



Office of Nutrition

NH Department of Education

INSTRUCTIONS FOR SEAMLESS SUMMER OPTION (SSO) DAILY MEAL COUNT FORM

Each site operating the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP) must take point-of-service (POS) meal counts every day. The POS is the point in the SSO operation where a determination can accurately be made that a reimbursable meal has been served to an eligible child.

SSO sponsors may use the New Hampshire Department of Education's (NHDOE) Emergency Feeding Daily Meal Count Form to document the daily POS meal count. The information below indicates how to complete this form:

1. Fill in all of the information at the top of the count sheet. Indicate meal being served.
2. **Line A [A] Total Meals Available:** Add the number of meals received/prepared plus the number of meals available from the previous day.
3. **Meals served to children:** Cross off each number consecutively for each child who receives a complete reimbursable meal.
4. **Line B [B] Total Meals Served:** Enter the total number of reimbursable meals served from the "Meals served to children" section.
5. **Line C [C] Total non-reimbursable meals:** Enter the number of meals that are not reimbursable, such as adult meals, incomplete meals or damaged meals that are unusable.
6. **Line D [D] Total leftover meals:** Add **Line B** (reimbursable meals served) and **Line C** (non-reimbursable meals). Subtract this number from **Line A** (total meals available). Enter leftover meals on **Line D**.
7. **Line E [E] Total of All Meals:** Add **Line B** (reimbursable meals served), **Line C** (non-reimbursable meals), and **Line D** (Leftovers). This number on Line E accounts for all SSO meals and should equal **Line A**.
8. **Site supervisor's comments:** indicate any relevant information regarding the SSO meal service.
9. **Site supervisor:** The site supervisor must sign and date the meal count form.

This institution is an equal opportunity provider



Thank you to the Connecticut State Department of Education for this resource.