

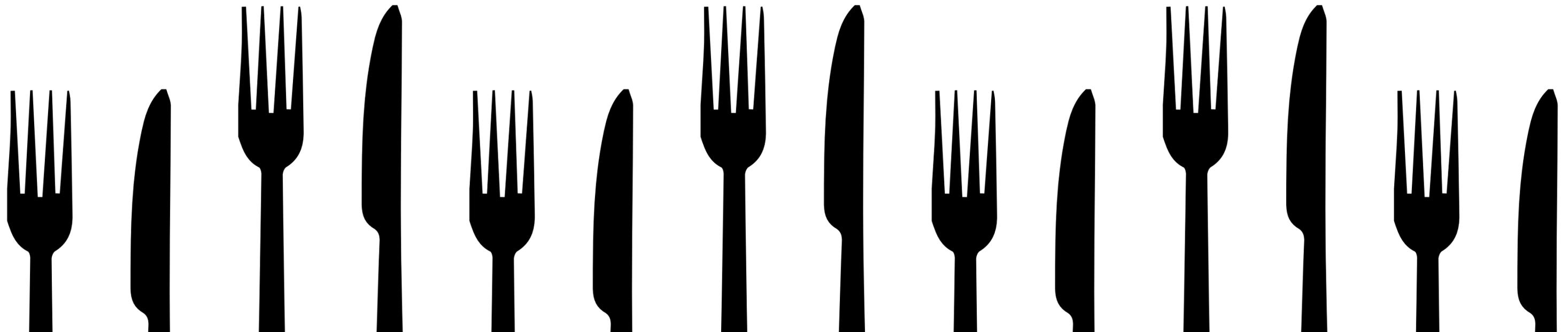


VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# SUMMER FOOD SERVICE PROGRAM (SFSP)

*A Training Course Section I*

*Hosted by: Virginia Department of Social Services (VDSS)*



”

*"IN THE LONG VIEW, NO NATION IS ANY HEALTHIER THAN ITS CHILDREN..."*

PRESIDENT HARRY S. TRUMAN

# **What You'll Learn**

## **Today's Topics**

**The Basics**

**How Sites Operate**

**Meal Service Requirements**



# **Key Training Questions**

## *The Basics*

1. **Why is the SFSP important?**
2. **How do you find site eligibility?**
3. **What is an open site?**
4. **What is a site and the site responsibilities?**
5. **What is a site supervisor and their responsibilities?**
6. **What is a sponsor and their responsibilities?**
7. **What can you use as another informative resource?**

# **Why Summer Meals?**

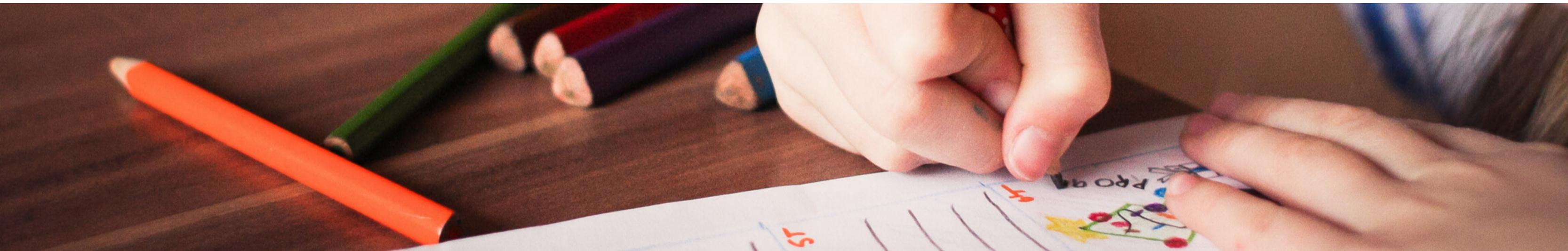
**In Virginia, on average, only 15% of kids who rely on free or reduced-price school lunches are also getting free meals in the summer through the SFSP.**

- 1. The SFSP is a federally-funded, state-administered congregate meal program.**
- 2. The SFSP reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session.**
- 3. This program is for children ages 18 years and younger**



# Documenting Site Eligibility

Sponsors must be able to document that their sites are eligible to participate in the program. Documenting area eligibility is determined by school data or census information. There are 5 types of eligibilities a site can apply to participate as.



# **Ideal Scenario: Open Site**

**An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program.**

There are two ways organizations are eligible to join the program as an open site: (1) the organization is located in a school attendance area that serves at least 50% of students on the free and reduced-priced meal program and (2) the organization is located in a low income area determined by census information.



# OTHER SITE ELIGIBILITIES

## ○ **Closed Enrolled**

Offers meals to a specific group of low income children. The children must be enrolled in the program in order to receive a meal.

## ○ **Migrant**

Primarily serves children of migrant workers. Appropriate certification from a migrant organization is required.

## ○ **Camp**

Camps can be residential or nonresidential day camps which offer regularly scheduled foodservice as part of an organized program for enrolled children.

## ○ **NYSP**

Is a college or university participating in the National Youth Sports Program. A child's enrollment in NYSP is required.



# Site

**A Summer Meals site is the physical location where meals are served**

- 
- Be trained by the sponsor
  - Run by staff or volunteers
  - Order and receive meals from sponsor
  - Prepare and complete accurate records of deliveries, meals served and other required forms so sponsor can be reimbursed
  - Plan fun physical or mental activities

# Site Supervisor

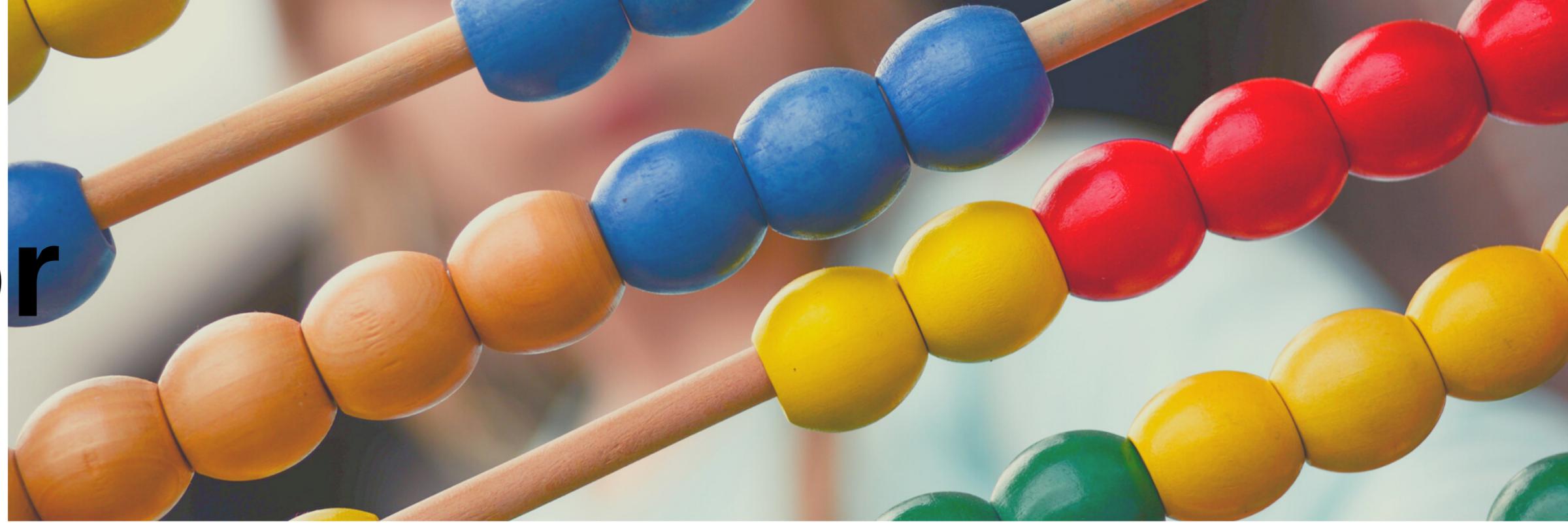


**Sites are run by  
site supervisors**

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- Attend sponsor's training on how to serve meals properly, how to count meals served, how to maintain safety, health and sanitation standards and how to keep accurate records
- Supervise activities and meal service at your site
- Distribute meals by SFSP guidelines
- Keep daily records of meals served
- Store food appropriately
- Keep the site clean and sanitary

