

The background is a solid green color. On the left side, there is a large, stylized sun with a circular center and several triangular rays extending outwards. The entire background is covered with a repeating pattern of faint, white line-art icons of various fruits and vegetables, including apples, bananas, grapes, and leafy greens.

2023

**Cartewheel Meal Counter
Sponsor Walkthrough**

Training Overview

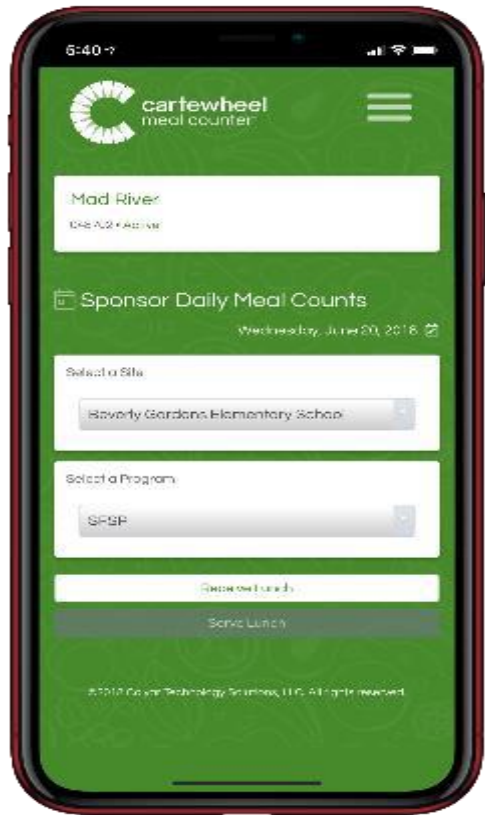


- ***ALL*** the Benefits!
- General Information and Installation of the App
- Going Paperless: Meal Counter Demonstration
- Site and User Setup Walkthrough
- The Sponsor Dashboard
 - Real-time Meal Service Status
 - Daily and Monthly Reporting Tools
- Claims for Reimbursement at the Press of a Button!
- Closing Comments and Upcoming Training

Typical SFSP Workflow



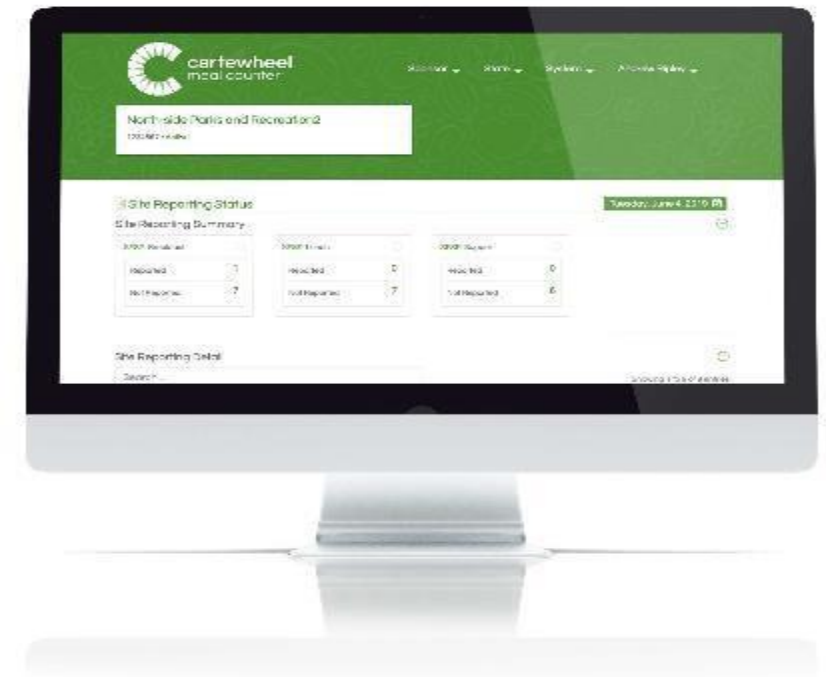
1. Count



2. Manage



3. Claim

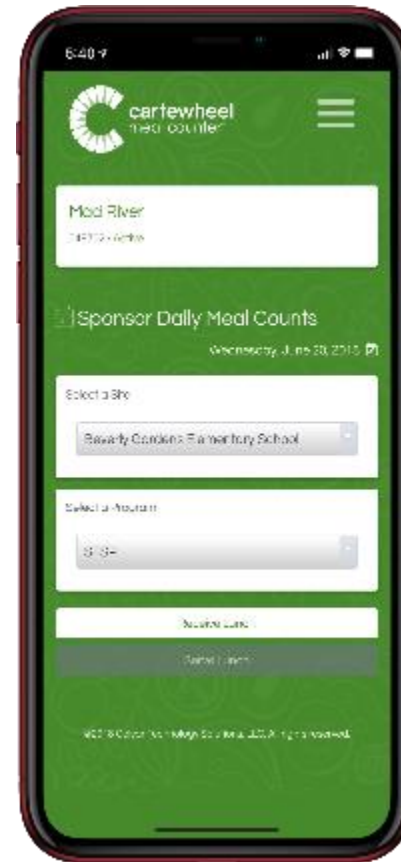


Paper Count – 25 Sites



25 Sites x 60 days x 2
meals a day =
3,000 SFSP Forms

After Cartewheel Meal Counter



To err
is human.



Common Findings

- The Sponsor did not provide delivery tickets
- The Sponsor provided meal count forms with errors
- The Sponsor reported meal counts incorrectly

So Many Benefits!

- Replaces Paperwork
- Reduces Waste
- Reduces Setup
- Simplifies Training
- Provides advanced management tools
- Automated Claim Submissions
- Promotes the addition of new SFSP sites

2019 Pilot Feedback

Sponsor Feedback

"The claim process was much much easier, the **claims used to take me hours and hours and it took maybe 5 minutes** to upload it, [with Meal Counter in] the past 2 years."

- Katie Landon, RD, LD
Youth and Nutrition Coordinator
God's Pantry Food Bank

"Because we have real time data, I was able to keep up with whenever they turned in their paperwork and I can see how much food was prepared and then I could also see how many meals were entered in on a daily basis and **I could communicate with managers and we were able to adjust food quantities, so that did help us and help us to save some money on food cost.**"

"We spend less time trying to collect, that means we didn't have to call, we didn't have to drive out, we didn't have to have them come in to bring in anything. **We were able to submit claims quicker and had information almost immediately daily,** if we wanted to check something. "

- Mercedes Sanders
SFSP/CACFP Supervisor
Food Bank of Central and Eastern North Carolina

"It is much easier to use, a lot of times before we were doing it, doing the paperwork. The sites were not doing the math correctly." There was a lot of issues with tracking numbers, and also as far as ordering it is much easier because we have real time. When the individual sites are putting in the point of service information, they hit send and we have it immediately so we can work on ordering for the next day. Which helps us significantly with the timeline the kitchen gives us, because we have to have our orders in, early afternoon."

2022 Sponsor Feedback

- Improved SFSP operations
- Paperless Meal Counts, Daily/Monthly Reporting Tools and Meal Service Progress Tracking
- Continued Use of Meal Counter for SFSP

“The everyday operation of the Meal Counter app was great. It was easy to use and made checking progress and daily totals simple.”

“Great experience. I gained better understanding of how to operate the app by actual using the app.”

“It eliminated hours of counting tally marks and miscounting.”

So how do I get started?

In order to begin utilizing the Meal Counter App:

- The SFSP application must be Approved
- 1 site approved, with at least 1 meal type
- “Cartewheel Meal Counter” selected in the Site Application

What will you use for meal counting?

In order to use the Meal Counter App, please refer to question 36 or 37. in TIPS and select ***Cartewheel Meal Counter*** from the drop-down Menu.

36. What will you use for meal counting?

Cartewheel Meal Counter ▼

If Other please explain:

Setting up your Account is Easy!



1. Your Program Specialist will request an account for you.
2. You then will receive an authorization email.
3. You are ready to go!



Hello,

An account has been created for you in Meal Counter, a mobile app that helps count, manage, and claim meals for USDA food and nutrition programs.

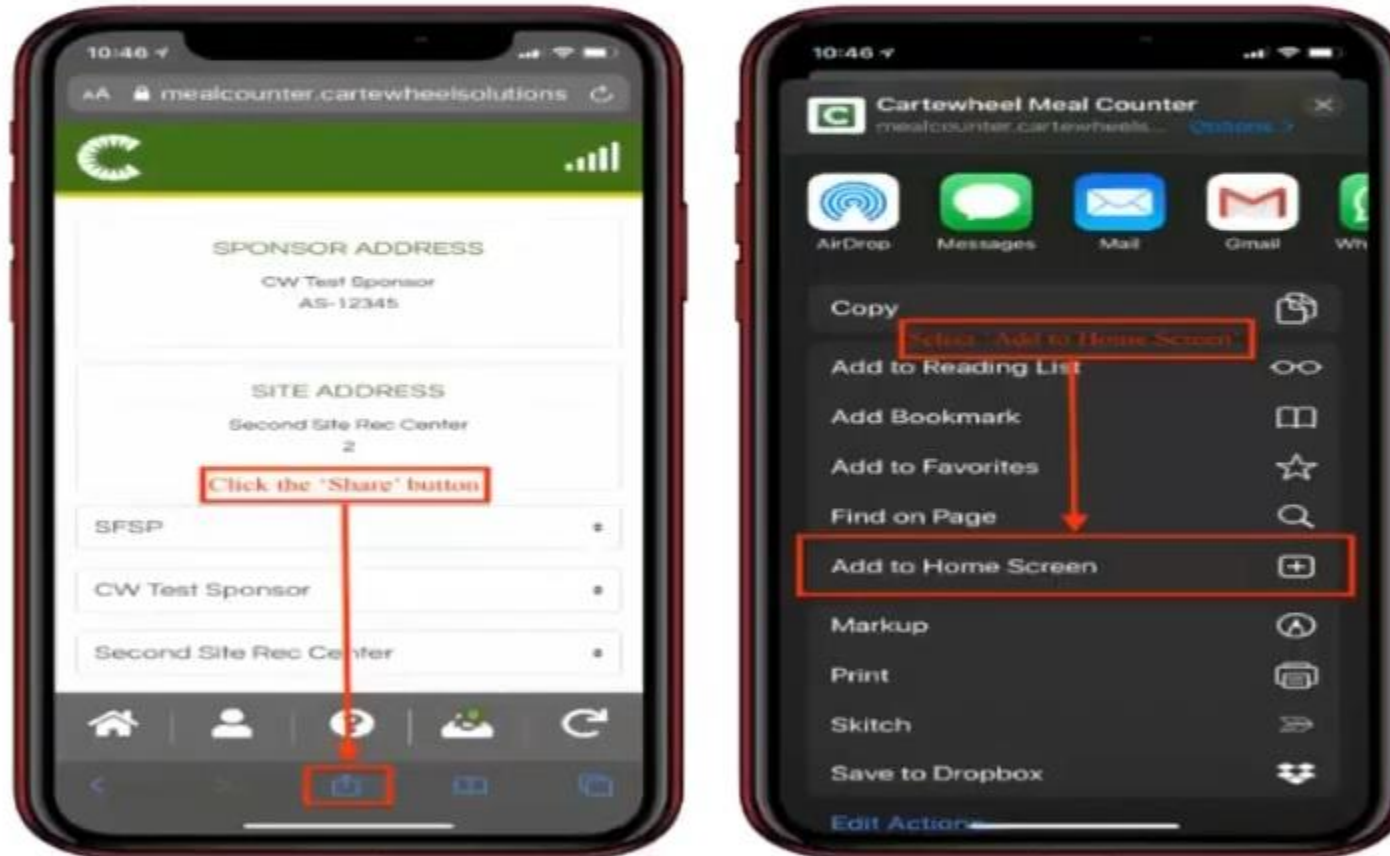
Installing the Meal Counter App



[Meal Counter Installation Guide](#)

Installing the Meal Counter App

iOS (iPhone & iPad) Installation



[Meal Counter Installation Guide](#)

