SFSP OPERATIONAL TRAINING

DEPARTMENT OF EDUCATION – CHILD AND ADULT NUTRITION SERVICES– APRIL 20, 2021

Introduction

The program and benefits

- 1º goal-provide nutritious meals during the summer.
- May provide learning activities.
- Supports family food budgets
- Additional employment

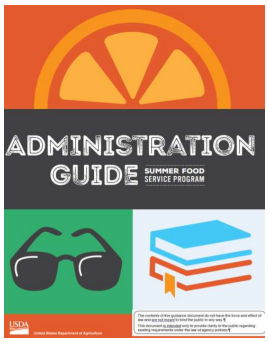
Thank you for being part of the summer food service program and thank you for your service to your community.

- Primary goal is to offer safe, well-balanced, nutritious meals for children 18 and younger during the summer months for optimal growth and development.
- Sites may provide fun learning activities for all age groups. In fact, sites that provide activities have better success keeping participation stable or even increase participation.
- Supports family food budgets.
- Additional employment, internship, volunteer opportunity for food service workers, students and public.

Introduction

Sponsor must train –site and admin staff.

No Food Service Site may operate till staff is trained.



Staff Duties
Pages 105-106
Training Responsibilities & Topics
Pages 107-111 & 175-178

It is the sponsor responsibility to train all administrative staff and site staff before they undertake their responsibilities.
SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement.
Staff training must be documented on the sponsor training certificate- download under https://doe.sd.gov/cans/sfsp.aspx under the Documents tab.
Please look at the training responsibilities of the sponsor and responsibilities of site supervisors and staff in the SFSP Administration Guide Handbook.
I suggest to download the Staff Duties document for reference.

Introduction

There are 3 other guidebooks with very useful information to consider flipping thru.
These are the site supervisor's guide containing important information on duties, food safety and recordkeeping. I would highly recommend the site supervisor's dos and don'ts guide on page pages 24-25, but also downloadable on the SFSP website under documents tab: https://doe.sd.gov/cans/documents/Site-dos.pdf
Sponsor monitor's guide to better understand the duties if you are the monitor for the sponsor.
Nutrition guide if you would like to know more about meal pattern requirements, menus, cycle menus, food safety among others.

Introduction

Documents to print:

- Meal pattern requirements including footnotes
- Nutrition guide handbook pages 9-11.
- Accurate meal counting and claiming guide
- Offer vs Serve guide (if your site is eligible to do this)
- Dos and Don’t for site supervisors

SFSP website - Document's tab

Other than the staff duties I would like to suggest for all sites to have these documents printed and visible for staff and for yourself as reminders and for better program operations.
These documents are available under the SFSP website Documents tab.

Sponsor Training Requirements

- Training must be received from the sponsor.
- Sponsor Training depends on the function assigned to staff.
- Civil Rights all staff!
- Admin Guide 107-111.

SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. This is an annual requirement.
Regulations also require that at least one person who has been trained by the sponsor be present at each of the sponsor's sites during the time of the meal service.
Sponsor must train all their staff involved in the SFSP program in Civil Rights requirements annually. Sponsor training for their staff will change depending on the function of the staff (sponsor's monitor, site supervisor, site staff or administrative staff).
Read more about the sponsor training requirements for their staff in the SFSP Administration Guide Handbook pages 107-111.

State Agency Training

- Reimbursable Meals
- Meal Pattern Requirements
- Recordkeeping requirements including racial/ethnic data collection.
- Basic Food Safety Requirements
- Self-Check Polls

The state agency operational training won't replace the training that must be provided by the sponsor.
The operational training from the SA will touch base on the following topics:
Recordkeeping requirements including racial/ethnic data collection.
Meal Pattern Requirements
Basic Food Safety Requirements

Target population

- The Summer Food Service Program provides children in low-income areas free, nutritious meals when school is out.
- Meals served to eligible children only (18 or younger or persons with disabilities participating in school programs!)

SFSP contracts with schools and other community organizations to provide nutritious meals using a general guideline in order to enhance children's wellbeing and learning capacity even when school is not in session.

Eligible Children: (children 18 or younger and persons with disabilities over 18 years of age who participates in school programs for individuals with mental or physical disability.)
Why it is important to serve meals to eligible participants only? To keep program integrity and organizations only reimbursed after serving children in need. Adult meals should not be claimed and are non-reimbursable.

SFSP Meal Service/Reimbursable Meals

- Congregate feeding?
- Keep meal service times.
- Vended meals: unitized and delivered <1h before service.
- Second meals after all children have received a first meal.
- Second Meals: allowed 2% of total claim/month.
- Meals must meet meal pattern requirements.

Meals must be eaten on site in a congregate setting, unless your sponsor opted into waivers for grab and go meals.
Meals must be eaten within the approved meal service times. So, if your meal service time for lunch is 11:00-12:00pm that you provided to the state agency in your contact via the online application system called iCAN, the site cannot claim reimbursement for meals served before or after these times. Make sure you know what your meal service times are.
What does it mean "cannot claim for reimbursement"?-meals served outside of the approved times cannot be marked on the Meal Count sheet. We will look at the paperwork later in this training.
Vended meals must be delivered no earlier than 1 hour before the start of meal service as a unit. This is a food safety requirement. Make sure the vendor sticks to their delivery times.
Second meals can only be served after all children have received a first meal.
The maximum number of second meals a sponsor can be reimbursed for is up to 2% of the sponsor's total first meals in any given month.
Therefore, meal planning must accommodate the rule to serve 1 meal/child.
You MUST meet meal pattern requirements including quantity requirements. We will review the meal pattern requirements on a later slide.

SFSP Meal Service/Reimbursable Meals

- Adult meals are non-reimbursable, served after each child received a meal.
- Adhere to local sanitation rules and health department regulations.
- Inclement weather plan.

Adult meals are non-reimbursable and only can be served after each child received a meal. Before during and after meal service please make sure to adhere to local sanitation rules and health department regulations.
Make sure you get clear instructions what to do during inclement weather. If you close a site, it must be reported to the SA.

SFSP Meal Pattern, Menus

SFSP Meal Pattern

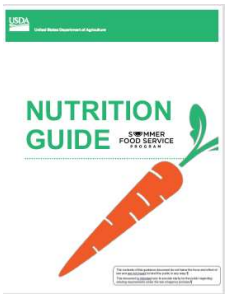
Food Components

- Milk
- Vegetable and Fruit
- Grains
- Meat/Meat alternative

Food Items

Specific food offered within the food component.

DOE-CANS SFSP Website-SFSP Meal Pattern



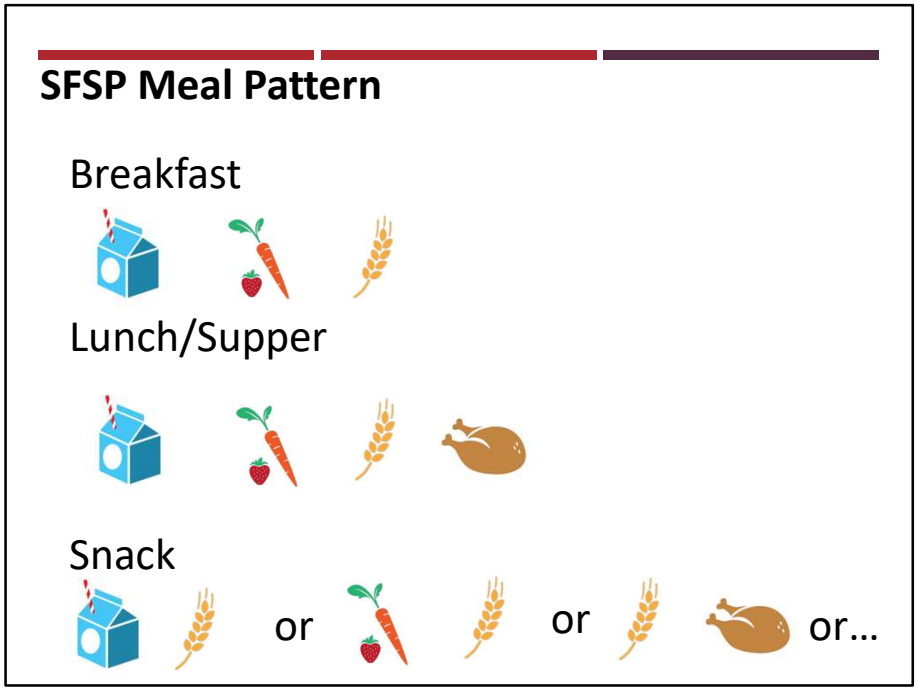
Meals are only reimbursable if they meet the meal pattern requirements. Following meal pattern requirements can ensure that you provide balanced meals for your participants.

Meal pattern composed of the required meal components and appropriate serving/portion sizes.

Please note that the SFSP Meal Pattern has 4 Food Components: Milk, Fruits/Vegetables, Grains/Breads and Meat/Meat Alternate.

