



**2022**

**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

# What do you think was the most common finding in FY 2021 SFSP Monitoring?



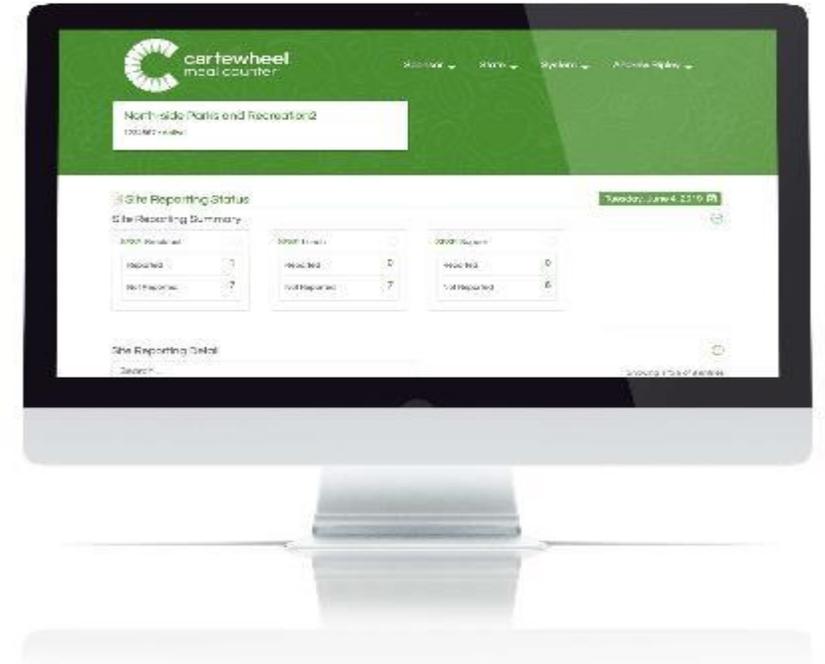
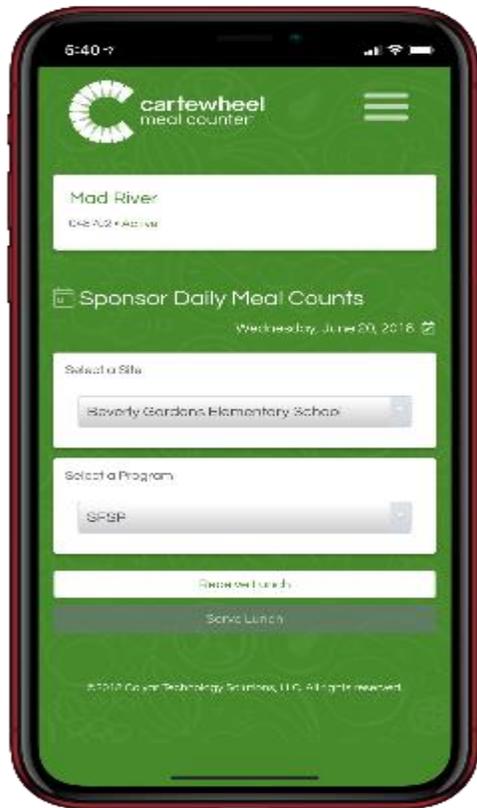
- A. Sponsor did not purchase enough fluid milk for meals served requiring milk
- B. Daily meal count forms were not completed properly
- C. Sponsor reported the incorrect number of meals for reimbursement
- D. Sponsor did not document staff training as required

# Typical SFSP Workflow

1. Count

2. Manage

3. Claim

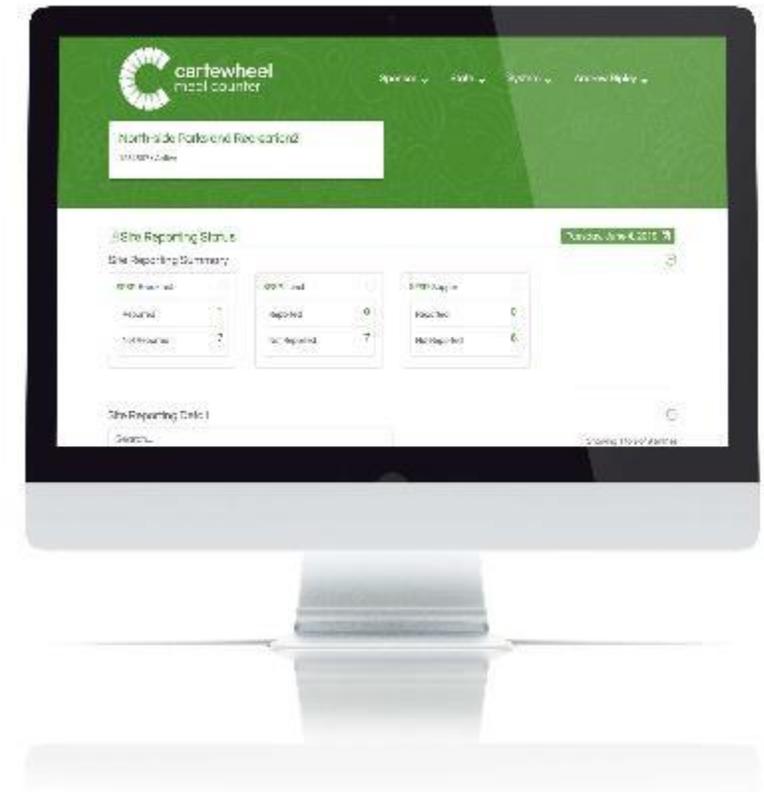
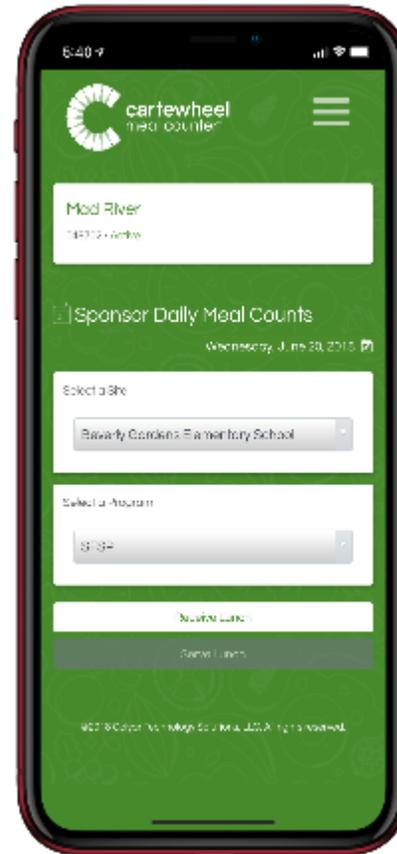


# Paper Count – 25 Sites



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.**"

- Tammy Woodie  
Child Nutrition Director  
Avery County Schools



"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."

- Mark Samuel  
Chief Executive Officer  
Heart Reach Neighborhood Ministries, Inc.

# *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!



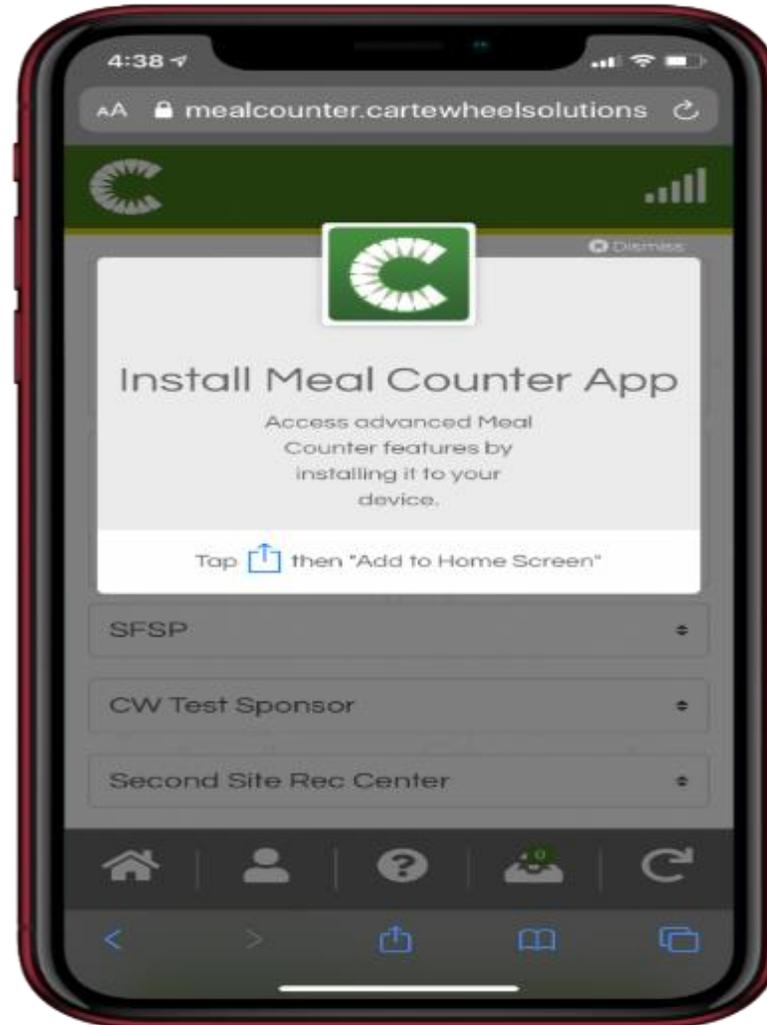
1. Your Program Specialist will request an account for you.
2. You then will receive an authorization email.
3. You are ready to go!



**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](#)

# 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

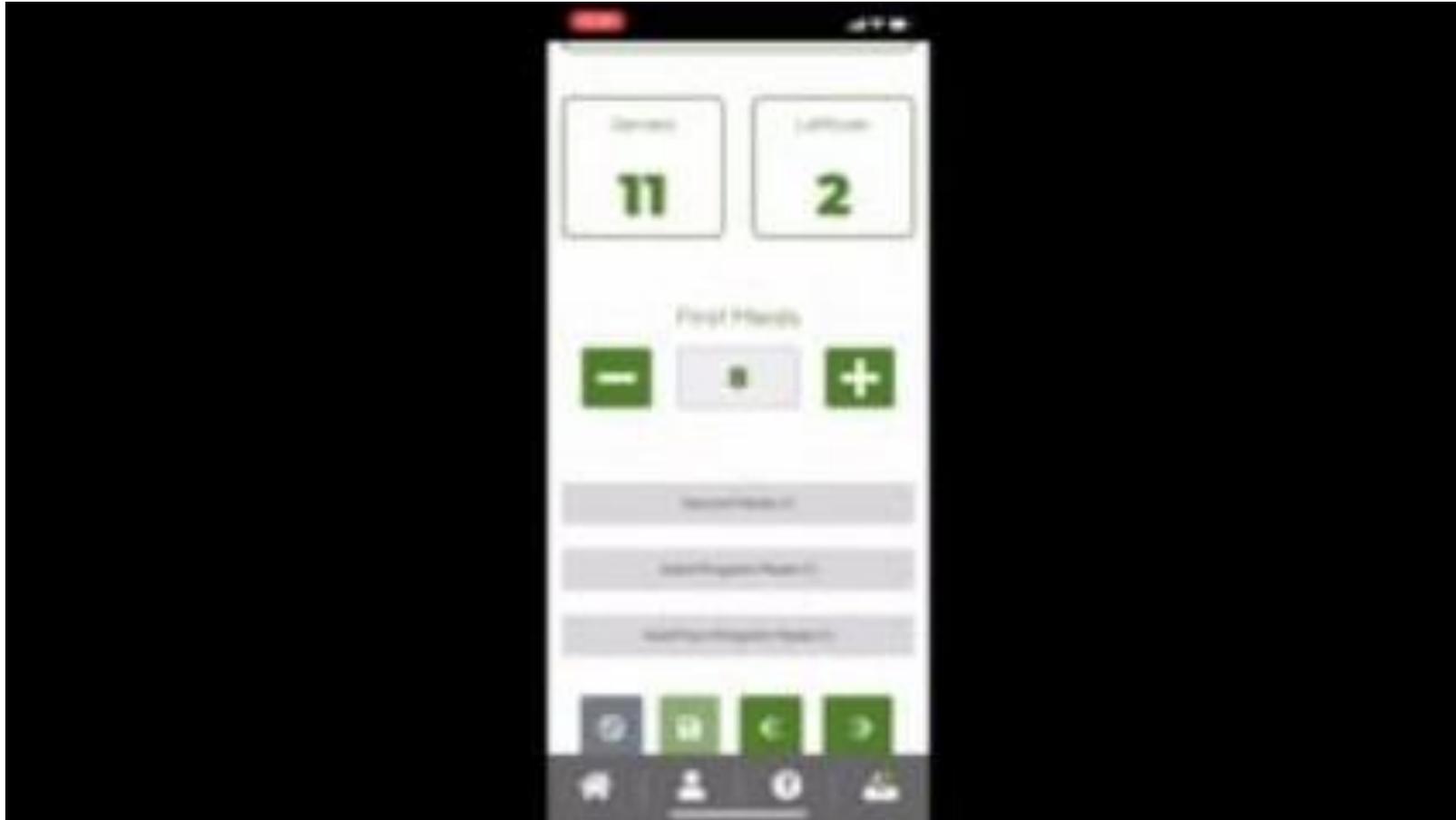
## Compatible with the following web browsers:

