Summer Food Service Program (SFSP)

2015 Summer Food ROCKS!

Julie McCord Child & Adult Nutrition Services

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

OPERATIONAL (Food Service) Training

Why Summer Feeding?

- Nutritious meals and snacks for children
- Activities that are safe, fun, and filled with opportunities for learning
- Support for family food budgets
- Financial support for school nutrition programs through free meal reimbursement rates
- Additional employment opportunities for part-time nutrition program employees

Sites

Site Responsibilities:

- Attend training
- Order and receive meals
- Count and serve meals to eligible children
- Supervise children while they eat
- Prevent discrimination
- Keep accurate paperwork

Participant Eligibility

- The child must be 18 or under to receive meals through the SFSP.
  - A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
  - The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals.

Site Types

- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible.* Publish first come, first serve basis.
- **Restricted Open** - Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- NOTE Page 14-17 Admin Guidance

Site Types

- **Closed Enrolled site** – All children ***enrolled*** in an eligible program eat free if 50% of the children are eligible as demonstrated by household **applications** for meal benefits or the site may be area eligible.
- **Camp site** – Only meals served to children with an approved household application on file can be counted free.

Site Eligibility

- **Area Eligibility**
  - 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on ***school or census data***

Summer Food Week

- Plan special event
- Raise awareness and make it fun
  - Speaker or presenter
  - Fun day(s) with carnival-like or physical activity games planned
  - Partner with community organizations for ways to promote the summer meal program.
  - June 1-5

SFSP Food Components of the Meal Pattern

Food Components

- Milk
- Fruit/Vegetable
- Meat/Meat Alternate
- Grains/Breads

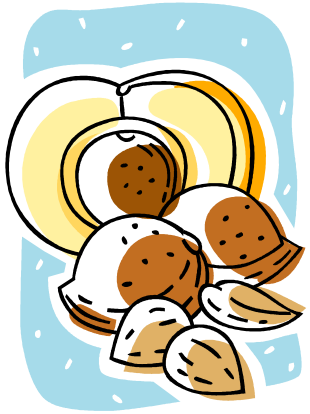
MILK

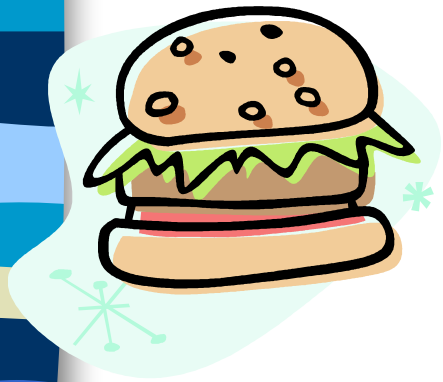
Must be pasteurized fluid milk.
Only fat-free or low-fat milk to children ages 2 or above.

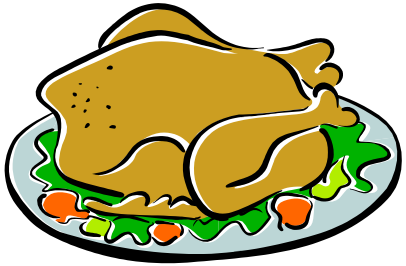
MILK

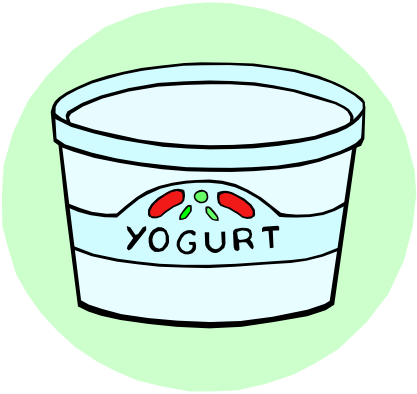
- Must be fluid
- Milk may not be credited for snacks when juice is served as the only other component.
- Milk may never be credited when cooked in cereals, puddings or other foods.
- Can only be skim white or flavored or 1% white

MEATS AND ALTERNATES





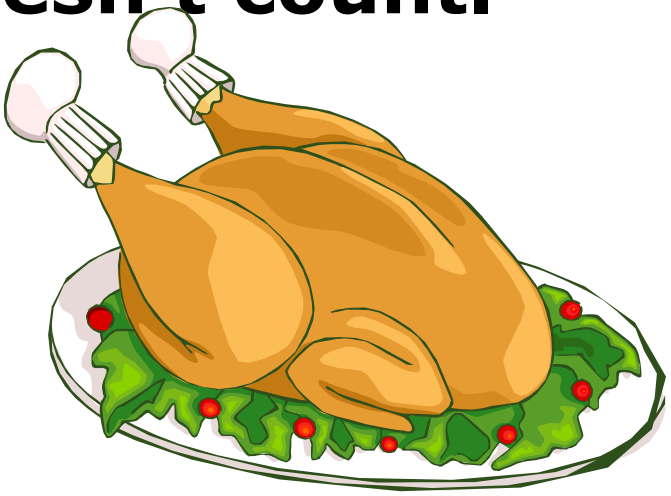




Meat and Meat Alternates

Amount required is referring to the lean, edible portion.

Less than 1/4 ounce of cooked lean meat or equivalent doesn't count.



Processed Meat Items are treated differently from raw meat items.

These include:

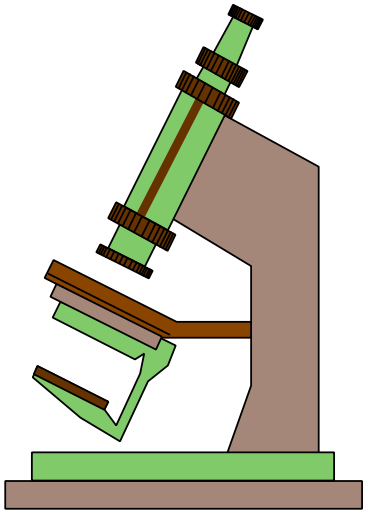
- Fish Sticks and Chicken Nuggets
- Corn Dogs
- Mixed, pre-prepared items such as:
  - beef stew
  - ravioli

All Processed Meat items MUST have:

- Child Nutrition label
  or
- Manufacturers Product Analysis or Identification Sheet

Child Nutrition Labels

CN labels list information about a food's contribution toward the meal pattern.



Child Nutrition Label

CN

CN

This 1.95 oz. Fully Cooked Beef Patty provides 1.5 oz. equivalent meat/meat alternate for the Child Nutrition Meal Pattern requirements. Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-84.

CN

CN

Manufacturers Product Analysis or Identification Sheets

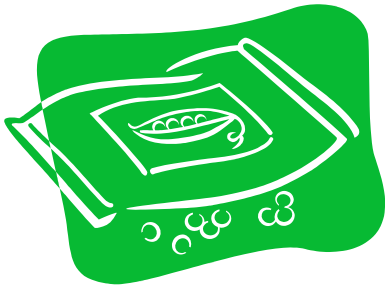
- Check with supplier
- Check label
  - toll free telephone number
  - address
- Must be signed and dated by someone in the company.