Food Items

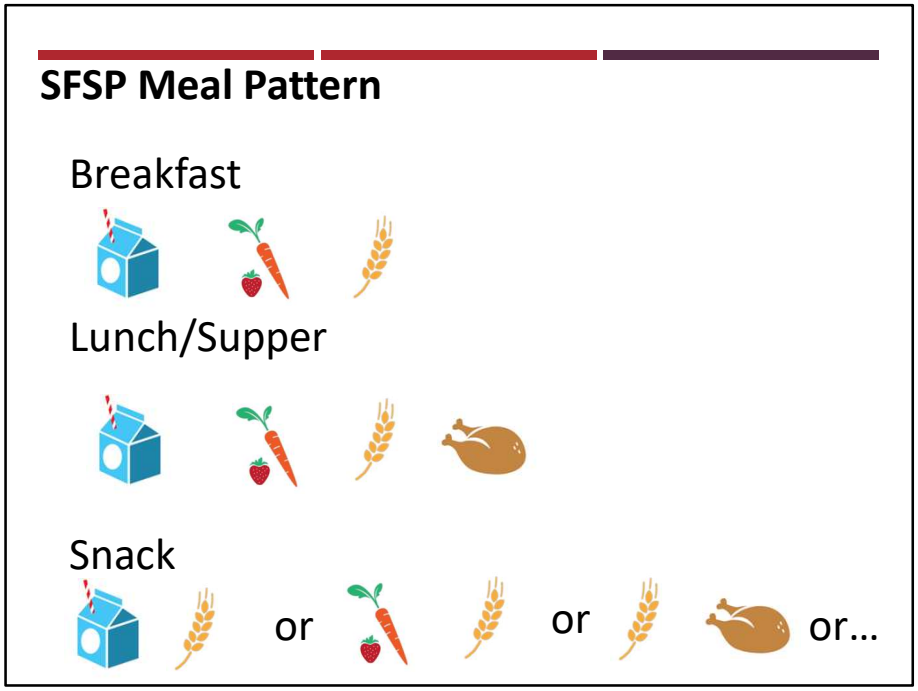
Specific food offered within the food component. Exp. ½ cup peaches and ½ cup pears are two food items within the fruit and vegetable component.



Please take open the SFSP menu pattern that was sent to you in your confirmation email. We will discuss what meal components each type of meal must contain in order to be reimbursable. Serving sizes are listed on your meal pattern chart, I am going to refer to them as 1 serving. Please remember serving sizes are minimum requirements, you can serve more.

Breakfast meal in order to be reimbursable must contain:

- One Serving of milk (whole, reduced-fat milk (2%), low-fat milk (1%), fat-free milk, lactose free milk, lactose reduced milk, buttermilk, or acidophilus milk.)*
- One serving of a vegetable, fruit, or full-strength juice;
- One serving of grain
- Can also contain an OPTIONAL serving of a meat or meat alternate.



Lunch or Supper meal must contain:

- One serving of milk (whole, low-fat, or fat-free)*
- Two or more kinds of vegetables, fruits, or full-strength juice (100% juice)-please note you must serve at least two items from the vegetable/fruit meal component for a meal to be reimbursable. For example, ½ cup of apple and ¼ cup of grapes or 1/2cup of apple and ¼ cup of broccoli. ½ cup of apple and ¼ cup of applesauce is the same food item and thus you didn't meet this requirement.
- One serving of grain;
- One serving of meat or meat alternate

Snack item *contain **two** of the four **components:***

- Please note that juice is not allowed to be served when milk is served as the only other component for snack.

SFSP Meal Pattern-OVS

Breakfast:

- Food items must be different!
- Must take at least 3 items.

Lunch/Supper

- 5 food items must be offered and all 4 components.
- Must take at least 3 of the food components.

Allows children to decline some of the food offered in a reimbursable breakfast, lunch, or supper and with that may decrease waste.
There is no OVS for snack. Only can be served if your sponsor applied for waiver.

Breakfast:
The following four food items must be offered:
One serving of fruit/vegetable
One serving of grains
One serving of fluid milk
One additional serving of fruit/vegetable, grains, or a serving of a meat/meat alternate.
All the food items offered must be different from each other and a child must take at least three of any of the four food items offered.

SFSP Meal Pattern-OVS

Breakfast:

- Food items must be different!
- Must take at least 3 items.

Lunch/Supper

- 5 food items must be offered and all 4 components.
- Must take at least 3 of the food components.

Lunch or Supper:
The following four food components must be offered through at least five different food items:
One serving of meat/meat alternate,
Two servings of fruit and/or vegetables (two different food items),
One serving of grains, and
One serving of fluid milk.
A child must take at least three of the food components, rather than items, listed above from the five food items offered. Three food components are required for an adequate, nutritious meal for children.

Meal components

Milk

Fruit/Vegetables

Grain

Meat/MA

Milk

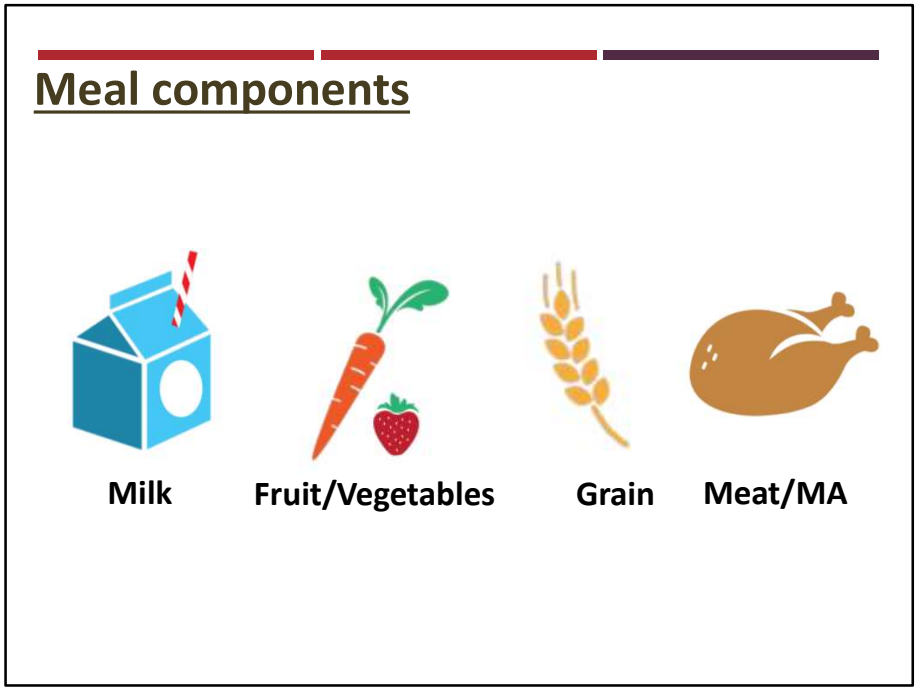
- Must be pasteurized.
- Unfavored or favored: fat-free milk, low-fat milk (1%), reduced-fat milk (2%), whole milk, lactose-free milk, lactose-reduced milk, cultured milk, such as cultured buttermilk, cultured kefir milk, cultured acidophilus milk, acidified milk, such as acidified kefir milk and acidified acidophilus milk, Ultra High Temperature (UHT) milk.
- Breakfast: can be counted if used on cereal or as a beverage
- Lunch and supper: must be served as beverage.
- Snack: serve as beverage.
- 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.

Meal components

Milk | Fruit/Vegetables | Grain | Meat/MA

Fruits/Vegetables

- Fresh, canned, dried and frozen
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Dried fruits, such as dried apricots, raisins, and prunes, may be used to meet
- requirements. Dried fruit is credited based on volume served (**1/4** cup dried fruit = **1/4** cup fruit).
- Lunch: Serve 2 or more kinds of vegetable or fruits or a combination of both but don't serve 2 forms of the same, like apple and applesauce.
- Up to one-half of the vegetable/fruit requirement may be met with full-strength (100%) juice.



Grains

Grain items must be made from grains that are whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Also creditable are bread type coating, Chow Mein Noodles, Crackers –Saltine and Snack, Croutons, Pretzels, Stuffing as long as they meet the requirements listed above.

- Enriched macaroni products fortified with protein may count towards either the grains component or the meat/meat alternate component, but not as both in the same meal.
- Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips made from whole-grain or enriched meal or flour can be used to meet the grain requirement.
- Preferably choose whole grain to build a healthy plate.
- If grains used in different product (corn dog) CN label must check grain contribution.
- **Ready to eat cereals must be fortified: ingredient list will have list of Vitamins and Minerals! READ THE LABELS!!!**
- **1/4 serving is the smallest amount allowable** to be credited toward the grains requirement as specified in program regulations.
- Cereal bars, breakfast, bars, and granola bars must weigh 50 grams (g) or 1.8 oz to provide one serving.

Meal components

Milk

Fruit/Vegetables

Grain

Meat/MA

Grains continue:

- CNP Operators should reference the USDA Exhibit A: Grain Requirements for CNP Operators to determine the minimum amount various grain products must weigh to provide one serving.
- You can also use the interactive web-based tool to help determine the minimum requirements. We will take a look at an example using the FBG web-based tool on a later slide.

Meal components

Milk

Fruit/Vegetables

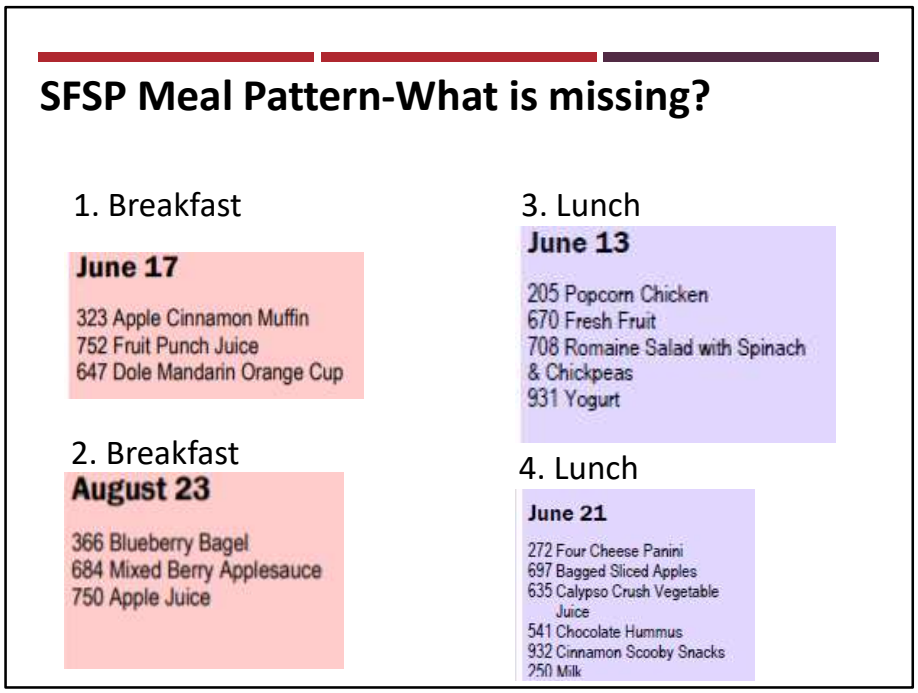
Grain

Meat/MA

Meat/Meat Alternate

- Meat, fish, poultry, eggs, Cheese, Beans/Peas, Nuts/seeds, Yoghurt
- Alternate Protein Product (burger patties, meat loaf, tuna salad, chicken nuggets, pizza toppings).

