

# The Summer Food Service Program Food That's In When School is Out! 2011 Site Supervisor's Guide



United States Department of Agriculture  
Food and Nutrition Service

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Revised January 2011

## Contents

Introduction .....	1
What You Can Expect From Your Sponsor .....	1
Training .....	2
Site Visits.....	3
What You Must Do for Your Sponsor .....	4
The First Day.....	6
Meal Pattern Requirements .....	7
For a Meal to be Reimbursable, It Must Contain: .....	7
Summer Food Service Program Meal Patterns .....	8
Keep These Food Safety Rules in Mind.....	9
Official Visitors.....	11
Questions and Answers .....	12
Do's and Don'ts.....	15
Do .....	15
Don't.....	16
Notes.....	17



## Introduction

In this book, you will find:

- What you can expect from your sponsor
- Your responsibilities as a site supervisor
- The meal pattern requirements for the meals you serve
- Safety rules to keep in mind
- How to work with official visitors
- Questions and Answers
- Some do's and don'ts while running your site

A smoothly run site for the Summer Food Service Program for Children (SFSP) is something that every sponsor and site worker hopes to achieve. Everyone wants an organized, well-supervised program that meets the goal of the SFSP: to serve fresh, well-balanced meals that are appetizing to children, come rain or shine. Working toward that goal, each site's staff uses the same key ingredients: lots of dedication, time, and know-how.

As a site supervisor, your dedication to your job will have a major impact on the success or failure of your sponsor's program. For example, since your sponsor's reimbursement is based on the daily records you keep of the meals prepared or delivered and served, how well you keep those records will directly affect your sponsor's program. You are the one who must alert your sponsor when something is wrong with the meals – when the food is spoiled or when there is too much or not enough food. By working cooperatively with your sponsor and following program guidelines, you can ensure that your site provides nutritious meals and snacks to children in your neighborhood during school vacation periods.

## What You Can Expect From Your Sponsor

To maintain a good relationship, both you and your sponsor should clearly know which responsibilities are yours as the site supervisor, and which are the sponsor's. The sponsor will:

- Handle all the bills and most of the paperwork involved in running the program. (You are responsible for keeping records of meals that are served at your site.)
- Conduct a pre-approval visit to your site to ensure that it is suitable, and possibly request required improvements.
- Advise which meal types will be served at your site.

- Let you know if your site is limited to serving a maximum number of meals by meal type. If maximum levels for each meal service at your site have been established, your sponsor will not receive reimbursement for meals served in excess of the approved maximum levels.
- Instruct you on what to do with any leftover meals. You and the sponsor should work together to ensure that each child receives only one meal at each mealtime and that food is not wasted. Your sponsor will explain if seconds may be served.
- Give you a supply of forms or access to an electronic system for recording the meals served daily. The sponsor should explain when and how you should submit the completed forms. This record is important because your sponsor will be paid only for the meals that your daily records show were served as first, and possibly second, meals to children.
- Assign a monitor to visit your site, to review operations, and answer any questions you may have. The monitor will fill out and discuss review forms with you and may provide onsite follow-up training and guidance.
- Provide information concerning the availability of meals and nutritional benefits of the program in the appropriate translation.
- Include the nondiscrimination statement, and describe how to file a complaint, in any program information directed to parents of participating children and potential participants.
- Provide you with an approved nondiscrimination poster for prominent display at the site, and explain that your site must be open to all attending children, regardless of race, color, national origin, sex, age, or disability.
- Record, or ask you to record, the number of participating children by ethnic/racial category.
- Provide you with the information and assistance you feel you need. Let your sponsor or monitor know about any problems you are having so they can be corrected quickly.



**Training:** Sponsors also are required to arrange a pre-operational training session for you. The training will cover:

- the kind of meal service (self preparation or delivered) your site will have,

- the types of meals your site will serve (i.e., breakfast, lunch, snack, and/or supper),
- the times meals are delivered and served,
- recognizing and serving a complete meal,
- the proper method for counting meals,
- trash removal service,
- record-keeping requirements for your site's food service,
- the people to call about problems and when and where to call them,
- local health and sanitation standards,
- local security and safety considerations, and
- the nondiscrimination policy.

**Site Visits:** Sponsors are required to make periodic, unannounced visits to your site. Some of the questions the sponsors will address include:

- Are the children eating the entire meal at the site?
- Are adults from the community who do not work with the program being fed?
- Are all components of the meal being served to children as one unit, or are the meal components served separately?
- Do the meals meet the meal patterns that are on page 8 of this handbook?
- Are meals at your site served only during the assigned times?
- Do the children know where the serving will take place when the weather is bad?
- Are you filling out your records completely every day?
- When meals are delivered, are you counting the meals and making sure the correct date and time are noted before you sign the delivery receipt?

- Are you checking for spoilage, missing food components, or portions that are too small?
- Do the monitor's counts match your counts?
- What do you do with leftover meals?
- Are second meals served as complete meals?
- Do you change the number of meals you prepare or order depending on the number of children who come to the site?