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

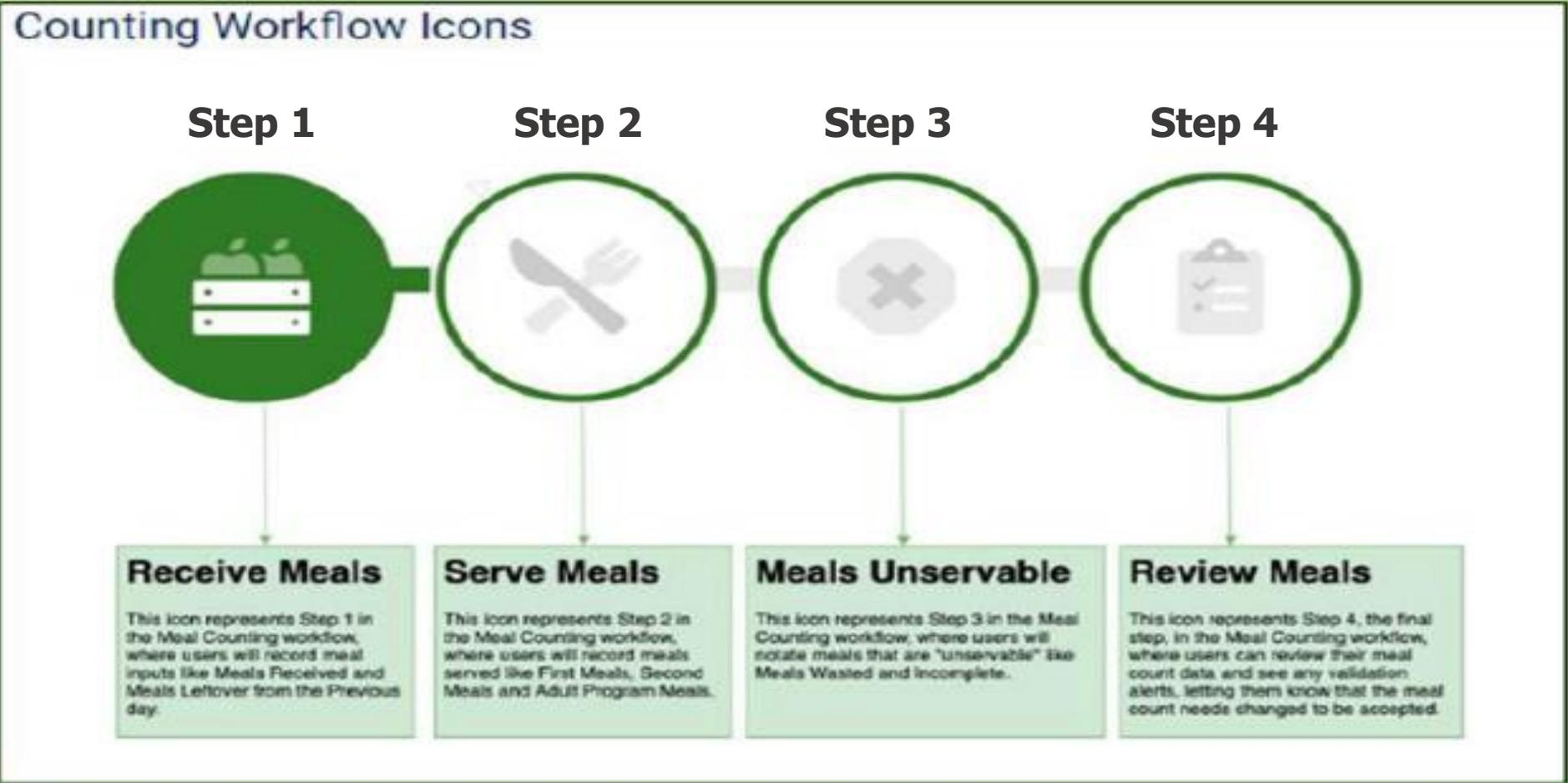
## Compatible with the following operating systems:

- Android v7.1.2
- iOS v11.3

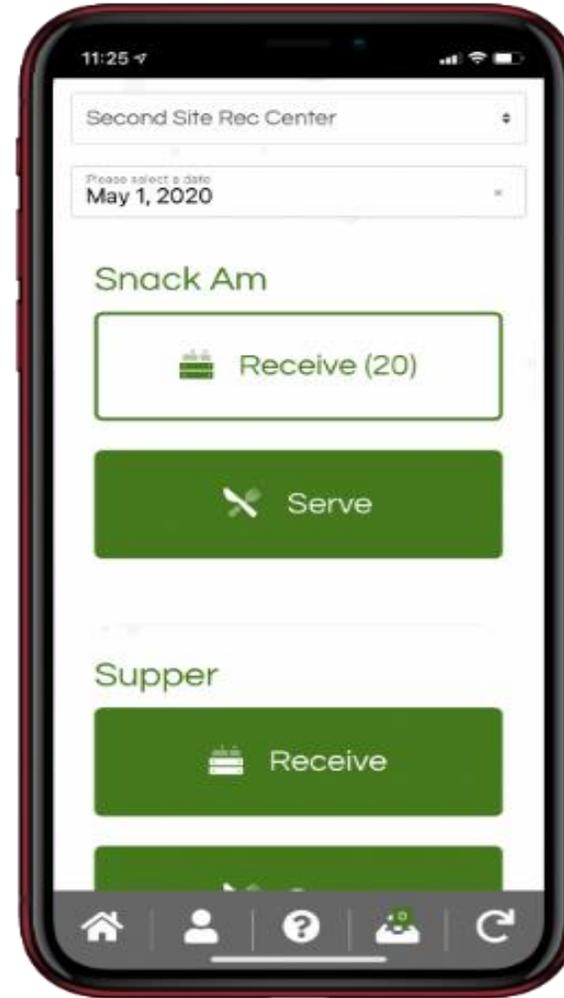
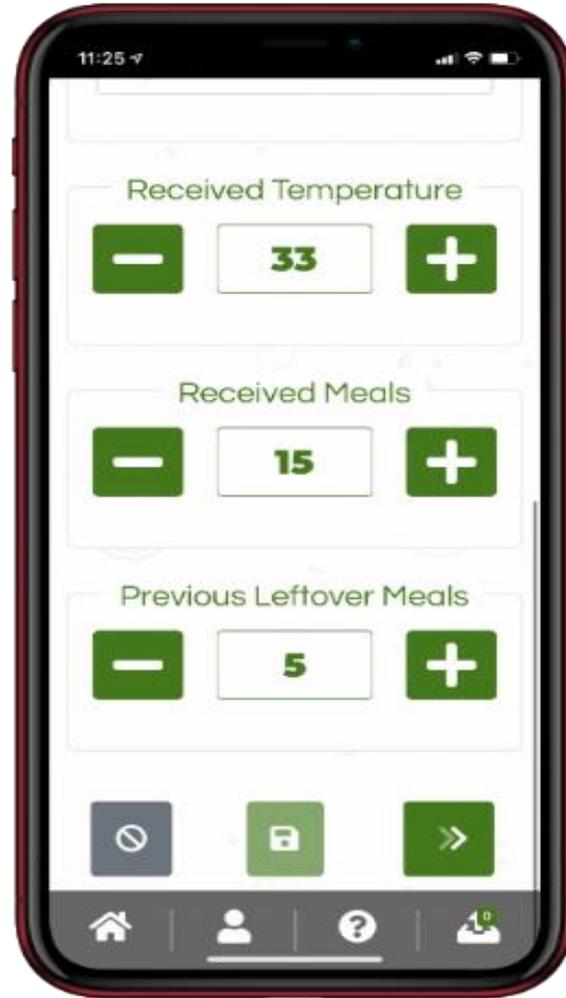
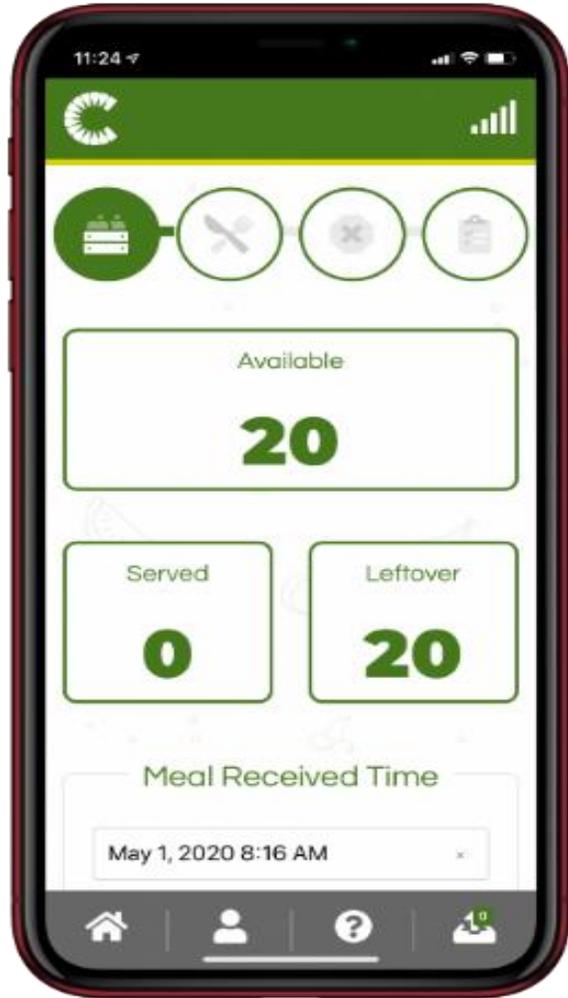
# Meal Counting Video Tutorial



# Workflow Icons: Site User



# Step 1 - Meals Available



# Cooking Meals



## COOK

- Be sure thermometers are available and use them properly. Calibrate thermometers on a regular basis.
- To make sure that meat and poultry are cooked all the way through, use a food thermometer.
- Cook foods to minimal required internal temperatures for safety.