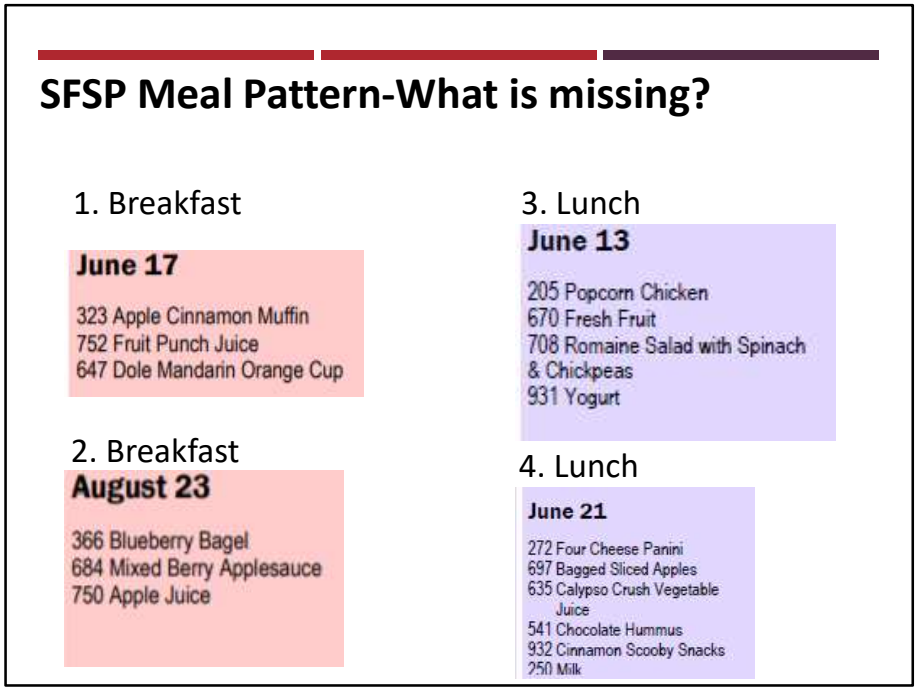
- APPs and processed meat items (corn dogs, ravioli) should have CN labels or product formulation statements.
- To contribute to the M/MA component, it must contain a minimum of 0.25 oz of a M/MA.
- 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.
- Avoid chocking hazard!!! Nuts/seeds must be finely ground and thinly spread on bread or crackers.
- 4 oz. or ½ cup yoghurt= 1oz meat alternate.
- Homemade yogurt, frozen yogurt (similar to ice cream), or other yogurt-flavored products **are not creditable**.
- Less than 1/4 ounce of cooked lean meat or equivalent **is not creditable**.



What is missing from the pictures?

1. Breakfast menu-what is wrong with this menu?
   - No M/MA served
   - **No Milk served**
   - No vegetable served
   - Juice is served instead of fruit

1. Breakfast menu-what other problem there might be?
   - Juice is served instead of fruit
   - Two fruit meal components are served instead of vegetable
   - **Juice is not 100%**
   - Serving Muffin is not best practice according to the Dietary Guidelines for Americans.



2. Breakfast menu-what might be the problem?

Two fruit meal components are served instead of vegetable

Applesauce and Apple are the same item of the fruit/veggie meal component

No milk is served

3. Lunch-what might be a problem?

Missing the grain meal component.

Missing the milk meal component.

Doesn't describe what type of fruit is served.

Please note: Whole milk suggested for up to age 2. Milk must be fluid milk, not alternatives like cheese, yoghurt, ice cream, reconstituted NFD milk. Must be pasteurized.

4. Lunch-what might be the problem?

Serving too much of grain component.

Missing the Meat/Meat alternate meal component

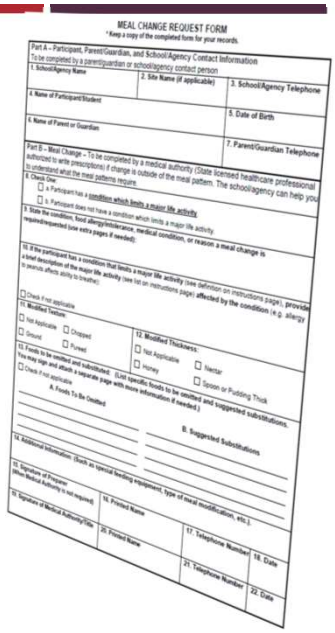
Nothing is amiss.

Doesn't follow Dietary Guidelines for Americans.

Meal Pattern Substitution

Special Diet needs must be recognized, meal substitutions must be accommodated=must have Medical Authority Signature.

Meal Change request form is located at:
https://doe.sd.gov/cans/sfsp.aspx
under Documents tab.


MEAL CHANGE REQUEST FORM

Special Diet needs must be recognized, and meal substitutions must be accommodated when a medical authority verifies the condition as "Disability".
Disability: A physical or mental impairment which substantially limits one or more "Major Life Activities".
Major Life Activities include the operation of a major bodily function including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
Meal substitutions that are not accommodated within the meal pattern are not reimbursable unless the Meal Change Request form is signed by a Medical Authority.

Guardian requests vegan meal for child (no animal products allowed). Does this require to have guardian sign a meal pattern substitution form?

- Yes
- No.

Milk Substitutes (7CFR 210.10 (d)(3) Must be Nutritionally Equivalent to Milk and provide specific levels of the following nutrients per cup (8 fl oz)	
Protein	8 g
Calcium	276 mg
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

If the site decides to accommodate this child yes and you have to make sure that replacement meets menu pattern in order for the meal to be reimbursable as vegan diet is a lifestyle choice and it is not a life-threatening medical condition. Sometimes it could be tricky to replace meal components and still serve reimbursable meal.
For example, if you would like to serve alternate milk the nutrient content of the alternate milk must match the regular cow's milk.

Site can decide to accommodate this child or not, but always be respectful when declining meal accommodations.

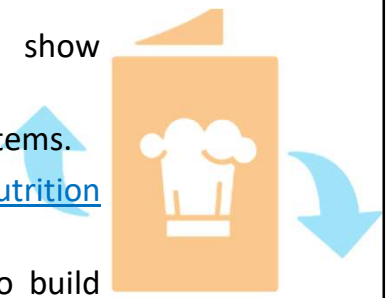
Guardian informs site that Child has Celiac Disease and requests gluten free meals for this child. What will you do?

- Have the site staff serve gluten free meals to the best of their knowledge.
- Site doesn't have to accommodate this child.
- Have guardian fill out the meal change request form, so you have written knowledge about allowable foods.
- **Have a medical professional fill out the meal change request form including allowable food substitutions and providing their signature.**

Poll question, correct answer in bold.

Monthly Menu

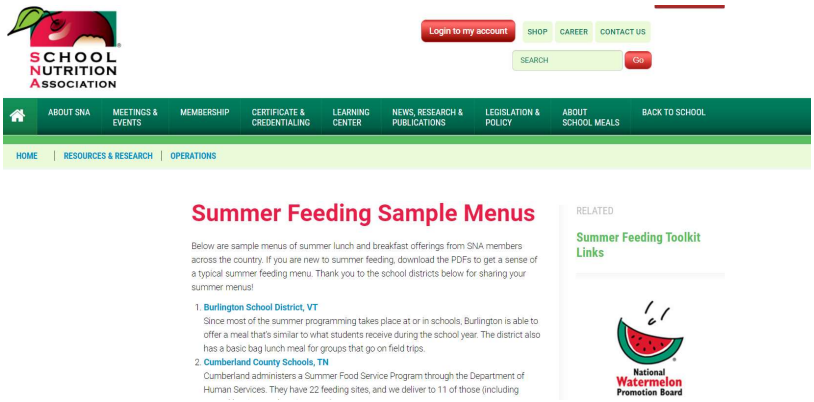
- Each day's menu should show components of meal pattern!
- Cycle Menu: incorporate local items.
- Cycle menu and recipe ideas Nutrition guide handbook p 34-42.
- Consider MyPlate guidelines to build healthy plates p 23-31 of the SFSP Nutrition Guide and Dietary Guidelines for Americans.



Each day's menu should show components of meal pattern!
Cycle Menu: You can take advantage of local items and replace items that are not available.
Cycle menu and recipe ideas Nutrition guide handbook p 34-42.
Consider MyPlate guidelines to build healthy plates and the new Dietary Guidelines for Americans.
I would like to emphasis the importance to follow these guidelines as you all here being food service provides you will influence these children's dietary habits and you do greatly impact their wellbeing and development. Serving a variety of fresh fruits and vegetables on your menu, limiting or eliminating sugary high fat foods will give this kids a great start in learning how to eat healthy and be healthy.

Summer Feeding Sample Menus

School Nutrition Association.



If you are stuck with what to serve or do not have enough time to menu plan please check out some great menu ideas for summer foods on the School Nutrition Association's website:
https://schoolnutrition.org/6--resources-and-research/archive/summer-feeding-toolkit/summer-feeding-sample-menus/

Food Buying Guide

Additional Creditable items in FBG:

- Shelf-stable, dried and semi-dried meat, poultry, and seafood snacks,
- Coconut, hominy, popcorn, surimi seafood and tempeh
- Vegetables disguised as other components, for example noodles/pasta made from vegetables including legumes
- Turkey bacon

Crediting Traditional Foods like wild rice, blue corn, bison: CHECK HERE.

Food Buying guide: https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

Provide guidelines that specify how individual food items contribute to the CNP meal patterns.

