

Social Development Commission
Child and Adult Care Food Program
Outside of School Hours Weekly Report
 Meal Delivery and Participation Count

Site Name: _____

Address: _____

Site Supervisor Signature: _____

Week
Beginning _____
Week
Ending _____

Date	Number of children 12 or under accepting a meal or snack	Number of Meals Carried over from the previous day	Number of Meals Delivered this day	Number of Meals Available to eat (carryover meals plus new Delivery)	Number of Meals served to enrolled children 12 or under		Number of Meals Stored for the Next Day	Number of Discard Meals (damaged, incomplete, or excess)
					1st meals	2nd meals		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
WEEKLY TOTALS								

This form will be kept on file on site for three (3) years plus the current year.

PLEASE FAX TO PAT PAYNE AT 906-3081

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3/1/2011

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INSTRUCTIONS

Column (a)	Enter the date for each day of the reporting week.
Column (b)	Enter the number of enrolled children (12 years of age and under) who were in attendance and who accepted at least one SDC Meal or snack on the reporting day. This figure should be supported by your Daily Attendance form(s).
Column (c)	Enter the number of meals stored from the previous day (column h)
Column (d)	Enter the number of meals newly delivered this day
Column (e)	Enter the total of columns c and d to get meals available for the meal service (stored meals plus newly delivered)
Column (f)	Enter the number of first meals served to the children on this day.
Column (g)	Enter number of second servings that the children received.
Column (h)	Enter the number of meals to be stored for the next day. Add this number the next day in column c. YOU MAY CARRY OVER ONE DAY ONLY. PLEASE REMEMBER TO KEEP THE MEALS BELOW 40 FAHRENHEIT.
Column (i)	Enter discard meals (those incomplete, damaged, or excess)

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