# Sponsor



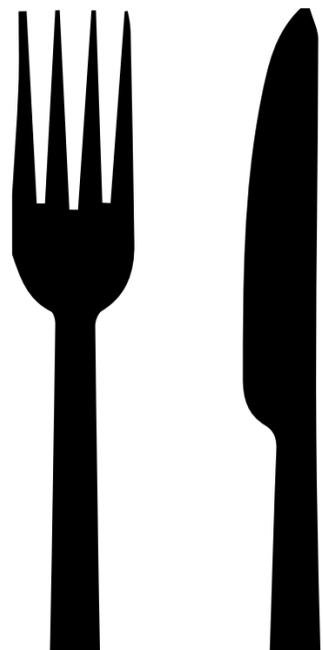
**A sponsor is an organization that manages summer meals sites**



- Attend State agency's training
- Locate eligible sites
- Hire, train, and supervise staff
- Arrange for meals to be prepared or delivered
- Monitor sites
- Prepare claims for reimbursement

**A great  
resource  
USDA SFSP  
HANDBOOKS**

**WWW.FNS.USDA.GOV/SFSP/HAND  
BOOKS**





# How Sites Operate

MEAL SERVICE REQUIRMENTS

# **Key Training Questions**

## ***How Sites Operate***

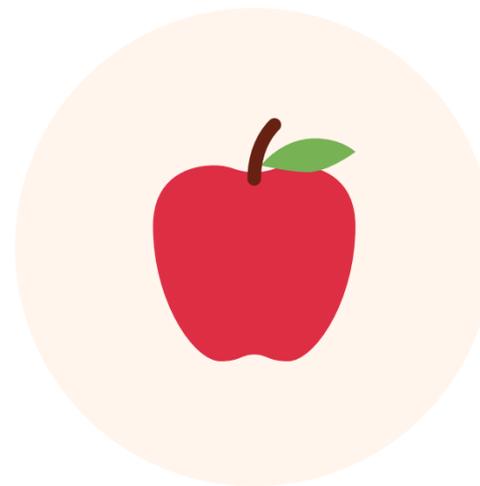
- 1. What are the meal pattern requirements for meals?**
- 2. What makes a meal non-reimbursable?**
- 3. How should shelf stable meals and milk be stored?**
- 4. Where do menus and the And Justice For All poster have to be posted?**
- 5. What are the meal service requirements?**
- 6. Which food components can be taken off site?**

# MEAL PATTERN REQUIREMENTS

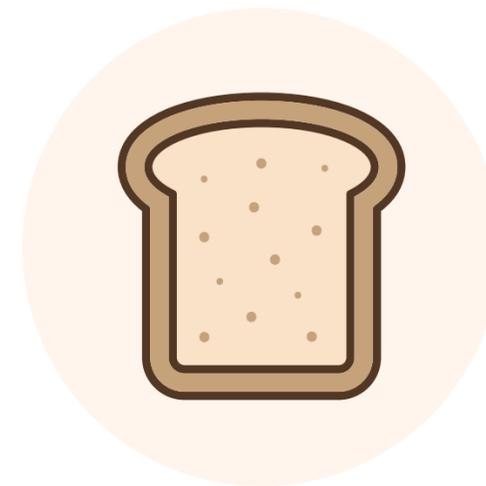
For a **breakfast meal** to be a reimbursable meal, it must contain:



One serving of milk  
(whole, low-fat, or fat-free)



One serving of  
vegetables, fruits, or full  
strength juice



One serving of a grain\*

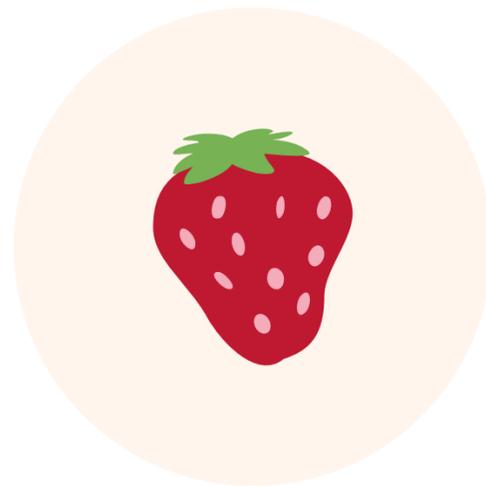
\*Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

# MEAL PATTERN REQUIREMENTS

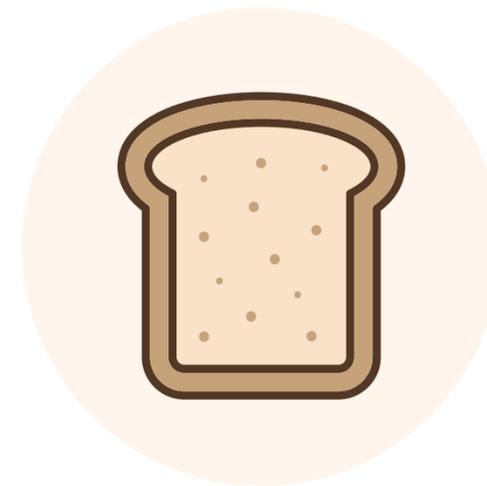
For a **lunch or supper meal** to be a reimbursable meal, it must contain:



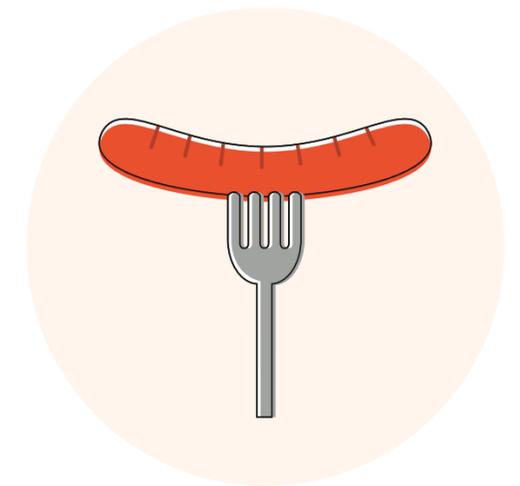
One serving of milk  
(whole, low-fat, or fat-free)



Two or more servings of  
vegetables, fruits, or full  
strength juice\*



One serving of a grain



One serving of meat or  
meat alternate\*

\*Full strength vegetable or fruit juice may be counted to meet **not more than one-half** of this requirement