Documentation Needed

- Verifying Acceptable Documentation Slides

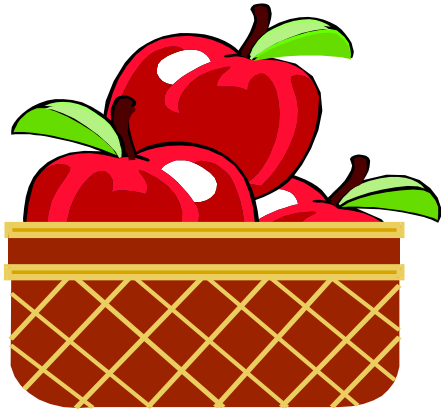
SFSP FRUITS & VEGETABLES

NSLP – these are 2 unique groups

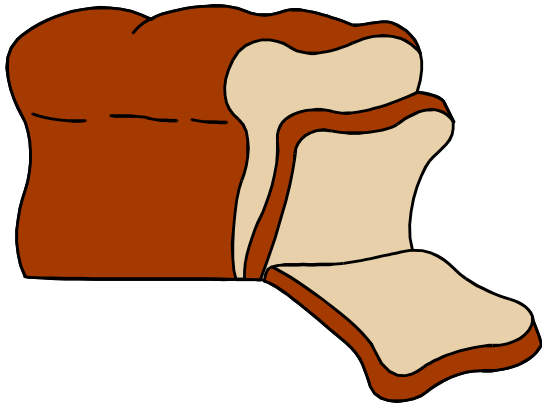


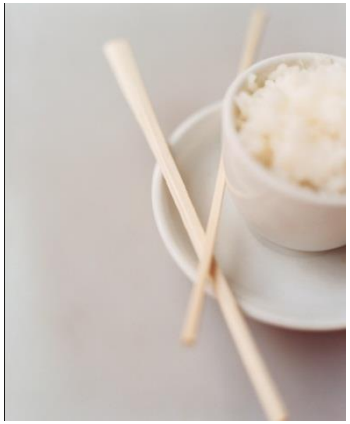
Fruits and Vegetables

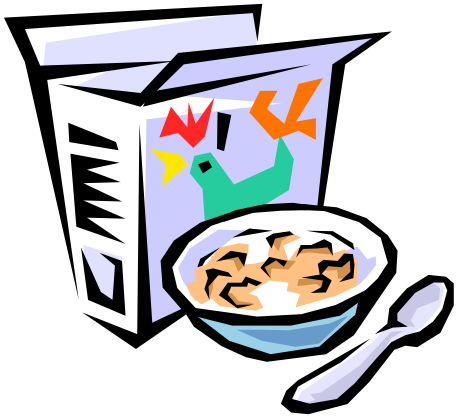
- Lunch - 2 or more to equal 3/4 cup
- Juice & Milk cannot be served together at snack both fluids
- 100% juice
- Combination foods (i.e., Fruit Cocktail, Mixed Vegetables) count as one item
- Less than 1/8 cup does not count



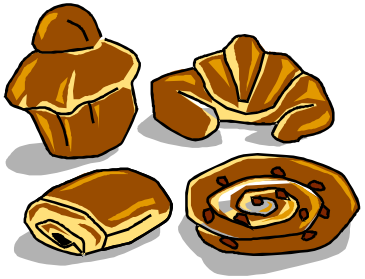
BREADS AND GRAINS
emphasis Whole-grains







Grains/Breads:



- Whole Grain
- Enriched
- Made from whole grain or enriched flour primary ingredient by weight must be whole grain and/or enriched flour/meal
- Serve the customary function of bread in a meal

Grains/Breads

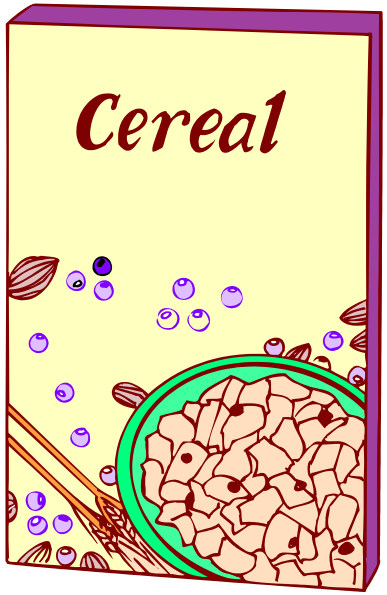
- Credited by the weight of the prepared item.
- Use Grain/Bread Chart to determine the weight of a food item to equal 1 serving
- Will need to purchase a small kitchen scale.

Grains and Breads
What is a Serving?

Grains/Breads and You

Nutrients:

- **Carbohydrates**
- **B vitamins**
- **Fiber**



Criteria for Creditable Grains/Breads

- Made with whole-grain flour is best.

See Whole Grain Handout

- Label indicates the product is enriched or whole-grain; made from enriched or whole-grain meal or flour, bran and/or germ.

- Item provided in quantities specified. (Use Grain/Bread Chart)

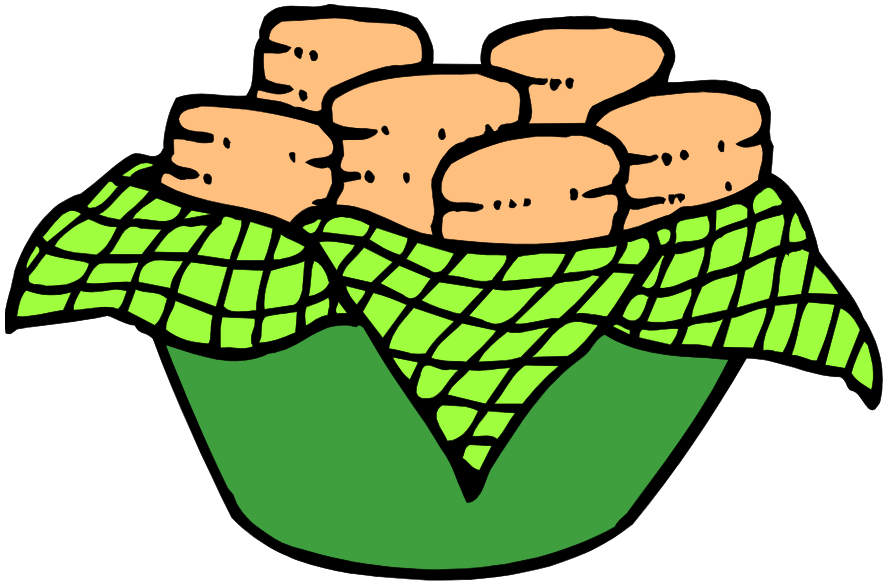
SFSP Nutrition Handbook

Creditable Grains/Breads

Breads

Creditable Grains/Breads

Biscuits, Bagels, Rolls, Tortillas, Muffins, and Crackers

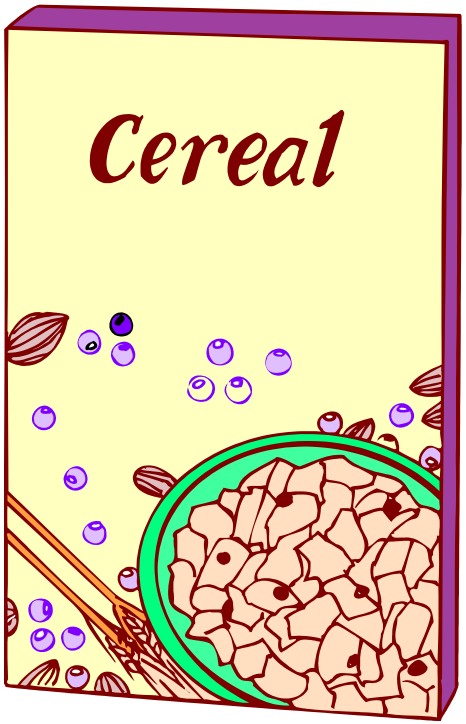


Creditable Grains/Breads

Cooked cereal grains

Creditable Grains/Breads

Ready-to-Eat cereals



Creditable Grains/Breads

Cereals or bread products that are used as an ingredient in another menu item

Must have a CN label to determine component contributions

Creditable Grains/Breads

Cooked macaroni or noodle products

Creditable Grains/Breads

Non-sweet snack products

How are grains and bread products grouped by USDA?

