	168	197	226	255	284	313																
24	53	82	111	140	169	198	227	256	285	314																
25	54	83	112	141	170	199	228	257	286	315																
26	55	84	113	142	171	200	229	258	287	316																
27	56	85	114	143	172	201	230	259	288	317																
28	57	86	115	144	173	202	231	260	289	318																
29	58	87	116	145	174	203	232	261	290	319																
Total First Meals Served to Children _____																										
COMPLETE SECOND MEALS SERVED TO CHILDREN:																										
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
Total Second Meals Served to Children _____																										
NON-REIMBURSABLE MEALS																										
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	25	26	27
Total Meals Served to Program Adults _____																										
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	25	26	27
Total Meals Served to Non-Program Adults _____																										
Total Meals Served _____ Total Leftover Meals _____ Total Damaged Meals _____ Income from Adults Meals _____																										
SITE SUPERVISOR'S SIGNATURE															DATE											

Instructions for Completing Daily Meal Count for Congregate Meals

- **Name of Site:** Enter the name of the approved SFSP site.
- **Site Supervisor:** Print or type the site supervisor's first and last name.
- **Date:** Enter the complete date (mm/dd/yy) for which the meal count is being completed.
- **Mark Delivered or Prepared on site.**
- **Meal:** Mark the meal for which the count is being completed.
- **Meal Service Time:** Enter the time the meal service begins and ends.
- **Delivery Time:** Enter the time the meals arrived at the site.
- **Number of Meals Delivered:** Enter the number of meals delivered.
- **Delivery Temperature:** Take the meal and milk temperatures and record the temperatures in the space provided.
- **Number of leftover meals from previous day served at this meal service.** Enter the number of leftover meals served.
- **First Meals Served to Children:** As meals are served to children (i.e., at the point of service), put a slash mark through each consecutive number. Only count complete meals (containing all required components) served to children.
- **Complete Second Meals Served to Children:** After all children have been served a first meal, put a slash mark through each consecutive number for any second meals served to children. Only count second meals that are complete (contain all required components).
- **Meals Served to Program Adults:** After all children have been served a first meal, put slash marks, as meals are served, through the number of complete program adult meals served (these meals must meet all SFSP meal pattern requirements). Program adults are those adults who are involved in cooking and serving the meal and/or supervising children during the meal service.
- **Meals Served to Non-Program Adults:** After all children have been served a first meal, put slash marks, as meals are served, through the number of non-program adults meals served. Non-program adults are those adults, paying or not, who are not directly involved in the meal service. This includes, but is not limited to, teachers or other school faculty or staff seated at a separate table from children, parents and other guests.
- **Total Meals Served:** Add Total First Meals Served to Children, Total Second Meals Served to Children, and enter the total here.
- **Total Leftover Meals:** Enter the number of meals leftover after the meal service.
- **Total Damaged Meals:** Enter the number of meals that were damaged and therefore not served (generally applies only to sites that have meals delivered or to sites serving packaged or unitized meals).
- Total Meals Served + Total Leftover Meals + Total Damaged Meals should be equal to Number of Meals Delivered.
- **Income from Adult Meals:** Record the amount of money received from paying adults, if applicable.
- **Site Supervisor's Signature and Date:** Once the form is complete, the site supervisor must sign and date the form. The site supervisor is responsible for verifying that the meal counts have been recorded accurately. The meal count form will not be considered valid without the site supervisor's signature and date.



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NAME OF SITE										SITE SUPERVISOR										DATE					☐ Delivered ☐ Prepared on site				
MEAL ☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack ☐ Supper															MEAL SERVICE TIME Begin: _____ End: _____														
DELIVERY TIME					NUMBER OF MEALS DELIVERED					DELIVERY TEMPERATURE					LEFTOVER MEALS FROM PREVIOUS DAY SERVED AT THIS MEAL SERVICE														
First Meals Served to Children																													
1	30	59	88	117	146	175	204	233	262	291	320	349	378	407	436	465	494	523	552	581									
2	31	60	89	118	147	176	205	234	263	292	321	350	379	408	437	466	495	524	553	582									
3	32	61	90	119	148	177	206	235	264	293	322	351	380	409	438	467	496	525	554	583									
4	33	62	91	120	149	178	207	236	265	294	323	352	381	410	439	468	497	526	555	584									
5	34	63	92	121	150	179	208	237	266	295	324	353	382	411	440	469	498	527	556	585									
6	35	64	93	122	151	180	209	238	267	296	325	354	383	412	441	470	499	528	557	586									
7	36	65	94	123	152	181	210	239	268	297	326	355	384	413	442	471	500	529	558	587									
8	37	66	95	124	153	182	211	240	269	298	327	356	385	414	443	472	501	530	559	588									
9	38	67	96	125	154	183	212	241	270	299	328	357	386	415	444	473	502	531	560	589									
10	39	68	97	126	155	184	213	242	271	300	329	358	387	416	445	474	503	532	561	590									
11	40	69	98	127	156	185	214	243	272	301	330	359	388	417	446	475	504	533	562	591									
12	41	70	99	128	157	186	215	244	273	302	331	360	389	418	447	476	505	534	563	592									
13	42	71	100	129	158	187	216	245	274	303	332	361	390	419	448	477	506	535	564	593									
14	43	72	101	130	159	188	217	246	275	304	333	362	391	420	449	478	507	536	565	594									
15	44	73	102	131	160	189	218	247	276	305	334	363	392	421	450	479	508	537	566	595									
16	45	74	103	132	161	190	219	248	277	306	335	364	393	422	451	480	509	538	567	596									
17	46	75	104	133	162	191	220	249	278	307	336	365	394	423	452	481	510	539	568	597									
18	47	76	105	134	163	192	221	250	279	308	337	366	395	424	453	482	511	540	569	598									
19	48	77	106	135	164	193	222	251	280	309	338	367	396	425	454	483	512	541	570	599									
20	49	78	107	136	165	194	223	252	281	310	339	368	397	426	455	484	513	542	571	600									
21	50	79	108	137	166	195	224	253	282	311	340	369	398	427	456	485	514	543	572	601									
22	51	80	109	138	167	196	225	254	283	312	341	370	399	428	457	486	515	544	573	602									
23	52	81	110	139	168	197	226	255	284	313	342	371	400	429	458	487	516	545	574	603									
24	53	82	111	140	169	198	227	256	285	314	343	372	401	430	459	488	517	546	575	604									
25	54	83	112	141	170	199	228	257	286	315	344	373	402	431	460	489	518	547	576	605									
26	55	84	113	142	171	200	229	258	287	316	345	374	403	432	461	490	519	548	577	606									
27	56	85	114	143	172	201	230	259	288	317	346	375	404	433	462	491	520	549	578	607									
28	57	86	115	144	173	202	231	260	289	318	347	376	405	434	463	492	521	550	579	608									
29	58	87	116	145	174	203	232	261	290	319	348	377	406	435	464	493	522	551	580	609									
Total First Meals Served _____																													
Complete Second Meals Served to Children																													
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			
Total Second Meals Served to Children _____																													
NON-REIMBURSABLE MEALS																													
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	25	26	27			
Total Meals Served to Program Adults _____																													
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	25	26	27			
Total Meals Served to Non-Program Adults _____																													
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