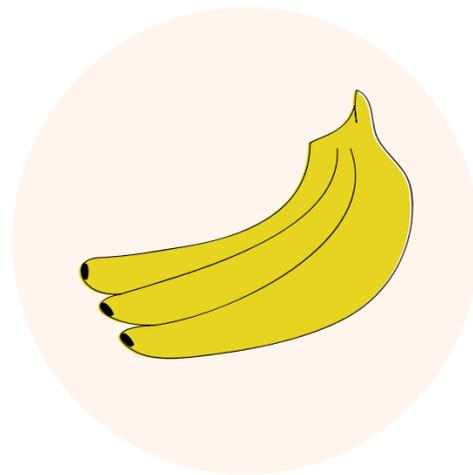
\*Nuts and seeds may meet **only one-half** of the total meat/meat alternate serving and **must be combined with another meat/meat alternate** to fulfill the lunch or supper requirement

# MEAL PATTERN REQUIREMENTS

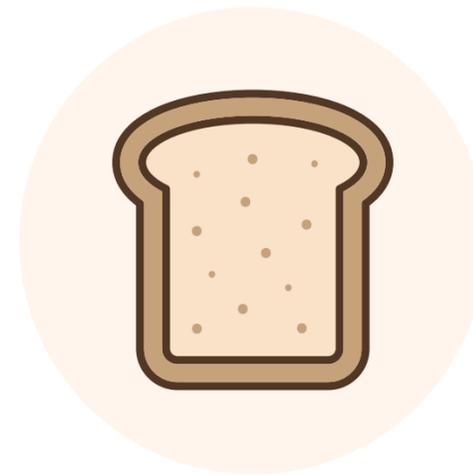
For a **snack (supplement) meal** to be a reimbursable meal, it must contain **two of the four components\***:



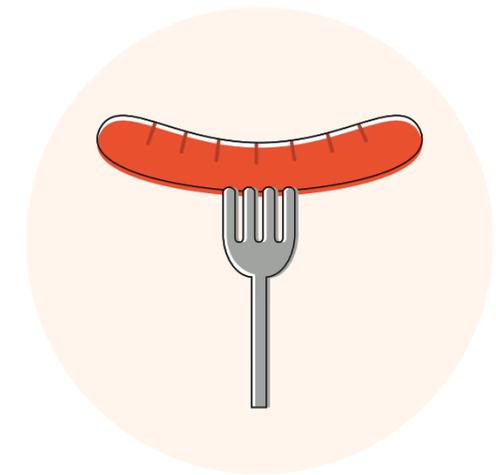
One serving of milk  
(whole, low-fat, or fat-free)



Two or more servings of  
vegetables, fruits, or full  
strength juice\*



One serving of a grain



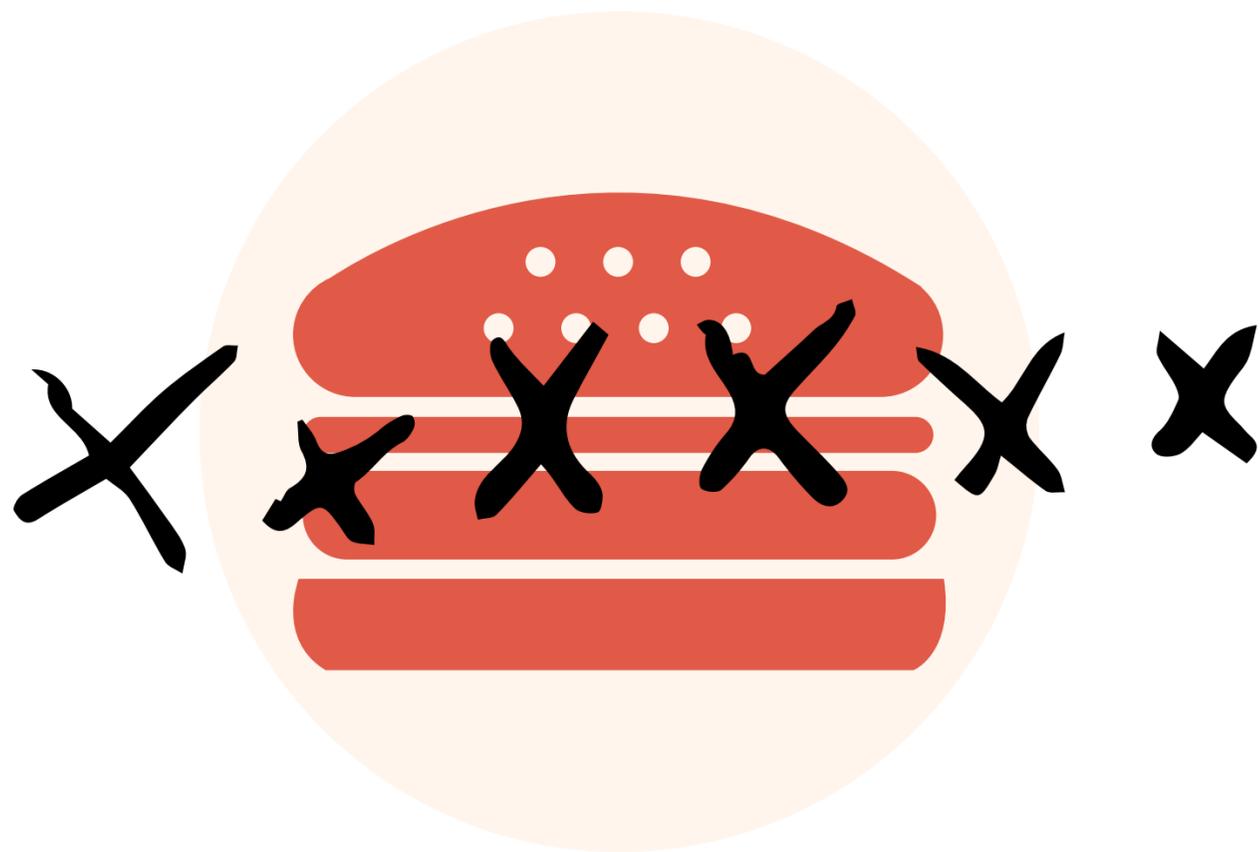
One serving of meat or  
meat alternate\*

\*A **food component** is one of the food groups that comprise a reimbursable meal.

\*A **food item** is specific food offered within the components comprising the reimbursable meal.

# What causes a meal to not be reimbursable?

- Meals not served as a complete unit (*all meal components must be given*)
- Meal patterns or types not approved by State agencies
- Meals served at sites not approved by State agencies
- Meals consumed off-site, except for field trips
- More than one meal served to a child at a time
- Serve second meals in excess of 2 percent of the number of first meals served by type during the claiming period



# SHELF STABLE MEALS

## *Storage Requirements*

### MEAL STORAGE

Lunch bags are to be stored in a dry area.

