

COMMUNITY NUTRITION conference

SFSP Basics

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TEXAS DEPARTMENT OF AGRICULTURE
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square meals



ADMINISTRATION GUIDE SUMMER FOOD SERVICE PROGRAM

Participants will recognize and discuss the following basic requirements of the Summer Food Service Program :

- ✓ Site Eligibility
- ✓ Pre-operational Requirements
- ✓ Meal Requirements
- ✓ Site Training
- ✓ Monitoring
- ✓ Recordkeeping

COMMUNITY NUTRITION conference



Site Types

Sites - Actual locations where meals are served to children who eat at the location in a supervised setting.

- Open
- Closed (Will need applications)
- Camps (Will need applications)



Site Eligibility

in low-income areas or those that serve specific groups of low-income children

Open Sites

- ✓ 50% or more of children residing in an area are eligible for free or reduced-price school meals
- ✓ Meals are made available to all children on a first-come, first-serve basis
- ✓ Document site eligibility with
 - [School Data](#)
 - Census Data: [FNS](#) or [FRAC](#) Mappers

Table Talk

Site Eligibility

- What are your best practices
- Policies & Procedures
- Documents



Pre-Operational Requirements

- **Sponsor/Site Agreement** - for sites not legally affiliated
- **Health and Sanitation** - notify the Health Department of sites and submit the notification letter to TDA
- **Extreme Weather** - arrangements for extreme weather
- **Pre-Operational Site Visits**- all sites must be visited prior to operation

Table Talk

Pre-operational Requirements

- What are your best practices
- Policies & Procedures
- Documents



Meal Requirements

Food Components and Food Items	Breakfast Serve all three	Lunch/Supper Serve all four	Snack Serve two of the
Milk	Required	Required	
Fluid milk (whole, low-fat, or fat-free)	1 cup (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces)
Vegetables and Fruits Equivalent quantity of any combination of:	Required	Required	
Vegetable or fruit or	½ cup	¼ cup total ⁴	¼ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)	¼ cup ⁴	¼ cup (6 fluid ounces)
Grains/Breads⁴ Equivalent quantity of any combination of:	Required	Required	
Bread or	1 slice	1 slice	1 slice W
Cornbread, biscuits, rolls, muffins, etc. or	1 serving	1 serving	1 serving
Cold dry cereal or	¾ cup or 1 ounce ⁷		¾ cup or 1 ounce
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates Equivalent quantity of any combination of:	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ⁸ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup	¼ cup
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ⁹ or		1 ounce=50% ¹⁰	1 ounce
Yogurt ¹¹	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

PROVIDING APPEALING AND NUTRITIOUS SUMMER MEALS



Boost Appeal

- Offer a variety of textures, temperatures and flavors
- Do taste testing and try new recipes
- Include familiar or favorite foods
- Use packaging and serving dishes that add to overall appeal of food



Meal Pattern

- Follow components of the meal pattern to assure variety and compliance
- Purchase local foods to ensure freshness
- Know the limitations of your program and plan appropriate food selections

UTILIZE RESOURCES
FROM
SQUAREMEALS.ORG
FOR TIPS ON
“BOOSTING MEAL
APPEAL”

Table Talk Meal Requirements

- What are your best practices
- Favorite Foods
- Documents





EFFECTIVE SITE TRAINING

CLEAN:
**WASH HANDS,
UTENSILS,
AND SURFACES
OFTEN.**

[CHECK YOUR STEPS >](#)

Prior to site opening

All staff MUST be trained in program regulation and food safety prior to operating an SFSP site. Training should address:

- Reimbursable meal requirements
- Completion of Food Production Records
- Counting and Claiming forms
- Food Safety (specific to needs of your site)

Ongoing training

Training of staff should occur whenever a need arises. Staff may need additional training based on:

- Results of site reviews
- Addition of new employees
- Inaccuracy in record keeping
- Observations by supervisors
- Change in requirements

"Everyone has the fire, but the champions know when to ignite the spark."