Additional Creditable items in FBG:

- Shelf-stable, dried and semi-dried meat, poultry, and seafood snacks,
- Coconut, hominy, popcorn, surimi seafood and tempeh
- Vegetables disguised as other components, for example noodles/pasta made from vegetables including legumes
- Turkey bacon

Crediting Traditional Foods like wild rice, blue corn, bison:

Food Buying Guide

Pay attention to yield information!
Canned, cooked fruits and vegetables.
Crediting of vegetable concentrates (Tomato Paste and Puree).

Please use the Food Buying Guide to follow correct yields for canned/cooked fruits and vegetables.

Food Buying Guide

Grains

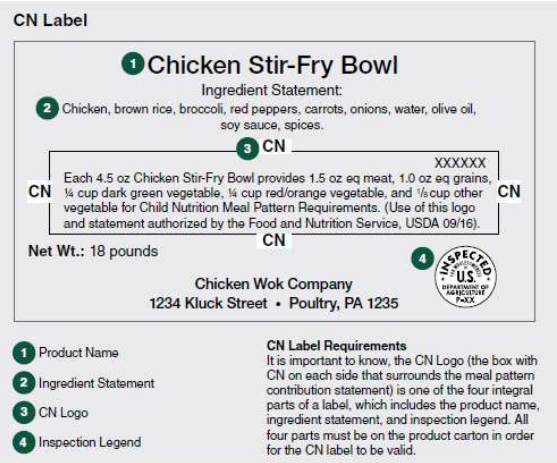
FBG Interactive web-tool:

- 68g Pita Bread provides 2.5 grains/bread servings.
- 1 grains/breads serving(s) of Pita bread (whole wheat or whole grain-rich) , serve 0.50 piece(s)/slice(s).
- This product provides 5 servings that means for your program 10 servings of pita bread. 10 kids received the grain component.

Interactive web-based tool, grain example. Please view recorded webinar to see how to use this FBG tool.

Child Nutrition Labels

Food's contribution toward the meal pattern.



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

- Used on products that contribute to the meat/meat alternate and combination products as listed below.
- Beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions and so on.
- If the product is a meat alternate it must contain minimum of 0.5oz/serving.
- **Products contributing only to the bread/bread alternate and/or vegetable/fruit components are not eligible for the CN label.**

Manufacturer's Product Formulation Statement

- Products without CN labels.
- Must use manufacturer's letterhead and signed by manufacturer.
- Shows how the food credits toward the meal pattern requirements and other specifics about the product.

- *Foods listed in the Food Buying Guide are not required to have a CN Label or (PFS)!!!*

Program operator's responsibility: meet meal pattern!

Product Formulation Statements:

- Used for products without CN labels.
- Must use manufacturer's letterhead and signed by manufacturer.
- Shows how the food credits toward the meal pattern requirements and other specifics about the product.
- *Foods listed in the Food Buying Guide are not required to have a CN Label or (PFS)!!!*

It is the program operator's responsibility to evaluate the product labels and to keep records to document that meals served fulfill the meal pattern requirements.

Taking a food component off site

- One fruit or vegetable or grain component
- Only can be taken form child's own plate or a share table
- Must be unused, whole or unopened pre-packaged item
- Nonperishable food

All meals must be consumed on site unless a field trip was approved by the state agency or sponsor opted into serving grab and go meals during COVID-19, however if without SA approval some food components can be taken off site and it is up to the sponsor's discretion to allow some food components taken off site, must ensure program integrity by having staff assigned to monitor compliance. Must have enough staff to monitor compliance.
One fruit or vegetable or grain component can be taken off site.
Only can be taken form child's own plate or a share table.
Must be unused, whole or unopened pre-packaged item.
Must be a nonperishable food item.

Share Table Guidelines

- Must follow state and local health safety code.
- Must be unopened, unused, whole items.
- If children would like additional helping, they may take from share table.
- Keep proper holding temperature for food safety.
- Leftovers for another meal service must be documented.
- Must check with local health department for further guidance.

Sponsors may create a share table where children may return whole (unopened) items they choose not to eat.
Children may return whole (unopened) items they choose not to eat.
Must follow state and local health safety code.
Must be unopened, unused, whole items.
If children would like additional helping, they may take from share table.
Keep proper holding temperature for food safety.
Leftovers for another meal service must be documented.
Must check with local health department for further guidance.
Leftover unopened milk must be kept at proper holding temperature for food safety.
Leftover items can be stored for another meal service and it must be documented.

Family Style Meal Service

Bowls of food passed around –only allowed at Closed Enrolled or Camp.

- Program adults must make sure each participant takes at least the minimum portions of each food component.

During family style meal service bowls of food are passed around the table – this is only allowed at sites that are type: Closed Enrolled or Camp.
Program adults must assist to make sure each participant takes at least the minimum portions of each food component as written in the SFSP Meal Pattern.

Serving Meals to Adults

- Served after each child received a meal.
- Are not reimbursable.
- Program Adults can eat for free and the cost may be counted as operating cost.
- Non-Program Adults may eat for a fee, the money received must be documented as program income.
- Adult meal cost must contain the full cost of producing the meal.

Adult meals can be served after each child received a meal.
Adult meals are not reimbursable.
Program Adults can eat for free and the cost may be counted as operating cost.
Non-Program Adults may eat for a fee, the money received for meals must be documented as program income.
Adult meal cost must contain the full cost of producing the meal (i.e., food, supplies, labor, the value of the USDA foods received, and other costs incurred by the sponsor to prepare the meal).

Record keeping

Record keeping

- Daily meal count at each site;
- Program operating costs: food and other costs;
- Program administrative costs: including labor and supplies;
- Purchase receipts,
- Meal change request forms,
- Racial/ethnic data forms,
- Training documents etc.

SFSP regulations require agencies to maintain records of participation, food preparation, meal ordering if vended to demonstrate that the appropriate number of meals were served keeping in mind that the meal planning should show that 1 meal/child was served and justify all costs and meals claimed.

Required records (Menu records, Daily meal count records and production records at each site; Program operating costs: including food and other costs; Program administrative costs: including labor and supplies; Funds accruing to the program-USDA foods, keep all food and supply purchase receipts, meal change request forms, racial/ethnic data forms, training documents etc.).

Food Safety Records such as temperature logs.

RECORD KEEPING

- *Daily Meal Count Records:*
  - Count meals at point of service.
  - Clearly identify the meal service.
  - Record 1st and 2nd meals received by child.
  - Count adult meals separate from the meals provided for program participants.
  - Meals taken off site are not reimbursable.
  - More information: USDA's SFSP meal counting.
  - Must be signed by meal count attendant.

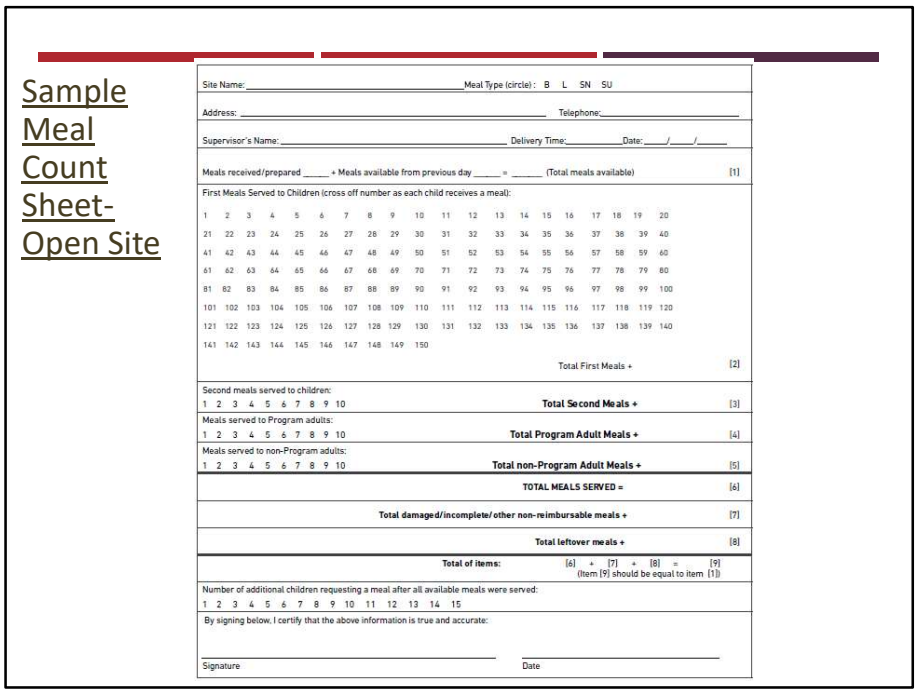
LEGAL DOCUMENT-VERY IMPORTANT

Daily Meal Count Records: use meal count sheet downloadable from iCAN website or Admin guide p 179 for camp and p 182 for all other sites.

- Count meals at point of service, after each components were received by the child.
- Clearly identify the meal service (Breakfast/Lunch etc.)
- Record 1st and 2nd meals received by child.
- Count adult meals program and non-program at their respective row on the meal count sheet, not together with meals provided for program participants.
- Meals taken off site are not reimbursable unless your sponsor opted into grab and go meals.
- More information: USDA's SFSP meal counting.
- Must be signed by meal count attendant.

You must know that your meal counting records are legal documents therefore accurate, signed records are a must in order to receive reimbursements.

Sample Meal Count Sheet- Open Site



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]

Total leftover meals + [8]

Total of items: [6] + [7] + [8] = [9]
(Item [9] should be equal to item [1])

Number of additional children requesting a meal after all available meals were served:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

By signing below, I certify that the above information is true and accurate:

_____ _____
Signature Date

Please make sure that all information is present on the meal count sheet, including signatures and dates.

PRODUCTION RECORDS

- document that meals meet SFSP meal pattern.
- Include: CN labels or Product Formulation Statement, copy of standardized recipes.
- document that adequate food served
- justify food purchases
- back up numbers of meals claimed for reimbursement
- Records must be kept 3 years + current year!