### MILK STORAGE

Milk needs to be refrigerated at 41°F, however it can be received at 45°F



# Example Menus

Menu must  
be posted  
somewhere  
visible  
during  
every meal  
service

\* Menus help ensure meal pattern requirements are met

## Summer Meal Program Menu: August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>Free Summer meals for children 18 years of age and under are being served at 1 each weekday!</i>  Monday, Tuesday, Thursday, Friday  Morning Snack: 9:30am-10am  Lunch: 12pm-1pm  Wednesdays and Tuesday July 31<sup>st</sup>  Morning Snack: 9:30am-10am  Lunch 11am-12pm  *Meals must be consumed on site and are intended for children 18 and under. All youth are encouraged to attend.*</p>				
6	7	8	9	10
<b>Snack 9:30am:</b> Sun butter cup with whole grain crackers  <b>Lunch 12pm:</b> Beans & franks, sunflower kernels, wheat crackers, apple sauce, vegetable juice, milk	<b>Snack 9:30am:</b> Cinnamon graham crackers and juice  <b>Lunch 12pm:</b> Tuna salad, sunflower kernels, wheat crackers, raisins, applesauce, and milk	<b>Snack 9:30am:</b> Cheese cup with whole grain pretzels  <b>Lunch 11am:</b> Wow butter, sunflower kernels, tortilla, applesauce, vegetable juice, and milk	<b>Snack 9:30am:</b> Chocolate graham crackers and juice  <b>Lunch 12pm:</b> Cheese cup, sunflower kernels, wheat crackers, mtn. blend dried fruit, applesauce, milk	<b>Snack 9:30am:</b> Whole grain cheez-its and juice  <b>Lunch 12pm:</b> Chicken salad, soy nuts, wheat crackers, applesauce, juice, milk
13	14	15	16	17
<b>Snack 9:30am:</b> Sun Butter Cup with whole grain crackers  <b>Lunch 12pm:</b> Cheddar cheese stick, sunflower kernels, pizza crackers, raisins, applesauce, and milk	<b>Snack 9:30am:</b> Cinnamon graham crackers and juice  <b>Lunch 12pm:</b> Buffalo chicken salad, soy nuts, tortilla, applesauce, vegetable juice, and milk	<b>Snack 9:30am:</b> Cheese cup and whole grain pretzels  <b>Lunch 11am:</b> Tuna salad cup, whole grain flour tortilla, sunflower kernels, applesauce, vegetable juice and milk	<b>Snack 9:30am:</b> Chocolate graham crackers and juice  <b>Lunch 12pm:</b> Cheddar cheese stick, sunflower kernels, pizza crackers, raisins, applesauce, and milk	<b>Snack 9:30am:</b> Chocolate graham crackers and juice  <b>Lunch 12pm:</b> Cheddar cheese stick, sunflower kernels, pizza crackers, raisins, applesauce, and milk

# And Justice for All Poster

And Justice for All Poster must be posted somewhere visible during every meal service

\* Be sure to use the current year's version of the poster, using old versions will not be considered meeting the requirement



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Office of the Assistant Secretary for Civil Rights  
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U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
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Washington, D.C. 20250-9410;

**fax:**  
(202) 690-7442; o

**correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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# MEAL SERVICE REQUIREMENTS

1. Serve the same meal to all children
2. Ensure that children eat all meals on site (this does not include a fruit, vegetable, or grain component that the State agency and sponsor may allow to be taken off-site)
3. Ensure all children receive a meal
4. Adhere to local health and sanitation regulations
5. Make arrangements for inclement weather
6. Serve meals on-time



# Taking Food Components Offsite

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With approval from your Sponsor children may be allowed to take **one** of the following items offsite to be eaten later, either one fruit, vegetable, or grain item.





# How Sites Operate

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SUBSEQUENT MEAL SERVICE  
REQUIREMENTS

# **Key Training Questions**

## ***Meal Service Requirements***

- 1. What action is required for field trips scheduled during meal service times?**
- 2. Who are program adults and non-program adults?**
- 3. What can be done with leftover meals?**
- 4. What is an organized site activity and why is it important?**



# Field Trips During Meal Service Times

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Formal approval of an alternate meal service is not a federal requirement, however sites should provide sponsors with a calendar of scheduled field trips to be submitted with the Program application.

# Meals Served to Adults

Sponsors have the option to serve meals to anyone. However, **only meals served to children may be claimed as reimbursable meals.** Meals served to adults must be reported differently than those served to children, depending on the classification of the adult served, as either a Program or a non-Program adult.

## ***Program Adults***

Work directly with the meal service at the site as either volunteers or paid employees. Meals may be served free to adults who meet this definition.

## ***Non-Program Adults***

Do not work in any direct way with the meal service at the site, such as a parent or guardian. Prior approval from sponsor is required to serve meals to non-program adults.

# LEFTOVER MEALS OR COMPONENTS

## ○ **Designate a "share table"**

A "sharing table" or stations are where children may return whole items that they choose not to eat.

Unopened, unused, whole food items left on the share table are then available to other children who may want additional helpings.

## ○ **Transfer meals to another site**

Contact sponsor if you wish to use this method of recycling leftover meals.

## ○ **Offer second helpings**

A limited number of second meals served as a unit can be claimed for reimbursement. The total number of second meals should not exceed two percent of first meals served. \*Sponsor approval is required

## ○ **Donate meals to charity**

Donating meals to a non-profit organization working to address hunger in the community is an option however the meals will be not reimbursable. Sponsor approval is required before donation.



# **IMPORTANCE OF AN ORGANIZED SITE ACTIVITY**

**Children are drawn to locations that offer educational, enrichment, and recreational activities.**

**Sites can get creative with different activities to accompany the meal.**

**Some activities include, art projects, games, school or community gardens, or nutrition lessons.**

**Providing an activity is a strategy sponsors and sites can use to boost participation and overall enjoyment at their sites.**

# ORGANIZED SITE ACTIVITY IDEAS

## ○ Activity Volunteers

Firemen and Police Officers, Musicians and music groups, Artists and art teachers, Gardeners and outdoor experts, athletes, Yoga/Pilates instructors

## ○ Theme Days

Food from around the world, fruits and vegetables, the solar system, sports, school subjects

## ○ Activity supplies

Board games, puzzles, playing cards, sports and recreation equipment (balls, jump rope, Frisbees) children's books and magazines

## ○ Enrichment Activities

Story Time with a librarian, host a summer reading challenge , play games involved science and math, and spelling

**End of Section I**

**Please continue to Section II**



**"Hunger doesn't  
take a vacation.  
Summer meals  
matter."**

- FRAC President Jim Weill

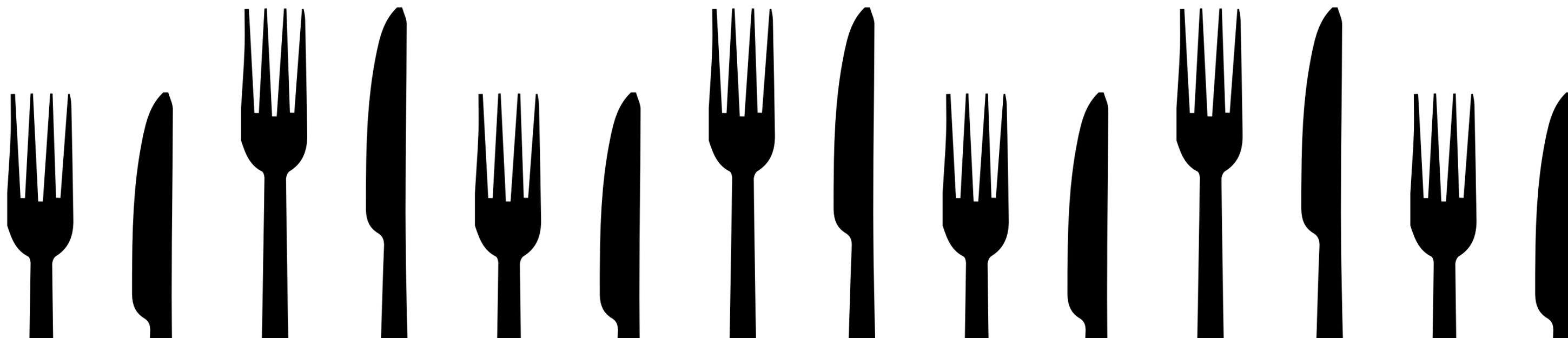


VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# SUMMER FOOD SERVICE PROGRAM

*A Training Course Part II*

Hosted by: Virginia Department of Social Services (VDSS)



