

Summer Food Service Program (SFSP) Weekly Meal Count Consolidation

Complete this form for each SFSP site at the end of each week and submit to the SFSP sponsor.

Site: _____ Signature of _____

Address: _____ site supervisor: _____

Week of: _____ Phone: _____

Meal: _____

Number of meals leftover from prior day:
 Number of meals delivered/prepared:
 Number of first meals served to children:
 Number of second meals served to children:
 Number of meals served to program adults:
 Number of meals served to non-program adults:
 Incomplete/damaged/spoiled meals:
 Meals leftover:
 Additional children requesting a meal after all available meals served:
 Money collected for adult meals:

Monday	Tuesday	Wednesday	Thursday	Friday	Total

Meal: _____

Number of meals leftover from prior day:
 Number of meals delivered/prepared:
 Number of first meals served to children:
 Number of second meals served to children:
 Number of meals served to program adults:
 Number of meals served to non-program adults:
 Damaged/spoiled meals:
 Meals leftover:
 Additional children requesting a meal after all available meals served:
 Money collected for adult meals:

Monday	Tuesday	Wednesday	Thursday	Friday	Total

Site Supervisor's comments: _____

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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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



For more information on the SFSP, visit the CSDE's [SFSP](#) website or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealCountWeeklySFSP.pdf>.