USDA groups grains/breads by weight.

Grains/Breads – What is a serving?

Cereal O's Food Label

Nutrition Facts

Serving Size = 1 cup (30 g)

Servings per container 10

Creditable Grains/Breads – What is a SFSP serving?

Cereal O's

1 Serving = 3/4 cup (volume)

OR

1 Serving = 1 oz (weight)

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Cereal O's

1 Serving = ? cup

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Cereal O's Key

1 Serving = 3/4 cup

Grains/Breads – What is a serving?

Granola Bar Food Label

Nutrition Facts

Serving Size = 2 bars (42 g)

Servings per container 6

Creditable Grains/Breads – What is a SFSP serving?

Granola Bar

1 Serving = 2.2 oz or (63 g)

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Granola Bar

1 Serving = ? bar

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Granola Bar Key

1 Serving = 3 bars

Grains/Breads – What is a serving?

Animal Crackers Food Label

Nutrition Facts

Serving Size = 55 pieces (30 g)

Servings per container 36

Creditable Grains/Breads – What is a SFSP serving?

Animal Crackers

1 Serving = 0.9 oz or (25 g)

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Animal Crackers

1 Serving = ? crackers

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Animal Crackers Key

1 Serving = 45 crackers

Grains/Breads – What is a serving?

Corn Tortillas Food Label

Nutrition Facts

Serving Size = 2 tortillas (50 g)

Servings per container 6

Creditable Grains/Breads – What is a SFSP serving?

Corn Tortillas

1 Serving = 0.9 oz or (25 g)

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Corn Tortillas

1 Serving = ? tortilla

Creditable Grains/Breads – Using this product, how much is a SFSP serving?

Corn Tortillas Key

1 Serving = 1 tortilla

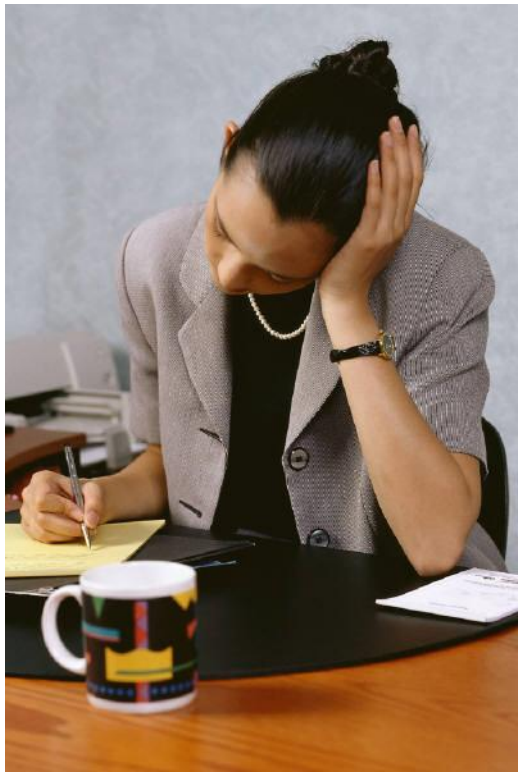
Summer Food Service Cooks make grains/breads fun and healthy for kids.

Meal Pattern(s) Chosen

- The SFSP meal patterns allow sponsors to serve meals that meet a child's nutritional needs, are appetizing to children, and are consistent with the *Dietary Guidelines for Americans*.
- SFSP Meal Pattern Chart Page 8 NG
- Others – Page 18 Nutrition Guidance
  - National School Lunch Program - New Lunch Pattern with vegetable sub-groups
  - School Breakfast Program – New /Snack After School (Breakfast/Snack PR)
  - Child & Adult Care Food Program (Under 6 – smaller portions)

Monthly Menu's

Each day's menu should show components of meal pattern



Sample MENU

THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE

SUMMER LUNCH MENU - 2013

TENTATIVE

Monday May 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
No Meals Memorial Day	Double Stuff Pizza Fresh Brocolli Fresh Apples Milk	Chicken Strips French Fries Oranges Slice of Bread/ jelly pc Milk	Hamburger on a Bun Tator Tots Fresh Apples Milk	BBQ Rib Patty on a Bun Green Beans & Carrots Oranges Milk
Monday June 3	**Tuesday 4**	**Wednesday 5**	**Thursday 6**	**Friday 7**
French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Turkey Sandwich on a Bun Carrots/Celery Sticks Strawberries Whole Wheat Sugar Cookie Milk	Super Nachos Lettuce/Tomato/Shredded Cheese Canned Fruit Milk	Popcorn Chicken French Fries Fresh Fruit Slice of Bread/jelly pc Milk	Grilled Cheese Fresh Veggie Sticks Canned Fruit Milk
Monday 10	**Tuesday 11**	**Wednesday 12**	**Thursday 13**	**Friday 14**
Turkey Sandwich on a Bun Carrots/Celery Sticks Fresh Fruit Whole Wheat Sugar Cookie Milk	Double Stuff Pizza Corn Fresh Fruit Milk	Chicken Strips French Fries Fresh Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun Tator Tots Canned Fruit Milk	Raviolf Peas & Corn Fruit Milk Breadsticks (2)
Monday 17	**Tuesday 18**	**Wednesday 19**	**Thursday 20**	**Friday 21**
Turkey Sandwich on a Bun Juice Box Apple/Orange Scooby Snax Milk	French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Super Nachos/Central,VV,SP,KN Lettuce/Tomato/Shredded Cheese Canned Fruit Milk Soft Shell Taco/Beadle	Popcorn Chicken French Fries 10 oz. OJ Slice of Bread/jelly pc Milk	Grilled Cheese/SP,VV Fresh Veggie Sticks/Green bean Canned Fruit Milk Turkey Sloppy Joe on a Bun/KN,B
Monday 24	**Tuesday 25**	**Wednesday 26**	**Thursday 27**	**Friday 28**
Dbl.Stuff Pizza Celery Meatball Sub (H.S.) Use P&B sub dough Fruit Milk	Chicken Patty on a Bun Baked Beans Glazed Carrots Fruit Milk	Teriyaki Chicken and Rice Cheesy California Blend Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun French Fries Green Beans Fruit Milk	Popcorn Chicken Tater tots Fruit Muffin Milk

We are an equal opportunity employer.

Basic Food Components Breakfast

- SFSP Meal Pattern
  - Milk,
  - Vegetable or fruit,
  - Bread and/or bread alternate
  - (Meat or meat alternate is optional)
- OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.
- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate.