<b>MINIMUM INTERNAL TEMPERATURES FOR SAFETY</b> (BASED ON THE 2005 FDA FOOD CODE)	
<b>165°F for 15 seconds</b>	<b>Poultry, stuffing, stuffed fish, pork or beef; pasta stuffed with eggs pork, casseroles, reheating leftovers.</b>
<b>155°F for 15 seconds</b>	<b>Ground meats, beef, lamb, veal, pork, pasteurized eggs held on steam table, cubed or Salisbury steaks, fish nuggets or sticks</b>
<b>145°F for 15 seconds</b>	<b>Seafood, beef, pork, veal steaks, &amp; roasts (medium rare), eggs cooked to order and served immediately.</b>
<b>140°F for 15 seconds</b>	<b>Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.</b>

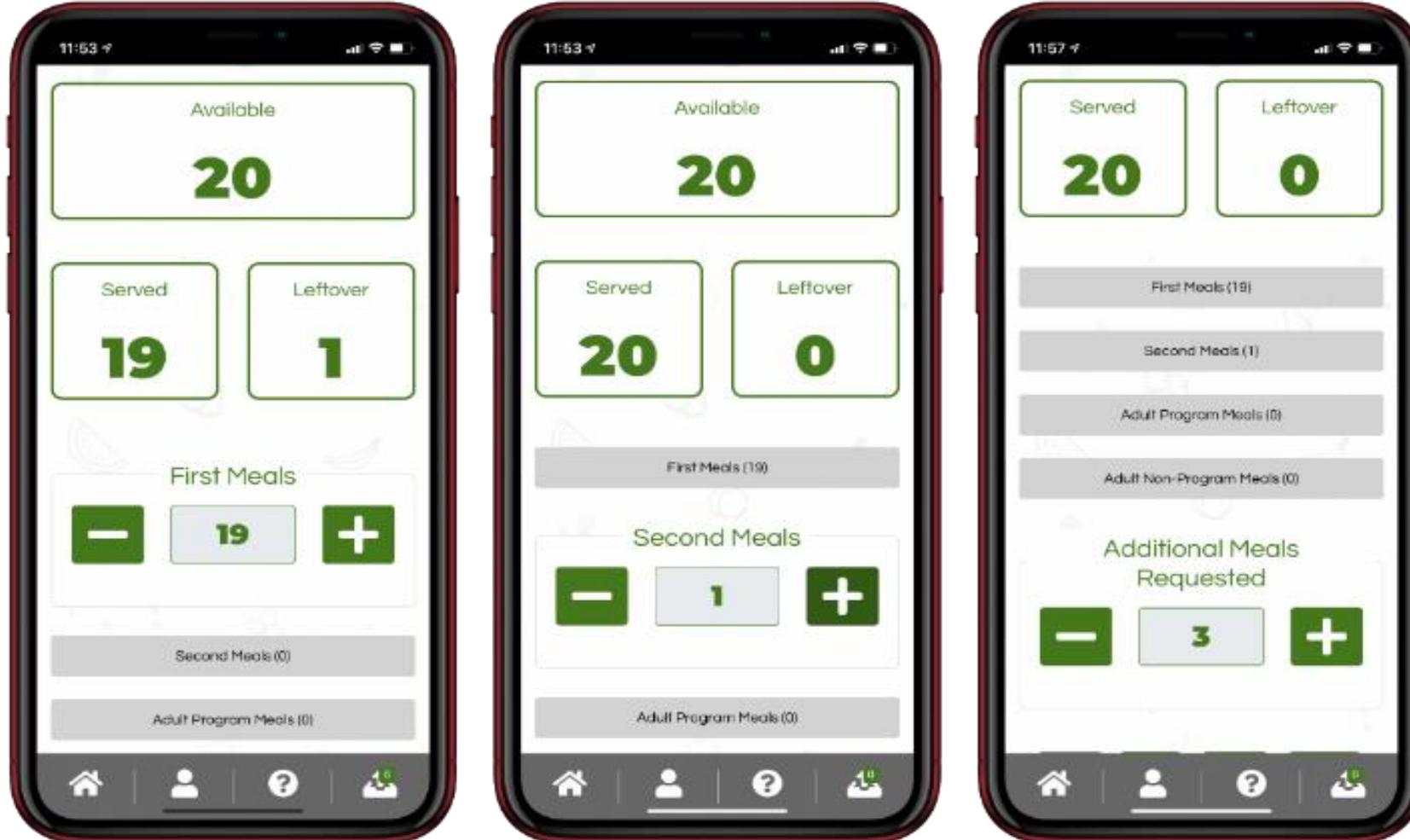
- **DO NOT** partially cook foods. Partial cooking may encourage bacteria to grow before cooking is completed.
- If the serving of a hot food must be delayed, keep it at a holding temperature of 140°F or above.

# Transportation, Preparation, and Serving



- Bacteria can grow rapidly between 40°F and 140°F, which includes room temperature. This is known as the danger zone
- Avoid holding foods in this temperature danger zone. Do not hold a food in the temperature danger zone for longer than two hours. After two hours discard the food.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40°F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140°F or more

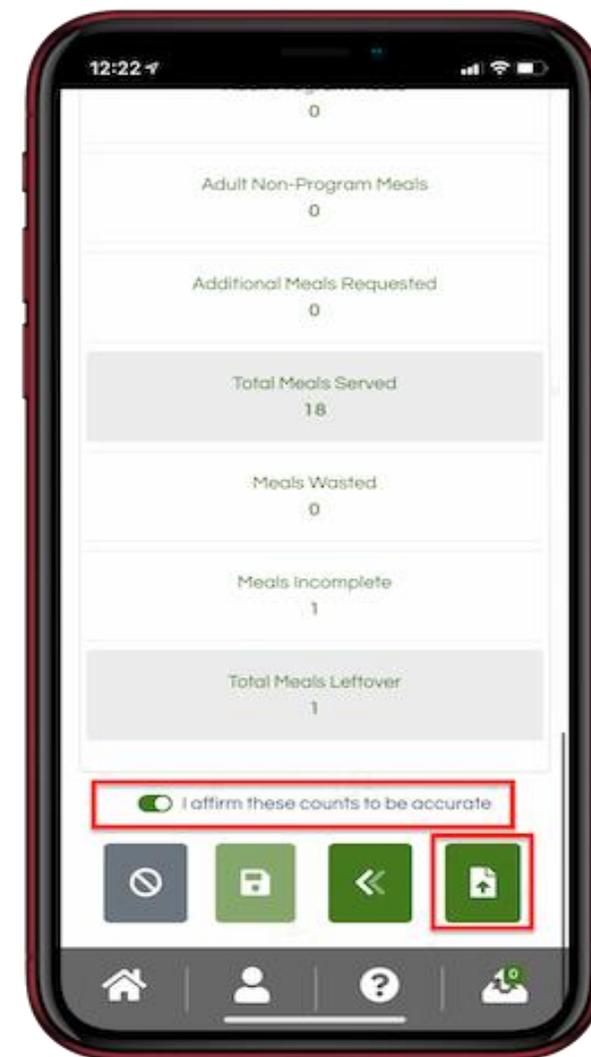
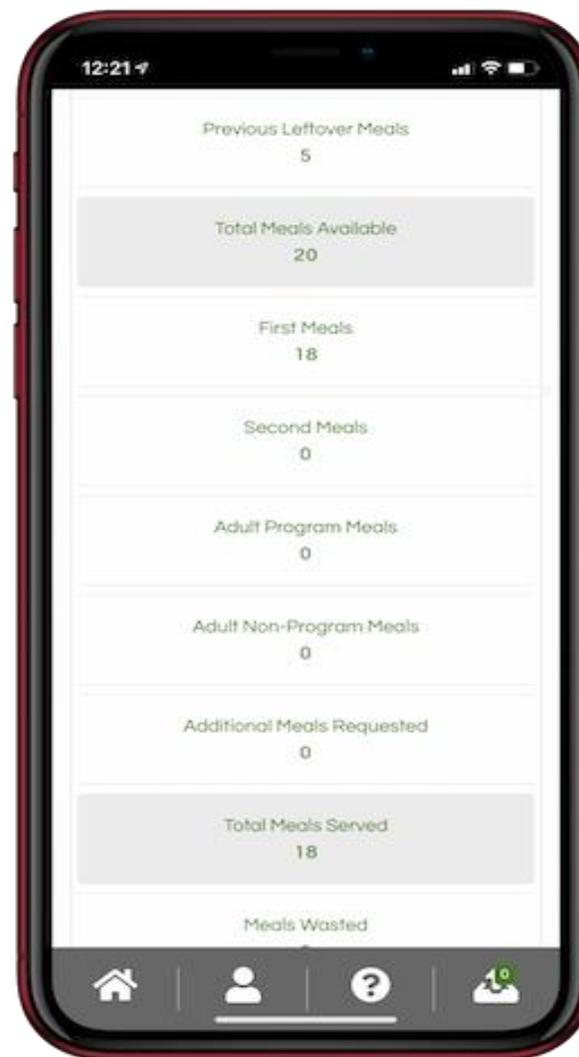
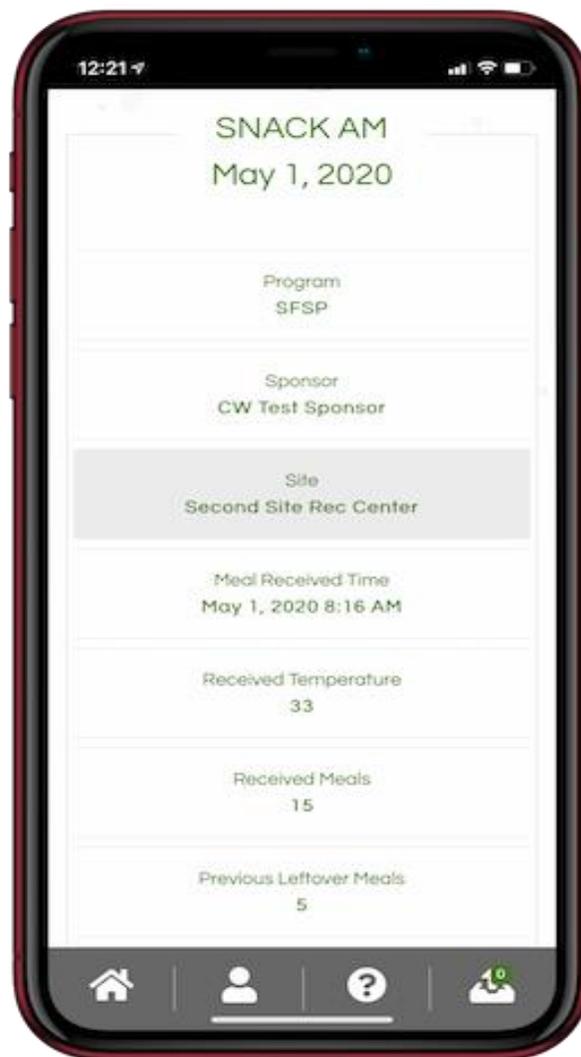
# Step 2 – Meals Served