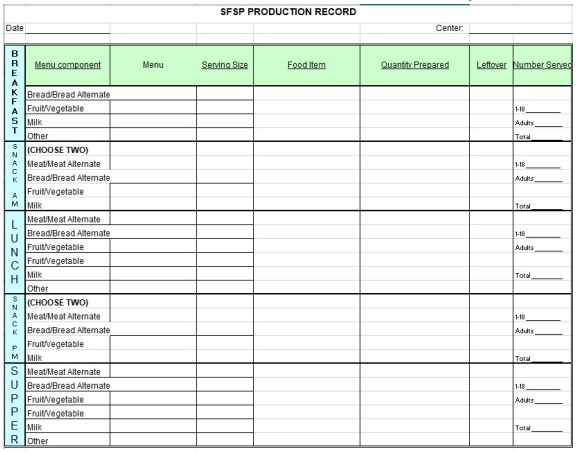
Production records are used to:

document that meals meet SFSP meal pattern.
Include with your production records: CN labels or Product Formulation Statement, copy of standardized recipes.
document that adequate food served
justify food purchases
back up numbers of meals claimed for reimbursement
Records must be kept 3 years + current year!

State Agency Requires Detailed Production Records

SFSP Website/Documents/SFSP Production Records

- Production Records must match the meal pattern chosen!



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						
SNACK PM	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
SUPPER	Meat/Meat Alternate						
	Bread/Bread Alternate						1-18 _____
	Fruit/Vegetable						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
	Other						

Production Records are required by the state to make sure meals served match the SFSP meal pattern.
Sample form is located on the SFSP website under Documents.

Production Records must match the meal pattern chosen!
Documentation of: Foods, Amount of Foods at each meal.
Be specific,
Record date (month, day, year)
Record Site Name on each page – even if only one site

- Menu column record food item (helps to prevent meal pattern errors)

BREAKFAST	Menu component	Menu
	Bread/Grain	Cereal
	Fruit/Vegetable	Orange Juice
	Milk	Milk
	Other	

- Note serving sizes given for program participants.

BREAKFAST	Menu component	Menu	Serving Size
	Bread/Bread Alternate	**Cereal**	**3/4 cup (1oz)**
	Fruit/Vegetable	**Orange Juice**	**1/2 cup**
	Milk	**Milk**	**1 cup**
	Other		

Menu column record food item (helps to prevent meal pattern errors), then note the serving sizes given for program participants.

- Detail the Menu Item under **Food Item**

	Menu component	Menu	Serving Size	Food Item
BREAKFAST	Bread/Bread Alternate	**Cereal**	**3/4 cup (1oz)**	**Cheerios**
	Fruit/Vegetable	**Orange Juice**	**1/2 cup**	**100 % concenrate**
	Milk	**Milk**	**1 cup**	**2%**
	Other			

- **Quantity Prepared** Column-must be Specific/Measurable

	Menu component	Menu	Serving Size	Food Item	Quantity Prepared
BREAKFAST	Bread/Bread Alternate	**Cereal**	**3/4 cup (1oz)**	**Cheerios**	**1/2 box (32oz)**
	Fruit/Vegetable	**Orange Juice**	**1/2 cup**	**100 % concenrate**	**1/2 gallon**
	Milk	**Milk**	**1 cup**	**2%**	**1 gallon**
	Other				

Detail the Menu Item under **Food Item** (add details like weight for bread/grains [15crackers=13g]; recipe references; CN references; processing method: frozen/canned/fresh; cut of fruit/vegetable, %fat content for milk, % lean of meat). **Quantity Prepared** Column-Has to be Specific/Measurable (Lb, Oz, Can sizes, cups, gallons. **NOT** loaves, 3 cans etc.)

- **Leftover Quantities**:

	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover
BREAKFAST	Bread/Bread Alternate	**Cereal**	**3/4 cup (1oz)**	**Cheerios**	**1/2 box (32oz)**	
	Fruit/Vegetable	**Orange Juice**	**1/2 cup**	**100 % concenrate**	**1/2 gallon**	
	Milk	**Milk**	**1 cup**	**2%**	**1 gallon**	
	Other					

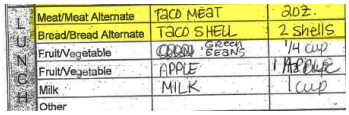
Site Supervisor responsible to determine amounts left over. Adjustments are required to stay within planned amounts, Compliance by staff - Plan 1 meal per child. Program fiscally can't afford to make extra – **not reimbursable** and isn't sustainable (*Must check with your administration for non-program funds to cover excess*).

- **Numbers served** (from daily meal count records)

	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
BREAKFAST	Bread/Bread Alternate	**Cereal**	**3/4 cup (1oz)**	**Cheerios**	**1/2 box (32oz)**		
	Fruit/Vegetable	**Orange Juice**	**1/2 cup**	**100 % concenrate**	**1/2 gallon**		1-18 ____14____
	Milk	**Milk**	**1 cup**	**2%**	**1 gallon**		Adults ____2____
	Other						Total ____16____

Enter actual numbers at the point of service NOT planned numbers. Record totals. Adult meals combine program and non-program. Adult meals must not claim for reimbursement.

Production Record-SFSP minimum quantity requirements



LUNCH		
	Meat/Meat Alternate	TACO MEAT 2oz.
	Bread/Bread Alternate	TACO SHELL 2 shells
	Fruit/Vegetable	GREEN BEANS 1/4 cup
	Fruit/Vegetable	APPLE 1 Medium
	Milk	MILK 1 cup
	Other	

Product Name San Pablo Originals 5" Regular Yellow Taco Shells 8/25c Code No. 10788

Manufacturer Mission Foods Serving Size 1 shells (32g)

I. **Does the product meet the Whole Grain-Rich Criteria:** Yes X No ____
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. **Does the product contain non-creditable grains:** Yes ____ No X **How many grams:** 0.0
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. **Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals).** *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per eq eq; and Group I is reported by volume or weight.)*

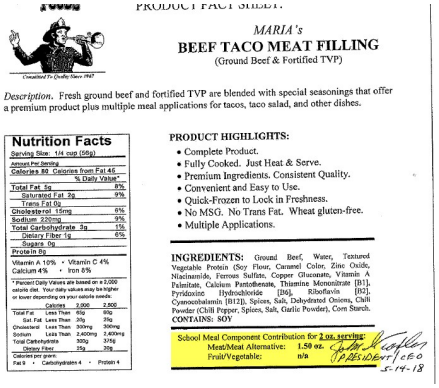
Indicate to which Exhibit A Group (A-I) the product belongs: B

Description of Creditable Grain Ingredient[4]	Grams of Creditable Grain Ingredient per Portion[1] A	Gram Standard of Creditable Grain per oz equivalent (16g or 28g)[2] B	Creditable Amount A ÷ B
Whole Grain Corn	23.12	16	1.45
Total Creditable Amount[3]			

[4] Creditable grains are whole-grain meal/flour and enriched meal/flour.
[1] (Serving size) X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.
[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3] Total Creditable Amount must be rounded *down* to the nearest quarter (0.25) oz. eq. Do *not* round up.

Total weight (per portion) of product as purchased 32g
Total contribution of product (per portion) 1.25 oz equivalent

I certify that the above information is true and correct and that a 32g. portion of this product (ready for serving) provides 1.25 oz. equivalent Grains. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz. equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.



PRODUCT FACT SHEET

MARIA's
BEEF TACO MEAT FILLING
(Ground Beef & Fortified TVP)

Description. Fresh ground beef and fortified TVP are blended with special seasonings that offer a premium product plus multiple meal applications for tacos, taco salad, and other dishes.

Nutrition Facts
Serving Size: 1/4 cup (56g)
Amount Per Serving
Calories 80 Calories from Fat 45
% Daily Value*
Total Fat 5g 8%
Saturated Fat 2g 9%
Trans Fat 0g
Cholesterol 15mg 6%
Sodium 220mg 9%
Total Carbohydrate 3g 1%
Dietary Fiber 1g 6%
Sugars 0g
Protein 8g
Vitamin A 10% • Vitamin C 4%
Calcium 4% • Iron 6%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:
Calories 2,000 2,500
Total Fat Less Than 65g 80g
Sat. Fat Less Than 20g 25g
Cholesterol Less Than 300mg 300mg
Sodium Less Than 2,400mg 2,400mg
Total Carbohydrate 300g 375g
Dietary Fiber 25g 30g
Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

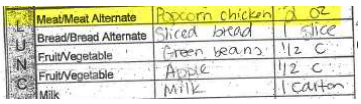
PRODUCT HIGHLIGHTS:
- Complete Product.
- Fully Cooked. Just Heat & Serve.
- Premium Ingredients. Consistent Quality.
- Convenient and Easy to Use.
- Quick-Frozen to Lock in Freshness.
- No MSG. No Trans Fat. Wheat gluten-free.
- Multiple Applications.

INGREDIENTS: Ground Beef, Water, Textured Vegetable Protein (Soy Flour, Caramel Color, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate [B1], Pyridoxine Hydrochloride [B6], Riboflavin [B2], Cyanocobalamin [B12]), Spices, Salt, Dehydrated Onions, Chili Powder (Chili Pepper, Spices, Salt, Garlic Powder), Corn Starch.
CONTAINS: SOY

School Meal Component Contribution for 2 oz. serving:
Meat/Meat Alternative: 1.50 oz.
Fruit/Vegetable: n/a
PRESIDENT/CEO 5-14-18

Please review these examples where sponsor missed noting the correct serving sizes based on the CN labels and thus did not meet minimum quantity requirements.