Basic Food Components Breakfast

- SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP
- Use approved production record for meal pattern.

Basic Food Components Lunch/Supper

- SFSP Meal Pattern –
  - Fluid Milk (1% or Skim white and only flavored skim or fat free milk)
  - 2 - Vegetable(s) and/or fruit(s),
  - Bread and bread alternates,
  - Meat and meat alternates
- Use approved production record

OVS for SFSP Lunch/Supper

- Offer Versus Served available (if desire OVS complete Attachment O in application)
- Five food items must be offered:
  - One serving of meat/meat alternate
  - Two different servings of fruit/vegetables
  - On serving of bread/bread alternate
  - One serving of fluid milk
- Child must take 3 or more of the 5 items offered

Basic Food Components Lunch/Supper

- If school – you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the application Part 3 site information.
- Remember the students must take ½ c fruit or vegetable when following NSLP OvS

SFSP Offer Versus Serve

- https://www.youtube.com/watch?v=Vs_JEjOO_Us

Basic Food Components

- **Snack - SFSP**

  Serve 2 food items from any of 4 components:

  - Vegetable /Fruit
  - Milk
  - Bread or grains
  - Meat
  - **Can't serve milk and juice**
  - **Offer vs Serve not allowed on snacks**

Production Record

- Production Records must match the meal pattern chosen
- Pages 58 - 62

- SFSP
- NSLP-New lunch
- SBP/Snack (Schools)
- CACFP (Smaller portion/under 6 or infants)

Production Record Activity

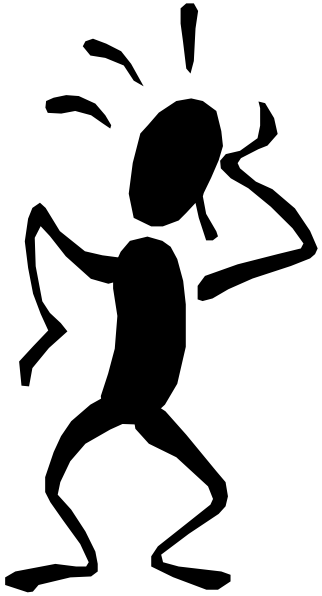
SFSP PRODUCTION RECORD

Date _____ Center: _____

	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
BREAKFAST	Bread/Bread Alternate						
	Fruit/Vegetable						1-18 _____
	Milk						Adults _____
	Other						Total _____
SNACK AM	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
LUNCH	Meat/Meat Alternate						
	Bread/Bread Alternate						1-18 _____
	Fruit/Vegetable						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
	Other						

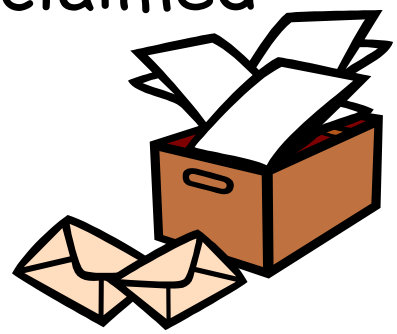
Production Records (1 of 2)

- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate records can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.



Production Records (2 of 2)

- Production records are used to:
  - document that meals meet pattern, include CN labels, recipes, etc.
  - document that adequate food quantities are used
  - justify food purchases
  - back up numbers of meals claimed for reimbursement



Off-site Meals

- All field trip meals must be preapproved before the trip (form requires menu items).
- Complete SFSP Off-site meal form found on website and submit to CANS 10 days in advance if possible.
- Meals must be included on production records kept for that day
- Point of service (actual meal count) must be taken at the off-site location and sent in with meal counts for the month.

Food Expenses not Allowed

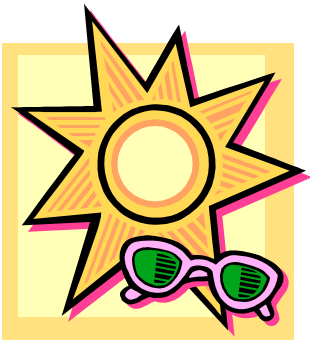
- Not creditable or not part of a meal pattern:
  - Jell-O/Pudding
  - 2% chocolate milk
  - Ice cream/popsicles
  - Coffee
  - Soda pop
- Require corrective action if funds were used for unallowable costs
  - State requires sponsor to replenish funds
  - USDA funds may not be used to restore funds, but must come from another source.

Planning Appealing SFSP Menus Pages 19 – 38 Nutrition Guide

Lunch

- Milk
- Meat or meat alternate:
- Grains/Breads
- Vegetables/Fruits (2 or more)

  - Refer to the SFSP meal pattern requirements



SFSP Meal Pattern

Food Components	Lunch
Milk, fluid	1 cup (8 fl oz)
Vegetables and/or Fruits Minimum of 2 items	¾ cup total
Grains and Breads	1 serving
Meat and Meat Alternate	2 oz

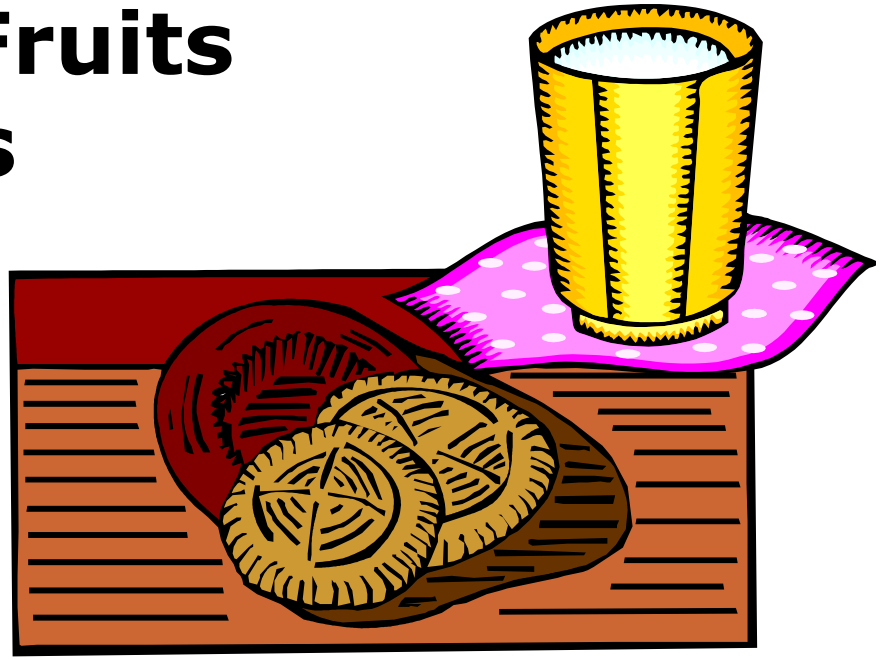
Breakfast: 3 components

- Milk
- Juice or Fruit or Vegetable
- 1 serving of grains/breads including cold dry or hot cooked cereal

Meat is not required!