# **What You'll Learn**

## **Today's Topics**

**Record-keeping requirements**

**How to fill out meal count forms**

**Food Service Record-keeping Requirements**

**How to order food**

# Meal Count Record-keeping Requirements



# **Key Training Questions**

## ***Meal Count Record-keeping Requirements***

- 1. What are Daily Meal Counts forms and why are they needed?**
- 2. Why do counts have to be taken at point of service?**
- 3. Whose job is it to complete the form?**
- 4. How do I complete a daily meal count form?**
- 5. What are Consolidated Meal Count forms?**
- 6. How do I record second meals, left overs, and spoiled meals?**

- 1. These records include the number of:  
Meals delivered or prepared, by type  
(breakfast, snack, lunch, supper).**
- 2. A designated 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 (if daily delivery)**
- 3. Vended programs must support this  
information with a signed delivery  
receipt**

# ***Record-Keeping***

**Required forms will be  
provided by the Sponsor.**



# Whose job is it to complete meal count forms?

## SFSP Sponsor

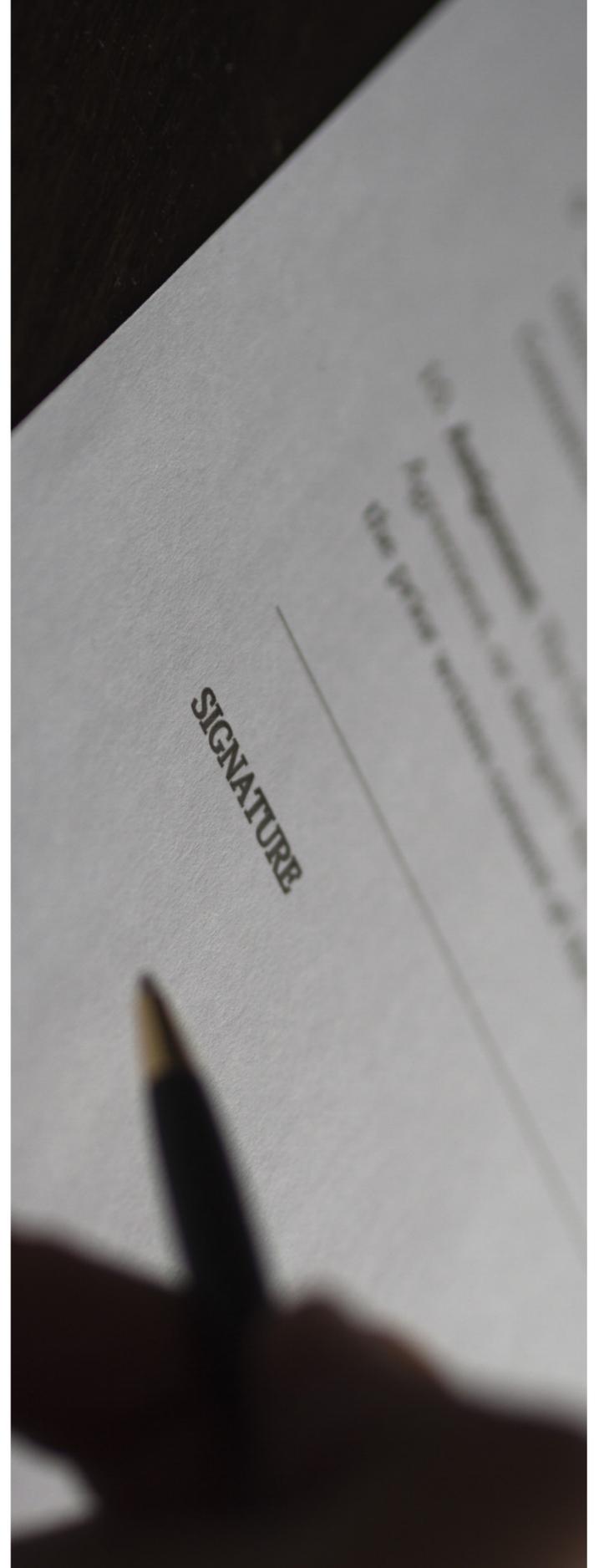
- *Provides* meal count forms to sites
- *Collects* forms weekly
- *Ensures* the number of meals delivered to sites is in conjunction with the quantity recorded by vendor

## SFSP Site Supervisor

- *Records* meal counts everyday
- *Keeps* records based on actual counts taken
- *Keeps* a separate form for each meal service
- *Signs* each meal count form

# Daily Meal Count forms

- Used to justify claims for reimbursement
- Needed to ensure SFSP funds are used for SFSP allowable costs



# Counts have to be taken at *point of service* because...

- Only complete meals served can be claimed for reimbursement
- it allows for an accurate count of meals served to be reported



# Information on Daily Meal Count

- Meals delivered or prepared, by type (Breakfast, snack, lunch, supper)
- Complete first meals served to children
- Complete second meals served to children
- Excess or leftover meals
- Non-reimbursable meals
- Meals served to program adults, if any
- Meals served to non-program adults, if any

# How to fill out *Daily Meal* Count Form

1. Meal counts must be taken at point of service
2. A separate form is required for each *meal type* served
3. Sponsors approve meal times for each site

<b>Summer Food Service Program DAILY MEAL COUNT FORM</b>	
Site Name:	Meal Type (circle): B L SN SU
Address:	Telephone:
Supervisor's Name:	Delivery Time: Date:
<b>Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]</b>	
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	<b>Total First Meals + [2]</b>
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	<b>Total Second Meals + [3]</b>
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	<b>Total Program Adult Meals + [4]</b>
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	<b>Total non-Program Adult Meals + [5]</b>
<b>TOTAL MEALS SERVED = [6]</b>	
<b>Total damaged/incomplete/other non-reimbursable meals + [7]</b>	
<b>Total leftover meals + [8]</b>	
<b>Total of items: [6] + [7] + [8] = [9]</b>	
<b>(Item [9] should be equal to item [1])</b>	
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

*Summer Food Service Program*

**DAILY MEAL COUNT FORM**

Site Name:

**SFSP Site**

Meal Type (circle):

B

**L**

SN

SU

Address:

**123 Main St. Anywhere VA 12345**

Telephone:

**(123) 456-7891**

Supervisor's Name:

**Corey Cook**

Delivery Time: **11:00 am** Date:

**July 1, 2020**

((First excerpt of form))

Meals received/prepared 30 + Meals available from previous day 0 = 30 (Total meals available)

[1]

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

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	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	<b>Total First Meals +</b>									

[2]

1. Cross out each number as a child receives a meal
2. If more than 150 meals are served, use the optional second page

CONTINUATION PAGE FOR DAILY MEAL COUNT FORM

Site Name:	Date:
First Meals Served to Children (cross off number as each child receives a meal):	
151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170	
171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190	
191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210	
211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230	
231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250	
<b>Total First Meals +</b>	<b>[2]</b>
Second meals served to children:	
11 12 13 14 15 16 17 18 19 20	
<b>Total Second Meals +</b>	<b>[3]</b>
Meals served to Program adults:	
11 12 13 14 15 16 17 18 19 20	
<b>Total Program Adult Meals +</b>	<b>[4]</b>
Meals served to non-Program adults:	
11 12 13 14 15 16 17 18 19 20	
<b>Total non-Program Adult Meals +</b>	<b>[5]</b>
<b>TOTAL MEALS SERVED =</b>	
<b>[6]</b>	
<b>Total damaged/incomplete/other non-reimbursable meals +</b>	
<b>[7]</b>	
<b>Total leftover meals +</b>	
<b>[8]</b>	
<b>Total of items: [6] + [7] + [8] = [9]</b>	
(Item [9] should be equal to item [1] on the front side of the page)	
Number of additional children requesting a meal after all available meals were served:	
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Optional Second  
Page