Production Record-SFSP minimum quantity requirements

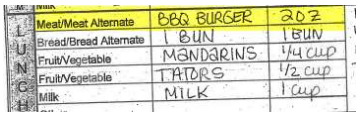


LUNC			
	Meat/Meat Alternate	Popcorn chicken	2 oz
	Bread/Bread Alternate	Sliced bread	1 slice
	Fruit/Vegetable	Green beans	1/2 C
	Fruit/Vegetable	Apple	1/2 C
	Milk	Milk	1 carton

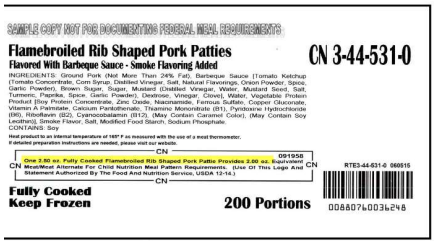
CN Statement: Twelve 0.27 oz. fully cooked, popcorn chicken, chicken pattie fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains, for the Child Nutrition Meal Pattern Requirements.

To obtain a signed copy of the CN statement for this item, please contact the Tyson Food Service Concierge via e-mail or call 1-800-248-9765.

12X0.27oz= **3.24oz**



LUNC			
	Meat/Meat Alternate	BBQ BURGER	2oz
	Bread/Bread Alternate	1 BUN	1 BUN
	Fruit/Vegetable	MANDARINS	1/4 cup
	Fruit/Vegetable	TATORS	1/2 cup
	Milk	MILK	1 cup



SAMPLE COPY NOT FOR DOCUMENTING FEDERAL MEAL REQUIREMENTS

Flamebroiled Rib Shaped Pork Patties CN 3-44-531-0

Flavored With Barbeque Sauce - Smoke Flavoring Added

INGREDIENTS: Ground Pork (Not More Than 24% Fat), Barbeque Sauce [Tomato Ketchup (Tomato Concentrate, Corn Syrup, Distilled Vinegar, Salt, Natural Flavorings, Onion Powder, Spice, Garlic Powder), Brown Sugar, Sugar, Mustard (Distilled Vinegar, Water, Mustard Seed, Salt, Turmeric, Paprika, Spice, Garlic Powder), Dextrose, Vinegar, Clove], Water, Vegetable Protein Product [Soy Protein Concentrate, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12). (May Contain Caramel Color). (May Contain Soy Lecithin), Smoke Flavor, Salt, Modified Food Starch, Sodium Phosphate.
CONTAINS: Soy

Heat product to an internal temperature of 165° F as measured with the use of a meat thermometer.
If detailed preparation instructions are needed, please visit our website.

CN
091958
CN One 2.00 oz. Fully Cooked Flamebroiled Rib Shaped Pork Pattie Provides 2.00 oz. Equivalent Meat/Meat Alternate For Child Nutrition Meal Pattern Requirements. (Use Of This Logo And Statement Authorized By The Food And Nutrition Service, USDA 12-14.) CN
CN

RTE3-44-531-0 060515

Fully Cooked
Keep Frozen

200 Portions

00888740036248

Please review these examples where sponsor missed noting the correct serving sizes based on the CN labels and thus did not meet minimum quantity requirements.

RECORD KEEPING

- *Inventory Records*: **keep the Bill of Lading and itemized pricing**.
- Keep purchase receipts.
- Nutrition Guide Pages 22, 48-51; and **SAMPLE** *Food Inventory Record 110-111*

Inventory Records: SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please **keep the Bill of Lading and itemized pricing** for records. Any other food or supply purchases make sure you **keep all receipts** from vendors for your records.
Nutrition Guide Pages 22, 48-51; and **SAMPLE** *Food Inventory Record 110-111*

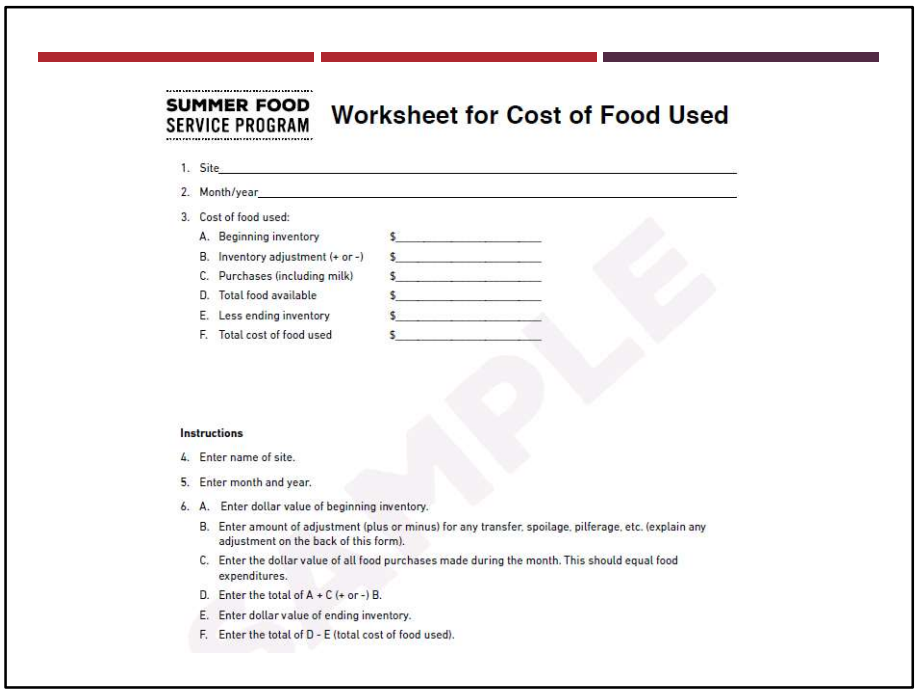
Sample Inventory Sheet

Name: _____

Date: ____/____/_____ Beginning inventory: $_____

1. Food item	2. Purchase unit--size & description (case, bag, can, lb.)	3. # of units on hand	4. Unit cost	5. Total cost
			Ending inventory	$

Inventory sheet sample.



SUMMER FOOD SERVICE PROGRAM

Worksheet for Cost of Food Used

1. Site_____
2. Month/year_____
3. Cost of food used:
   - A. Beginning inventory $_____
   - B. Inventory adjustment (+ or -) $_____
   - C. Purchases (including milk) $_____
   - D. Total food available $_____
   - E. Less ending inventory $_____
   - F. Total cost of food used $_____

Instructions

4. Enter name of site.
5. Enter month and year.
6. A. Enter dollar value of beginning inventory.
   - B. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (explain any adjustment on the back of this form).
   - C. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.
   - D. Enter the total of A + C (+ or -) B.
   - E. Enter dollar value of ending inventory.
   - F. Enter the total of D - E (total cost of food used).

SAMPLE

Part of Inventory records for on site meal prep or central kitchen prep is the cost of food used.
Example for Cost of foods used worksheet.

RECORD KEEPING- OPERATING COSTS

Cost of food used:

- Itemized receiving reports from supplier/including donated foods
- Food inventories/manifests
- Records of returns, discounts or other credits
- Canceled checks or receipt of payment.

Vended meals (sponsor contract with FSMC):

- Keep the signed detailed delivery slip.
- **Sponsor should not pay FSMC if:** do not meet contracted meals.

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

Vended meals (sponsor contract with FSMC):

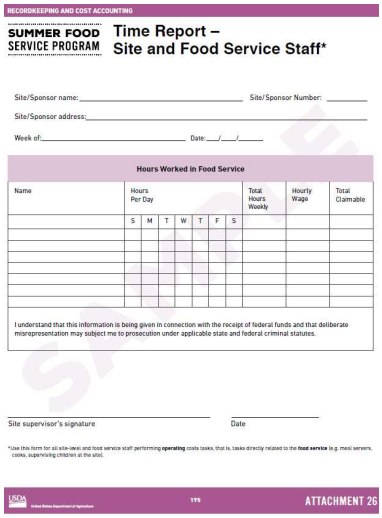
Keep the signed detailed delivery slip to support the sponsors claim for reimbursement: *what meal is being delivered, the number of meals delivered, the delivery date and time,* ensure that meals delivered meet the meal pattern requirement!

Sponsor should not pay FSMC if: *meals delivered to non-approved sites, meals not delivered within the established delivery time, meals that are spoiled or do not meet meal pattern requirements, or meals that do not meet the requirements or terms of the contract as sponsor cannot claim these meals under SFSP.*

RECORD KEEPING- OPERATING COSTS

Labor Costs:

Keep accurate time and attendance records for all labor costs that are attributed to the SFSP.



RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Time Report – Site and Food Service Staff*

Site/Sponsor name:_____ Site/Sponsor Number: _____

Site/Sponsor address:_____

Week of:_____ Date: ___/___/_____

Hours Worked in Food Service

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Site supervisor's signature

Date

*Use this form for all site-level and food service staff performing **operating** costs tasks, that is, tasks directly related to the **food service** (e.g. meal servers, cooks, supervising children at the site).

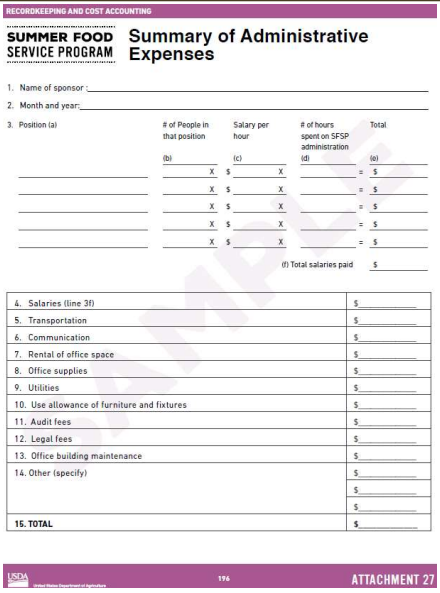
USDA United States Department of Agriculture 195 ATTACHMENT 26

Operating cost is the compensation by sponsors for labor that is required to prepare and serve meals, to supervise children during the meal service, and to clean up after the meal service.

Wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

Sponsors must keep accurate time and attendance records for all labor costs that are attributed to the SFSP.