TRAINING PROCESSES

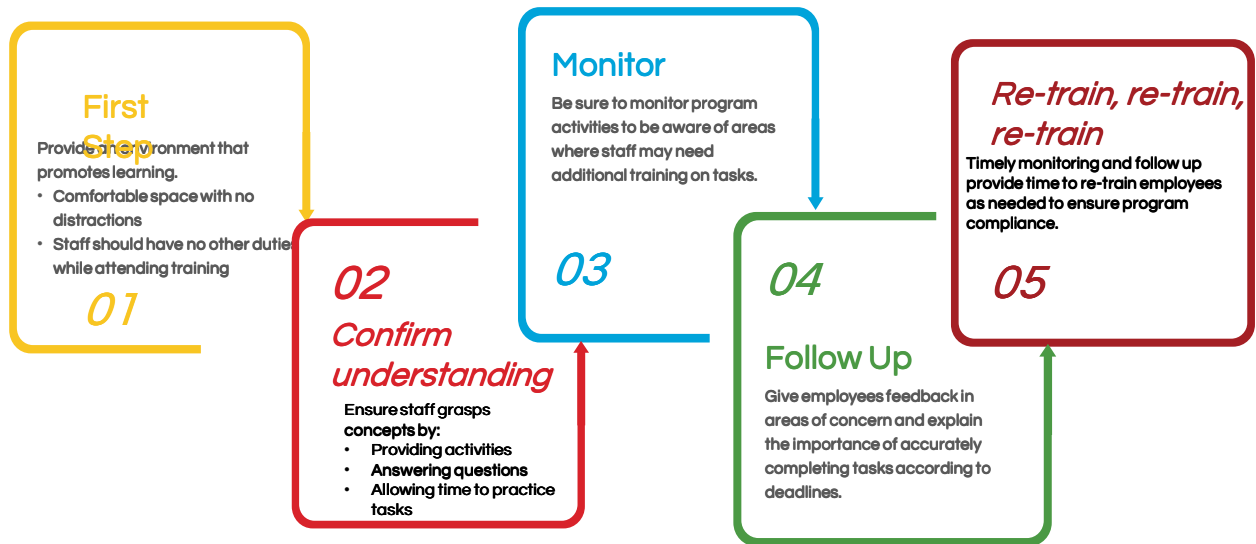


Table Talk

Site Training

- What are your best practices
- Documents
- Training Tools





Monitoring

- Pre-operational Site Visits
- First-week Site Visits
- Reviews within first four weeks



Monitoring Documents

No Blanks!

- Prepare reports of visits and reviews
- Site Supervisor Responsibilities
- Ensure civil rights is properly implemented
- The entire meal service
- Report unresolved or critical issues to the Director
- Revisit sites as necessary
- Suggest corrective actions for problems encountered
- Ensure that sites take corrective actions
- Conduct on-site training as necessary

Table Talk

Monitoring

- What are your best practices
- Documents
- Training Tools

SPONSOR MONITOR'S GUIDE

**SUMMER
FOOD SERVICE
PROGRAM**



Recordkeeping


Important Records to Keep


- Meal Production Worksheets
- Recipes, CN Labels, and PFS
- Temperature Logs
- Deliver Receipts
- Meal Counts
- Site Review Documentation
- Receipts & Invoices for Purchases

Daily Menu Production Worksheet

Date (1):		Sponsor:		Site:					
Meal Pattern		Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	C P (6)	P A (7)	Leftovers (8)	
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Grain/Bread								
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate								
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate								
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate								
Supper	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate								
Additional Comments:									

MEAL PRODUCTION WORKSHEETS





Search: Squaremeals > Programs > Summer Feeding Programs > Summer Feeding Administration & Forms

SUMMER FOOD SERVICE PROGRAM Sample 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]

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 _____

Resources

- AGS Attachments
- Nutrition Guidance Handbook
- Site Supervisor's Guide



ATTACHMENT 18

SUCCESSFUL RECORD KEEPING

Accurate and timely record keeping requires that each staff member completes their responsibilities in a timely manner. Remember, your records tell the story of what your program is doing to maintain compliance to regulation.