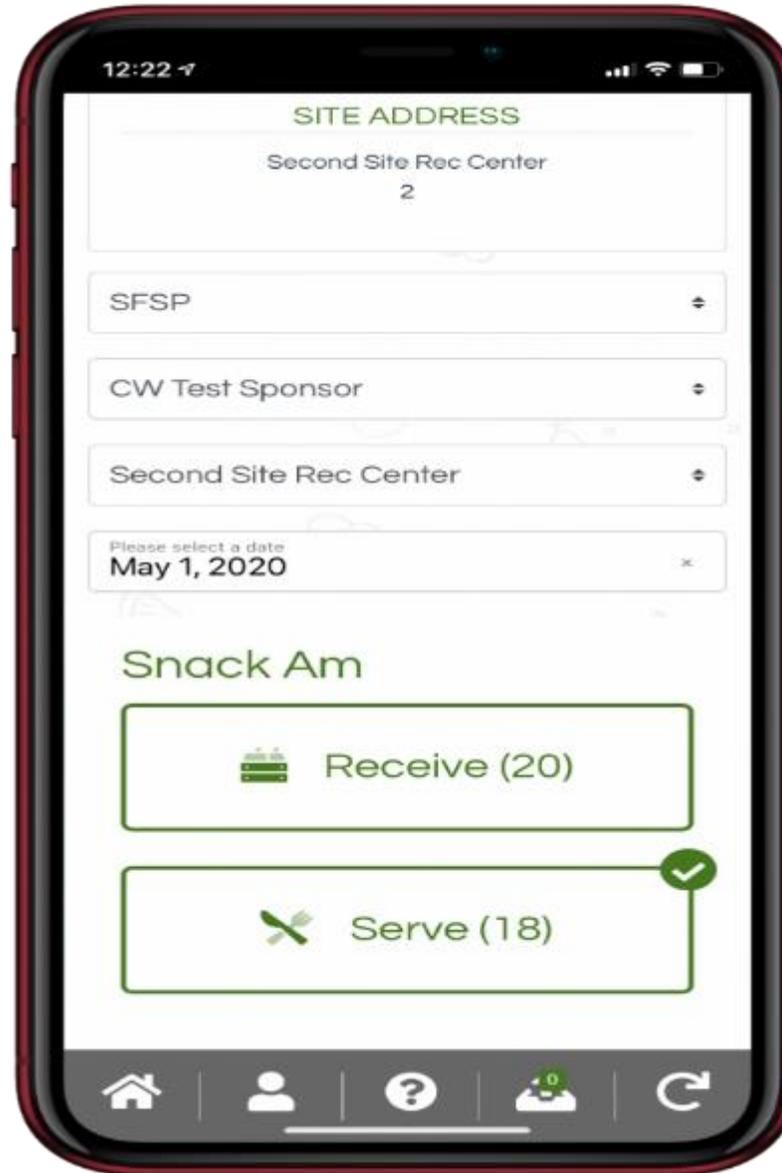
# Step 3 – Wasted Meals



# Step 4 – Review & Affirm Meal



# Meal Complete



**What  
questions  
do you  
have?**

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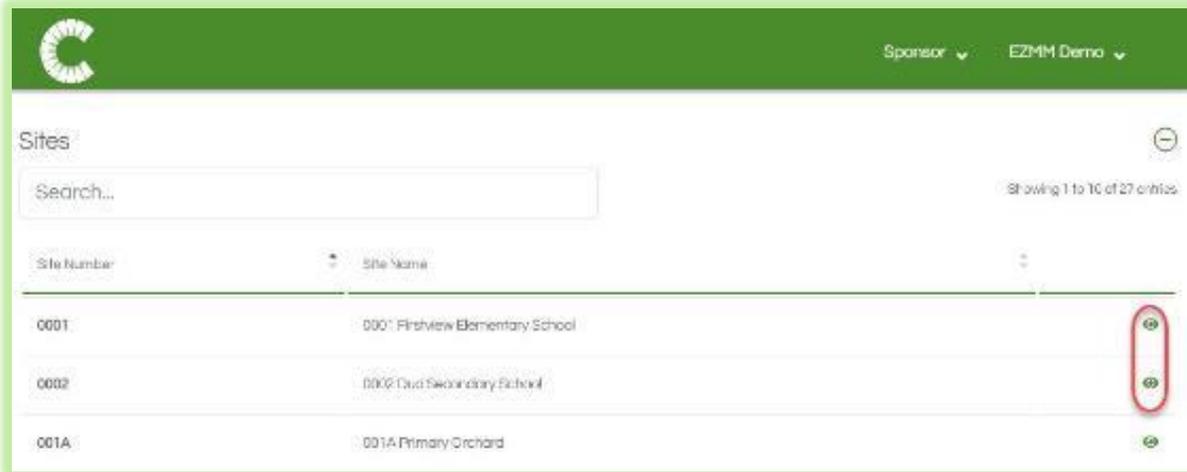
# Sites and Users Setup

- No site information should be directly updated in Cartewheel
- Automatic Initialization will be available for Summer 2022!
- Only the SFSP claims contact has access to initialize the site application information to reflect in Cartewheel



A screenshot of the Cartewheel web application interface. The top navigation bar includes '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, site information is displayed: '010 Status: Active', 'Alamance-Burlington Schools', '1712 Vaughn Road', 'Burlington, NC 27217', and 'Region:'. A section titled 'Meal Counter Enables You To:' lists 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 (There are 28 approved site applications.)' with an 'Initialize' button. A 'Cancel' button is at the bottom right.

# View Site Details

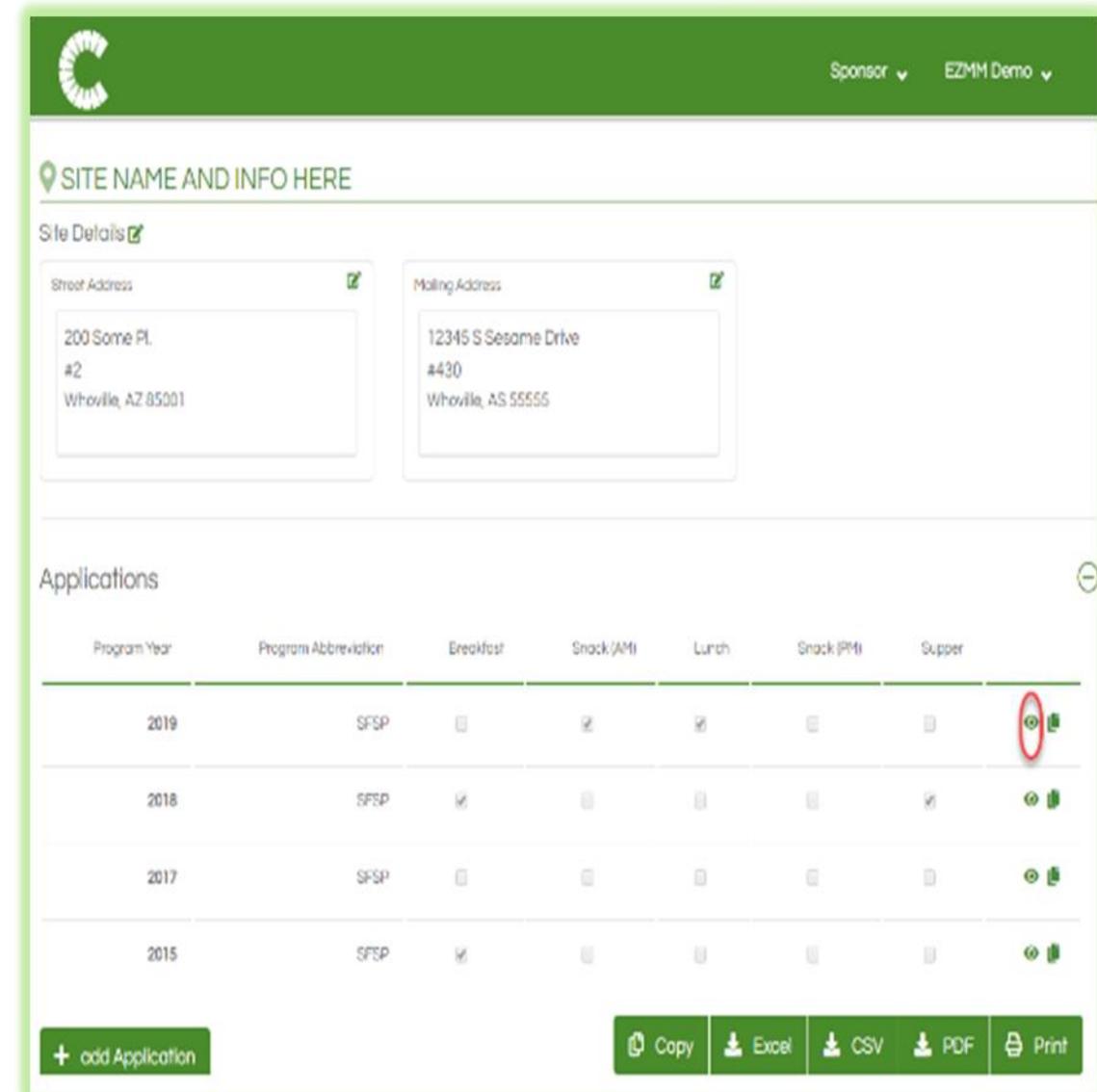


The screenshot shows the 'Sites' page with a search bar and a table of site information. The table has columns for 'Site Number' and 'Site Name'. Three sites are listed: 0001 (Firstview Elementary School), 0002 (David Secondary School), and 001A (Primary Orchard). Each row has an 'Eye' icon on the right side, which is circled in red to indicate it is the target for clicking to view details.

Site Number	Site Name
0001	0001 Firstview Elementary School
0002	0002 David Secondary School
001A	001A Primary Orchard

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.



The screenshot shows the 'Site Details' page for a specific site. It includes a header with the site name and info, a 'Site Details' section with 'Street Address' and 'Mailing Address' fields, and an 'Applications' table. The 'Applications' table has columns for 'Program Year', 'Program Abbreviation', 'Breakfast', 'Snack (AM)', 'Lunch', 'Snack (PM)', and 'Supper'. The 2019 row is highlighted, and the 'Eye' icon in the rightmost column of that row is circled in red. At the bottom, there are buttons for '+ add Application', 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'.

Program Year	Program Abbreviation	Breakfast	Snack (AM)	Lunch	Snack (PM)	Supper
2019	SFSP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2018	SFSP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2017	SFSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2015	SFSP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 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

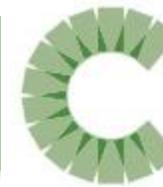
Previous 1 Next



Count Meals

Sponsor ▾

Sponsor Admin ▾



cartewheel  
meal counter™

### Site Users

Filters

Search...

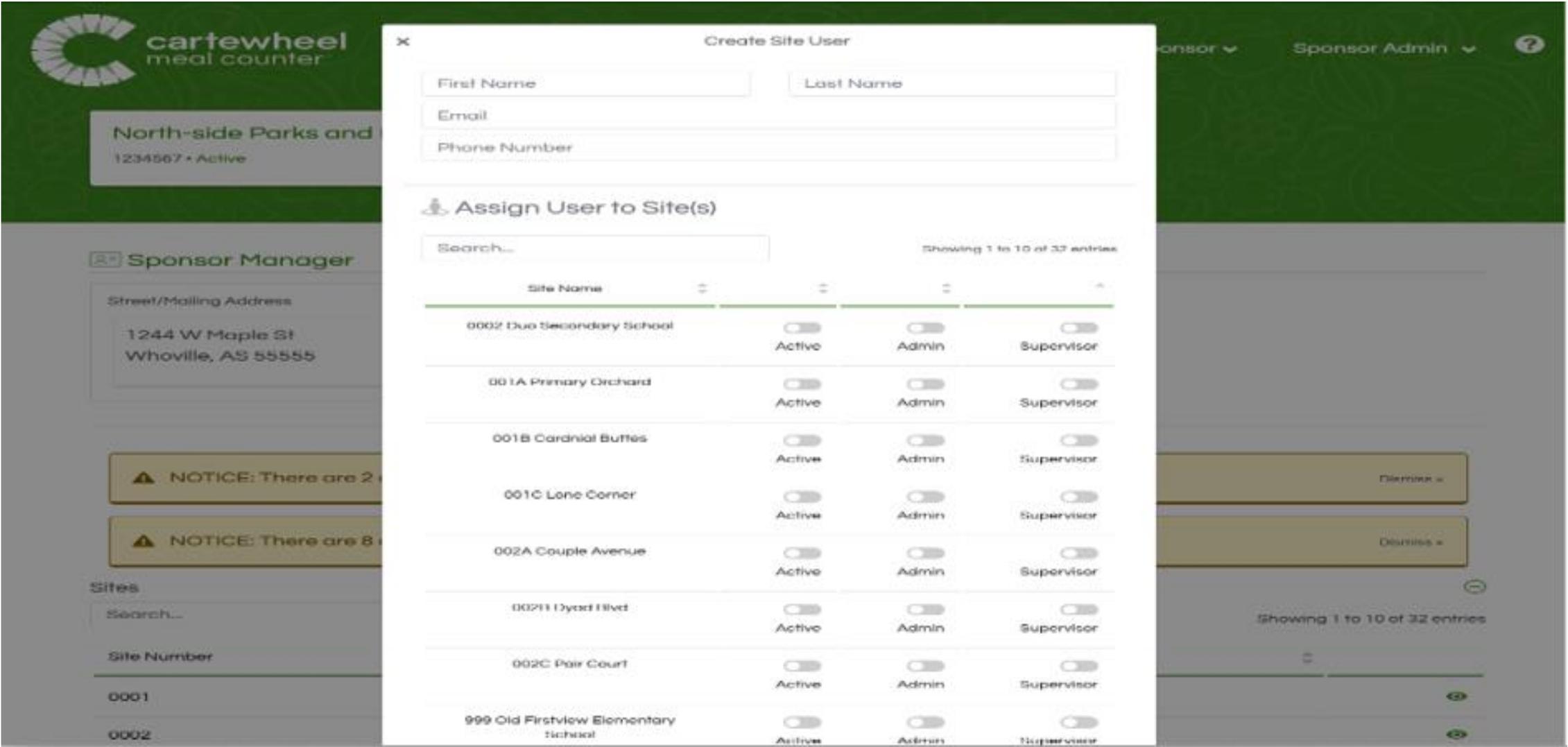
Showing 1 to 6 of 6 entries (filtered from 12 total entries)

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	E	M	✓	✓	6/2/2020	
✓	AndrewTest	F	M	✓	✓	6/2/2020	

+ Add Site User

Previous 1 Next

# Adding Site Users



The screenshot displays the 'Create Site User' modal window overlaid on the 'Sponsor Manager' interface. The modal contains a form for user details and a table for assigning the user to various sites.