Snack: choose two components

- Milk
- Meat or meat alternate
- Vegetables/Fruits
- Grain/Breads



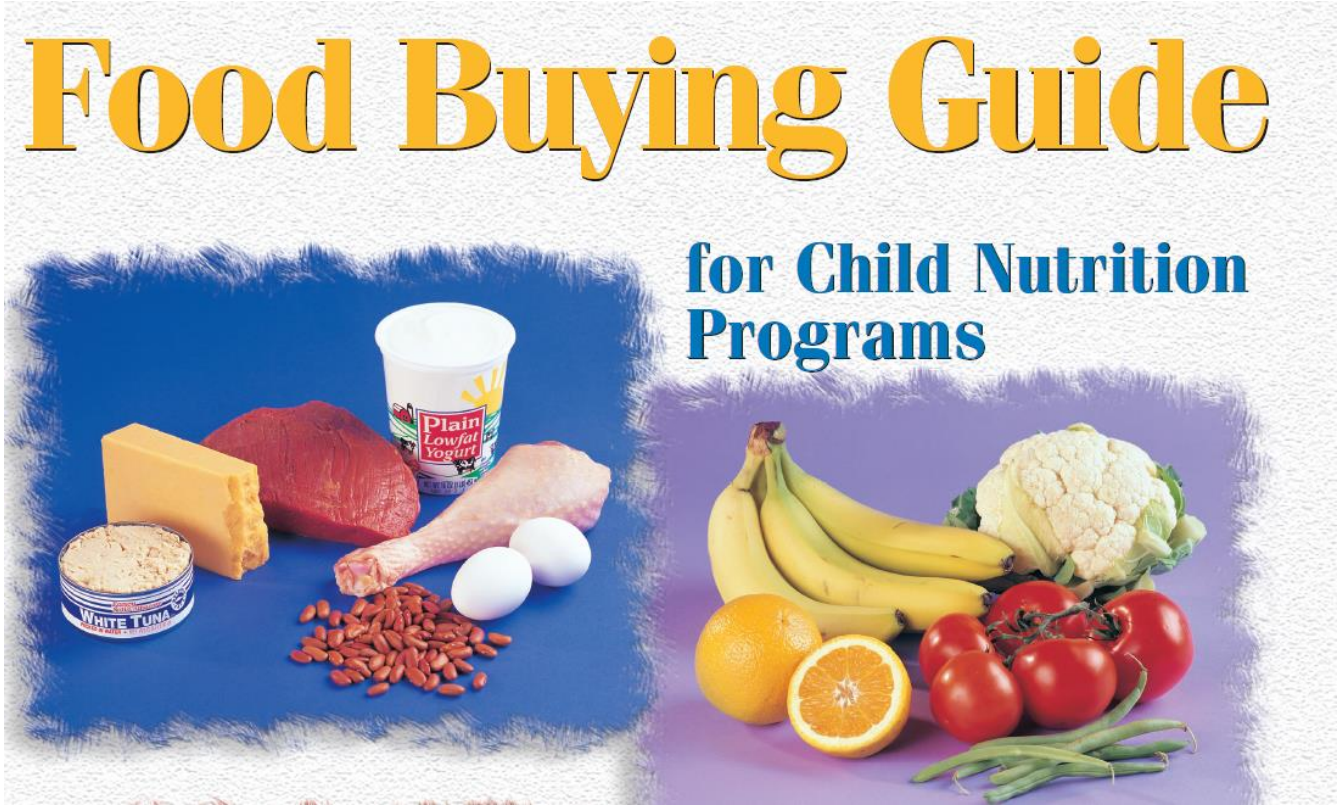
Are these reimbursable snacks?

- Watermelon and Peaches NO
- Corn Chips and Salsa Probably
- Peanut Butter Crackers and water NO
- Hi-C and cookies NO
- Ice cream and cake NO
- Orange Juice and fruit cocktail NO

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast				
Orange Juice Waffles Sausage milk	Ham and Eggs Toast Milk	Orange Slices Hash Browns Milk brea	Raisins Oatmeal Milk ☺	Strawberries Cornbread Hot Chocolate ?
AM Snack				
Apple Juice Watermelon One comp.	Milk Trail Mix ☺	Vanilla Pudding Vanilla Wafer One comp.	Milk Pretzels ☺	Banana Hot Dog Bun ☺
Lunch				
Hot Dog Baked Beans Melon Slices Milk ☺	Chicken Leg Rice Greens Beans Biscuit Milk ☺	Scrambled Eggs Bacon Potato Rounds Tomato Juice WW Rolls milk	Ravioli Broccoli Fruit Cocktail Garlic Toast Milk ?	Pizza Parmesan Zucchini Peach Slice milk
PM Snack				
Potato Chips Cheese One comp.	Veggies Cottage Cheese Dip ☺	Bologna Cheese One comp.	Pineapple Juice Carrots & Celery One comp.	Yogurt Rolls ☺
Supper				
Turkey Peas Pears Pasta Milk ☺	Macaroni and Cheese Asparagus Mandarin Oranges Milk ☺	Hamburger Cucumber Banana Slices Chips Milk ☺	Pinto Beans Cheese Frozen Red Grapes Tortilla Milk ☺	Meat Loaf Glazed Carrots Cherry Cobbler Rice Milk Fruit/veg

Reimbursable Meal

All parts of the meal pattern must be present in the appropriate amounts in order to receive payment for a meal.



http://www.fns.usda.gov/tn/Resources/foodbuyingguide.html

See Nutrition Handbook page 55-56 and 115 -117

Non Creditable Foods

- Bacon
- Processed Cheese (Velveeta)
- Ice Cream
- Pudding
- Fruit Juice Cocktail
- Powdered Cheese (Mac and Cheese "Blue Box")
- Popcorn

Summer Menu Planning Helps

- Nutrition Handbook Page 96-97
- Summer Menu Checklist Page 22
- Sample Cycle Menus
- Standardized Recipes – Page 120
- Creating Happy Times in Eating Environment
  - Inside
  - Outdoors
- Education & Enrichment Pages 39-44

Special Diets

- Nutrition Handbook pages 17-18
- Special Needs
- Vegetarian Meals
- Food Allergies and Intolerances

Procurement

- Comparison Shopping
- Document bid process Pages 51 - 54
- Receiving Foods from vendors
- SFSP Buy Local - Page 118

2015 SFSP Videos by USDA
http://www.fns.usda.gov/sfsp/2015-summer-meals-webinars

Summer Food Service Program Requirements

Hire with Care

- Nutrition Handbook pages 49 and 119
- Determine number of staff
- Food Service Manager needs food production/nutrition background with food service experience.
- Use qualified volunteers
- Meet health standards set by local and State health authorities

Monitor

- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.

Sponsor required Monitoring

- Observe site operation – 3 required
- Visit early in program-planned date on Part 3 application
- Look at meal count methods
- Look at meal counts - reconcile discrepancies in meal counts and records with the site supervisor.
- Suggest corrective action to the site supervisor for any problems encountered.

Monitoring

- Use Monitor Guidance
- Pre-operational Visit
  - Conduct before a site operates the summer program.
- Site Visits
  - Sponsor visit sites during the first week of operation.
- Site Reviews
  - Sponsors must review sites during the first 4 weeks of program operation.

Pre-operational Visit

- All sites must be visited BEFORE they begin operation for summer program.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- Documentation of this visit
  - Copy kept at site
  - Original sent to Sponsor

First Week Visit

- Visit all sites within the first week of operation
  - Ensure food service is operating smoothly
  - Make needed adjustments
  - Training needs, answer questions
  - Document
  - Waived for successful prior sponsors

Monitor Site Review

Review **all** sites **within the first four weeks of operation.**

- Thoroughly examine the meal service from start to finish
- Correct problems and provide additional training as necessary
- Monitor Guidance pages 3-12; pages 20-28 Documentation required!