RECORD KEEPING- ADMINISTRATIVE COSTS



RECORDKEEPING AND COST ACCOUNTING

SUMMER FOOD SERVICE PROGRAM

Summary of Administrative Expenses

1. Name of sponsor :_____
2. Month and year:_____

3. Position (a)	# of People in that position (b)	Salary per hour (c)	# of hours spent on SFSP administration (d)	Total (e)
	X	$ X	=	$
	X	$ X	=	$
	X	$ X	=	$
	X	$ X	=	$
	X	$ X	=	$
			(f) Total salaries paid	$

4. Salaries (line 3f)	$
5. Transportation	$
6. Communication	$
7. Rental of office space	$
8. Office supplies	$
9. Utilities	$
10. Use allowance of furniture and fixtures	$
11. Audit fees	$
12. Legal fees	$
13. Office building maintenance	$
14. Other (specify)	$
	$
	$
15. TOTAL	$

SAMPLE

USDA 196 ATTACHMENT 27

Form available in Admin Guide.

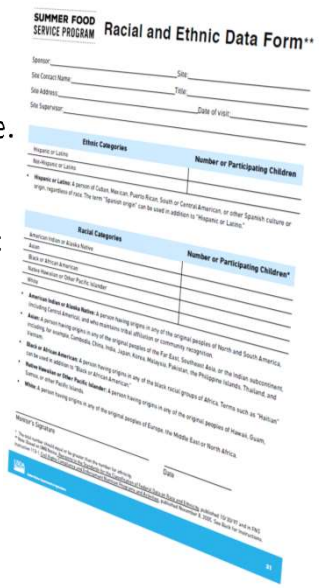
Attachment 27.

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the Program.

Labor costs for administrative activities, Rental costs for offices, office equipment, and vehicles; Vehicle allowance and parking expenses, Office supplies, Communications, Insurance and indemnification, Audits, Travel.

Collecting Racial and Ethnic Data

- Visual determination at each site.
- Camps must collect racial/ethnic data for each camp session.
- Form is located on page 31 of Sponsor Monitor Guide.


SUMMER FOOD SERVICE PROGRAM

Racial and Ethnic Data Form**

Sponsor: Site:

Site Contact Name: Title:

Site Address: Date of Visit:

Site Supervisor:

Ethnic Categories	Number of Participating Children
Hispanic or Latino	
Not Hispanic or Latino	

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number of Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community recognition.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Preparer's Signature Date

Sponsor also must make visual observations of the children at least once during program operation at each site.
Camps must collect racial/ethnic data (via observations) for each camp session.
Form is located on page 31 of Sponsor Monitor Guide.

RECORD KEEPING

- *Training records:*
  - Use SFSP Sponsor Conducted Training Certification.
  - No site may operate until personnel have attended training.
  - Make sure all staff know what a reimbursable meal looks like

Training records: of staff, volunteer, new hire training, including date of training, printed name and signature of trainee.

Use SFSP Sponsor Conducted Training Certification.

No claims paid until certification of training is submitted to CANS.

No site may operate until personnel have attended training.

Each site must have at least one individual present at mealtime that has attended training from the sponsor.

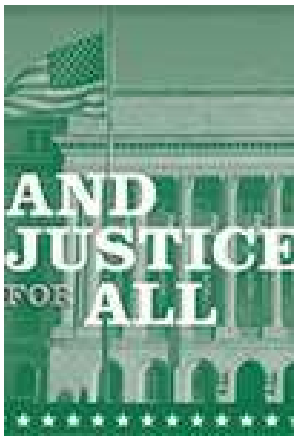
Attendance at the SFSP Operational Training - does not replace the training the sponsor must provide to their staff prior opening the summer program at feeding sites.

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

CIVIL RIGHTS



- "And Justice for All" Poster required at each feeding site.
- Please contact us if you do not yet have the 2020 Poster.
- Civil Rights Training is an annual requirement.

VIEW CIVIL RIGHTS TRAINING

Please note that the newest version of the poster is the only one that is accepted. If you would like to order the "And Justice for All" poster, please reach out to Courtney Martin at: Courtney.Martin@state.sd.us or 605-773-3413.
Please note that all staff who works with the SFSP program must go thru a civil rights training once a year.

CIVIL RIGHTS REQUIREMENTS

- Make SFSP information available to the public upon request
- Consider people with low English proficiency.
- Equal access for individuals with disabilities
- Display Non-Discrimination Statement.
- Serve children regardless of race, color, national origin, sex, age or disability
- Provide equal access to services and facilities regardless of race, color, national origin, sex, age or disability.

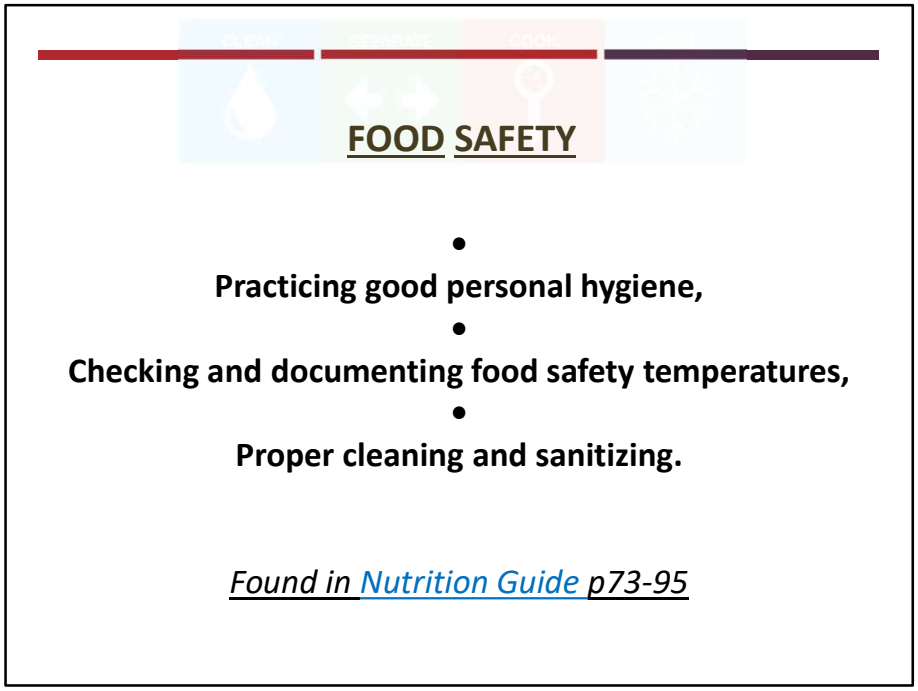
Civil Rights Requirements:
Make SFSP information available to the public upon request
Take steps to ensure access to services for people with low English proficiency.
Policies and Procedures to reflect equal access for individuals with disabilities
Include the nondiscrimination statement and instructions for filing a complaint in public release and in any program information material (i.e. press release, handouts to families about hours meals are served, brochures advertising the program, program website). Font size must be same as the rest of the document,
Meals must be served to all attending children regardless of race, color, national origin, sex, age or disability
Children must have equal access to services and facilities regardless of race, color, national origin, sex, age or disability.

Record Keeping- Other important records

- Health Inspection Records
- Food Safety Records (Food Temp logs, Storage Temp logs, dishwasher temp log)
- Mileage records (if applicable)
- Monitoring Records
- Signed delivery receipts (vended/central kitchen)
- Menu, CN label, Product Formulation statements, production records.
- Please read Administrative Guide-Chapter 10 Recordkeeping

Other important records that must be kept in the SFSP files are: health inspection records, Food Safety Records including food temp logs, storage logs, dishwasher temp logs etc, milage records if applicable, approved off site meal request records and very important to keep your menu records along with the production records and CN labels or product formulation statements.
Signed delivery receipts are important when receiving vended meals or meals from central kitchen: member of the site staff must verify the adequacy and number of meals delivered by checking the meals when they are delivered to the site which is supported by the delivery receipts.
If you would like to read more details about recordkeeping please read the Administration Guide Handbook Chapter 10-Recordkeeping.

FOOD SAFETY



Important for the integrity and success of your Summer Food Service Program.

- Practicing good personal hygiene,
(Handwashing, staying home when sick, general hygiene, using gloves during meal service)
- Checking and documenting food safety temperatures,
(Know temperature danger zones, calibrating thermometers, proper receiving and storage of food, proper holding, reheating and transportation temperatures, proper way of cooling food.)
- Proper cleaning and sanitizing.
(cleaning tables, work surfaces, equipment; three compartment sink, dish machine)

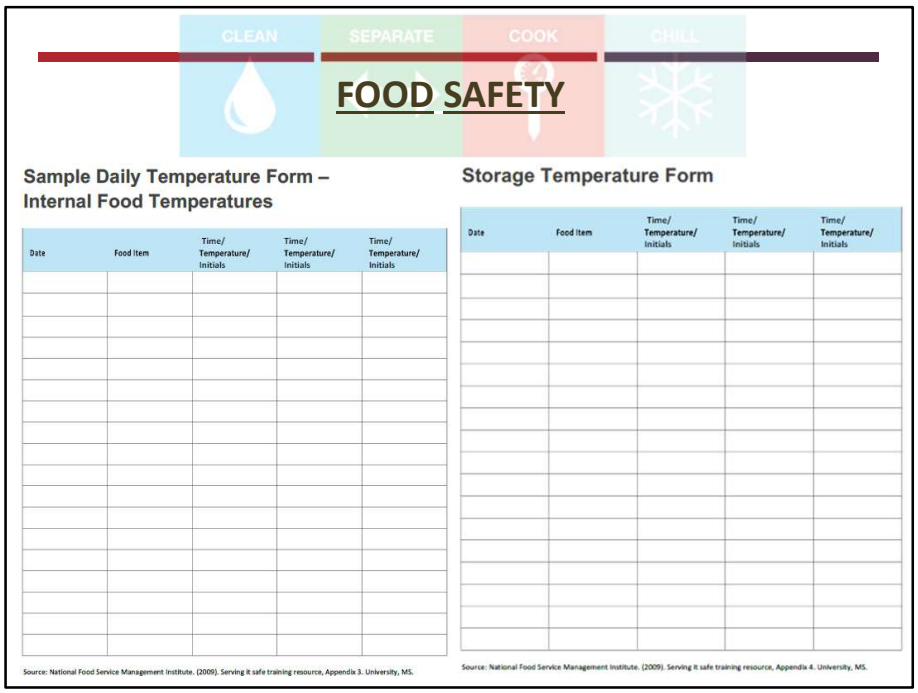
Found in Nutrition Guide p73-95

FOOD SAFETY

- **Receiving**
- **Temperature Danger Zone:** 40 °F-140 °F
- **Reheat food:** 165 °F for 15 seconds and use it or cool and store it within 2hours.
- **Correct Cooking Temperatures:** p79 of Nutrition Guide.
- **MUST KEEP FOOD TEMP LOGS FOR RECORDS!**

Keep Food Safety Rules during transportation, preparation, serving.

