



## SFSP MEAL TRACKING RECORD 2023

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

**NOTE:** (1) Sites serving multiple meals, **MUST** provide a separate Meal Tracking Record per meal type. (2) Second meals are **NOT** to be served daily. Sites doing so, will receive an immediate Corrective Action to prevent a suspension of meal services.

Sponsor Name: FLIPANY

Sponsor #: 1134

Site Name:

Site #:

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

Month: \_\_\_\_\_

Date	Weekday	# of Meals Delivered A	# of Meals Leftover from Previous Day B	# of Total Meals Available C	# of FIRST Meals Served to Children D	# of SECOND Meals Served to Children E	# of Disallowed Meals F	# of Meals Leftover from Today G
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Monday							
	Tuesday							
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	Thursday							
	Friday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							

By signing below, I certify that the above information is true and accurate.

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Column A: How many were delivered. Refer to caterer's delivery slip.	Column E: How many served as second meals. <b>Up to 2% of today's order, 5 meals maximum, after all children have been served a first meal.</b>
Column B: How many were leftover from yesterday.	Column F: Meals damaged, incomplete, non-reimbursable.
Column C: How many you have available (A+B).	Column G: Meals available (C) – meals served (D+E) – disallowed (F).
Column D: How many were served, as 1 per child.	