Training of Site Personnel

Must keep accurate documentation – inspectors will be checking for to ensure reimbursable meals.

- **Daily meal count worksheet for all meals served**
- ONLY CHILDREN MEALS are reimbursable
- **Fill production record with number served**
- Send to administration to complete an accurate claim

DAILY MEAL COUNT FORM

Site Name: Meal Type (circle) : B L SN SU

Address: Telephone:

Supervisor's Name: Delivery Time: Date:

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

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]

Second meals served to children:

1 2 3 4 5 6 7 8 9 10 **Total Second Meals +** [3]

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** [4]

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10 **Total non-Program Adult Meals +** [5]

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Maintain Accurate Records For Meal Service

- A complete count of all first and second meals served at each site
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared). Adult meals offered is optional.

Training Should include

- Meal schedules and information
  - Serving times
  - Delivery schedules
  - Approved number for site meal service
  - Meal pattern requirements
  - Offer versus Serve - optional
  - How to recognize a reimbursable meal on the chosen meal pattern
- SFSP 2014 Site Supervisor Guide pages 3-6

FIRST DAY – Training of the Children / Caregivers

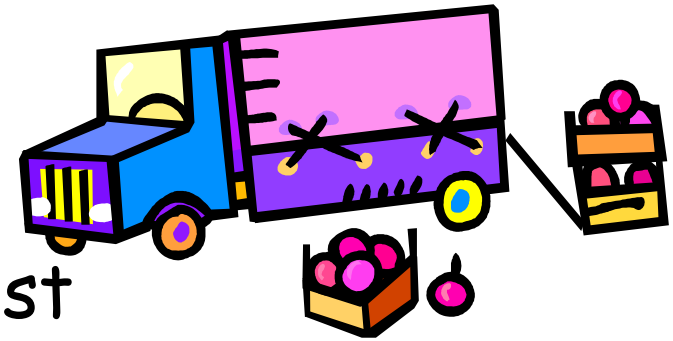
- Who may eat at the site
- When the meals will be served
- What types of meals will be served
- Why meals must be eaten at the site
- What the share table is and if allowing traveling item (Fruit/vegetable/grain in food safe package/peeling and not temperature controlled – cover later Share Table)

Meal Service Requirements

- Serve meals at the times submitted on the site information sheet of application Part 3
- No off-site meal consumption unless:
  - Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
  - The meals service must be approved for the place the children will be that day.
  - Notify CANS if a change occurs – changes do happen due to weather.

Delivery of Meals

- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Site Supervisor's Guide page 12



Traveling Apple/Grain Component

NEW

- Maintain the meal service to ensure no off-site consumption unless it is:
  - Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table or taken from own meal for later consumption. Nutrition Handbook page 16.
  - Allowed only if the sponsor has adequate staffing to properly administer and monitor.
  - Policy Memo SFSP 08-2014, SP 08-2014
  - See CANS Nutrition Bulletin August 2013-article "Reusing food in school lunch program" http://doe.sd.gov/cans/nbulletin/2013/Aug/index.asp#art_21

Share Table Allowed?

- String Cheese in plastic
- Orange in peel
- Banana in peel
- Applesauce cup with seal
- Slice of Bread
- Muffin in plastic bag
- Fruit cocktail on tray
- Milk

Which of these can be taken from dining area?

Share Table Allowed?

- String Cheese in plastic (Share NO Travel)
- Orange in peel (Share and Travel)
- Banana in peel (Share and Travel)
- Applesauce cup with seal (Share and Travel)
- Slice of Bread (NO Share or Travel unless in a plastic bag protecting it from hands)
- Muffin in plastic bag (Share and Travel)
- Fruit cocktail on tray (NO Share or Travel)
- Milk (Share NO Travel)

Which of these can be taken from dining area?

TRAVEL is LOCAL DECISION talk to your administrative team/authorized representative.

Meal Service Requirements

- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meals before any child receives a second meal. PLAN Only for First meals.
- Off-site meal requests Attachment I due – two weeks prior event

Mobile Feeding Model

- Sponsor delivers meals to an area using a route with a series of stops at approved sites in a community.
- Site/stop requirements on meal dates, meal times, site supervisor, meal consumption on-site monitoring same as other sites.
- Policy Memo SFSP 2-2014 provides more information

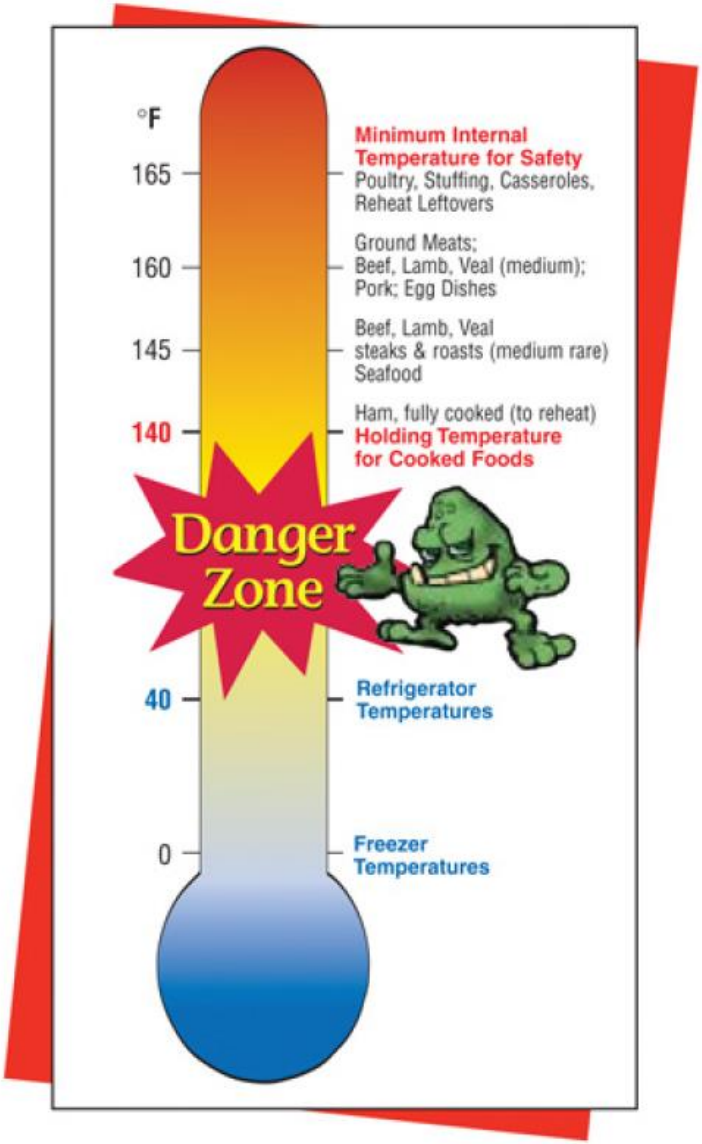
Non-reimbursable meals

- Non-reimbursable meals = NO MONEY
- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed.
- Meals served to anyone other than children.