Installing the Meal Counter App

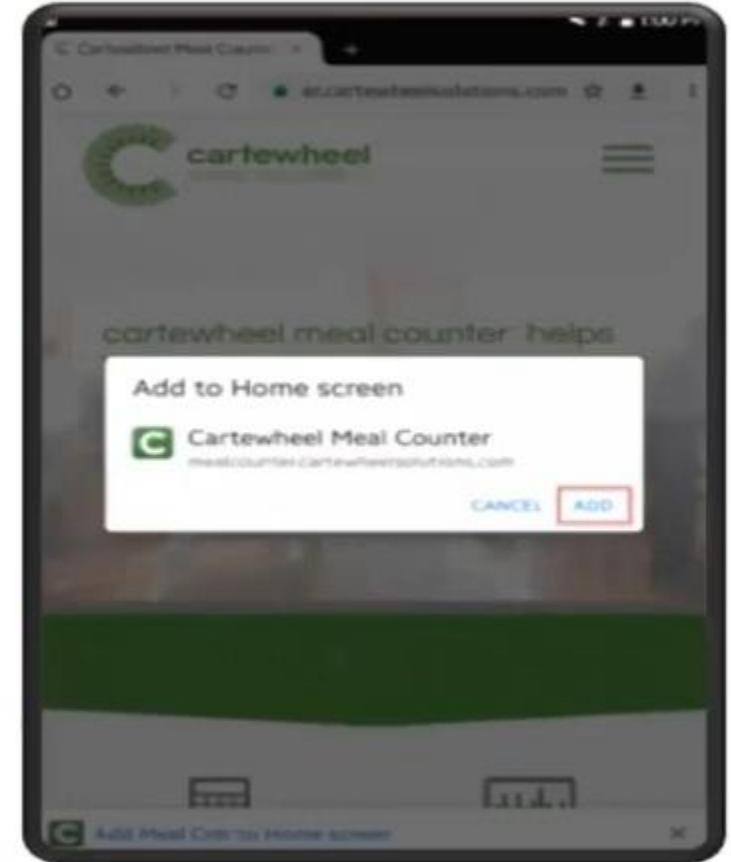
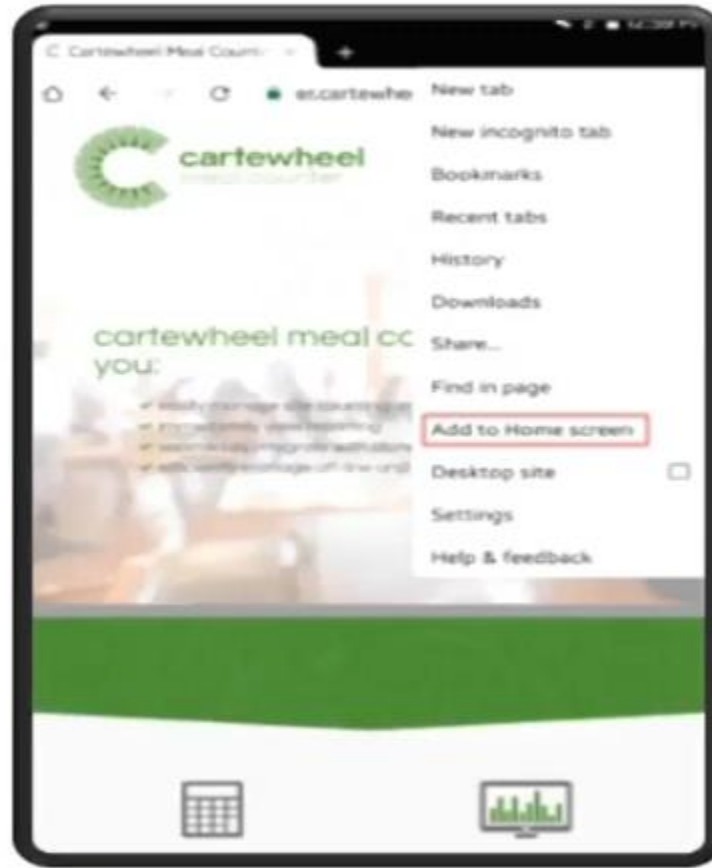
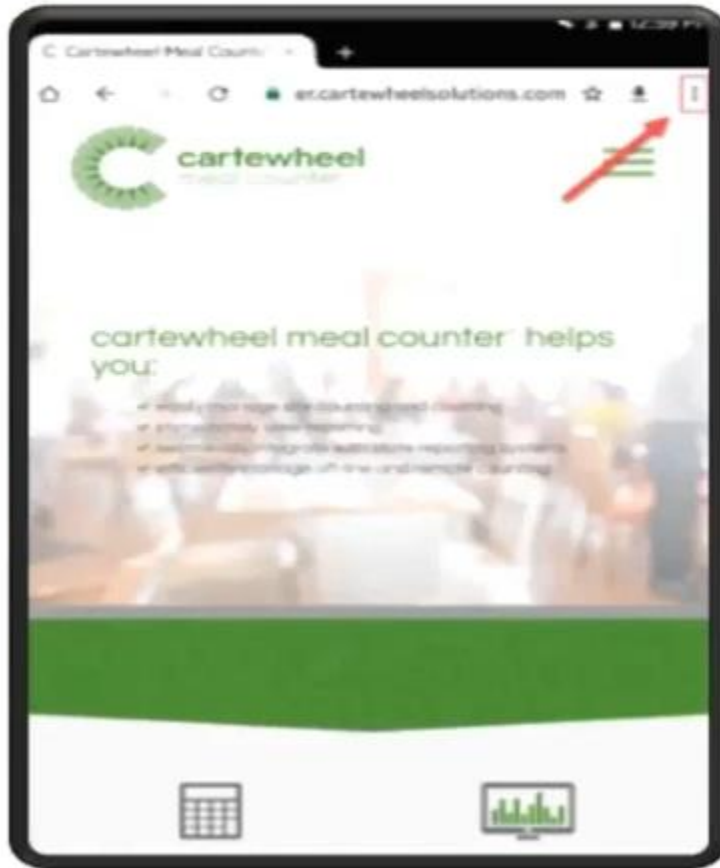
iOS (iPhone & iPad) Installation



[Meal Counter Installation Guide](#)

Installing the Meal Counter App

Android OS Installation



[Meal Counter Installation Guide](#)

Installing the Meal Counter App

Android OS Installation



[Meal Counter Installation Guide](#)

How to Log into the Meal Counter App



Device Information

Web-based app that can be used on:

- Desktop or Laptop Computer (not compatible with Offline Mode)
- Tablet
- Smart phone

Compatible with the following web browsers:

- Chrome v40+
- Safari 11.1+
- Firefox v44+
- Edge v17+

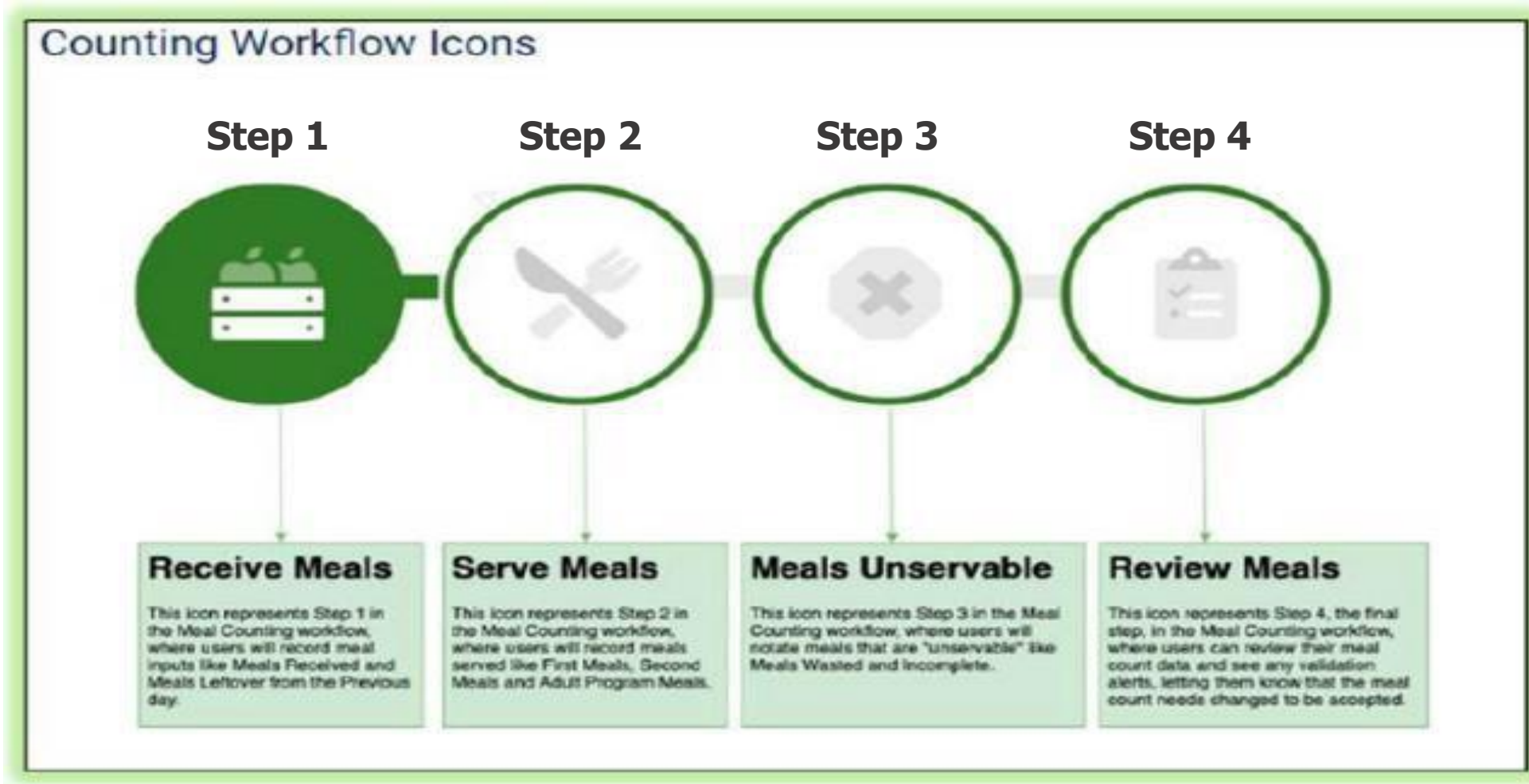
Compatible with the following operating systems:

- Android v7.1.2
- iOS v11.3

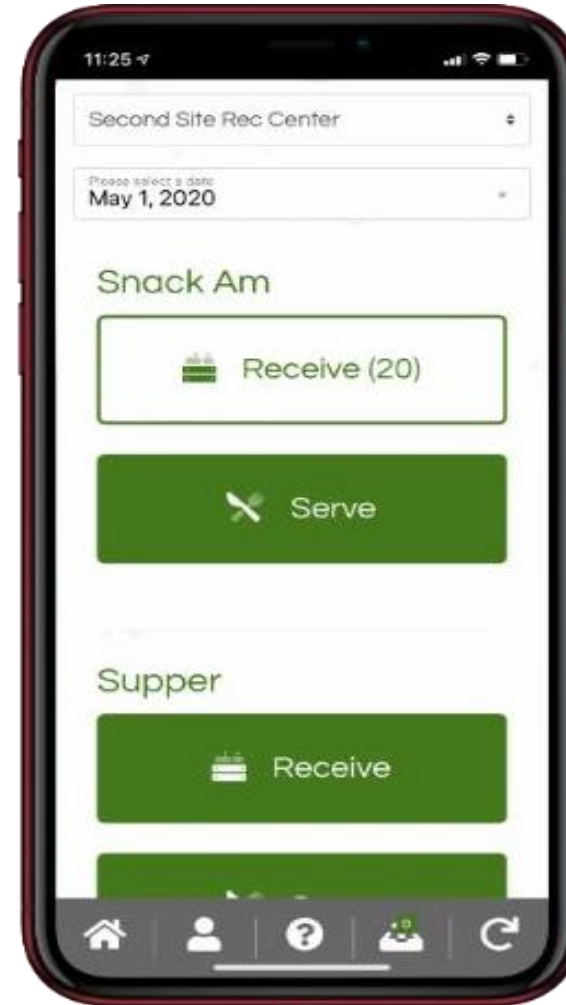
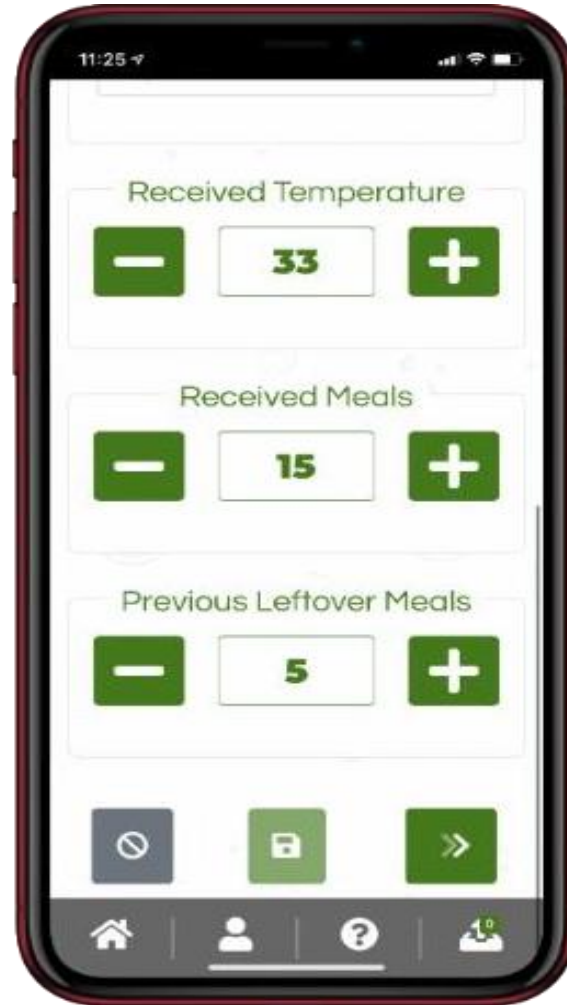
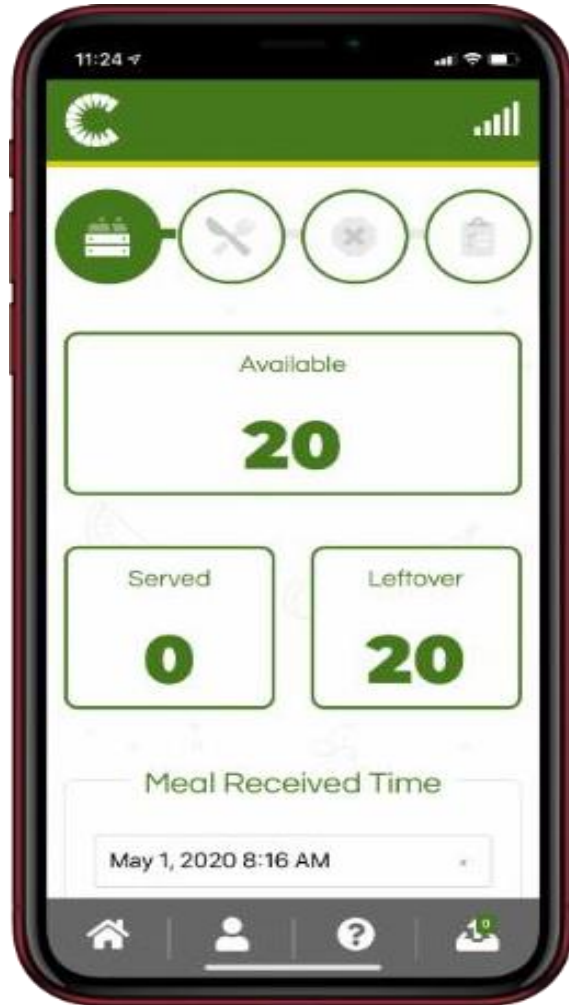
Meal Counting Video Tutorial