**Create Site User Form:**

- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001A Primary Orchard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001B Cardinal Buttes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001C Lone Corner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002A Couple Avenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002H Dyard Blvd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002C Pair Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
999 Old Firstview Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Site Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jane	Doe	MealCounterDemo@gmail.com	(555) 555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sponsor	Admin	MealCounterDemo@gmail.com	(555) 555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sponsor	Test	MealCounterDemo@gmail.com	(555) 555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

+ Add Sponsor User

# Add Sponsor Users



 **Count Meals** Sponsor ▾ Sponsor Admin ▾ ?

**CW Test Sponsor**  
AS-12345 • Active

 **Add Sponsor User**

Admin  Monitor

First  Last  Phone Number  Email

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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

**What  
questions  
do you  
have?**

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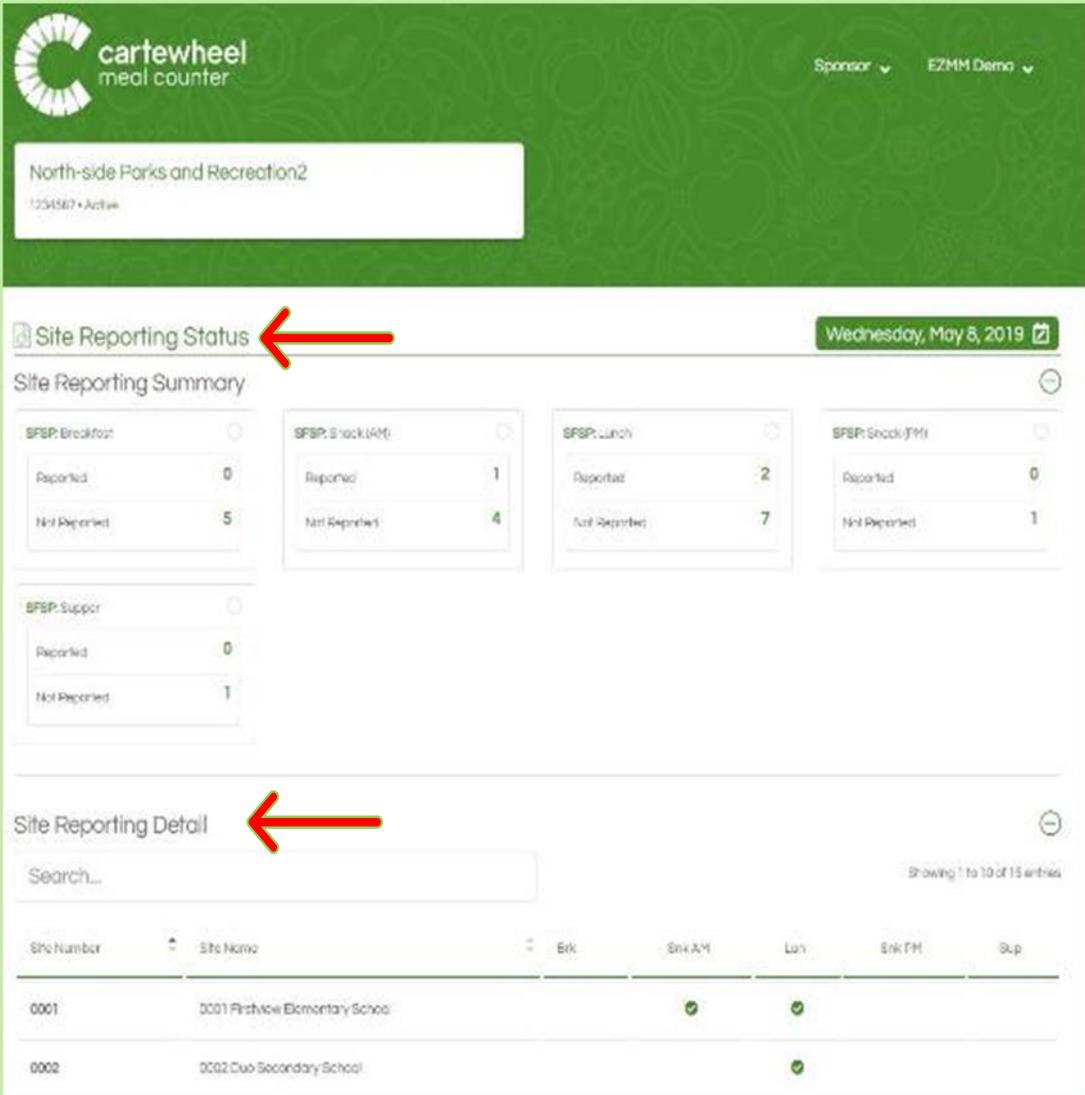


# Dashboard

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.



North-side Parks and Recreation2  
1254567 • Active

Site Reporting Status Wednesday, May 8, 2019

### 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 Status** Wednesday, May 8, 2019

**Site Reporting Summary**

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

**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

Showing 1 to 9 of 9 entries

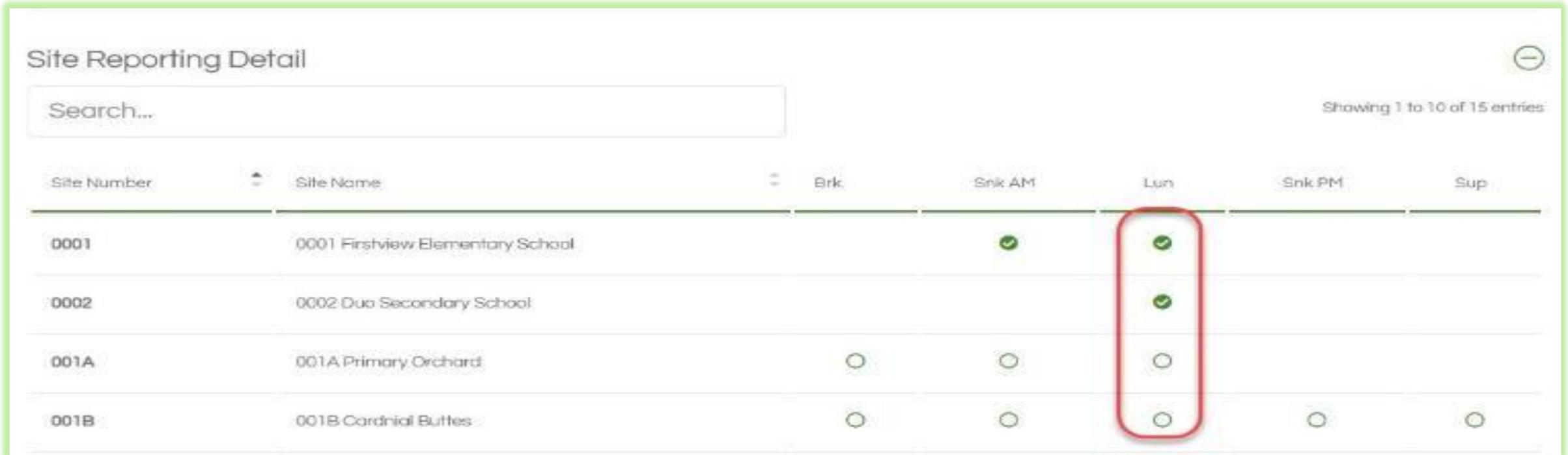
Site Number	Site Name	StreetAddress	Site Supervisor
0001	0001 Lindview Elementary School	200 Some Pl 200 Some Pl Whoville, AZ 85001	Brian Clark brian.clark@cdwy.com (602) 621-1904
0002	0002 Lind Secondary School	1235 Main Street Whoville, AS 55555	Brian Clark brian.clark@cdwy.com (602) 621-1904
001A	001A Primary Orchard	555 E. M M Street 555 E. M M Street Phoenix, AZ 85555	Brian Clark brian.clark@cdwy.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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
0002	0002 Duo Secondary School			<input checked="" type="checkbox"/>		
001A	001A Primary Orchard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
001B	001B Cardinal Buttes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Meal Count Status Icons

Site Reporting Detail ⊖

Search...

Showing 1 to 2 of 2 entries

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
1	<b>Revision in Progress</b> 			<b>Draft</b> 		
2		<b>Complete</b> 			<b>Not Started</b> 	

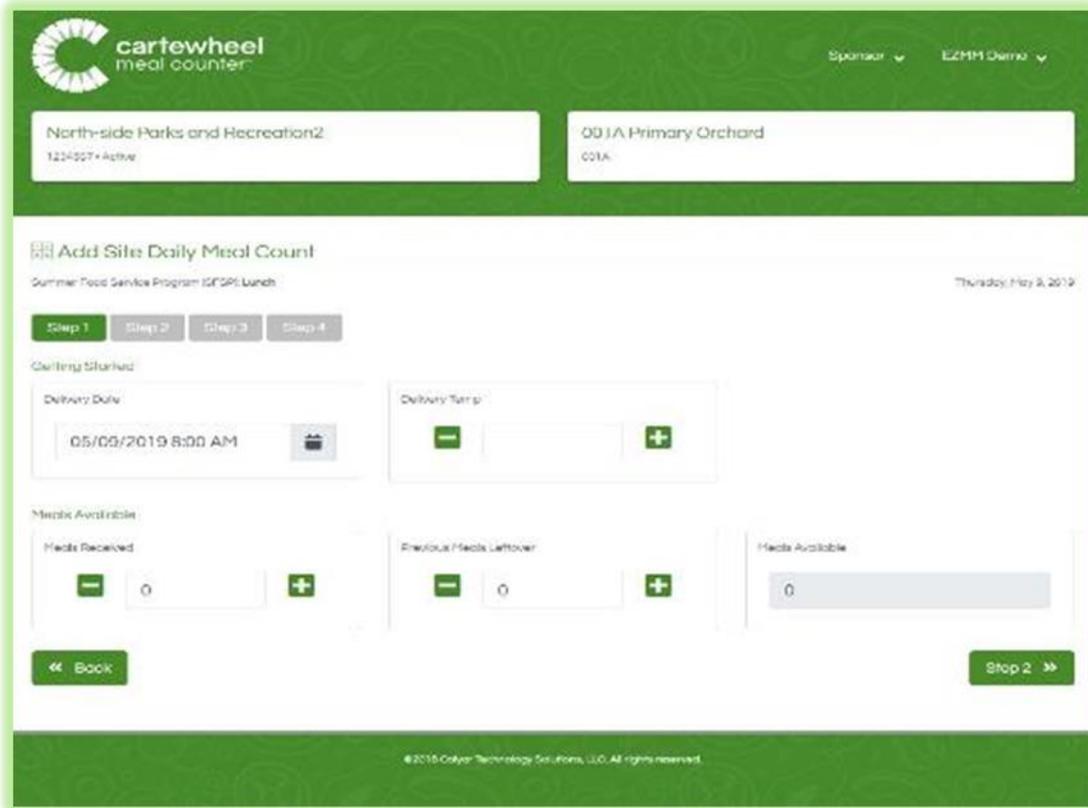
Previous **1** Next

# Add or Review Meal Counts

Site Number	Site Name	Brk	Snk AM	Lun	Snk PM	Sup
0001	Firstview Elementary School	<input checked="" type="checkbox"/>			<input type="checkbox"/>	
0002	0002 Duo Secondary School		<input type="checkbox"/>			<input type="checkbox"/>
001B	001B Cardnial Buttes	<input type="checkbox"/>			<input type="checkbox"/>	
002A	002A Couple Avenue	<input type="checkbox"/>			<input type="checkbox"/>	
003	Pneuma Centre	<input type="checkbox"/>			<input type="checkbox"/>	
006	Wild Spruce Park	<input type="checkbox"/>			<input type="checkbox"/>	