Second meals served to children:											
1	2	3	4	5	6	7	8	9	10	<b>Total Second Meals +</b>	<b>[3]</b>
Meals served to Program adults:											
1	2	3	4	5	6	7	8	9	10	<b>Total Program Adult Meals +</b>	<b>[4]</b>
Meals served to non-Program adults:											
1	2	3	4	5	6	7	8	9	10	<b>Total non-Program Adult Meals +</b>	<b>[5]</b>

1. Second meals must not exceed 2% of first meals served by the sponsor, for all sites, during the claiming period. \*Check with your sponsor before providing second meals
2. Program adults are adults who work directly as part of the operation of food service.
3. "Non-Program " adults are adults who work directly as part of the operation of food service



*Summer Food Service Program*  
Weekly Consolidated Meal Count Form

# How to fill out *Weekly Consolidated* Meal Count

Site Name:								
Address:								
Phone Number:								
Site Supervisor:								
Week of: ( _ / _ / _ )								
<b>Meal Type:</b> (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals received/ prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to program adults								
6. Number of meals served to non-program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								
<b>Remarks:</b>								<b>Signature of Site Supervisor:</b>



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

**Summer Food Service Program  
Weekly Consolidated Meal Count Form**

Site Name:	<b>SFSP Site</b>
Address:	<b>123 Main St. Anywhere VA 12345</b>
Phone Number:	<b>(123) 456-7891</b>
Site Supervisor:	<b>Corey Cook</b>
Week of: (_/_/_)	<b>07/01/2020</b>

1. Use this form to consolidate daily meal count information
2. Use a separate consolidated meal count form for each meal type

1. Information for items 1-9 should be transferred directly from the Daily Meal Count Form for the week.
2. Information for Item 10, Money Collected/ To Be Collected For Adult Meals, is not collected on the Daily Meal Count Form.
3. When completed, this form must be sign and dated by the Site Supervisor.

<b>Meal Type: (Circle) B L Sn Su</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals received/ prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children	<b>24</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>23</b>			<b>120</b>
4. Number of second meals served to children			<b>1</b>					<b>1</b>
5. Number of meals served to program adults								
6. Number of meals served to non-program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								
<b>Remarks:</b>				<b>Signature of Site Supervisor:</b>  <b><i>Corey Cook</i></b>				

How do I record second meals, left overs, and spoiled meals?

Use boxes 4, 7, and 8 to record seconds, spoiled and leftover meals

Meal Type: (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals received/ prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children	<b>24</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>23</b>			<b>120</b>
4. Number of second meals served to children	<b>1</b>							<b>1</b>
5. Number of meals served to program adults								
6. Number of meals served to non-program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected/to be collected for adult meals								
<b>Remarks:</b>					<b>Signature of Site Supervisor:</b> <i>Corey Cook</i>			



**Summer Food Service Program**  
**Monthly Consolidated Meal Count Form Including First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Meals Served**  
 Claim Period: \_\_\_\_\_ to \_\_\_\_\_

# How to fill out Monthly Consolidated Meal Count Forms

Site Name:	Breakfast		Lunch		Snack		Supper	
	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal
Day of the Month: (Example – July 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )								
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.								
<b>TOTALS</b>								
SUMMARY								
Meal Type	(A) Total 1 <sup>st</sup> Meals Served & Claimed		(B) Total 2 <sup>nd</sup> Meals Served & Claimed					
Breakfast								
Lunch								
Snack								
Supper								



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

**Summer Food Service Program**  
**Monthly Consolidated Meal Count Form Including First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Meals Served**  
**Claim Period: 7/1/2019 to 7/31/2019**

Site Name: <b>SFSP Site</b>	Breakfast		Lunch		Snack		Supper	
	1 <sup>st</sup> Meal	2 <sup>nd</sup> Meal						
1. <b>July 1</b>			<b>20</b>	<b>2</b>				
2. <b>July 2</b>			<b>22</b>	<b>0</b>				
3. <b>July 3</b>			<b>20</b>	<b>0</b>				
4. <b>July 5</b>			<b>25</b>	<b>1</b>				
5. <b>July 8</b>			<b>24</b>	<b>0</b>				
6. <b>July 9</b>			<b>21</b>	<b>0</b>				

24.	<b>July 30</b>		<b>21</b>	<b>0</b>				
25.	<b>July 31</b>		<b>24</b>	<b>0</b>				
<b>TOTALS</b>			<b>177</b>	<b>3</b>				
<b>SUMMARY</b>								
	<b>Meal Type</b>	<b>(A) Total 1<sup>st</sup> Meals Served &amp; Claimed</b>	<b>(B) Total 2<sup>nd</sup> Meals Served &amp; Claimed</b>					
	<b>Breakfast</b>	<b>0</b>	<b>0</b>					
	<b>Lunch</b>	<b>177</b>	<b>3</b>					
	<b>Snack</b>	<b>0</b>	<b>0</b>					
	<b>Supper</b>	<b>0</b>	<b>0</b>					

# How to send in Meal Counts



Scan and email forms after completion

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1. Scan and email forms to [sfsp@dss.virginia.gov](mailto:sfsp@dss.virginia.gov)
2. Send in previous week's forms every Monday
3. Use subject line *SFSP Meal Count Forms*
4. Be sure to sign every form before sending



# Food Service Record-keeping Requirements

# **Key Training Questions**

## ***Food Service Record-keeping Requirements***

- 1. How do I order food?**
- 2. What is the number of deliveries we aim to make and why?**
- 3. Why are delivery receipts needed?**
- 4. How do I track daily labor of food service and staff attendance?**



# Meal Ordering

**Sponsors are  
responsible  
for ordering  
food**

---

## **How are the sites involved?**

- Sites estimate based on attendance how many kids are expected to participate
- Sites give recommendations for types of meals based on feedback from children and make the menus

# Delivery Schedule

\*Two deliveries allows for a reduction in food waste



## *FIRST DELIVERY*

Contains an estimated amount of meals to cover first 4 weeks.



## *SECOND DELIVERY*

Based off of first four week's attendance, an order will be placed for the rest of the summer.

# How to place a meal order

1

## **Estimate**

Based on the previous attendance project how many children will participate in the program

2

## **Email**

Email  
**SFSP@dss.virginia.gov**  
with the subject line  
**Action Required: SFSP Meal Order**

3

## **Comment**

Comment how many meals you need and any recommendations for types of meals

4

## **Receive**

Track meal ordering process with Sponsor. Once order is received sign delivery receipt after verifying what was delivered matches what was ordered. Send receipt to sponsor

# What is the delivery receipt?

A way to ensure meals were received with the right quantity of the right type of meal. This is another formality required for the sponsor to receive reimbursement for the meals.





**Summer Food Service Program  
Site Delivery Receipt**

Site Name: **SFSP Site**

Site Supervisor: **Corey Cook**

Location: **123 Main St. Anywhere VA 12345**

Date and Time: **07/01/2020 10:05 am**

Site: After carefully counting and checking meals, a receipt must be signed and dated daily for the number of meals received.

Meal count variances and food quality comments must be recorded on delivery slips.

**Number of Meals Order**

Breakfast \_\_\_\_\_

Lunch **24**

Supper \_\_\_\_\_

Snack \_\_\_\_\_

**Number of Meals Received**

Breakfast \_\_\_\_\_

Lunch **24**

Supper \_\_\_\_\_

Snack \_\_\_\_\_

Received by: **Corey Cook**  
Site Supervisor/Staff

Comments or Concerns:

## How to fill out delivery receipt

After ensuring the number of meals ordered matches the number of meals received, fill out delivery receipt, then **scan and email to SFSP.dss.virginia.gov**

# Timesheets



**The USDA requires SFSP sponsors to keep accurate time and attendance records for all labor costs that are attributed to the SFSP.**

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All labor claimed as an operating or administrative cost must be documented on the following time sheet.

