

# Seamless Summer Option (SSO) Daily Meal Count Form

Site Name: _____										Meal Type(circle): B L SN SU										
Address: _____										Telephone: _____										
Supervisor's Name: _____										Delivery Time: _____					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											
															<b>Total First Meals +</b>					[2]
Second Breakfasts served to children (seconds only allowed at Breakfast):																				
1	2	3	4	5	6	7	8	9	10											
															<b>Total Second Breakfasts +</b>					[3]
Meals served to Program adults:																				
1	2	3	4	5	6	7	8	9	10											
															<b>Total Program Adult Meals +</b>					[4]
Meals served to non-Program adults:																				
1	2	3	4	5	6	7	8	9	10											
															<b>Total non-Program Adult Meals +</b>					[5]
															<b>TOTAL MEALS SERVED =</b>					[6]
															<b>Total damaged/incomplete/other non-reimbursable meals +</b>					[7]
															<b>Total leftover meals +</b>					[8]
															<b>Total of items:</b>					[6] + [7] + [8] =
																				[9] (Item [9] should be equal to item
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						
By signing below, I certify that the above information is true and accurate:																				
Signature _____										Date _____										

# SSO Daily Meal Count Form, Continued

Site Name: _____										Date: ____/____/____												
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			
<b>Total First Meals +</b>																		[2]				
Second Breakfasts served to children (seconds only allowed at Breakfast):																						
1	2	3	4	5	6	7	8	9	10	<b>Total Second Breakfasts +</b>										[3]		
Meals served to Program adults:																						
1	2	3	4	5	6	7	8	9	10	<b>Total Program Adult Meals +</b>										[4]		
Meals served to non-Program adults:																						
1	2	3	4	5	6	7	8	9	10	<b>Total non-Program Adult Meals +</b>										[5]		
<b>TOTAL MEALS SERVED =</b>																		[6]				
<b>Total damaged/incomplete/other non-reimbursable meals +</b>																		[7]				
<b>Total leftover meals +</b>																		[8]				
<b>Total of items:</b>																[6]	+	[7]	+	[8]	=	[9] (Item [9] should be equal to item
Number of additional children requesting a meal after all available meals were served:																						
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								

# Instructions for SSO Daily Meal Count Form

Each site must take a point-of-service meal count every day. This form may be used for the daily meal count.

Line 1 equals the total meals available. That number equals the number of meals received or prepared plus the number of meals available from the previous day.

Line 2 equals the total number of first meals served to children. Cross out each number as a child receives a meal. (If more than 150 children are served at the site, use the optional second page. For sites needing the second page, we suggest printing this form front to back.)

Line 3 equals the total number of second meals served to children. Seconds are only allowed at breakfast. (Per 7 CFR 220.9(a) School Food Authorities shall plan for and prepare breakfasts on the basis of participation trends, with the objective of providing one breakfast per child per day. Production and participation records shall be maintained to demonstrate positive action toward this objective. In recognition of the fluctuation in participation levels which makes it difficult to precisely estimate the number of breakfasts needed and to reduce the resultant waste, any excess breakfasts that are prepared may be served to eligible children and may be claimed for reimbursement unless the State agency, or FNSRO where applicable, determines that the School Food Authority has failed to plan and prepare breakfasts with the objective of providing one breakfast per child per day.)

Line 4 equals the total number of meals served to Program adults. "Program adults" are adults who work directly as part of the operation of the food service. This includes all adults who prepare meals, serve meals, clean up, or supervise the children.

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. Non-Program adults include any sponsor administrative staff, such as monitors or sponsor directors, or State or Federal reviewers.

Line 6 equals the total number of meals served, which is the sum of Lines 2 – 5.

Line 7 equals the total number of meals that are unusable because they are damaged, incomplete, or otherwise non-reimbursable.

Line 8 equals the total number of leftover meals, which is calculated by subtracting Line 6 from Line 1.

Line 9 equals the sum of Lines 6, 7, and 8. It accounts for all meals and should equal Line 1.

Use the line at the bottom of the form to record the number of children requesting a (first) meal after all available meals were served. This information is helpful in adjusting meal orders upward.

The person performing the POS meal count must sign and date the meal count form.