# Add or Edit Meal Counts – Steps 1 & 2

- Step 1. Input Delivered Meals and Previous Leftover Meals



cartewheel meal counter

Sponsor: EZMM Demo

North-side Parks and Recreation2  
1224507 Active

001A Primary Orchard  
001A

### Add Site Daily Meal Count

Summer Food Service Program (SFP), Lunch Thursday, May 9, 2019

Step 1 Step 2 Step 3 Step 4

Challenging Started

Delivery Date: 05/09/2019 8:00 AM

Delivery Time: [ - ] [ + ]

Meals Available

Meals Received: [ - ] 0 [ + ]

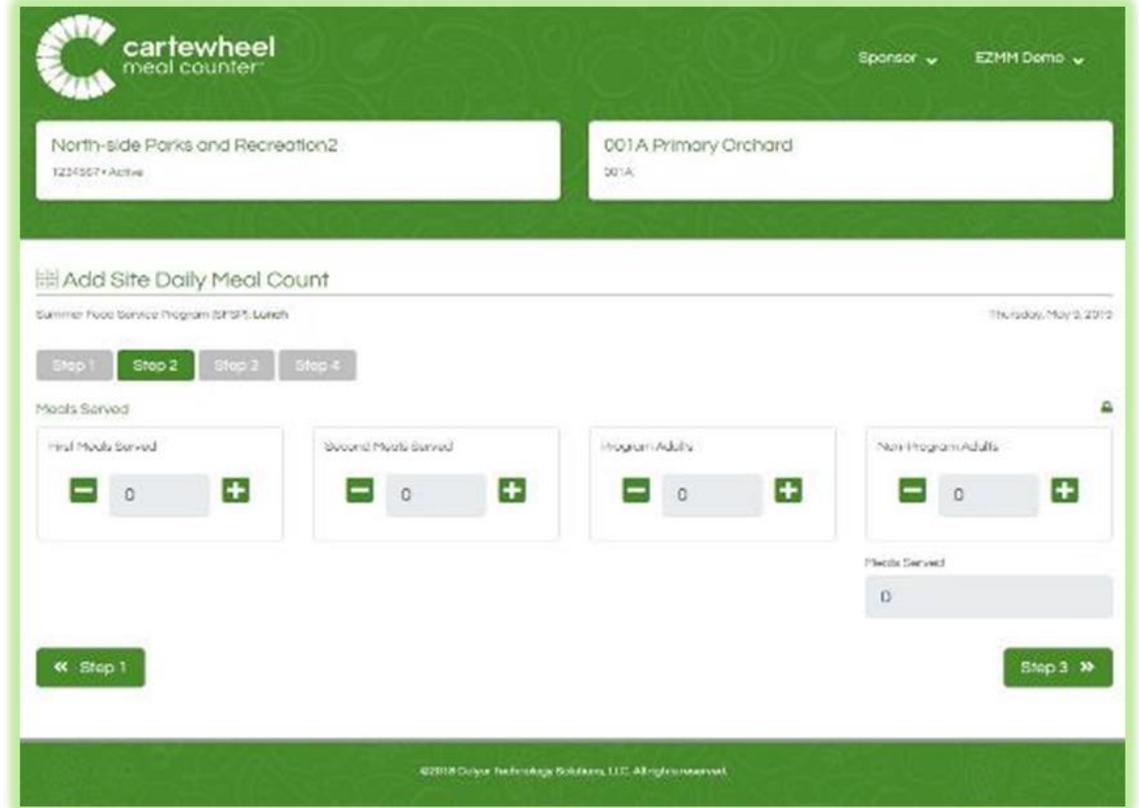
Previous Meals Leftover: [ - ] 0 [ + ]

Meals Available: 0

« Back Stop 2 »

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- Step 2. Enter Meal Counts



cartewheel meal counter

Sponsor: EZMM Demo

North-side Parks and Recreation2  
1224507 Active

001A Primary Orchard  
001A

### Add Site Daily Meal Count

Summer Food Service Program (SFP), Lunch Thursday, May 9, 2019

Step 1 Step 2 Step 3 Step 4

Meals Served

First Meals Served: [ - ] 0 [ + ]

Second Meals Served: [ - ] 0 [ + ]

Program Adults: [ - ] 0 [ + ]

Non Program Adults: [ - ] 0 [ + ]

Meals Served: 0

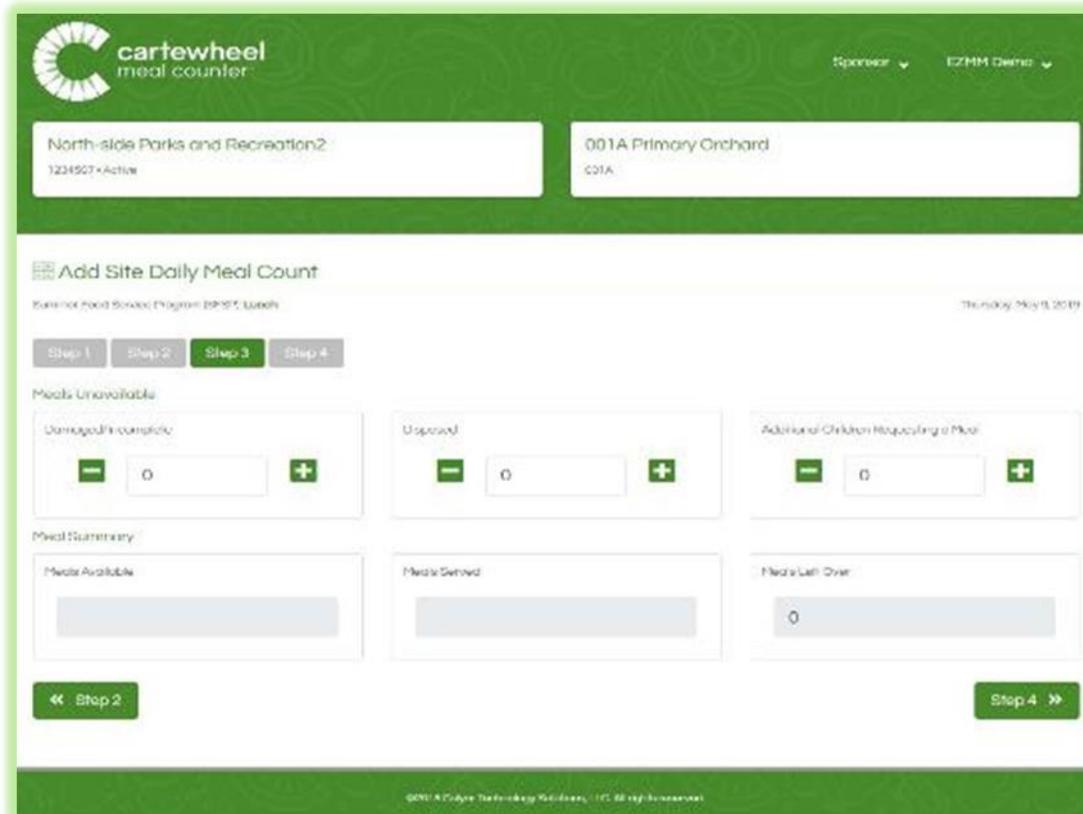
« Step 1 Step 3 »

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# Add or Edit Meal Counts – Steps 3 & 4

- Step 3. Report Damaged & Wasted Meals

- Step 4 Review & Submit



cartewheel meal counter

Sponsor: EZMM Demo

North-side Parks and Recreation2  
1234567-Active

001A Primary Orchard  
001A

### Add Site Daily Meal Count

Summer Food Service Program (SFSF) Lunch Thursday, May 9, 2019

Step 1 Step 2 **Step 3** Step 4

Meals Unavailable

Damaged/Incomplete:

Expired:

Additional Children Requesting a Meal:

Meal Summary

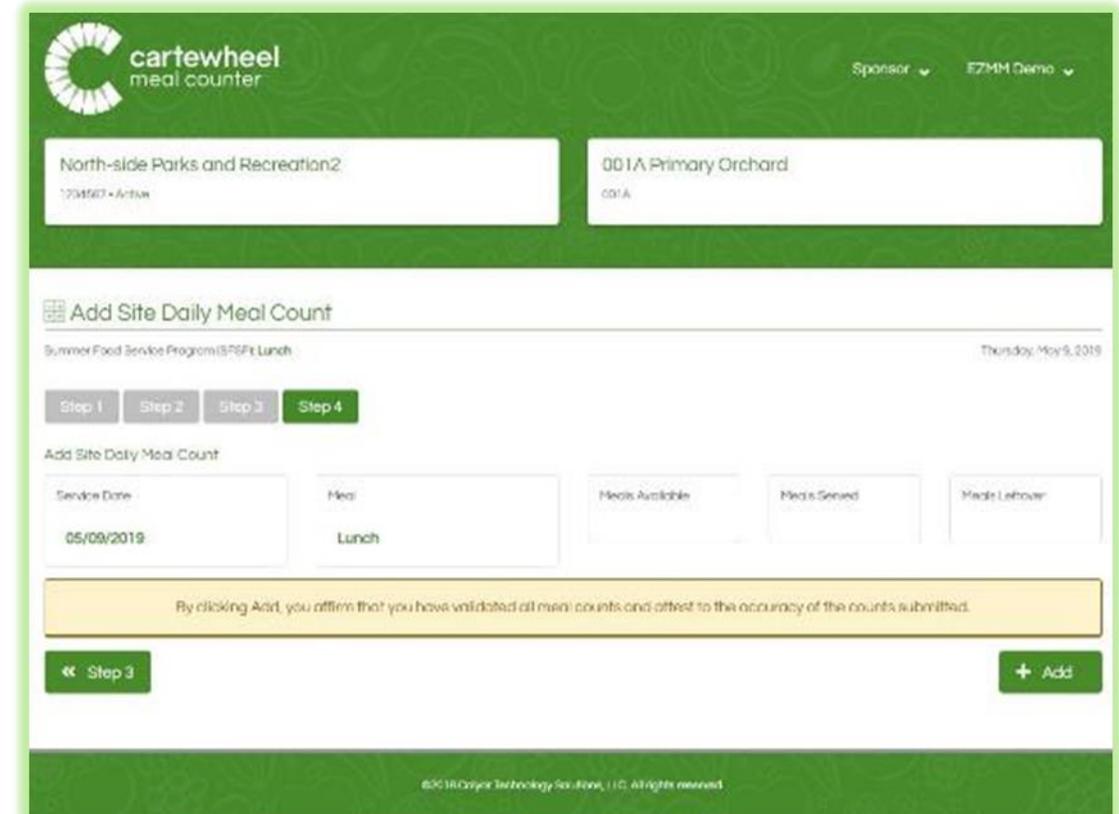
Meals Available:

Meals Served:

Meals Left Over:

← Step 2 Step 4 →

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cartewheel meal counter

Sponsor: EZMM Demo

North-side Parks and Recreation2  
1234567-Active

001A Primary Orchard  
001A

### Add Site Daily Meal Count

Summer Food Service Program (SFSF) Lunch Thursday, May 9, 2019

Step 1 Step 2 Step 3 **Step 4**

Add Site Daily Meal Count

Service Date	Meal	Meals Available	Meals Served	Meals Left Over
05/09/2019	Lunch			

By clicking Add, you affirm that you have validated all meal counts and attest to the accuracy of the counts submitted.

