



Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

A copy of this form **must** be maintained at the site for the duration of program operation.

ADAM H. PUTNAM
COMMISSIONER

SFSP SITE SUPERVISOR'S RECORD OF MEALS SERVED FORM

Sponsor Name: _____ Agreement # 04- _____

Site Number/Name: _____ Site Supervisor: _____

Meal Type (circle one): **BREAKFAST** **AM SNACK** **LUNCH** **PM SNACK** **SUPPER**

Month: _____

Date	Day	# of Meals Delivered/ Prepared	# of Meals Leftover from PREVIOUS Day	# of FIRST Meals Served to Children	# of SECOND Meals Served to Children	# of Test Meals	# of Damaged Meals	# of Meals Leftover
		¹ A	¹ A	¹ B	¹ C	¹ D	¹ H	¹ J
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
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	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Comments: _____

Site Supervisor's Signature

I hereby certify that the above information is true and correct without any deliberate misrepresentation.

This form must be signed.

¹Letter corresponds to SFSP Daily Meal Count Record.

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Instructions for Site Supervisor's Record of Meals Served Form

Refer to the Daily Meal Count Record to ensure accurate, effective and correct record keeping for the required information.

1. Record the **DATE** of meal service next to the corresponding day.
2. Record the number of **MEALS DELIVERED/PREPARED** for the current day of meal service. This corresponds with Block A of the SFSP Daily Meal Count Record.
3. Record the number of meals (if any) that were **LEFTOVER FROM THE PREVIOUS DAY** that were available to serve. This corresponds with Block A of the SFSP Daily Meal Count Record.
4. Record the number of **FIRST** meals served to children. This corresponds with Block B of the SFSP Daily Meal Count Record.
5. Record the number of **SECOND** meals served to children. This corresponds with Block C of the SFSP Daily Meal Count Record.
6. Record the number of **TEST** meals that were tested by site staff or sponsor/state monitors. This corresponds with Block D of the SFSP Daily Meal Count Record.
7. Record the number of meals that arrived **DAMAGED** or were damaged during meal service and were not able to be served. This corresponds with Block H of the SFSP Daily Meal Count Record.
8. Record the number of meals that are **LEFTOVER** from today's meal service that you plan to serve the next day. This corresponds with Block J of the SFSP Daily Meal Count Record.