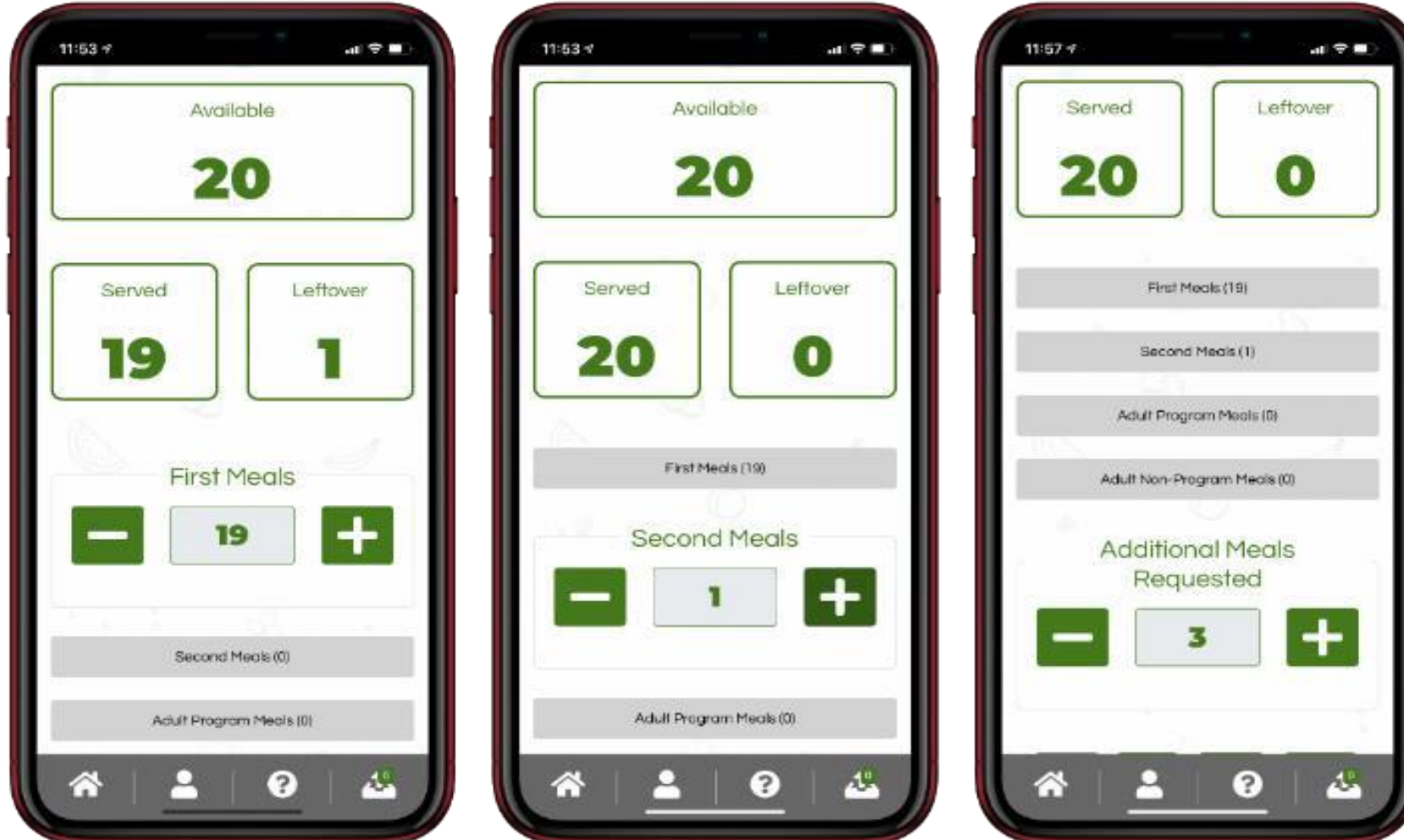
Workflow Icons: Site User



Step 1 - Meals Available



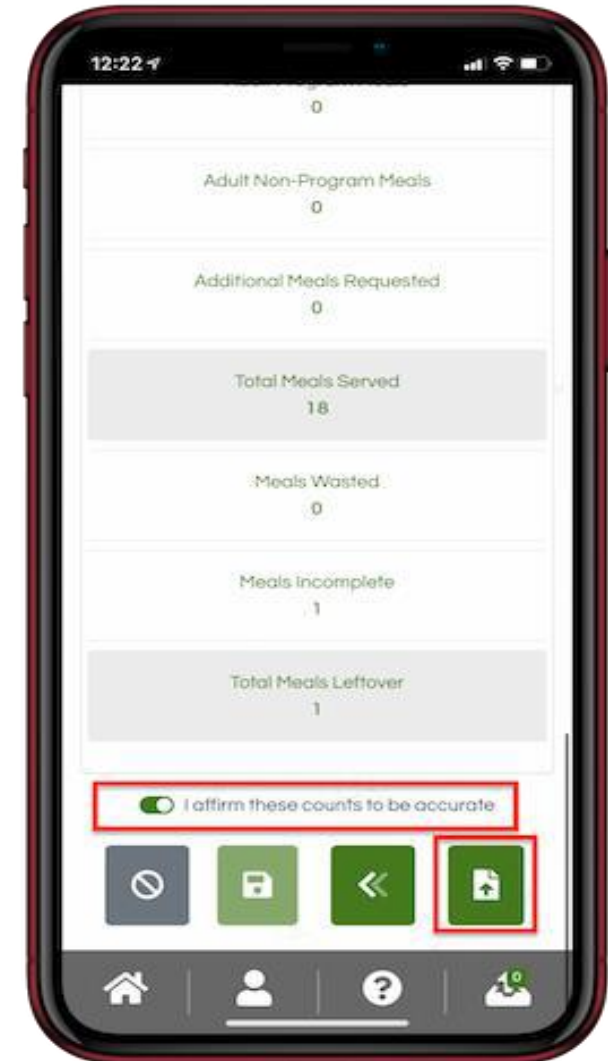
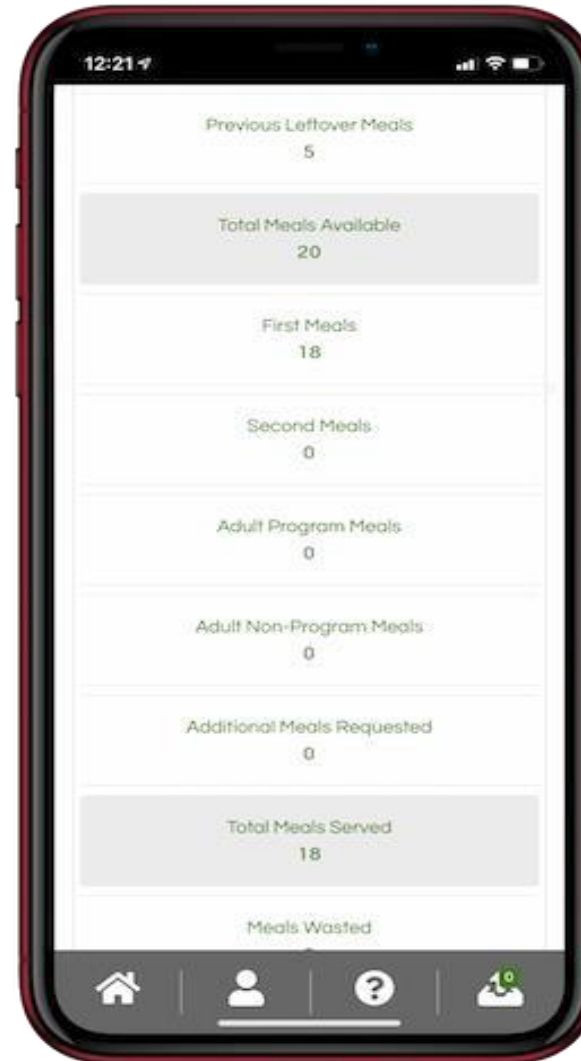
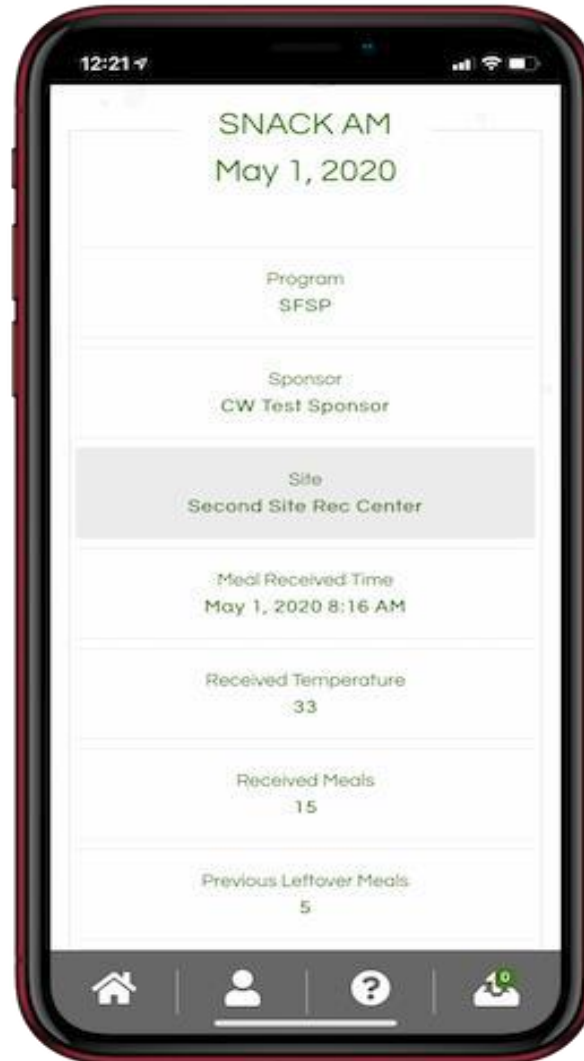
Step 2 – Meals Served