Inaccurate reporting and lack of sufficient documentation may result in denied reimbursement.

1. All staff involved with SFSP are to record their time participating with the program
2. After filling out the weekly time report, scan and email to SFSP@dss.virginia.gov every Monday following the week reported on
3. Include with meal count forms

<b>SFSP TIME REPORT</b>									
Site Supervisor Name: <b>Corey Cook</b>					Number: <b>(123)-456-7891</b>				
Address: <b>123 Main St. Anywhere VA 12345</b>									
Week of: <b>07/01/2020</b>									
Hours Worked in SFSP									
Name	Hours Per Day							Total Week Hours	Hourly Wage
	S	M	T	W	T	F	S		
<b>Corey Cook</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>		<b>16</b>	<b>15.00</b>
<b>Amy Adam</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>15</b>	<b>Volunteer</b>
<b>John Jacobs</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>15</b>	<b>Volunteer</b>
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.									

**Corey Cook**  
Supervisor's signature

**07/05/2020**  
Date

**End of Section II**  
**Please continue to**  
**Section III**

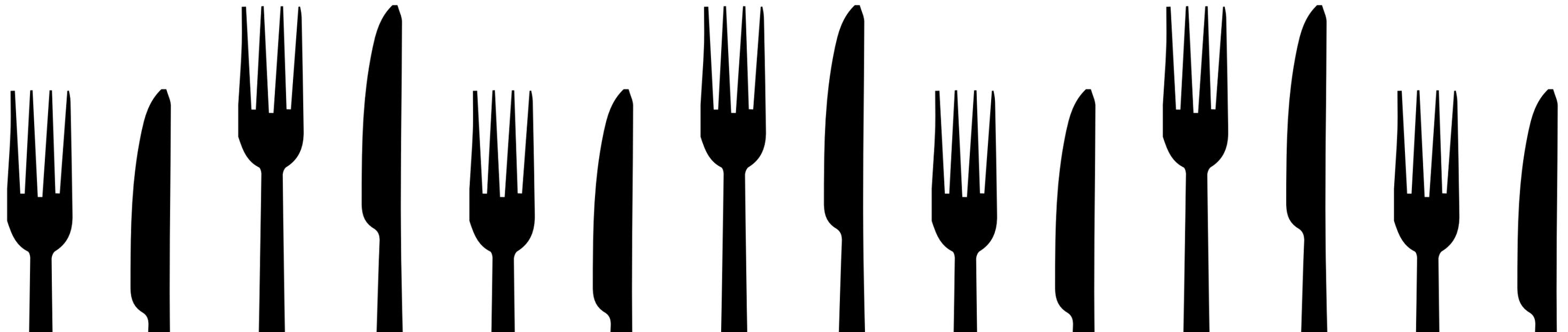


VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# SUMMER FOOD SERVICE PROGRAM

*A Training Course Section III*

*Hosted by: Virginia Department of Social Services (VDSS)*



# **What You'll Learn**

## **Today's Topics**

**Civil Rights Requirements  
Monitor's Responsibilities  
Other Policies**



# Civil Rights Requirements

# **Key Training Questions**

## ***Civil Rights Requirements***

- 1. What are the goals for civil rights?**
- 2. What are the civil rights requirements for program operations?**
- 3. What are the civil rights requirements for information availability?**
- 4. What is the Federal Nondiscrimination Statement and where must it be included?**
- 5. What are the policies surrounding the And Justice For all Poster?**
- 6. How do participants file a complaint?**
- 7. What are Disability Accommodations?**

# WHO IS RESPONSIBLE FOR CIVIL RIGHTS COMPLIANCE?

**All program staff and volunteers, i.e. you are!**



# PROGRAM OPERATIONS: ENSURING EQUAL ACCESS

## CIVIL RIGHTS REQUIREMENTS



*Ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability*

*Ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability*

*Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program*

*Take steps to ensure meaningful access to services for limited English proficient persons by providing information to individuals eligible to be served or likely to be affected by the program*

# **PUBLIC NOTIFICATION: INFORMATION AVAILABILITY**

## **CIVIL RIGHTS REQUIREMENTS**



*Display the "And Justice For All" Poster in a prominent place at the site*

*Make Program information available to the public upon request*

*Ensure that translations are accurate concerning the availability and nutritional benefits of the Program*

*Include the nondiscrimination statement, and instructions for filing a complaint, in their public release and in any Program information directed to parents of participants and potential participants*

# ***Federal 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

At a minimum, any brochure, website or document providing information about SFSP **must contain the last sentence of the non-discrimination statement** in a font size no smaller than the smallest font used elsewhere in the document.

The statement that must be included is:

**This institution is an equal opportunity provider.**



# Complaint Information

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LET PARTICIPANTS AT YOUR SITE KNOW THEIR RIGHT:

1. To file a complaint
2. How to file a complaint
3. The complaint procedures

*NEVER DISCOURAGE ANYONE FROM TELLING ABOUT SITUATIONS OF DISCRIMINATION/ FILING COMPLAINTS*

Access form at

[www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

# How to File a Complaint

- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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.
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# AND JUSTICE FOR ALL POSTER POLICIES

- All sites must display the poster in a prominent location for all to view.
- Display in all indoor or outdoor dining areas. Must be in area children are eating in e.g. cannot be in kitchen area. If mobile and children don't visit the cafeteria, laminate and post on the vehicle or in area of meal distribution.
- Local reproduction is not authorized. USDA provides copies of poster to State agencies for distribution.



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or 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:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**fax:**  
(202) 690-7442; or

**email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture, USDA) se prohíbe a esta institución discriminar por motivos de raza, color, nacionalidad, sexo, religión, discapacidad, edad, convicciones políticas o reprimir o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf) o en cualquier oficina del USDA o escriba una carta dirigida al USDA e incluya en esta toda la información que se solicita en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario completo o carta completa al USDA por:

**correo:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**fax:**  
(202) 690-7442; o

**correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades

# Disability Accommodations

**Goal:** Ensure children with disabilities are able to participate in and receive benefits from programs that are available to children without disabilities.

- The Americans with Disabilities Act Amendments Act of 2008 (P.L. 110-325) impacts SFSP as it expanded the definition of “disability”.
- Individuals who take mitigating measures to improve or control any of the conditions recognized as a disability, are still considered to have a disability and require an accommodation.

# What are Sponsor Civil Rights Responsibilities?

## *Record-Keeping*



Annually collect and maintain the racial/ethnic category of participants for each site. Methods include staff observation or voluntary self identification.

Maintain all program information for three years plus the current year. Safeguards should be exercised to ensure the data is available only to authorized personnel.