Non-reimbursable Meals Cont.

- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.
- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service.

Food Safety


°F
165
160
145
140
40
0
Minimum Internal Temperature for Safety
Poultry, Stuffing, Casseroles, Reheat Leftovers
Ground Meats; Beef, Lamb, Veal (medium); Pork; Egg Dishes
Beef, Lamb, Veal steaks & roasts (medium rare) Seafood
Ham, fully cooked (to reheat)
Holding Temperature for Cooked Foods
Danger Zone
Refrigerator Temperatures
Freezer Temperatures

Nutrition Guidance

- Food Storage – Best Practices Page 63, 78-85
- Cleaning and Sanitizing Page 65-66
- Food Safety Page 86
- Temperatures and Thermometers Pages 67-71, 77, 132-133
- Food Safety Checklist Page 87
- SOP's (Standard Operating Procedures)

After Program Starts

CHANGES – approved by CANS

- Meal service changes can be amended
  - Submit in writing
  - New public release will be required
  - Must be approved by Julie McCord
- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.

Appeal Rights

- Part 6 Appeal Rights are in your packet
- Non-reimbursable meals claimed will be taken back in an over claim based on program audit or inspection. Menu, meal count form, production records, food receipts are documentation used to verify the meal was reimbursable.

Required Civil Rights – Justice for All Poster

- Poster required at each feeding site.
- Download from: http://www.fns.usda.gov/cr/justice-translations/475C.pdf

Beneficiary Data

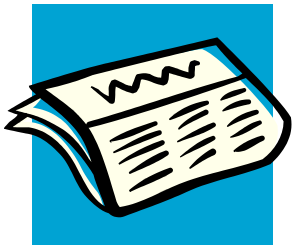
- Sponsor must determine the number of eligible beneficiaries by race/ethnic category–Attachment 21
- Sponsor may use visual identification
- Sponsor must count the number of children at least once during program operation – each session
- This could be done during by Sponsor at Monitor Site Review – documentation kept on site and a copy to sponsor.

Non-discrimination Statement

- *The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identify, or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*
- *If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 , by fax (202) 690-7442 or email at program.intake@ usda.gov.*
- *Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800)845-6136 (Spanish).*
- *USDA is an equal opportunity provider and employer.*

Non-Discrimination Statement

The following must include the Non-Discrimination Statement



ADM handbook Attachment 10 page 3

- Press Release
- Poster giving hours meals are served
- Brochures advertising program
- Websites
- Short version: *This is an equal opportunity provider.*

Records - Operating Costs

- Records to support the cost of food used should include:
  - Itemized receiving reports from supplier/including donated foods
  - Food inventories/manifests
  - Records of returns, discounts or other credits
  - Canceled checks or receipt of payment.

Allowable SFSP Costs

- FNS Instruction 796-4, Rev. 4
  - Operating Costs
    - Cost of food used
    - Nonfood supplies
    - Space for food service
  - Administrative costs
    - Planning
    - Organizing
    - Administration of SFSP

Alternate weather plans

- **All locations must have alternate weather plans** – for severe weather, extreme heat, etc. – please state how information on changes will be communicated in your community

Inventory Records

- SFSP commodities/USDA foods make sure you keep receipt of product for your records.
- Inventory – Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

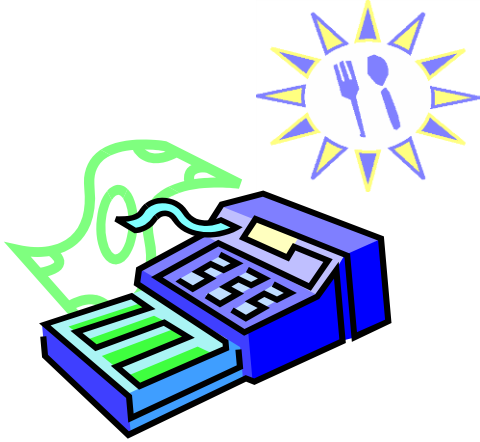
State & Federal Reviews/Inspections

- State Agency – Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections – DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for reviewer.

State & Federal Reviews(Audits) /Inspections

- No expense documentation leads to being declared Seriously Deficient
- Application outlines violations and South Dakota has same seriously deficient checklist as federal
- Sponsor receives more reimbursement that it spends – state requires corrective action of
  - Improve food quality
  - Enhance monitoring and oversight

Scope of Review



Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

That is, only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service.

In Summary

SFSP Requirements for 2015

Operates when school is not in session

Customer Service – Know your site…

- Meal schedules and information
- Serving times
- Delivery schedules (not all have this)
- Approved number for site meal service

Meal Preparation

- Plan for each meal to contain all components
- Try not to prepare more meals than the amount of children that are anticipated to be in attendance
- Strive for only one meal per child

Meal Service Times

- Any meals served before the meal time can't be counted for reimbursement
- Meals served after the end of the serving time can't be reimbursed
- Meals should be available for service during the entire scheduled meal times
- Serve meals only in the designated areas

Meal Pattern

- All meals must meet the meal pattern requirements of the meal pattern approved in agreement
- OVS followed properly (optional)
- All children must receive a complete first meal before second complete meals are served (plan for 1 meal)

Civil Rights

- Serve all meals to all children without discrimination
- Every child should have the opportunity to participate in the meal service
- Display the "... And Justice for All" poster in an area where children can see it
- Nondiscrimination statement must be on all printed material

This institution is an equal opportunity provider

ANIMATION FACTORY
www.animationfactory.com

Site Supervision

- All children must remain onsite while consuming meals
- Children can not leave the service area with any component of the meal
- Field trip meals must be approved by the state in advance, before claiming
- Provide a pleasant atmosphere for children to eat

Meal Count

- Record each meal after all components are received by the child
- Document the count and keep it in file
- Clearly identify what meal service the count is for (Breakfast/Lunch)
- Record 1st meals and 2nd meals
- Record program adults and non-program adults (NOT reimbursable)

Training

- One person must be on-site at all times that has had SFSP training
- Make sure all staff know what a reimbursable meal looks like
- Follow all health department guidelines while serving and preparing meals
- Know where your books and SFSP training resources are located

Records

- Document the meal service on the provided production records
- Use the meal count sheets to record the meals served.
- Keep track of all receipts for food and supplies from venders
- Keep the records in a safe place
- Turn in documentation so that the sponsor can file a claim for reimbursement

Keep all food related records

- Keep labels of food products
- Keep recipes
- Records used to verify meals:
  - Meal count sheet
  - Production Records – Labels, food specification sheets, recipes, etc.
  - Receipts

Sponsors train:

Sites

Training:

- Serving meals properly
- Taking accurate meal counts
- Keeping food and children safe
- Keeping accurate paperwork

Training of site personnel documentation

- Part 2 – Training of your site staff (Date on application)
- Have workers sign roster (Attachment G)
- Make a copy for your files
- Send G to CANS after training
- No claims paid until certification of training is submitted to CANS

Visibility is Key

- South Dakota has banners for each site.
- Contact Julie or Shar to order a vinyl banner.