Step 3 – Wasted Meals



Step 4 – Review & Affirm Meal



Meal Complete

12:22

SITE ADDRESS

Second Site Rec Center
2

SFSP

CW Test Sponsor

Second Site Rec Center

Please select a date
May 1, 2020

Snack Am

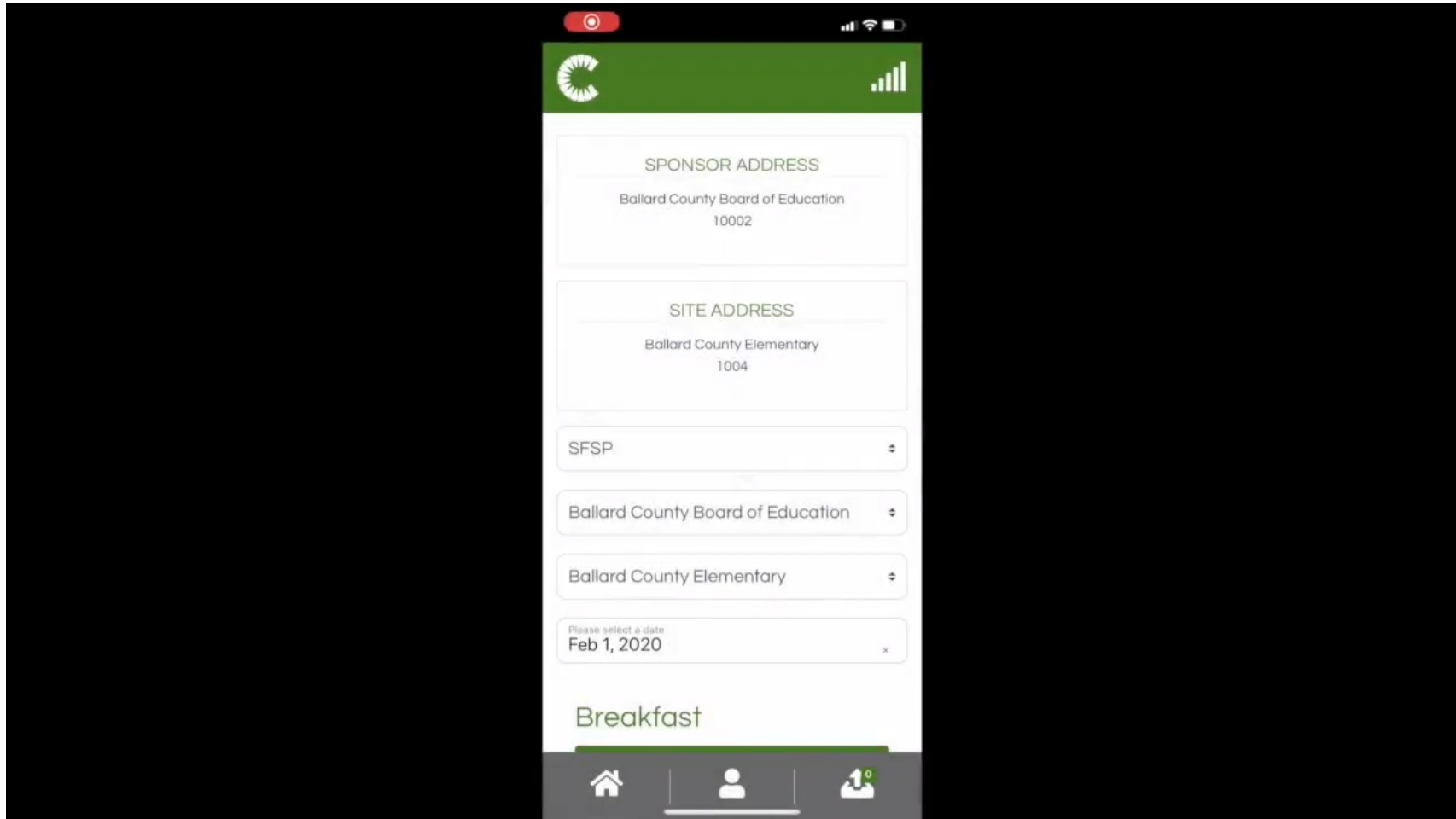
 Receive (20)

 Serve (18) ✓

Home | Profile | Help | Cart (0) | Refresh



Offline Meal Counting



The screenshot displays the Cartewheel meal counter app interface on a mobile device. The app has a green header with a logo and a signal strength indicator. The main form contains the following fields:

- SPONSOR ADDRESS:** Ballard County Board of Education, 10002
- SITE ADDRESS:** Ballard County Elementary, 1004
- SFSP:** Ballard County Board of Education
- Ballard County Board of Education:** Ballard County Elementary
- Please select a date:** Feb 1, 2020

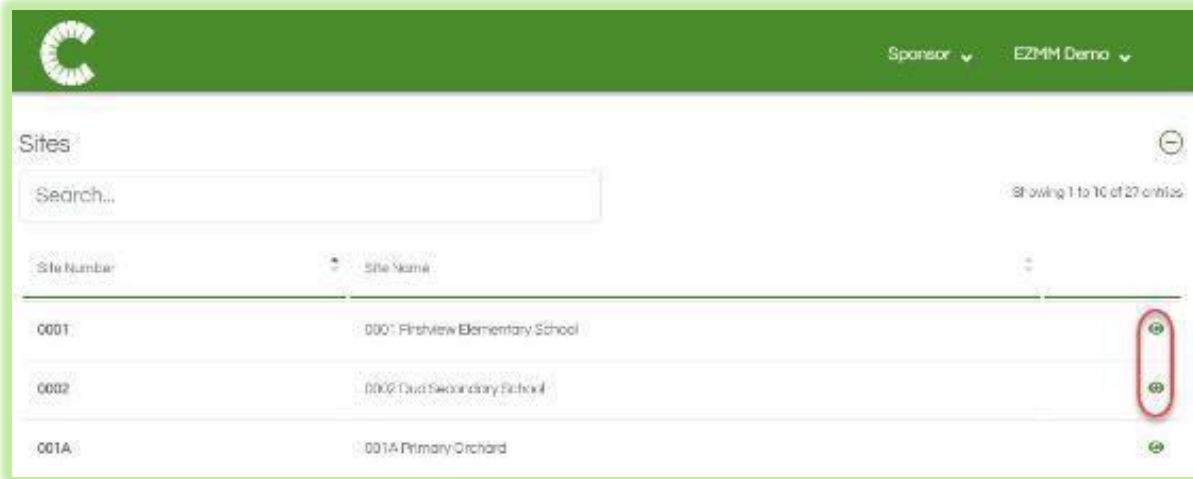
Below the form, the word "Breakfast" is displayed. At the bottom, there is a navigation bar with three icons: a home icon, a user icon, and a meal counter icon with a green notification badge showing the number "0".

Sites and Users Setup

- No site information should be directly updated in Meal Counter
- Automatic Initialization will be available all Summer!
- Only the SFSP claims contact has access to initialize the site application information to reflect in Meal Counter

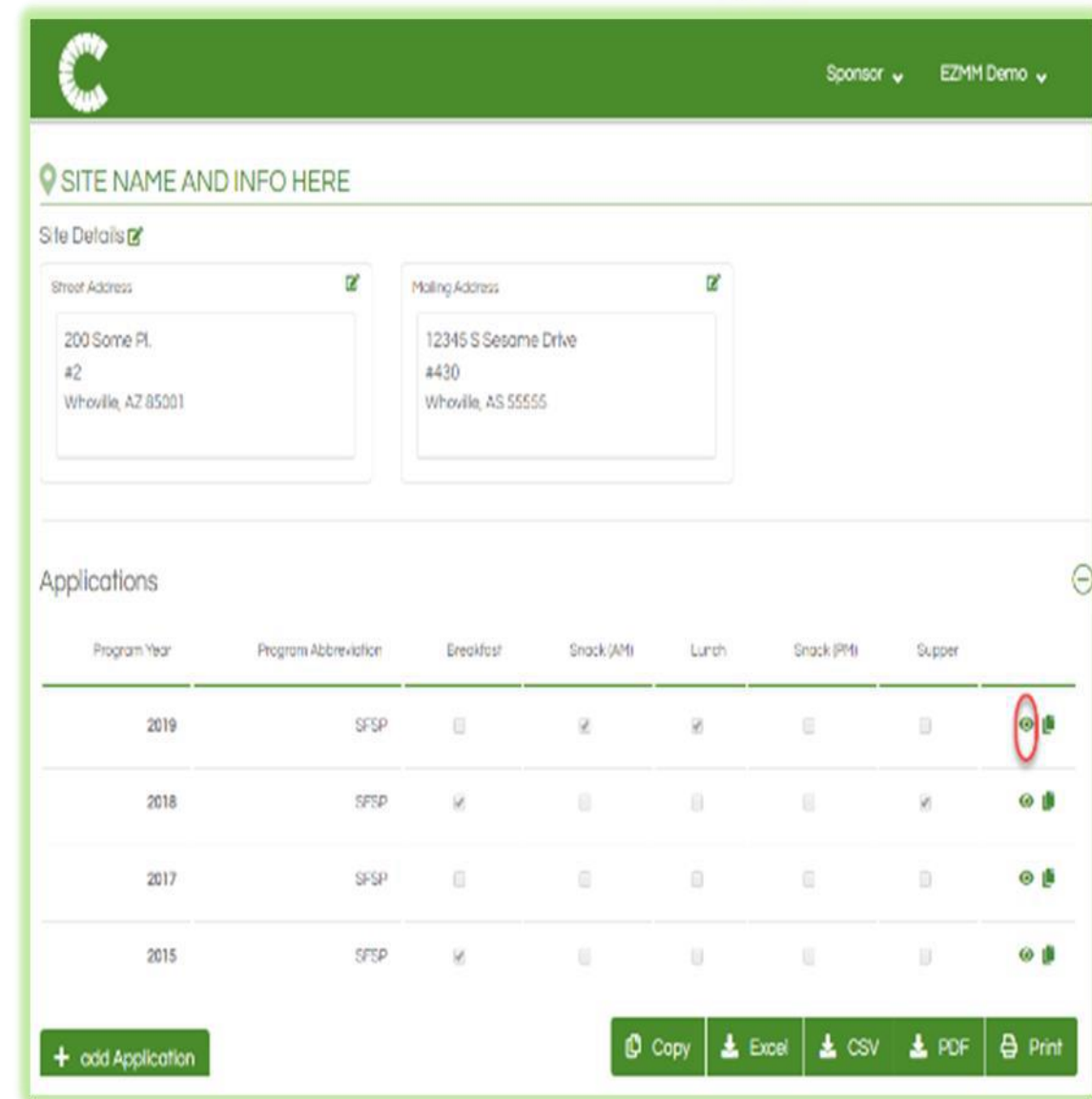
A screenshot of the Meal Counter Initialization interface. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The main heading is 'Meal Counter Initialization For Program Year: 2020 - 2021'. Below this, a box displays site information: '010 Status: Active', 'Alamance-Burlington Schools', '1712 Vaughn Road', 'Burlington, NC 27217', and 'Region:'. A section titled 'Meal Counter Enables You To:' lists four benefits: 'Easily manage site counting and claiming', 'Immediately view reporting', 'Seamlessly integrate with state reporting systems', and 'Efficiently manage off-line and remote counting'. Two main steps are shown: 'Step 1' (Request a Meal Counter Account) with a 'Request Account' button, and 'Step 2' (Copy sponsor/site information to Meal Counter) with an 'Initialize' button. A 'Cancel' button is at the bottom right.

View Site Details



Site Details can be viewed by clicking the 'Eye' icon next to the desired site. The Site Details page includes options for editing the site information and adding Applications, which indicate which meals will be offered and for which program year.

Application details can be viewed by clicking the 'Eye' icon.



Site Users Section



Site Users

Filters

Search...

Showing 1 to 6 of 6 entries (filtered from 12 total entries)

Active	First	Last	Email	Email Confirmed	Password Set	Created	Modified
✓	John	Doe	MealCounterDemo+Site_20200521@gmail.com	✓	✓	5/21/2020	
✓	Jane	Doe	MealCounterDemo+Site_202005213@gmail.com	✓	✓	5/21/2020	
✓	Nydia	Te	cartewheel.success+1@gmail.com	✓	✓	5/26/2020	6/4/2020
✓	AndrewTest	Site	MealCounterDemo+Site_202006021@gmail.com	✓	✓	6/2/2020	
✓	AndrewTest	RipleyTest	MealCounterDemo+Site_202006022@gmail.com	✓	✓	6/2/2020	

+ Add Site User

Previous

1

Next

[Count Meals](#)[Sponsor](#) ▾[Sponsor Admin](#) ▾

cartewheel
meal counter™

Site Users

[Filters](#)

Showing 1 to 6 of 6 entries (filtered from 12 total entries)

Active	First	Last	Email	Email Confirmed	Password Set	Created	Modified
✓	AndrewTest	F	M	!	✓	5/12/2020	
✓	John	I	M	✓	✓	5/21/2020	
✓	Jane	I	M	✓	✓	5/21/2020	
✓	Nydia	I	cc	✓	✓	5/26/2020	6/4/2020
✓	AndrewTest	S	M	✓	✓	6/2/2020	
✓	AndrewTest	F	M	✓	✓	6/2/2020	

[+ Add Site User](#)[Previous](#)[1](#)[Next](#)

Adding Site Users



North-side Parks and
1234567 • Active

Sponsor Manager

Street/Mailing Address
1244 W Maple St
Whoville, AS 55555

NOTICE: There are 2

NOTICE: There are 8

Sites

Search...

