

Prototype Meal Count (Weekly Consolidated)

Instructions

1. Use this form to consolidate daily meal count information.
2. Use a separate consolidated meal count form for each meal type.
3. Information for Items 1 – 9 should be transferred directly from the Daily Meal Count Form for the week.
4. Information for Item 10, Money Collected/To Be Collected For Adult Meals, is not collected on the Daily Meal Count Form.
5. When completed, this form must be signed and dated by the Site Supervisor.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Prototype meal count (weekly consolidated)

Site name: _____

Week of: _____

Site address: _____

Supervisor's name: _____

Site telephone number: _____

Signature: _____ Date: _____

Meal type:

Breakfast

Lunch

Snack

Supper

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week's total
1. Number of meals received/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								

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	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week's total
10. Money collected/to be collected for adult meals								

Remarks:

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