SFSP Resources

How To Apply

- Application for Sponsors
- Income Eligibility
- Reimbursement Rates
- Contact State Agency
- State Agency Deadlines
- How to Become a Site

Browse by Subject

- Federal Register Notices
- Legislation
- Policy
- Press Releases
- Regulations
- Resources for Sponsors
- Resources for States
- Seamless Summer Option
- CN Labeling
- Food Safety
- School Meals
- Grants
- Disaster Assistance
- eUpdates

Other Resources

- 2014 Webinars
- Frequently Asked Questions
- Raising Awareness
- SFSP Innovative Strategies
- SFSP Meal Patterns
- Summer Handbooks
- Training Videos

Summer Food Service Program (SFSP) Print

Find Summer Sites Serving Meals

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE to find summer meals near you.
Or visit www.whyhunger.org/findfood to locate sites using an online map.

1 of 2

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children 18 years old and under at approved SFSP sites in areas with significant concentrations of low-income children.

How to Get Involved

Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

Summer Meals Toolkit

The Summer Meals Toolkit is designed for individuals and organizations interested in serving as Summer Meal champions in their communities at any level of program administration. The toolkit is web-based, and includes seven 'mini-toolkits' targeting specific audiences and topics.

Outreach

- Sponsors are encouraged to make use of resources ADM p 36
- SFSP Toolkit Online link http://www.fns.usda.gov/sfsp/summer-meals-toolkit
- School Outreach requirements Expanding Awareness and Access to the Summer Food Service Program (Policy Memo SFSP 7-2014 released November 12, 2013)

Branding and Promotion

- School Districts advertise Child Nutrition Programs in each community.
- Sponsor can advertise these ways:
  - Local TV stations
  - PSA on radio stations
  - Public transportation – on sides of vehicles
  - Text messages
  - Grocery stores/post office public bulletin boards
  - Social Service agencies (WIC, SNAP, TANF)
  - Food pantries and soup kitchens

Raise Awareness in Your Community

Learn how you can spread the word about free summer meals in your community. Our resources include customizable fliers and handouts, an innovative strategies library, training videos, and radio PSAs. You don't need to be a site or sponsor to use these resources; anybody can help raise awareness of summer meals!

Nutrition Resource

http://www.fns.usda.gov/tn/team-nutrition

USDA United States Department of Agriculture
Food and Nutrition Service

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Home » Child Nutrition Programs

How To Apply
- Join the Team

Browse By Subject
- HealthierUS Schools
- Local Wellness Policy
- Training Grants
- Resource Library
- Graphics Library
- MyPlate

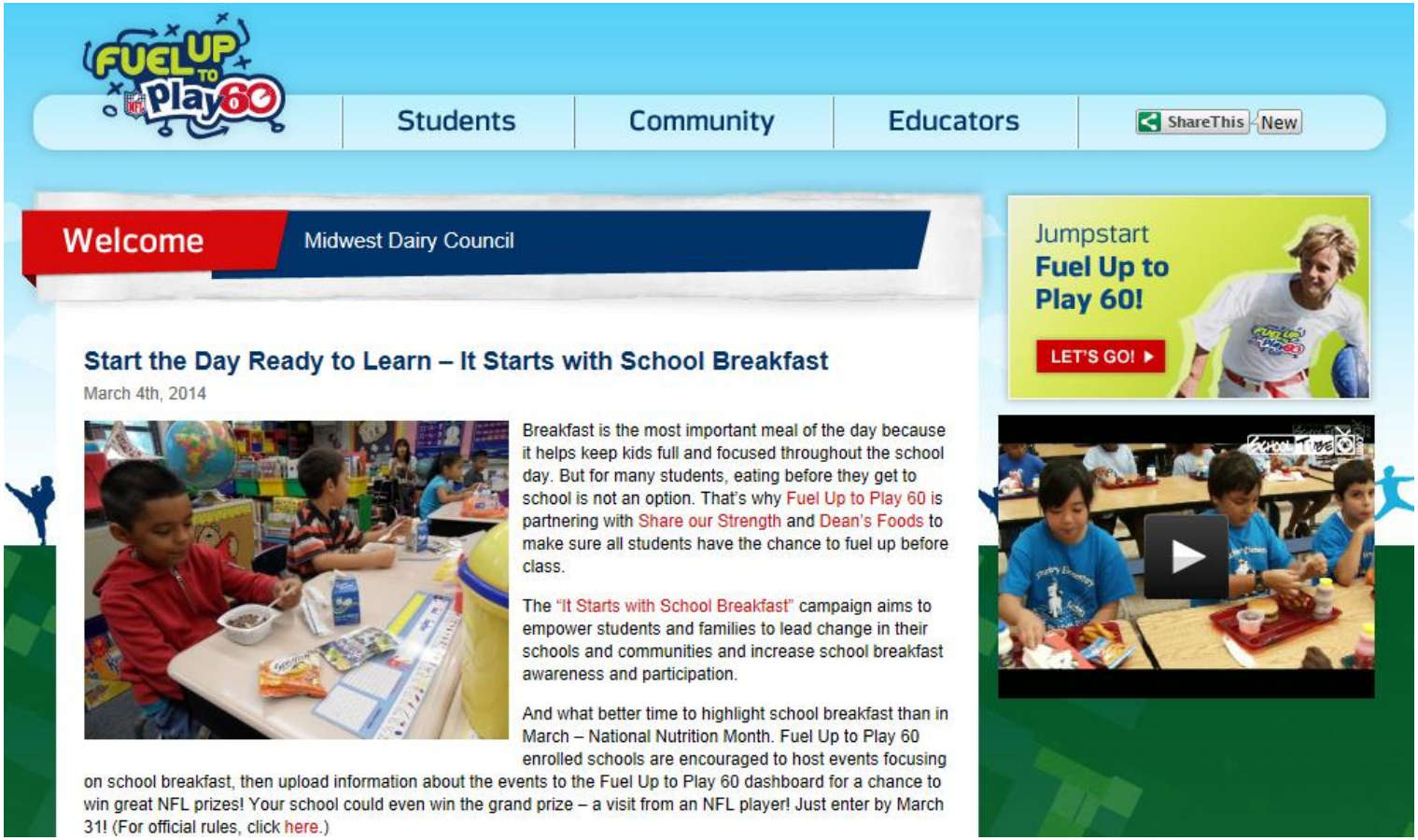
Other Useful Links
- Resource Order Form
- Healthy Meals Resource System
- Healthy Access Locator
- Best Practices Sharing Center
- School Day Just Got Healthier

Team Nutrition

Print

Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Midwest Dairy Council



- Fuel Up to Play 60 summer materials available at http://midwestdairy.fueluptoplay60.com/ and from Whitney Jerman, 605 224-9788

Participation Incentives

- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Kick-off event
- Getting local support to sponsor prizes
  - Distribute calendar of events for site to help maintain attendance.
  - Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)

Have fun with your job and the kids!

Resources

- USDA Food and Nutrition Service Summer Food Service Program 2015 Handbooks
- http://www.fns.usda.gov/cnd/summer/library/handbooks.html
- South Dakota Department of Education – Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294
- http://doe.sd.gov/cans/sfsp.aspx

US Department of Agriculture Summer Food Service Program

- http://www.fns.usda.gov/cnd/summer/
- US 2010 Census-South Dakota
- http://quickfacts.census.gov/qfd/states/46000.html

QUESTIONS?

- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.

Thank you for your participation!

Contact your SFSP State Agency!