← Step 3 **+ Add**

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# Submitted Meal Counts



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

Site Daily Meal Count

Summer Food Service Program (SFS) Wednesday, May 6, 2015

Site Lunch Counts

Source/Day	Meals Available	First Meals Served	Second Meals Served	Adult Program	Adult Non Program	Total Meals Served	Completion/Reimbursement	Total Waste
1	20	11	9	0	0	20	0	0
download PDF								
+ Add								
2	20	11	9	0	0	20	0	0
download PDF								
+ Add								
3	20	10	10	0	0	20	0	0
download PDF								
+ Add								
4	20	10	10	0	0	20	0	0

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 Buffet	○	○	○	○	○

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

Site Lunch comments & attachments

Revisions: \_\_\_\_\_ Attachments: \_\_\_\_\_

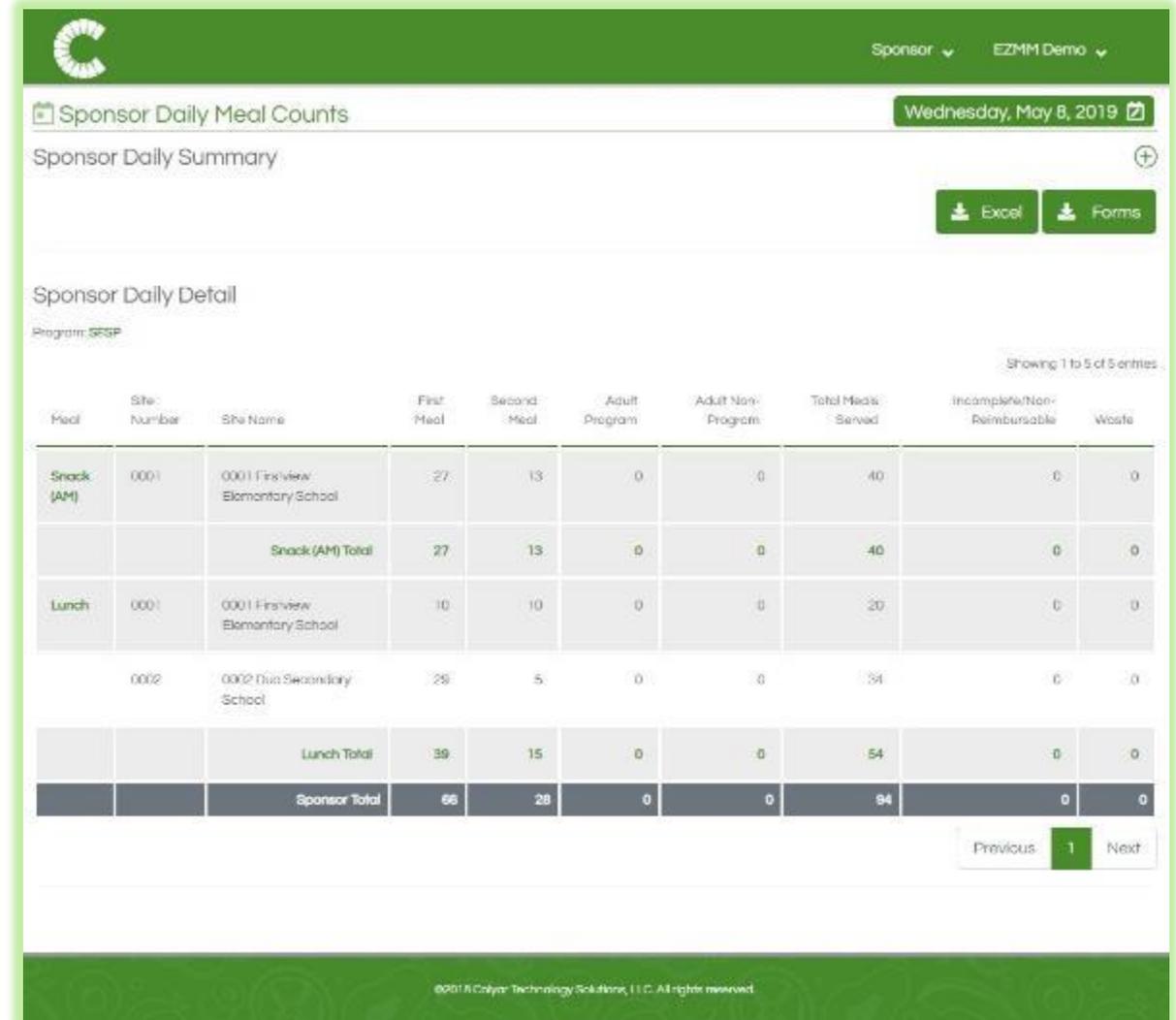
+ Add

Back

# 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 shows 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: SESP, showing a table of meal counts for two sites: 0001 Firstview Elementary School and 0002 Dun Secondary School. The table includes columns for Meal type, Site Number, Site Name, First Meal, Second Meal, Adult Program, Adult Non-Program, Total Meals Served, Incomplete/Non-Reimbursable, and Waste. A footer indicates 'Showing 1 to 5 of 5 entries' and a pagination control shows 'Previous 1 Next'.

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

# Digital SFSP Forms



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

1234567 North-side Parks and Recreation2  1244 W Maple St Eastwind, AZ 81234	0002 0002  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 **Meals Available [1]: 40**

First Meals Served:

<del>X</del>																			
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										

Second Meals Served: ~~X~~ ~~X~~ ~~X~~ ~~X~~ ~~X~~ ~~X~~ 9 10 **Total Second Meals [3]: 8**

Program Adults: ~~X~~ ~~X~~ ~~X~~ ~~X~~ 5 6 7 8 9 10 **Total Program Adult Meals [4]: 4**

Non-Program Adults: ~~X~~ ~~X~~ 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]) 40

Additional Children Requesting a Meal: ~~X~~ ~~X~~ 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

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.

# 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

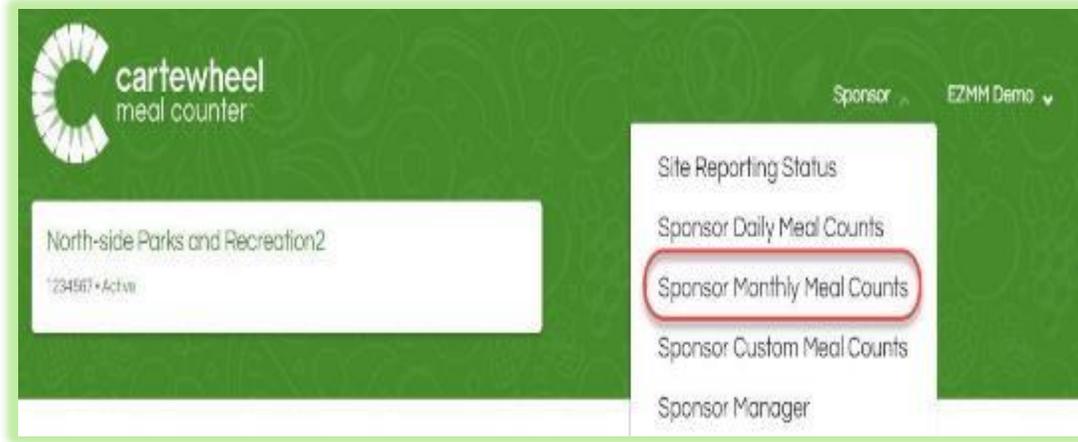
Sponsor Daily Summary

Meal Snack (AM)		Total Meals Served: 40		Meal Lunch		Total Meals Served: 54	
First Meal	Second Meal			First Meal	Second Meal		
27	13			39	15		
Adult Program	Adult Non-Program			Adult Program	Adult Non-Program		
0	0			0	0		
Non-Reportable	Total Visits			Non-Reportable	Total Visits		
0	0			0	0		

[Excel](#)

Sponsor Daily Meal Counts by Site																					
Wednesday, January 09, 2019																					
Program		Meal			Site		Days	Meal Counts													
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	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	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	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	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.

The screenshot shows the 'Sponsor Monthly Detail' report for Program SFSP. It displays a table with 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 report shows data for Breakfast, Snack (AM), and Lunch, with a 'Sponsor Total' row at the bottom. The text 'Showing 1 to 10 of 11 entries' is visible in the top right corner.

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
		<b>Breakfast Total</b>	<b>23</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>1</b>	<b>1</b>
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
		<b>Snack (AM) Total</b>	<b>64</b>	<b>47</b>	<b>2</b>	<b>2</b>	<b>115</b>	<b>1</b>	<b>0</b>
Lunch	0001	0001 Firstview Elementary School	35	35	0	0	70	5	5
	0002	0002 Duo Secondary School	29	5	0	0	34	0	0
	002C	002C Park Court	0	0	0	0	0	0	0
		<b>Sponsor Total</b>	<b>151</b>	<b>96</b>	<b>2</b>	<b>2</b>	<b>250</b>	<b>7</b>	<b>6</b>

# Monthly Report Export



Sponsor Monthly Meal Counts May 2019

Sponsor Monthly Summary

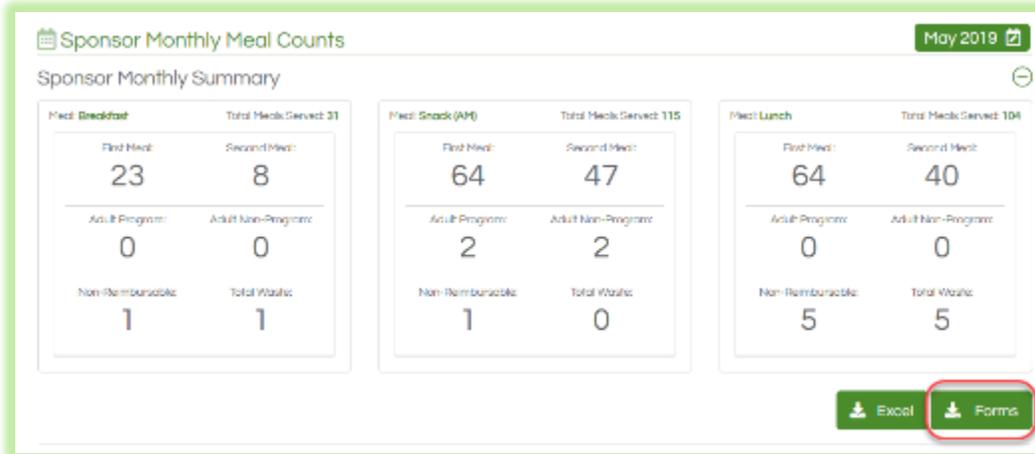
Meal Breakfast		Meal Break (AM)		Meal Lunch	
First Meal	Second Meal	First Meal	Second Meal	First Meal	Second Meal
23	8	64	47	64	40
Adult Program	Adult Non-Program	Adult Program	Adult Non-Program	Adult Program	Adult Non-Program
0	0	2	2	0	0
Non-Remburseable	Total Waste	Non-Remburseable	Total Waste	Non-Remburseable	Total Waste
1	1	1	0	5	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.