- ✓ Daily Records to keep
 - ✓ Weekly record keeping
 - ✓ Task Specific Record Keeping
 - ✓ Monthly Recap of Program



Table Talk

Recordkeeping

- What are your best practices
- Documents
- Training Tools



Promoting Your Program



WHAT ARE YOUR AUDIENCE'S MOTIVATORS AND BARRIERS?



Kids

- I want to hang out with my friends and have fun
- I don't want to feel embarrassed
- I want to eat food that I like

Parents/Guardians

- I want to make sure my kids are getting healthy, nutritious meals from a safe and reliable source
- I want to make sure my kids are in a safe place and environment
- I can't afford to go to far from home

TRY TO UTILIZE IMAGES THAT HELP OVERCOME THOSE BARRIERS BUT DON'T OVERPROMISE



HAVE A STRONG VOICE:

- Remember to always promote family, health, nutrition, fun, safety, and fresh food

BE CONSISTENT

Your marketing materials, imagery, and your voice should work together to achieve your **goal, which is to gain a following and draw more people to your site.**

This helps:

- Reinforce your message and brand.
- Build brand trust which in turn builds site trust.
- Alleviate your Primary Targets fears/barriers.

CALL TO ACTION

Find A Site Near You

- Promote your sites locations and take photos to promote your sites visual appeal.

01



02



Promote unique items at your site.

- Educational Activities, fun buckets containing games (sidewalk chalk, jump ropes, deck of cards)
- Fresh Foods on the Menu or a cookout (BBQ)

Call to Action

- Every communication with the target audience should have a call to action.
- Examples: Find a Site, Share Now! and Watch

03



BEST PRACTICES FOR SPONSORS

New Sponsors

As a sponsor new to SFSP be aware there are many resources to help your program succeed. Utilize these resources to set you on the right track for program success.

- Attend Training
- Community Partnerships
- [USDA's Summer Meals Toolkit](#)



01

Training

Attending training BEFORE starting a summer program is mandatory (Texas). This training will prepare you for the expectations of a Sponsor in the SFSP program.

Community Partners

Partner with schools, camps, summer programs, or local churches to provide their attendees meals.

02



03



Summer Meals Toolkit

USDA's Summer Meals Toolkit provides and abundance of resources for new and current sponsors.

COMMUNICATION IS THE KEY TO SUCCESS IN YOUR PROGRAM

- Communicate changes and updates to your State Agency
- Provide follow-up and an open communication line between management and sites
- Include parents as well as kids in promotions, activities and the great things happening at your site
- Ensure staff is aware of the importance of food safety and accurate record keeping
- Your records “communicate” what is happening in your program during an Administrative Review
- Use tools provided by USDA and/or your State Agency



SFSP SPONSOR SUCCESS!!!

As an SFSP sponsor you have access to numerous tools and trainings to guide you through the process of running a successful program. Four key steps to program success are:

- ✓ Record Keeping
- ✓ Effective Site Training
- ✓ Meal Quality and Food Safety
- ✓ Promoting Your Program and Communication



Table Talk

Choose a Topic

- Site Eligibility
- Pre-Operational Requirements
- Meal Requirements
- Sponsors' Responsibilities
- Monitors
- Record Keeping



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[Recordkeeping](#)[AGS](#) - pp. 139-144 & 190-198[Checklist of Records](#)- Attachment 22 - pp. 190-191[Monitoring](#)[AGS](#): pp. 106, 117-119, 124[Sponsor Monitor's Guide](#)[Site Training](#)[AGS](#) - pp. 109-111, Attachment 15 - p. 177-178[Nutrition Guidance for Sponsors](#)[Meal Requirements](#)[AGS](#) - pp. 58-60, Attachment 3 - p. 154[Nutrition Guidance for Sponsors](#)[Sites](#)[AGS](#) - pp. 12-17[TDA Supplemental Handbook](#) - pp. 12-15