

South Carolina Department of Social Services
Summer Food Service Program (SFSP)

DAILY MEAL RECORD FOR WEEK OF: _____

Name of Site: _____ Site Number: _____

MEAL DELIVERY/PICK-UP TICKET

Note: If you complete this section, you are not required to maintain separate daily delivery tickets.

	MON	TUE	WED	THUR	FRI
A. Number of Meals Delivered/Picked Up:	_____	_____	_____	_____	_____
Initials of Food Delivery Staff:	_____	_____	_____	_____	_____
Initials of Site Supervisor:	_____	_____	_____	_____	_____

Type of Meal: _____

Note: Use a separate sheet for breakfast, lunch, snack and supper.

	MON	TUE	WED	THUR	FRI
B. Number of Children in Attendance:	_____	_____	_____	_____	_____

MEAL COUNT RECORD

	MON	TUE	WED	THUR	FRI
C. Number of Leftover Meals: (“Line K” from yesterday)	_____	_____	_____	_____	_____
D. Number of Meals Delivered/Prepared:	_____	_____	_____	_____	_____
E. Number of Meals Damaged/Spoiled:	_____	_____	_____	_____	_____
F. Total Meals Available to Serve: (C + D - E)	_____	_____	_____	_____	_____

	MON	TUE	WED	THUR	FRI	TOTAL
G. Number of 1st Meals Served to Children:	_____	_____	_____	_____	_____	_____
H. * Number of 2nd Meals Served to Children:	_____	_____	_____	_____	_____	_____
I. * Number of Meals Served to Program Adults:	_____	_____	_____	_____	_____	_____
J. * No. of Meals Served to Non-Program Adults:	_____	_____	_____	_____	_____	_____
K. Number of Meals Leftover to be Refrigerated and Served as 1st Meals on the Next Day:	_____	_____	_____	_____	_____	_____
L. Total Number of Meals: (G + H + I + J + K)	_____	_____	_____	_____	_____	_____

Note: * If allowed by sponsor. L must equal F each day in order to account for each meal.

_____ Signature of Site Supervisor	_____ Date
_____ Signature of Sponsor Monitor	_____ Date

Instructions for Daily Meal Record for Week of

This form should be completed each day for the meal served.

1. Record the date for the current week.
2. Record the name of the site and site number.
3. In section A record the number of meals delivered or picked up. The person delivering or preparing the meals should initial. The meals should be counted by the site supervisor before they initial the form. This should all be done each day.
4. In section B record the type of meal being served. Use a separate sheet for breakfast, lunch, snack and supper.
5. On line C record the number of meals left over from the day before except on Monday.
6. On line D record the number of meals delivered or prepared. This should agree with the number in section A.
7. On line E record the number of meals when a portion of it cannot be eaten, for example, soggy or frozen sandwiches.
8. On line F add line C and D and subtract line E. This would be your total meals available to serve.
9. On line G record the number of first meals served to children.
10. On line H record the number of second meals served to children if your sponsor allows them.
11. On line I record the number of meals served to adults who help with the food program if your sponsor allows them.
12. On line J record the number of meals served to adults who are not directly helping with the food program if your sponsor allows them.
13. On line K record the number of meals not served. These should be refrigerated and served as first meal the next day. This number should be recorded on line C for the next day except on Friday when leftovers cannot be held over and should be served as seconds or disposed of.
14. On line L total lines G, H, I, J, and K. Line L much equal line F each day in order to account for each meal.
15. The form should be signed and dated by both the site supervisor and monitor. The monitor should first verify the meal counts recorded by the site supervisor.