- **Receiving:** *If the temperature of cold food is above 41 °F or the temperature of hot food is under 135°F, the food should be rejected.* Also spoiled, damaged products need to be rejected during receiving as they are not reimbursable with SFSP.
- **Temperature Danger Zone:** 40 °F-140 °F *rapid growth of harmful bacteria that could cause foodborne illness.*
- **Reheat food:** 165 °F for 15 seconds and use it or cool and store it within 2hours.
- **Correct Cooking Temperatures:** p79 of Nutrition Guide.
- **MUST KEEP FOOD TEMP LOGS FOR RECORDS!**



Please view the sample temperature logs on this slide.

FOOD SAFETY – STORAGE & SANITATION

- Examine Food received
- Clean Storage area (Frozen, Refrigerated/Cooler, and Dry)
- Minimum 6 inches off floor
- Daily recording of frozen, cooler and dry areas.
- First In First Out – method with date labeling

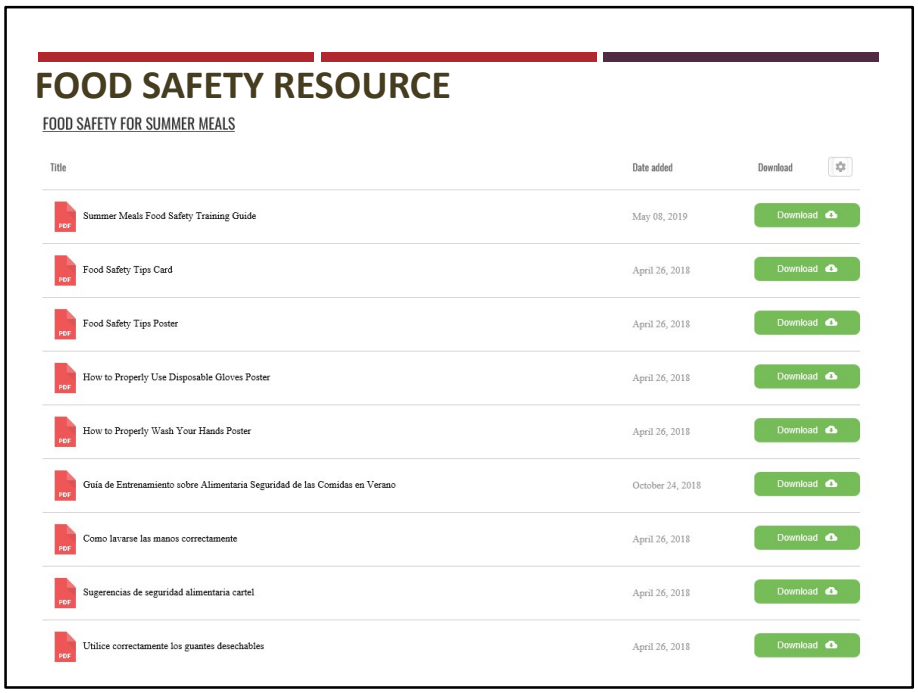
Food Safety Checklist Nutrition Guide p 89-94

South Dakota Food Code and SOP's (Standard Operating Procedures)
https://doe.sd.gov/cans/documents/FoodSafetyResource.pdf

Food Storage – Best Practices Nutrition Guide p 86-87

Examine Food received
Clean Storage area (Frozen, Refrigerated/Cooler, and Dry)
Minimum 6 inches off floor
Daily recording of frozen, cooler and dry areas.
First In First Out – method with date labeling

Food Sanitation Tips and Cleanup (Mobile sites – garbage plan)
Food Safety Checklist Nutrition Guide p 89-94
South Dakota Food Code and SOP's (Standard Operating Procedures)
https://doe.sd.gov/cans/documents/FoodSafetyResource.pdf



Institute of Child Nutrition has great resources for summer meal food safety.
https://theicn.org/icn-resources-a-z/summer-food-service-programs/

Monitoring

MONITORING PROGRAM/SITES

- Sponsor's Monitor Responsibilities– see page 5 Sponsor Monitor's Guide.
- To ensure the smooth operation of the program.
- To help correct any problems before/during program operations.

The monitor tasks are assigned to a staff member, the tasks are essential to ensure the smooth operation of the program.
Sponsor's Monitor Responsibilities– see page 5 Sponsor Monitor's Guide.
The monitor will work with the site staff to ensure the smooth operation of the program.
The monitor will also help to correct any problems that occur with the program operations.

Pre-operational Visit

- Complete for all new sites and sites with operational issues during the previous year

Site Visit

- Must visit all sites at least once during the 1st week of operation.

Site Review

- Must review each site within the first 4 weeks of operations.

Pre-operational visit and site visits can be waived for sponsors in good standing, check with Sate Agency if you can receive waiver for these.

Notify SA

- ADP changes
- Meal service time (notify public)
- Meal types (notify public)
- Filed trips (fill out “Off-site meals form)
- Site Closings
- Changes in sponsor site personnel
- Submit changes before implementing them.

Please make sure that you will notify your sponsor or if the sponsor chooses that you can directly notify the State Agency please do so for any of the following changes:
ADP changes
Meal service time (notify public)
Meal types (notify public)
Filed trips (fill out “Off-site meals form and send at least 1 week prior to trip for approval. Located at https://doe.sd.gov/cans/sfsp.aspx under Documents)
Site Closings
Changes in sponsor site personnel (sponsor training certification must be submitted to SA for any new hire).
Submit changes before implementing them.

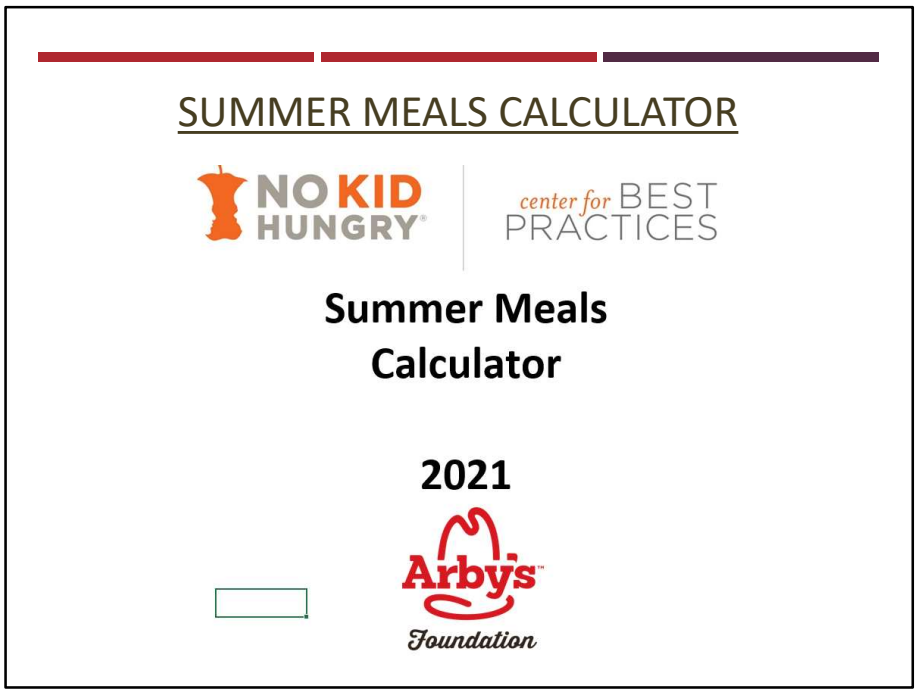
Resources

SFSP Banner

Visibility is key!

New SFSP SD Banner

If you would like to order the New Banner, please reach out to Courtney Martin at: Courtney.Martin@state.sd.us or 605-773-3413.



This budgeting tool can help you plan for your summer meals program, including specific guidance on budgeting for mobile meals.
The link is located at the SFSP website (https://doe.sd.gov/cans/sfsp.aspx) under Useful Links.

ARE YOU READY?

SFSP is beyond paperwork, please don't forget to have fun with your kids and also to provide enrichment activities at your sites.
You can program with local libraries and have volunteers come to the site to read for the kids, or have local grocery store manager bring in samples and talk about interesting produce, you can also invite a dietitian to talk about healthy eating.
If you provide enrichment activity you could put that on your menu and see how your participation increases.

RESOURCES

- USDA Food and Nutrition Service Summer Food Service Program Handbooks https://www.fns.usda.gov/sfsp/handbooks
- 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

If you are interested, please utilize some of these resources.

RESOURCES

- US Department of Agriculture Summer Food Service Program http://www.fns.usda.gov/sfsp
- No Kid Hungry Share Our Strength center for Best Practices
- USDA 7 CFR Part 225 Regulations – Summer Food Program https://www.fns.usda.gov/part-225—summer-food-service-program
- USDA Food and Nutrition Service SFSP Policies https://www.fns.usda.gov/sfsp/policy
- US 2010 Census- South Dakota https://www.census.gov/quickfacts/fact/table/sd/PST045218

If you are interested, please utilize some of these resources.

THANK YOU FOR JOINING US TODAY!

QUESTIONS?

- CALL: 605-367-5295
- EMAIL: brigitta.bly@state.sd.us

THANK YOU !

https://doe.sd.gov/cans/

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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.
This institution is an equal opportunity provider.