Site Number

0001

0002

Create Site User

First Name

Last Name

Email

Phone Number

Assign User to Site(s)

Search...

Showing 1 to 10 of 32 entries

Site Name	Active	Admin	Supervisor
0002 Duo Secondary School	☐	☐	☐
001A Primary Orchard	☐	☐	☐
001B Cardinal Buttes	☐	☐	☐
001C Lone Corner	☐	☐	☐
002A Couple Avenue	☐	☐	☐
002H Dyad Blvd	☐	☐	☐
002C Pair Court	☐	☐	☐
999 Old Firstview Elementary School	☐	☐	☐

Sponsor Admin

Dismiss

Dismiss

Showing 1 to 10 of 32 entries

Editing Site Users

×Edit Site User

John

Doe

MealCounterDemo+Site_20200521@gmail.com

(555) 555-5555



 Password has been set

☐

I understand that generating a password will overwrite the current password (if set).

 Generate New Password

Generate new Password above

 Copy

 Set & Send Password

 User Site(s)

Unassign All

Clear All Filters

Show:

All

Assigned

Unassigned

Search...

Showing 1 to 2 of 2 entries

Site Name	Active	Admin	Supervisor
Second Site Rec Center	☒	☐	☐
First Site Park	☐	☐	☐

Previous

1

Next

 Cancel

 Save

Sponsor Users



Count Meals

Sponsor ▾

Sponsor Admin ▾



Sponsor Users

First	Last	Email	Phone Number	Active	Admin	Monitor	
Jane	Doe	MealCounterDemo@gmail.com	(555) 555-5555	☒	☒	☐	
Jane	Doe	MealCounterDemo@gmail.com	(555) 555-5555	☒	☒	☒	
Sponsor	Admin	MealCounterDemo@gmail.com	(555) 555-5555	☒	☒	☐	
Sponsor	Test	MealCounterDemo@gmail.com	(555) 555-5555	☒	☒	☐	
 Add Sponsor User							

Add Sponsor Users



**cartewheel**
meal counter

Count Meals Sponsor Sponsor Admin ?

CW Test Sponsor
AS-12345 • Active

 Add Sponsor User

☐ Admin ☐ Monitor

First

Last

Phone Number

Email

e.g. (555) 543-9876

e.g. user@domain.com

 Back

 Add

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Edit Sponsor Users



 **cartewheel**
meal counter

Count Meals Sponsor Sponsor Admin ?

CW Test Sponsor
AS-12345 • Active

Edit Sponsor User

SponsorAdmin

MealCounterDemo+Sponsor@gmail.com
(555) 555-5555

☒ Admin ☐ Monitor ☒ Active

 Save

 Back

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Roles and Permissions



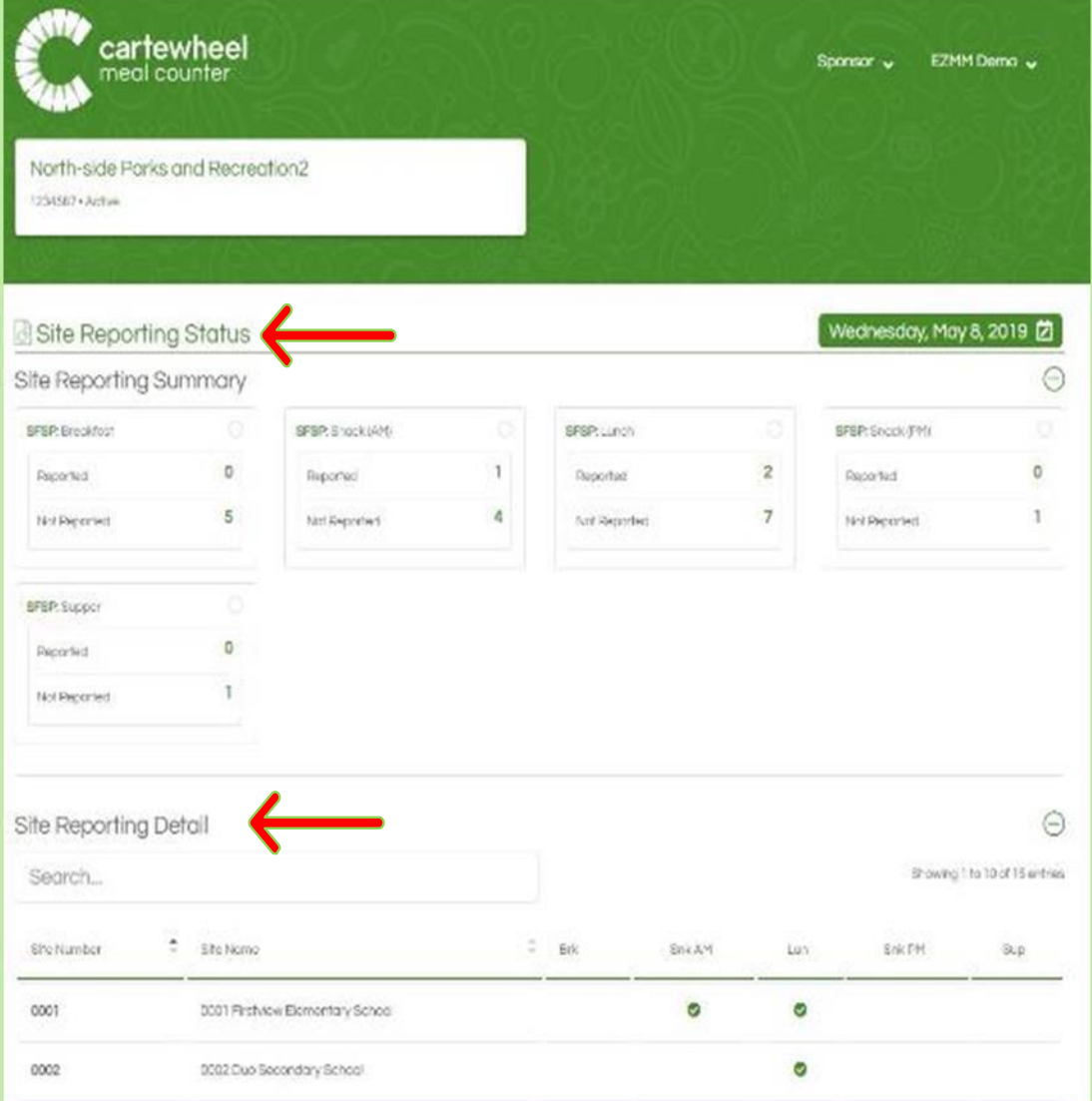
Sponsor	Admin	- Inherits all permissions below, but is not listed as site point of contact and can create, read, and update at any Active Sites - Sees 'Sponsor Dashboard'; cannot see 'Site Dashboard' - Can read all sponsor reports - Can Create, Read, Update, and, in some cases, Delete, organizational sponsor & site data in the 'Sponsor Manager' section; this includes adding and managing sponsor & Site user permissions. - If assigned to more than one Sponsor organization as admin in each; can access 'Sponsor Selection' page to switch between assigned organizations.
Sponsor	Monitor	- Inherits all permissions below, but is not listed as site point of contact and can create, read, and update at any Active Sites - Can switch between any active site within Sponsor Organization
Sponsor	Active	- Inherits all permissions below, but is not listed as site point of contact and can create, read, and update at any Active Sites - Can switch between any active site within Sponsor Organization
Site	Admin	- Inherits all permissions below, but is not listed as site point of contact - Can perform Bulk Data Entry
Site	Supervisor	- Inherits all permissions below - Is listed as the point of contact for the specified site(s) (Meals 'Not Reported' Section); only applies to Site users with Supervisor Permissions
Site	Active	- Can Create, Read, & Update Meal Counts at Assigned Sites - Can Switch Between Sites if more than one is assigned - Can Switch Dates - Sees 'Site Dashboard'; Cannot see 'Sponsor Dashboard'
Any User	N/A	- Create, Read, & Update Profile - Change Password - Set External Logins - Logout

Dashboard

When you first log in to Cartewheel Meal Counter, the Site Reporting Status page will appear. This functions as your dashboard to view daily site activity.

This page allows you to easily determine which sites are serving which meals 'today', and which sites have completed reporting those meals.

This page has two sections, a Site Reporting Summary, and Site Reporting Detail.



Site Reporting Status ←

Wednesday, May 8, 2019

North-side Parks and Recreation2
1234567 • Active

Site Reporting Summary

Meal Type	Reported	Not Reported
BFSP: Breakfast	0	5
BFSP: Snack (AM)	1	4
BFSP: Lunch	2	7
BFSP: Snack (PM)	0	1
BFSP: Supper	0	1

Site Reporting Detail

 ←

Search...

Showing 1 to 10 of 15 entries

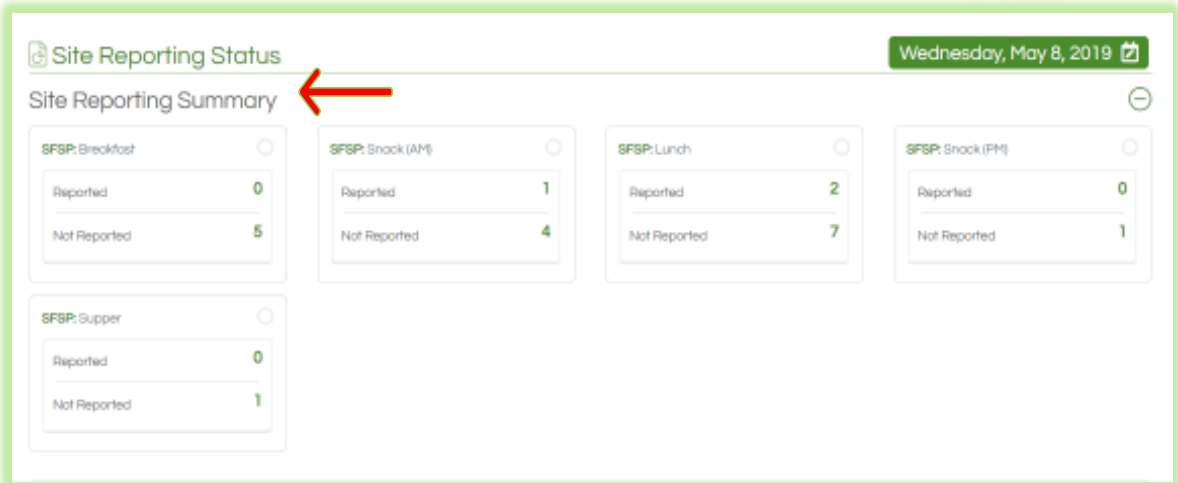
Site Number	Site Name	Bk	Snk AM	Lun	Snk PM	Sup
0001	0001 Firstview Elementary School		✓	✓		
0002	0002 Duo Secondary School			✓		

Site Reporting Status Dashboard



The Summary shows data for all sites by meal types served. (Breakfast, AM Snack, Lunch, PM Snack, Supper).

Below the Summary, Site Reporting Detail breaks down the Summary numbers by each site.



Site Reporting Detail

Search...

Showing 1 to 10 of 15 entries

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
0001	0001 Firstview Elementary School		✓	✓		
0002	0002 Duo Secondary School			✓		
001A	001A Primary Orchard	○	○	○		
001B	001B Cardinal Buttes	○	○	○	○	○

Site Reporting Summary & Not Reported List



Site Reporting Status Wednesday, May 8, 2019

Site Reporting Summary

SFSP: Breakfast	SFSP: Snack (AM)	SFSP: Lunch	SFSP: Snack (PM)
Reported: 0	Reported: 1	Reported: 2	Reported: 0
Not Reported: 5	Not Reported: 4	Not Reported: 7	Not Reported: 1

Sponsors can easily view a list of sites that have not submitted meal counts.

Simply click on the numerical link under the 'Not Reported' heading in the Site Reporting Summary to see an up-to-date list of sites with outstanding meal counts.

Sites Not Reporting Lunch Thursday, May 9, 2019

Search...