# WHAT ARE CIVIL RIGHTS VIOLATIONS?



- Not taking steps to ensure meaningful access to services for limited English proficient person
- Not ensuring that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability
- Not displaying “And Justice for All Poster”
- Not making program information available to the public upon request
- Required Racial and Ethnic data collection not completed
- Missing Civil Rights training documentation
- Missing Nondiscrimination statement inclusion on program materials



# Monitor's Responsibilities

# **Key Training Questions**

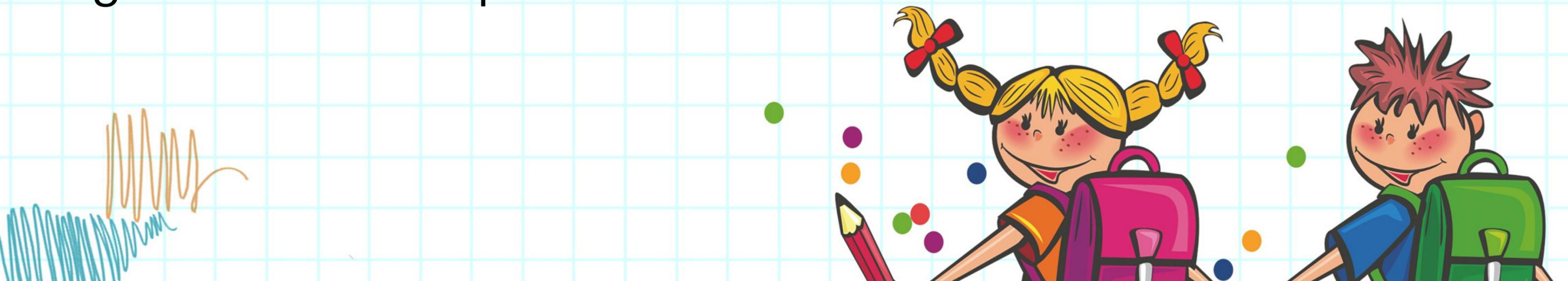
## ***Monitor's Responsibilities***

- 1. What is the purpose of monitoring?**
- 2. What are the monitor's responsibilities?**
- 3. How many monitoring visits are required?**
- 4. What is the difference between a site visit and a site review?**
- 5. What are program violations?**
- 6. What happens when violations are found?**
- 7. What is a corrective action plan?**

# What is the purpose of monitoring?

Monitors are the key link between the sponsor and the site personnel, they ensure that the sites operate in accordance with program guidance and requirements.

Monitor will work with the site staff to correct any problems and provide additional training as necessary. Their main role is to perform required site visits and site reviews at various times throughout program operations. The sponsor is financially responsible for any meals served incorrectly or served to ineligible people. This could mean a substantial loss of money to the sponsor if problems at the sites are not corrected.



# MONITORING SCHEDULE

## **PRE-OPERATIONAL VISIT**

Conducted for new sites and those that experienced operational problems the previous year before a site operates the summer program.

## **FIRST WEEK VISIT**

Conducted visits for all sites, both new and returning at least once during the first week of operation.

## **FIRST FOUR WEEK REVIEW**

Conducted review of each site at least once during the first four weeks of program operations. If a site operates less than four weeks, the sponsor must still conduct a review.

# Visits vs. Reviews —

*When monitors observe program operations at sites, they will usually make either a “visit” or a “review.”*

## VISIT

A site “visit” requires a monitor to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved.

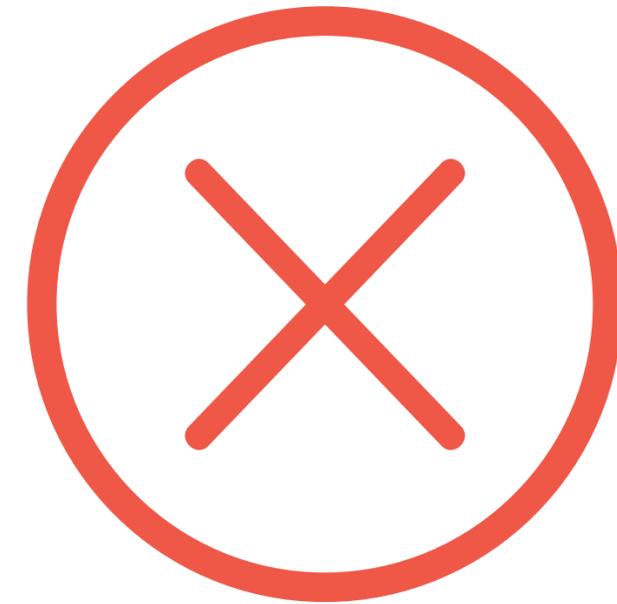
## REVIEW

A site “review” requires the monitor to determine if the site is meeting all the various program requirements. To accomplish this, a monitor will have to observe a complete meal service from beginning to end.

**\*All visits and reviews must be conducted as required and documented.**

# What happens when violations are found?

Violations of Program requirements may result in withholding or recovery of reimbursements, corrective action, or termination and exclusion from future Program participation.



# What are program violations?

- Failure to maintain adequate site or sponsor records.
- Failure to adjust meal orders to conform to changes in site attendance.
- Failure to have a trained site supervisor at each site during the meal service.
- Serving more than one meal to a child at one time.
- Children eating complete meals off-site (Note: This does not refer to the permissible practice of allowing children to take a one of the following three options off-site: either one fruit, vegetable, or grain component.
- Claiming meals that were not served to eligible children.
- Serving meals that do not include all required meal components and/or correct quantities.

# What are program violations?

- Failure to report sites to health department.
- Continued use of FSMCs/commercial meal vendor that violate health codes.
- Submission of false information to the State agency.
- Use of Program funds for unallowable costs.
- Noncompliance with civil rights laws and regulations.
- Failure to count meals at point of service.
- Meal count consolidation errors.

# What is a Corrective Action Plan?

## Corrective Action Steps

- Question and try to understand what caused the issue/violation
  - Develop a policy to prevent from happening again
- 

When the State agency finds violations during a site review, it will require the sponsor to correct the problems found.

If the State agency finds a high level of meal service violations at a site, it will immediately require the sponsor to follow a specific corrective action plan.

The State agency will initiate a follow-up system to ensure that sponsors take the specific action (as outlined in the plan) for correcting site violations. Failure or refusal of compliance with corrective action plan can result in loss of federal assistance.

# Other Policies

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# **Key Training Questions**

*Other Policies*

- 1. How do you respond to inclement weather?**
- 2. What are customer service core values?**
- 3. What are conflict resolution skills?**
- 4. Where can you find civil rights resources?**
- 5. Where can you find Nutrition education resources?**
- 6. Who do you contact with issues?**

# Inclement Weather

Although all outdoor SFSP sites are not required to have an alternate temperature-controlled site, a contingency plan should be in place

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For dealing with extreme weather conditions, such as thunderstorms and excessive heat options include:

1. Discontinuing the meal service, if safety is a concern
2. Using a tent to provide extra shade on extremely hot days
3. Partnering with a housing community to use an air conditioned lobby or community room on extremely hot days

# Customer Service Core Values

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Don't Forget!



Accountable &  
Responsible



Knowledgeable &  
Informative



Courteous & Helpful

# Conflict Resolution Skills

---

Just In Case!



Empathy &  
Accountability



Facilitation &  
Mediation



Active Listening &  
Creative Problem Solving

# Civil Rights Resources

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**USDA Office of Assistant Secretary for Civil Rights -**

[www.ascr.usda.gov/](http://www.ascr.usda.gov/)

**Filing a program discrimination complaint as a USDA Customer -**

[www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer](http://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer)

# Nutrition Education Resources

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## **SFSP Nutrition Guidance -**

<http://www.decal.ga.gov/documents/attachments/NutritionGuide.pdf>

## **USDA Team Nutrition Resources A to Z -**

<https://www.fns.usda.gov/tn>

## **Let's Move Campaign -**

<https://letsmove.obamawhitehouse.archives.gov/>

**\* If you have any questions,  
comments, concerns, or issues  
over the course of the summer  
please email  
SFSP@dss.virginia.gov**

**End of Section III**  
**Please continue to the**  
***Training Quiz + Survey***  
**to receive credit for completion**