Row ID	Abbreviation	Program Description	Row ID	Abbreviation	Meal Description	Sort Order	Site Name	Number	Days Served	Ordered	Received	Available	First Meal	Second Meal	Adult Program	ult Non-Program	Total	Incomplete	Waste	ADP	First Meal Max
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
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
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
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
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
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
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
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
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
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
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
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
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
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

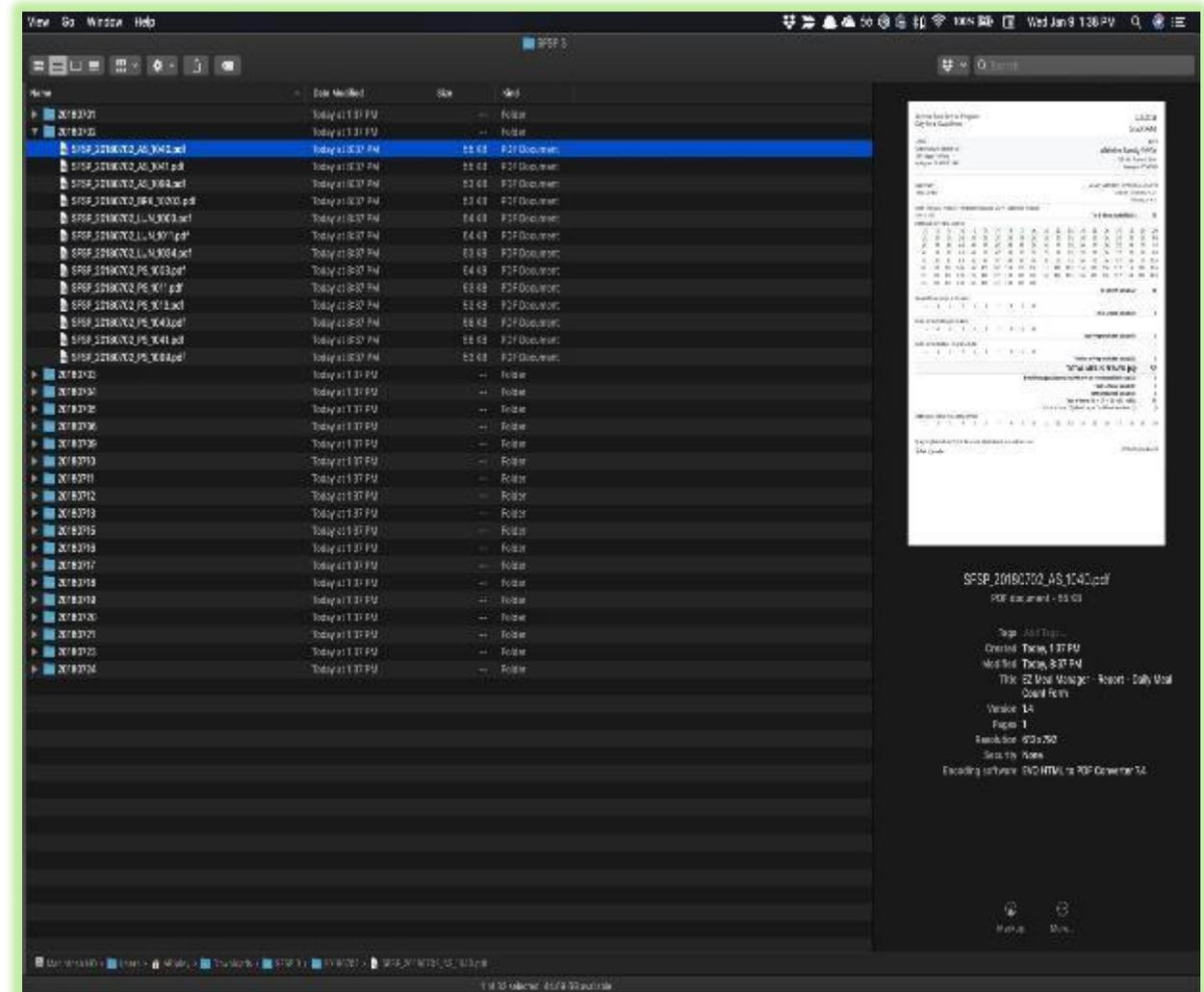


**Sponsor Monthly Meal Counts** May 2019

**Sponsor Monthly Summary**

Meal: Breakfast		Total Meals Served: 31	Meal: Snack (AM)		Total Meals Served: 115	Meal: Lunch		Total Meals Served: 104
First Meal:	Second Meal:		First Meal:	Second Meal:		First Meal:	Second Meal:	
23	8		64	47		64	40	
Adult Program:	Adult Non-Program:		Adult Program:	Adult Non-Program:		Adult Program:	Adult Non-Program:	
0	0		2	2		0	0	
Non-Reimbursable:	Total Waives:		Non-Reimbursable:	Total Waives:		Non-Reimbursable:	Total Waives:	
1	1		1	0		5	5	

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



File Explorer view of the 'SFSP 5' folder. The file list includes:

- SFSP\_20180702\_AS\_1040.pdf
- SFSP\_20180702\_AS\_1041.pdf
- SFSP\_20180702\_AS\_1042.pdf
- SFSP\_20180702\_AS\_1043.pdf
- SFSP\_20180702\_AS\_1044.pdf
- SFSP\_20180702\_AS\_1045.pdf
- SFSP\_20180702\_AS\_1046.pdf
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- SFSP\_20180702\_AS\_1194.pdf
- SFSP\_20180702\_AS\_1195.pdf
- SFSP\_20180702\_AS\_1196.pdf
- SFSP\_20180702\_AS\_1197.pdf
- SFSP\_20180702\_AS\_1198.pdf
- SFSP\_20180702\_AS\_1199.pdf
- SFSP\_20180702\_AS\_1200.pdf

Preview window details for 'SFSP\_20180702\_AS\_1040.pdf':

- PDF document - 55 KB
- Page: 1 of 1
- Created: Today, 1:37 PM
- Modified: Today, 8:37 PM
- Title: SF Meal Manager - Report - Daily Meal Count Form
- Waives: 14
- Pages: 1
- Resolution: 92x50
- Size: 19 KB
- Encoding software: GSD HTML to PDF Converter 1.4

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

North-side Parks and Recreation2  
1234567 • Active

### Sponsor Monthly Meal Counts

June 2020

#### Sponsor Monthly Summary

Meal: Breakfast		Total Meals Served: 53	
First Meal:	Second Meal:		
50	1		
Adult Program:	Adult Non-Program:		
1	1		
Non-Reimbursable:	Total Waste:		
1	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**

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.

**Links**

- [CACFP Program Resources](#)
- [SFSP Program Resources](#)
- [Training Management](#)
- [Meal Counter Knowledge Base](#)

# Summer Food Service Program



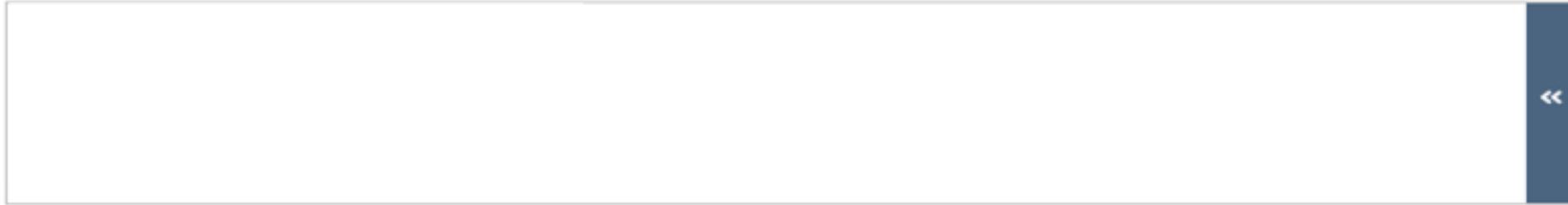
Applications | Claims | Compliance | Reports | Security | Search

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
<b>Year to Date Totals</b>					<b>\$0.00</b>

< Back

# Summer Food Service Program



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Programs | Year | Help | Log Out

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
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>Net \$0.00</b>

Upload Data from Meal Counter

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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



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 Christian 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
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Continue

DELETE

# Summer Food Service Program



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Please wait while we gather your Meal Counter information.



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# Summer Food Service Program



[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

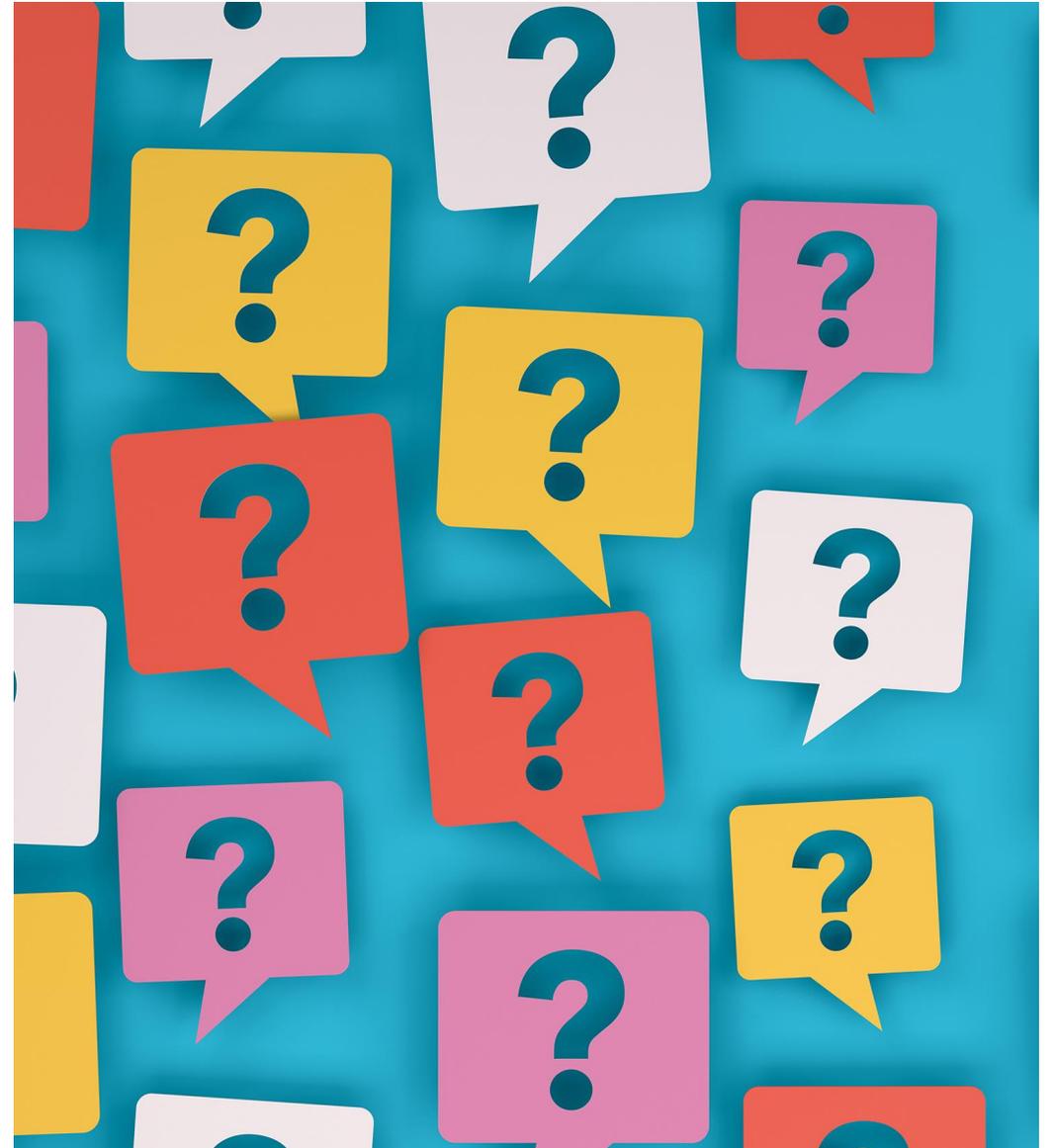
### Self-Prep and/or Vended-Rural Meals Served to Children

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)

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- 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)

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- 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)

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- 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)

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- 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)

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- 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

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### Release Notes (19)

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- 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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# SFSP Upcoming Trainings



**May 24:** SFSP Waivers Informational Session #1

Registration Link: [SFSP Waivers Informational Session - 05/24/2022](#)

**May 25:** SFSP Preparing for Monitoring Review

Registration Link: [Preparing for SFSP Monitoring Reviews - 5/25/22](#)

**May 26:** SFSP Waivers Informational Session #2

Registration Link: [SFSP Waivers Informational Session - 05/26/2022](#)

**August 18:** Civil Rights Training

Registration Link: [CACFP -Civil Rights Training- 8/18/22](#)

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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# We want your feedback!



**Survey Link:** <https://www.surveymonkey.com/r/cartewheelmealcounter>



**Thank You!**