Showing 1 to 9 of 9 entries

Site Number	Site Name	Street Address	Site Supervisor
0001	0001 Lindview Elementary School	200 Some Pl. Whoville, AZ 85001	Union Clark brian.clark@cityva.com (602) 621-1904
0002	0002 Lind Secondary School	1238 Main Street Whoville, AZ 85555	Union Clark brian.clark@cityva.com (602) 621-1904
001A	001A Primary Orchard	555 E. M & M Street 555 E. M & M Street Phoenix, AZ 85555	Union Clark brian.clark@cityva.com (602) 621-1904

The site supervisor's contact information is included for convenience.

Site Reporting Detail Section



The Site Reporting Detail section provides meal service status by site.

Sponsors can also add or review and edit meal counts by clicking a corresponding site and meal circle.

Site Reporting Detail							
Search...				Showing 1 to 10 of 15 entries			
Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup	
0001	0001 Firshview Elementary School		☒	☒			
0002	0002 Duo Secondary School			☒			
001A	001A Primary Orchard	☐	☐	☐			
001B	001B Cardinal Buttes	☐	☐	☐	☐	☐	

Meal Count Status Icons

Site Reporting Detail



Showing 1 to 2 of 2 entries

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
1	Revision in Progress → 		Draft → 			
2	Complete → 		Not Started → 			

Previous 1 Next

Add or Review Meal Counts

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
0001	Firstview Elementary School	☒			☐	
0002	0002 Duo Secondary School		☐			☐
001B	001B Cardnial Buttes	☐			☐	
002A	002A Couple Avenue	☐			☐	
003	Pneuma Centre	☐			☐	
006	Wild Spruce Park	☐			☐	

Add or Edit Meal Counts – Steps 1 & 2



- Step 1. Input Delivered Meals and Previous Leftover Meals

The screenshot shows the 'Add Site Daily Meal Count' interface for 'North-side Parks and Recreation2' (1234567 Active) and '001A Primary Orchard' (001A). The date is Thursday, May 9, 2019. The interface includes a progress bar with 'Step 1' selected. Below the progress bar, there are input fields for 'Delivery Date' (05/09/2019 8:00 AM), 'Delivery Time' (with minus and plus buttons), 'Meals Received' (with minus and plus buttons), 'Previous Meals Leftover' (with minus and plus buttons), and 'Meals Available' (with a plus button). A 'Back' button is at the bottom left, and a 'Step 2' button is at the bottom right.

- Step 2. Enter Meal Counts

The screenshot shows the 'Add Site Daily Meal Count' interface for 'North-side Parks and Recreation2' (1234567 Active) and '001A Primary Orchard' (001A). The date is Thursday, May 9, 2019. The interface includes a progress bar with 'Step 2' selected. Below the progress bar, there are input fields for 'Meals Served' (with minus and plus buttons) and 'Meals Available' (with a plus button). The 'Meals Served' section is divided into four categories: 'First Meals Served', 'Second Meals Served', 'Program Adults', and 'Non-Program Adults'. Each category has a minus and plus button. A 'Back' button is at the bottom left, and a 'Step 3' button is at the bottom right.

Add or Edit Meal Counts – Steps 3 & 4



- Step 3. Report Damaged & Wasted Meals

- Step 4 Review & Submit

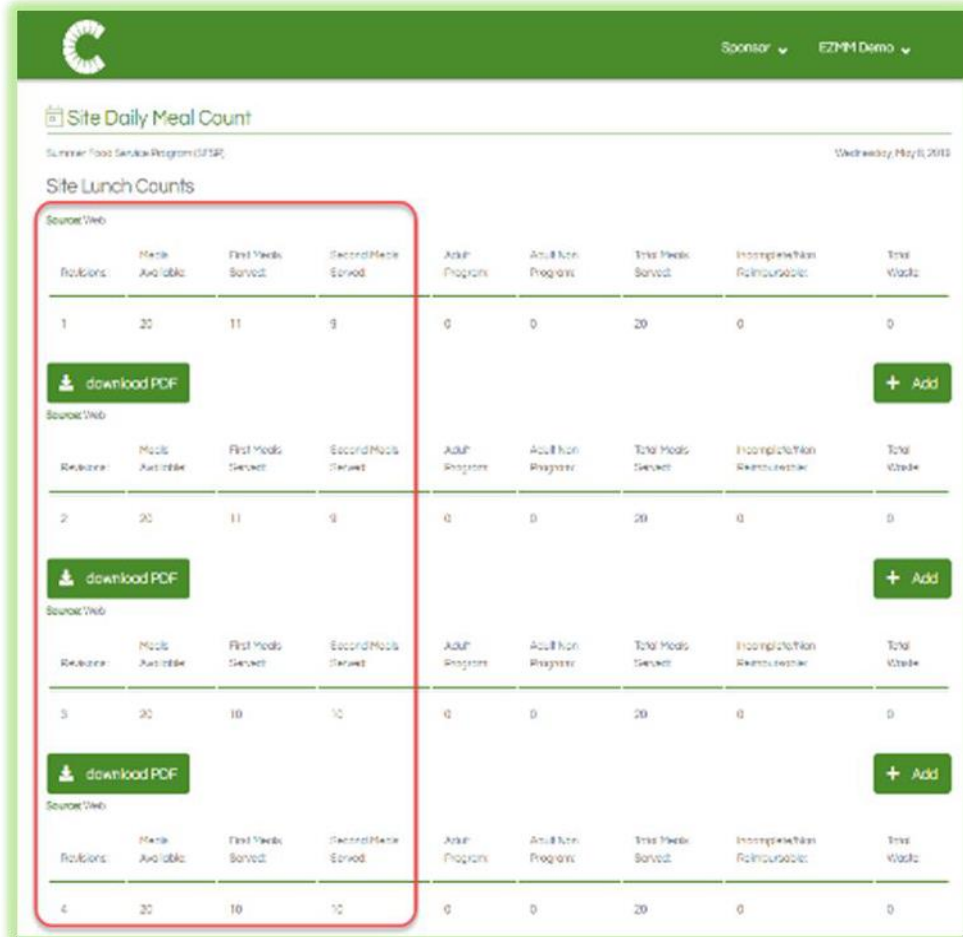
The screenshot shows the 'Add Site Daily Meal Count' form for Step 3. The header includes the cartewheel logo, 'Sponsor' dropdown, and 'EZMM Demo' dropdown. The site information is 'North-side Parks and Recreation2' and '001A Primary Orchard'. The date is 'Thursday, May 9, 2019'. The form has four steps: Step 1, Step 2, Step 3 (active), and Step 4. Under 'Meals Unavailable', there are three sections: 'Damaged/Incomplete' with a minus button, a text box with '0', and a plus button; 'Unopened' with a minus button, a text box with '0', and a plus button; and 'Additional Children Requesting a Meal' with a minus button, a text box with '0', and a plus button. Below these is a 'Meal Summary' section with three text boxes: 'Meals Available', 'Meals Served', and 'Meals Left Over' (containing '0'). Navigation buttons for '<< Step 2' and 'Step 4 >>' are at the bottom.

The screenshot shows the 'Add Site Daily Meal Count' form for Step 4. The header is the same as Step 3. The site information is 'North-side Parks and Recreation2' and '001A Primary Orchard'. The date is 'Thursday, May 9, 2019'. The form has four steps: Step 1, Step 2, Step 3, and Step 4 (active). Under 'Add Site Daily Meal Count', there are five text boxes: 'Service Date' (05/09/2019), 'Meal' (Lunch), 'Meals Available', 'Meals Served', and 'Meals Left Over'. A yellow banner states: 'By clicking Add, you affirm that you have validated all meal counts and attest to the accuracy of the counts submitted.' Navigation buttons for '<< Step 3' and '+ Add' are at the bottom.

Submitted Meal Counts

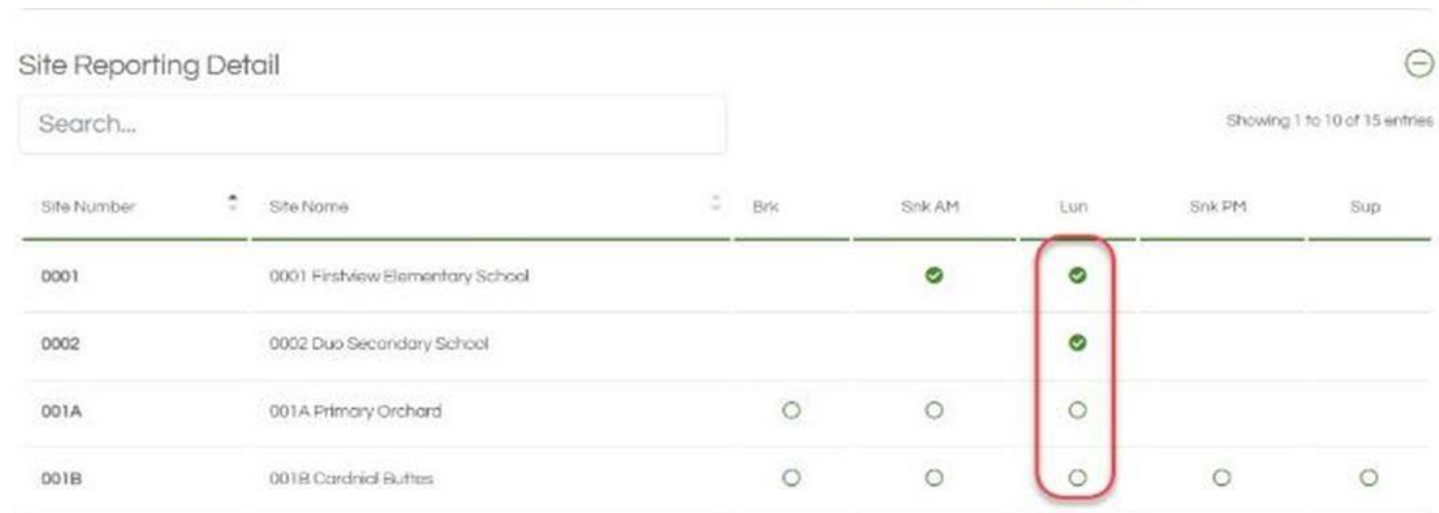


Meal counts can be reviewed by selecting the filled-in circle next to the corresponding meal.



The screenshot shows the 'Site Daily Meal Count' interface. It has a green header with the Cartewheel logo and 'Sponsor' and 'EZMM Demo' dropdowns. Below the header, there's a section for 'Site Lunch Counts' with a table of meal counts. The table has columns for 'Locations', 'Meals Available', 'First Meals Served', 'Second Meals Served', 'Adult Program', 'Adult Non-Program', 'Total Meals Served', 'Incompletion Reimbursement', and 'Total Meals'. There are four rows of data, each with a 'download PDF' button and an '+ Add' button. The first row is highlighted with a red box.

Locations	Meals Available	First Meals Served	Second Meals Served	Adult Program	Adult Non-Program	Total Meals Served	Incompletion Reimbursement	Total Meals
1	20	11	9	0	0	20	0	0
2	20	11	9	0	0	20	0	0
3	20	10	10	0	0	20	0	0
4	20	10	10	0	0	20	0	0



The screenshot shows the 'Site Reporting Detail' interface. It has a green header with the Cartewheel logo and a search bar. Below the header, there's a table of meal counts. The table has columns for 'Site Number', 'Site Name', 'Brk', 'Snk AM', 'Lun', 'Snk PM', and 'Sup'. There are four rows of data, each with a filled-in circle next to the 'Lun' column. The 'Lun' column is highlighted with a red box.

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
0001	0001 Firstview Elementary School		✓	✓		
0002	0002 Duo Secondary School			✓		
001A	001A Primary Orchard	○	○	○		
001B	001B Cardinal Buttes	○	○	○	○	○

Cartewheel Meal Counter logs every meal count revision, detailing the changes along with the revision number and source device.

Documents may be included with meal counts in the Attachments section below.



