|  |
| --- |
|  Site Name: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Time:\_\_\_\_\_\_\_\_\_\_\_\_ Distribution Date:\_\_\_\_/\_\_\_\_/\_\_\_\_  |
| Non-Congregate Service (Circle): Grab and Go / Home Delivery |
| Total Meals available - Enter for the applicable meal type being distributed in each bundle: Breakfast \_\_\_\_ Lunch \_\_\_\_ Snack \_\_\_\_ Supper \_\_\_\_  |
| 1. **How many days’ worth of meals (circle one) are being bundled at this distribution?**

1 2 3 4 5 6 7 8 9 10 | Circle the days of intended meal consumption: Su M T W Th Fr Sa (Week 1)Su M T W Th Fr Sa (Week 2, if applicable) |
| 1. **Circle the daily meals included in each bundle (no more than two meals or one meal and one snack – lunch and supper not an allowable combination)**

 Breakfast Lunch Snack Supper |
| **C) Children Served Complete Bundles**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 |
| 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 |
| 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 |
| 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 |
| 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 |
| 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 |
| 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 |

 |
| 1. **Total # of individual meal types distributed in complete bundles**: **Part A \_\_\_\_\_\_\_ x Part C \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_**

(Example: 5 days of meals x 100 children served = 500 of each meal type indicated in Part B above) |
| 1. **Enter below per day counts for each meal type distributed using the following calculation: Part C - Children Served + Additional Individual Deviations Documented in Part F on the following page(s), if applicable. Number of days entered should match number of days of intended meal consumption indicated above.**
 |
| **Enter Day \_\_\_\_ Enter Date: \_\_\_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ **Enter Day \_\_\_ Enter Date: \_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_  | **Enter Day \_\_\_\_ Enter Date: \_\_\_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ **Enter Day \_\_\_ Enter Date: \_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ | **Enter Day \_\_\_\_ Enter Date: \_\_\_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ **Enter Day \_\_\_ Enter Date: \_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ | **Enter Day \_\_\_\_ Enter Date: \_\_\_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ **Enter Day \_\_\_ Enter Date: \_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ | **Enter Day \_\_\_\_ Enter Date: \_\_\_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ **Enter Day \_\_\_ Enter Date: \_\_\_\_**# of (circle one: Br Lu Sn Sup): \_\_\_\_ # of (circle one: Br Lu Sn Sup): \_\_\_\_ |
| **Total Meals Leftover: Br \_\_\_ Lu \_\_\_\_ Sn \_\_\_\_ Su \_\_\_\_\_** **Total Meals Damaged/Incomplete/Other Non-reimbursable Meals: Br \_\_\_ Lu \_\_\_\_ Sn \_\_\_\_ Su \_\_\_****Total Meals Distributed (Part D) + Total Meals Leftover + Non-Reimbursable Meals: Br \_\_ Lu \_\_ Sn \_\_ Su \_\_** | By signing below, I certify that this information is true and accurate:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Deviations from the Standard Bundle Distribution (if applicable)**

Sites must distribute the same number and type of meals to each participant. Sites may not proactively modify or customize meal bundles. For example, it would be unallowable to distribute daily non-congregate meals to one sub-set of children while distributing a week of meals to a different sub-set of children. However, if unexpected circumstances arise on the day of distribution that requires a child to receive fewer meals than included in a meal bundle, **for each participant and applicable meal type**, include below the number of meals by type the child received and the days and dates of intended consumption. Note that these instances should be rare, and justification must be provided.**For each instance documented below, add the meal totals for each intended day of consumption to the individual day totals in Part E of this form.** |
| # of (circle one – breakfast, lunch, snack, supper) distributed to individual participant outside of a standard bundle \_\_\_\_Days of intended consumption for the number of meals entered above: [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_[Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_Provide justification for why a complete bundle was not issued to the participant: |
| # of (circle one – breakfast, lunch, snack, supper) distributed to individual participant outside of a standard bundle \_\_\_\_Days of intended consumption for the number of meals entered above: [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_[Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_Provide justification for why a complete bundle was not issued to the participant: |
| # of (circle one – breakfast, lunch, snack, supper) distributed to individual participant outside of a standard bundle \_\_\_\_Days of intended consumption for the number of meals entered above: [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_[Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_ [Enter day and date]: \_\_\_\_\_\_\_\_Provide justification for why a complete bundle was not issued to the participant: |
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