

Summer Food Service Program - Meal Service at the Site

Provided by Wildwood CACFP, Inc. 303-730-0460

Participants of this training will be able to implement site operation requirements related to:

- Civil Rights
- Meal count records
- Meal Pattern Requirements
- Food safety
- Meal service

Sites may be reimbursed for up to 2 meals each day



ALLOWABLE MEAL COMBINATIONS

Breakfast only	Snack only
Lunch only	Supper only
Lunch and snack	Breakfast and snack
Breakfast and lunch	Supper and snack
Breakfast and supper	Two snacks



Staff are responsible to ensure that:

- All meals meet the meal pattern requirements
- Serve meals during the approved meal service times
- Records all meals at the point of service
- All meals are consumed on site
- All children receive one meal before any seconds or adults are served
- Follow the share table and leftover food regulations
- Adhere to local food safety regulations

Meals service times for your site must be approved by CDE.

Establish meal times that meet the needs of participating children. Meals served outside of the approved times are not reimbursable.

Record meals at the Point of Service.

Using the Summer Food Service form, record the details for each meal along with the number of meals served. Meals that are not recorded at the Point of Service cannot be reimbursed.

- Complete the form at the time the meal is being served
- Ensure all fields are accurate
- Site supervisor must sign the form
- Provide scanned copies of all forms to the sponsor on a weekly basis, at a minimum



As the meal is served...

Address: _____

Meals received for Today _____ + Meals available from pr _____

First Meals Served to Children (cross

1	2	3	4		7
16	17	18	19		21
31	32	33	34	35	
46	47	48	49	50	
61	62	63	64	65	66
76	77	78	79	80	81
91	92	93	94	95	96
					9

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 + 2					[3]
Meals served to Program adults:																				
1	2	3	4	5	6	7	8	9	10											
															Total Program Adult Meals + 0					[4]
Meals served to non-Program adults:																				
1	2	3	4	5	6	7	8	9	10											
															Total non-Program Adult Meals + 0					[5]
															TOTAL MEALS SERVED = 24					[6]
															Total damaged/incomplete/other non-reimbursable meals + 0					[7]
															Total leftover meals +					[8]
															Total of items: [6] + [7] + [8] = [9]					[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 _____										

Meals must be eaten on site

- All meals must be eaten on site
- If a meal is taken off-site, the meal cannot be claimed for reimbursement
- The only exception: Children can take one fruit, vegetable, or bread/grain item home with them. This must be from their own meal or from the share table.

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Meal Pattern For Children

Select the appropriate components for a reimbursable meal

Food Components and Food Items	Breakfast Serve all three	Lunch/Supper Serve all four	Snack Serve two of the four
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) ²
Vegetables and Fruits Equivalent quantity of any combination of:	Required	Required	
Vegetable or fruit or	½ cup	¾ cup total ⁴	
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)	¾ cup ⁴	¾ cup (6 fluid ounces) ⁵
Grains/Breads⁶ 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 ⁷
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

¹ For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.

² Served as a beverage or on cereal or used in part for each purpose.

³ Served as a beverage.

⁴ Serve two or more kinds of vegetable or fruits or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement

⁵ Juice may not be served when milk is served as the only other component.

⁶ Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched or fortified.

Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.

⁷ Either volume (cup) or weight (ounces), whichever is less.

⁸ Must meet the requirements of 7 CFR 225 Appendix A.

⁹ Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.

¹⁰ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.

¹¹ Plain or flavored, unsweetened or sweetened.

Field Trips

Notify your sponsor of all field trips when children will be off site during a regular meal service time. If meals or snacks will be served while away from the meal site, staff are responsible to ensure the safety and quality of the food.

All Children receive one meal first, before serving any adult staff members or seconds to children. Seconds may only be claimed to a limit of 2% of total meal count for each day. Any meals served to or eaten by adults cannot be claimed for reimbursement.

Share Table

Children who do not want some items from their meal can place whole, unopened or packaged/wrapped food items or whole fruit in a designated spot, called the Share Table for other students who may want more food. This process must comply with local and state health codes. Non perishable items that remain at the end of the service time can be kept for later use. Perishable items should be discarded at the end of the service period.



Leftover meals

Leftover food can be donated to non-profit organizations addressing community hunger or sent home with children outside the Summer Food Service Program. Leftover meals cannot be claimed for reimbursement.



Civil Rights Requirements

The Summer Food Service Program is funded by the United States Department of Agriculture (USDA) and is required to adhere to civil rights requirements as listed below.

- Ethnic & Racial Data is collected once per site during the operation year
- Each site must display the “And Justice for All” poster in a public space
- Ensure meals are served to all attending children
- Ensure that all children have equal access
- Include the nondiscrimination statement on all materials (below)
- Provide information in alternate languages, as needed
- Make reasonable modifications for individuals with disabilities to participate

USDA Nondiscrimination 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: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

Principles of Food Safety

- Follow good personal hygiene
- Proper hand washing
- Food preparation
- Food and equipment temperatures
- Serving food
- Food Storage

Video link Food Safety: <https://www.youtube.com/watch?v=vStC5kZpZ7E&feature=youtu.be>

Required documentation

- Staff Training (link to additional training resources from CDE)
<http://www.cde.state.co.us/nutrition/sfsspponsorandsitetraining>
- Daily Meal Count Forms (link to online form)
<http://www.cde.state.co.us/nutrition/sfspdailymealcountform-1>
- Racial and Ethnic Data Form (link to online form)
<https://www.cde.state.co.us/nutrition/ethnicracialdataform>
- Temperature Log (links to additional temperature log information)
<https://www.cde.state.co.us/nutrition/foodsafetytemperaturethermometers>

After reviewing this course material, click [HERE](#) to take a short online test. Certificates are issued for scores of 80% or higher via email and your director.