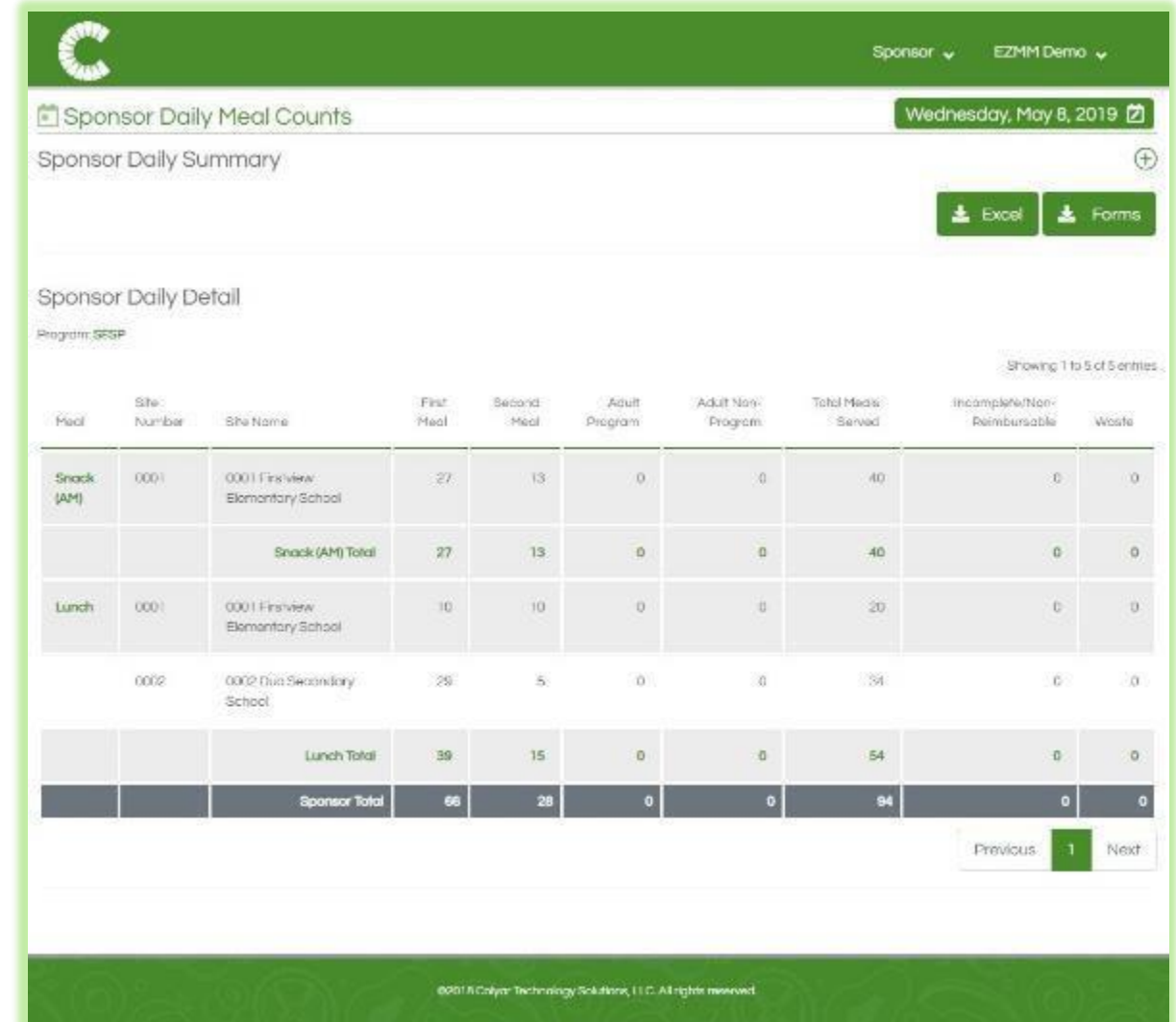
The screenshot shows the 'Site Lunch comments & attachments' interface. It has a green header with the Cartewheel logo and a search bar. Below the header, there's a table of meal counts. The table has columns for 'Locations', 'Meals Available', 'First Meals Served', 'Second Meals Served', 'Adult Program', 'Adult Non-Program', 'Total Meals Served', 'Incompletion Reimbursement', and 'Total Meals'. There are four rows of data, each with a 'download PDF' button and an '+ Add' button. The first row is highlighted with a red box.

Locations	Meals Available	First Meals Served	Second Meals Served	Adult Program	Adult Non-Program	Total Meals Served	Incompletion Reimbursement	Total Meals
1	20	11	9	0	0	20	0	0
2	20	11	9	0	0	20	0	0
3	20	10	10	0	0	20	0	0
4	20	10	10	0	0	20	0	0

Sponsor Daily Meal Count Reports



Sponsors can view Daily Meal Count reports by clicking the link in the Sponsor drop-down menu, which is located at the top left of the screen.



The screenshot displays the 'Sponsor Daily Meal Counts' report for Wednesday, May 8, 2019. It includes a 'Sponsor Daily Summary' section with 'Excel' and 'Forms' download buttons. Below is the 'Sponsor Daily Detail' section for Program: GSGP, showing a table of meal counts for two sites. The table has columns for Meal, Site Number, Site Name, First Meal, Second Meal, Adult Program, Adult Non-Program, Total Meals Served, Incomplete/Non-Reimbursable, and Waste. The data is summarized by site and then by meal type (Snack, Lunch), and finally a total for the sponsor.

Meal	Site Number	Site Name	First Meal	Second Meal	Adult Program	Adult Non-Program	Total Meals Served	Incomplete/Non-Reimbursable	Waste
Snack (AM)	0001	0001 Firstview Elementary School	27	13	0	0	40	0	0
		Snack (AM) Total	27	13	0	0	40	0	0
Lunch	0001	0001 Firstview Elementary School	10	10	0	0	20	0	0
	0002	0002 Dun Secondary School	25	5	0	0	30	0	0
		Lunch Total	35	15	0	0	50	0	0
		Sponsor Total	62	28	0	0	90	0	0

Showing 1 to 5 of 5 entries

Previous 1 Next

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Digital SFSP Forms



Site Daily Meal Count

Summer Food Service Program (SFSP) Wednesday, May 8, 2019

Site Lunch Counts

Source: Web

Revisions	Meals Available	First Meals Served	Second Meals Served	Adult Program	Adult Non-Program	Total Meals Served	Incomplete/Non-Reimbursable	Total Waste
1	46	29	5	0	0	34	0	0

[download PDF](#) + Add

Digital versions of the Daily Meal Count Form are automatically created and archived. These forms may be downloaded and printed; simply click the download pdf icon.

Digital forms are clearly completed, and the authenticated e-signature is date and time stamped to help bolster program integrity.

Summer Food Service Program
Daily Meal Count Form 1/9/2019
Snack (PM)

1234567 0002
0002

North-side Parks and Recreation2

1244 W Maple St
Eastwind, AZ 81234 1236 Main Street
Whoville, AS 55555

Supervisor: EZMMDEMO Sponsor Delivery Date: 01/09/2019 08:00 AM
Delivery Temp: 20*
Serving Lines: 1

Meals Received + Meals Leftover = Meals Available
20 + 20 = 40

First Meals Served:

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										

Total First Meals [2]: 19

Second Meals Served:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total Second Meals [3]: 8

Program Adults:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total Program Adult Meals [4]: 4

Non-Program Adults:

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total non-Program Adult Meals [5]: 2

TOTAL MEALS SERVED [6]: 33

Total Damaged/Incomplete/Other Non-reimbursable Meals [7]: 2

Total Leftover Meals [8]: 3

Total Discarded Meals [9]: 2

Total of items: [6] + [7] + [8] + [9] = [10]: 40

(Total of items [10] should equal Total Meals Available [1])

Additional Children Requesting a Meal:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

By signing below, I certify that the above information is true and accurate:
EZMMDEMO Sponsor 01/09/2019 11:10 AM

Daily Report Export

Daily reports can be exported to an XML format, viewable in Excel, by clicking the Excel icon next to Sponsor Daily Detail.

Sponsor Daily Meal Counts Wednesday, May 8, 2019

Sponsor Daily Summary

Meal: Snack (AM)

Total Meals Served: 40

First Meal

27

Second Meal

13

Adult Program

0

Adult Non-Program

0

Non-Responsible

0

Total Visits

0

Meal: Lunch

Total Meals Served: 54

First Meal

39

Second Meal

15

Adult Program

0

Adult Non-Program

0

Non-Responsible

0

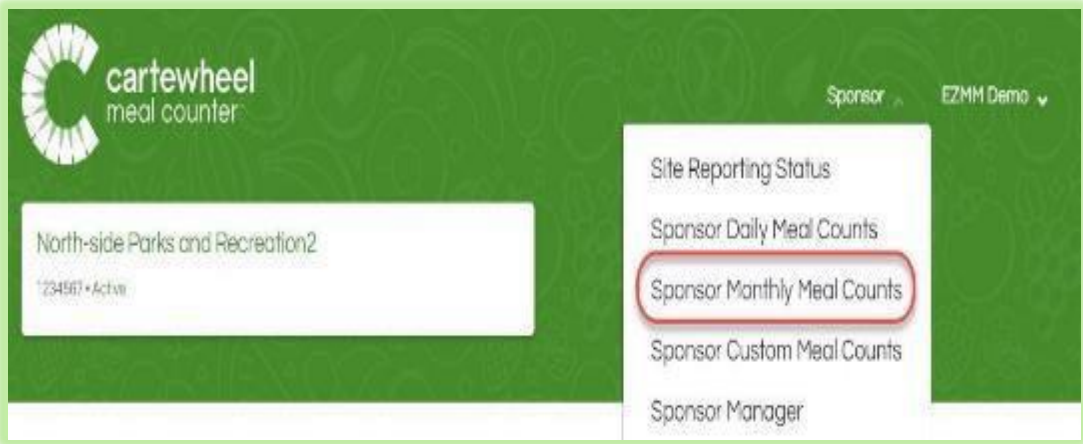
Total Visits

0

Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Sponsor Daily Meal Counts by Site																					
2	Wednesday, January 09, 2019																					
3	Program			Meal			Site			Days		Meal Counts										
4	Row ID	Abbreviation	Description	Row ID	Abbreviation	Description	Sort Order	Name	Number	Served	Revision	Ordered	Received	Leftover	Available	First Meal	Second Meal	Adult Program	Adult Non-Program	Total	Incomplete	Waste
5	1	SFSP	Summer Food Service Program	1	BRK	Breakfast	1	0001	1	1	1	10	10	10	20	10	4	2	1	17	1	
6	2	SFSP	Summer Food Service Program	1	AS	Snack (AM)	2	0001	1	1	2	11	11	10	21	10	4	2	1	17	1	
7	3	SFSP	Summer Food Service Program	1	LUN	Lunch	3	0002	2	1	2	20	20	20	40	20	8	4	2	34	2	
8	4	SFSP	Summer Food Service Program	1	PS	Snack (PM)	4	0002	2	1	3	20	20	20	40	20	8	4	2	34	2	
9																						

Sponsor Monthly Meal Count Reports



Sponsors can view Monthly Meal Count Reports by clicking the link in the Sponsors drop-down menu which is located at the top left of the screen.

Sponsor Monthly Detail									
Program: SFSP									
Showing 11 to 10 of 11 entries									
Meal	Site Number	Site Name	First Meal	Second Meal	Adult Program	Adult Non-Program	Total Meals Served	Incomplete/Non-Reimbursable	Waste
Breakfast	001A	001A Primary Orchard	12	8	0	0	20	0	0
	001B	001B Cardinal Buttes	11	0	0	0	11	1	1
	9999	999 Old Firstview Elementary School	0	0	0	0	0	0	0
		Breakfast Total	23	8	0	0	31	1	1
Snack (AM)	0001	0001 Firstview Elementary School	40	26	2	2	70	1	0
	001A	001A Primary Orchard	24	21	0	0	45	0	0
		Snack (AM) Total	64	47	2	2	115	1	0
Lunch	0001	0001 Firstview Elementary School	35	35	0	0	70	5	5
	0002	0002 Oak Secondary School	29	5	0	0	34	0	0
	002C	002C Oak Court	0	0	0	0	0	0	0
		Sponsor Total	151	96	2	2	250	7	6

Monthly Report Export



Sponsor Monthly Meal Counts May 2019

Sponsor Monthly Summary

Meal: Breakfast		Total Meals Served: 31
First Meal: 23	Second Meal: 8	
Adult Program: 0	Adult Non-Program: 0	
Non-Reimbursable: 1	Total Waste: 1	

Meal: Snack (AM)		Total Meals Served: 116
First Meal: 64	Second Meal: 47	
Adult Program: 2	Adult Non-Program: 2	
Non-Reimbursable: 1	Total Waste: 0	

Meal: Lunch		Total Meals Served: 104
First Meal: 64	Second Meal: 40	
Adult Program: 0	Adult Non-Program: 0	
Non-Reimbursable: 5	Total Waste: 5	

[Excel](#) [Forms](#)

Monthly reports can be exported to an XML format, viewable in Excel, by clicking the Excel icon next to Sponsor Monthly Detail.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Sponsor Monthly Meal Count Summary by Site																					
2	July 2018																					
3	Program		Meal				Site		Days	Meal Counts												
4	Row ID	Abbreviation	Description	Row ID	Abbreviation	Description	Sort Order	Name	Number	Served	Ordered	Received	Available	First Meal	Second Meal	Adult Program	ult Non-Program	Total	Incomplete	Waste	ADP	First Meal Max
5	1	SFSP	Summer Food Service Program	1	BRK	Breakfast		1 Lewis County Public Library	1011	1	32	32	36	25	3	2	1	31	2	1	25	25
6	2	SFSP	Summer Food Service Program	2	BRK	Breakfast		1 North Central Park	10203	14	394	394	443	298	17	9	3	327	7	2	21	31
7	3	SFSP	Summer Food Service Program	3	BRK	Breakfast		1 Pathways	10050	3	80	80	82	58	2	2	0	62	2	0	19	27
8	4	SFSP	Summer Food Service Program	1	AS	Snack (AM)		2 High Street Family YMCA	1041	11	391	391	694	314	109	25	5	453	2	1	28	46
9	5	SFSP	Summer Food Service Program	2	AS	Snack (AM)		2 Whitaker Family YMCA	1040	10	489	489	497	443	1	0	0	444	1	0	44	80
10	6	SFSP	Summer Food Service Program	3	AS	Snack (AM)		2 Whitaker YMCA Preschool	1099	11	217	217	241	115	40	3	0	158	0	0	10	15
11	7	SFSP	Summer Food Service Program	1	LUN	Lunch		3 Lewis County Public Library	1011	8	106	106	108	93	5	0	0	98	0	0	11	25
12	8	SFSP	Summer Food Service Program	2	LUN	Lunch		3 Northside Library	1034	11	232	232	521	144	48	0	0	192	0	0	13	28
13	9	SFSP	Summer Food Service Program	3	LUN	Lunch		3 Pathways	10050	1	30	30	30	27	2	0	0	29	0	0	27	27
14	10	SFSP	Summer Food Service Program	4	LUN	Lunch		3 Seventh St Community Center	1003	7	152	152	152	133	6	13	0	152	0	0	19	24
15	11	SFSP	Summer Food Service Program	1	PS	Snack (PM)		4 High Street Family YMCA	1041	7	315	315	426	261	101	18	0	380	0	0	37	47
16	12	SFSP	Summer Food Service Program	2	PS	Snack (PM)		4 Lewis County Public Library	1011	5	26	26	26	22	4	0	0	26	0	0	4	6
17	13	SFSP	Summer Food Service Program	3	PS	Snack (PM)		4 Owsley County Public Library	1013	4	44	44	44	44	0	0	0	44	0	0	11	22
18	14	SFSP	Summer Food Service Program	4	PS	Snack (PM)		4 Seventh St Community Center	1003	5	94	94	112	89	11	12	0	112	0	0	17	22

Bulk SFSP Form Archive

Sponsor Monthly Meal Counts May 2019

Sponsor Monthly Summary

Meal: Breakfast		Total Meals Served: 31
First Meal:	Second Meal:	
23	8	
Adult Program:	Adult Non-Program:	
0	0	
Non-Eligible/Ineligible:	Total Waivers:	
1	1	

Meal: Snack (AM)		Total Meals Served: 115
First Meal:	Second Meal:	
64	47	
Adult Program:	Adult Non-Program:	
2	2	
Non-Eligible/Ineligible:	Total Waivers:	
1	0	

Meal: Lunch		Total Meals Served: 104
First Meal:	Second Meal:	
64	40	
Adult Program:	Adult Non-Program:	
0	0	
Non-Eligible/Ineligible:	Total Waivers:	
5	5	

[Excel](#) [Forms](#)

A Monthly archive folder containing all SFSP Forms for the month can be downloaded from the Sponsor Monthly Meal Count report.

View Go Window Help

SFSP 3

1 of 10

Name	Date Modified	Size	File
20180701	Today at 1:17 PM	--	Folder
20180702	Today at 1:17 PM	--	Folder
SFSP_20180702_AS_1040.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1041.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1042.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1043.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1044.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1045.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1046.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1047.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1048.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1049.pdf	Today at 8:37 PM	11 KB	PDF Document
SFSP_20180702_AS_1050.pdf	Today at 8:37 PM	11 KB	PDF Document
20180703	Today at 1:17 PM	--	Folder
20180704	Today at 1:17 PM	--	Folder
20180705	Today at 1:17 PM	--	Folder
20180706	Today at 1:17 PM	--	Folder
20180707	Today at 1:17 PM	--	Folder
20180708	Today at 1:17 PM	--	Folder
20180709	Today at 1:17 PM	--	Folder
20180710	Today at 1:17 PM	--	Folder
20180711	Today at 1:17 PM	--	Folder
20180712	Today at 1:17 PM	--	Folder
20180713	Today at 1:17 PM	--	Folder
20180714	Today at 1:17 PM	--	Folder
20180715	Today at 1:17 PM	--	Folder
20180716	Today at 1:17 PM	--	Folder
20180717	Today at 1:17 PM	--	Folder
20180718	Today at 1:17 PM	--	Folder
20180719	Today at 1:17 PM	--	Folder
20180720	Today at 1:17 PM	--	Folder
20180721	Today at 1:17 PM	--	Folder
20180722	Today at 1:17 PM	--	Folder
20180723	Today at 1:17 PM	--	Folder

SFSP_20180702_AS_1040.pdf
PDF document - 11 KB

Page: 1 of 1
Created: Today, 1:17 PM
Modified: Today, 8:37 PM
Title: SF Meal Manager - Report - Daily Meal Count Form

Version: 1.4
Pages: 1
Resolution: 600 x 300
Size: 11 KB
Encoding: UTF-8
Encoding software: GnuPDF to PDF Converter 1.4

1 of 10 selected: 45/48/50/51/52/53/54

[Count Meals](#)[Sponsor](#) ▾[Sponsor Admin](#) ▾

North-side Parks and Recreation2

1234567 • Active



Sponsor Monthly Meal Counts

June 2020

Sponsor Monthly Summary

Meal: **Breakfast** Total Meals Served: 53

First Meal:

50

Second Meal:

1

Adult Program:

1

Adult Non-Program:

1

Non-Reimbursable:

1

Total Waste:

1

Excel

Forms

Sponsor Monthly Detail

Program: **SFSP**

Showing 1 to 2 of 2 entries

Meal	Site Number	Site Name	First Meal	Second Meal	Adult Program	Adult Non-Program	Total Meals Served	Incomplete/Non-Reimbursable	Waste

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Links

- CACFP Program Resources
- SFSP Program Resources
- Training Management
- Meal Counter Knowledge Base



TN Department of Human Services

Welcome to TIPS

Tennessee Information Payment System

DHS Food Program (615) 313-4749

Password Policy

- Security policy requires that a password:
 - is case sensitive
 - be nine (9) to twelve (12) characters in length
 - must contain at least one (1) numeric character
 - must contain at least one (1) special character
- The first time you log into the system, please use the username and password that was provided to you. Upon a successful login, you will be required to change your password. Passwords must adhere to the policy outlined above.
- If you have forgotten/lost your user ID or password, please contact us at 615-313-4749.

Summer Food Service Program

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)
 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)
[Claims > Claim Year at a Glance - SFSP >](#)

Program Year: 2019 - 2020

2019 - 2020 SFSP Claim Year Summary

<<

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2019					\$0.00
Nov 2019					\$0.00
Dec 2019					\$0.00
Jan 2020					\$0.00
Feb 2020					\$0.00
Mar 2020					\$0.00
Apr 2020					\$0.00
May 2020					\$0.00
Jun 2020					\$0.00
Jul 2020					\$0.00
Aug 2020					\$0.00
Sep 2020					\$0.00
Year to Date Totals					\$0.00

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Summer Food Service Program

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[Claims > Claim Year at a Glance - SFSP >](#)

Program Year: 2019 - 2020

[DELETE](#)

2019 - 2020 SFSP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2020	0				

Internal Use Only

Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
Add			\$0.00	\$0.00	\$0.00		
			\$0.00	\$0.00	\$0.00		Not Eligible
			\$0.00	\$0.00	\$0.00		Not Eligible
			\$0.00	\$0.00	\$0.00		Not Eligible
			\$0.00	\$0.00	\$0.00		Not Eligible
			\$0.00	\$0.00	\$0.00		Not Eligible
Total			\$0.00	\$0.00	\$0.00		Net \$0.00

[Upload Data from Meal Counter](#)
[< Back](#)
[Continue](#)
[Upload Claim Data](#)
[DELETE](#)

Claims Submissions

- Only the Sponsor Users with assigned permissions will see the button to Upload Data
- If a revision was made to "zero out" a meal count, the total serving days will still include that day of service

Summer Food Service Program

TN

Department of Human Services

Applications | Claims | Compliance | Reports | My Account | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP >

Program Year: 2021 - 2022

DELETE

2021 - 2022 SFSP Claim Site List

00002 Status: Active

AN ARRAY OF CHARM

DBA:

3447 Brick Church Pike

Nashville, TN 37207-6032

Type of Agency: Private Non Profit Organization

Type of SFSP Organization: Private Nonprofit

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2021	0				

Internal Use Only

Combine month with*: ☐ September ☐ November

*Note: Claim months that are being combined with this claim month must have less than or equal to 10 operating days in the month being combined with this claim month.

Actions	Site #	Site Name	Errors	Status
Add	0001	AAOC Camps for Youth Development		
	0003	Without Limit Chrisitian Academy Summer Enrichment Program		Not Eligible
Add	0004	AAOC Camps for Youth Development		
View Modify	0005	Bass Street MIssionary Baptist Church		Validated
	0006	AAOC Meals on Wheels		Not Eligible
	0007	test1		Not Eligible
	0008	tester		Not Eligible

Created By: Developer on: 2/21/2022 1:32:07 PM

Modified By: Developer on: 2/21/2022 1:51:32 PM

Upload Data from Meal Counter

< Back

Continue

DELETE

Summer Food Service Program

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[Claims](#) > [Claim Year at a Glance - SFSP](#) >



cartewheel
meal counter™

Please wait while we gather your Meal Counter information.

[< Back](#)

Summer Food Service Program

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)
[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)
[Claims > Claim Year at a Glance - SFSP >](#)

Program Year: 2019 - 2020

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

2019 - 2020 SFSP Site Claim Report

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2020	0				

General Information

	Total Number of Days Food Served
1. Breakfast	1
2. AM Snack	0
3. Lunch	1
4. PM Snack	0
5. Supper	0

Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

	First Meals Served	Second Meals Served	Camp Meals Served
6. Breakfast	498	2	0
7. AM Snack	0	0	0
8. Lunch	661	3	0
9. PM Snack	0	0	0
10. Supper	0	0	0

**What
questions
do you
have?**





Demonstrations (5)

- 001: Sponsor & Site Demo Video
- 002: Site User Video
- 003: Rapid Setup with State System - Video
- 004: Rapid Claims with State System - Video
- 005: Going Mobile for SFSP - Full Demonstration and Discussion

2. Sponsor - Setup & Management (7)

- 201A: Rapid Setup with State System (CO, DE, KY, NC-DPI, OH, PA, WY)
- 201B: Rapid Setup with State System (GA-DECAL)
- 202: Sponsor Quick Start Guide
- 203: Rapid Claim Upload
- 204: How to Receive Support

[View More »](#)

General (3)

- Icon Legend
- Roles, Permissions, and Curriculum Levels
- Technical Requirements

How To and FAQ (42)

- Does Cartwheel Meal Counter support Dual or Multiple Serving Lines at the Site level?
- When I download reporting data from Meal Counter, it doesn't open in Excel, when it opens, it looks like code?
- As a State Agency Sponsor User, should I edit SFSP applications serving dates in Cartwheel Meal Counter?
- Can a site user be assigned to more than one site?
- Can I export meal count report data to a CSV or Excel file?

[View More »](#)

1. Site - Getting Started & Counting (5)

- 101: Account Setup
- 102: App Installation
- 103: Counting Meals
- 104: Offline Counting
- 105: Multiple Serving Lines (MSL) - Site Level Counting Meals

3. Sponsor - Training Resources (3)

- 301: Lesson Plan for Site Training
- 302: Site User Training Deck
- 303: Multiple Serving Lines (MSL) - Sponsor Input

4. State Agency - Setup, Management, and Training (7)

- 401: Required SNTS Permissions
- 402: UAT Test Cases for MC
- 403: Lesson Plan for Sponsor Training
- 404: Meal Counter Overview PowerPoint
- 405: Sponsor Walkthrough PowerPoint

[View More »](#)

Release Notes (19)

- Version 0.6.0 - 2019-05-28
- Version 0.6.1 - 2019-07-03
- Version 0.6.2 - 2019-07-24
- Version 1.0.0 - 2020-05-11
- Version 1.0.1 - 2020-07-01

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1) mail: U.S. Department of Agriculture,
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) fax: (833) 256-1665 or (202) 690-7442; or
- 3) email: program.intake@usda.gov.

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Thank You!