### **What You Must Do for Your Sponsor**

As site supervisor, you must:

- Attend the training session(s) provided by your sponsor before your site begins its summer food service operation. Someone who has received program training must be present at each site when meals are being served.
- Order from your sponsor, or prepare at your site, only the number of meals that you need. Even with the most carefully planned programs, sites occasionally have more meals than they do children to eat the meals. Discuss with your sponsor if seconds may be served and what to do with leftovers, if you have ordered or prepared too many meals. Contact your sponsor to change the number of meals delivered if you have many meals leftover, or if you do not have enough meals to serve all of the children by the end of the meal period. If you prepare the meals at your site, plan to change the number you prepare to meet the needs of your site.
- Check with your sponsor to see how meals will be delivered to your site. Usually, vendors and food service management companies must deliver each meal in a single package or unit. Only milk or juice can be delivered separately. However, there are some exceptions. Your sponsor will tell you if any exceptions have been approved for your site.
- Count the number of meals delivered, and check them thoroughly each day. Meals delivered from a central kitchen should also be counted and checked for good program management. It is important to check food on delivery for proper temperatures. Make sure thermometers are available to check the temperature. Sign only for the number of acceptable meals delivered and write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. If the delivery is NOT correct, do NOT sign the receipt without clearly writing on the receipt the problems with your

site's delivery. You should immediately notify your sponsor of the problems you had that day.

- Keep a copy of the delivery receipt and meal count record with your daily report. The delivery receipt should identify what meal was delivered, the number of meals delivered, the date and time of delivery and match the menu for the day the meals were delivered and served. Your sponsor will let you know how and when your receipts and daily meal count forms will be submitted. Either your sponsor will collect them or ask you to mail them to the sponsor's office.
- Count meals at the point of service. This helps to make sure that the meal counts are accurate. At the end of each meal, record on the daily report form provided by the sponsor the number of complete breakfasts, lunches, snacks, or suppers you served as first meals and as second meals.
- Make sure the meals served meet the meal pattern requirements. This rule applies to all meals – those prepared at your site or those delivered by a food service management company or other vendor. Contact your sponsor when delivered meals do not meet the meal patterns listed in this guide.
- Serve one complete meal to each child, unless instructed differently by your sponsor. If you have a school sponsor, you may be able to use “offer versus serve” or OVS. This means that children do not have to choose every component of the meal that is offered to them. In an OVS meal service, you have to offer a complete meal to each child, but the child can refuse one or more of the components. In a non-OVS meal service, you have to serve the complete meal. Each meal you serve must contain the correct portions of each of the components included in the meal pattern.
- Serve only one meal to each child during a meal service. After all children receive one complete meal, you may serve a limited number of second meals if permitted by your sponsor.
- Be sure that children eat the entire meal at the site, unless the sponsor allows a piece of fruit or vegetable to be taken off-site. Check with your sponsor to find out if this is allowed.
- Do not allow parents to eat any portion of the child(ren)'s meal.
- Serve meals to children 18 years of age or younger, or people (of all ages) with physical or mental disabilities who participate in special school programs for the disabled.
- Never serve spoiled food or incomplete meals to children. Contact your sponsor immediately if you receive spoiled or incomplete meals so that the sponsor can resolve the problem.



- Serve the approved meals at your site only during the meal times assigned by your sponsor. Because some sites are exempt from some of the following time limitations, be sure to check with your sponsor.
  - Meals must be delivered within one hour before serving time if your site does not have a refrigerator or adequate storage facilities.
  - You must allow at least three hours between the beginning of one approved meal service and the beginning of another (breakfast, lunch, snacks, and/or supper).
  - If you do not serve a snack after lunch and before supper, then you must allow at least four hours between lunch and supper.
  - You must begin serving supper before 7 p.m. and end by 8 p.m.
  - You can only serve lunch and supper for two hours. Breakfast and snack service cannot last for more than one hour.
- Serve meals to all attending children regardless of race, color, national origin, sex, age, or disability.
- Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age, or disability.
- Display in a prominent place a nondiscrimination poster provided by your sponsor. If your site is outdoors, you may want to take the poster back and forth each day or attach it to the coolers or warming units.
- Make program material provided by your sponsor available to the public upon request.
- Comply with any guidance provided by the monitors.



### **The First Day**

The first day is very important. It is when you introduce the children to the summer meal service. Although signs and posters around the site will help both children and neighborhood adults remember the rules, you should make sure they understand the rules. Before mealtime on the first day of your program, take time to talk with the children about the following:

- **Who may eat at the site:** Children who are under 18 or younger (or others who are physically or mentally disabled and who participate in a special school program for the disabled);
- **When the meals will be served;**

- **Where the meals will be served when the weather is bad;**
- **What type of meals will be served;** and
- **Why meals must be eaten at the site:** Unless your sponsor allows a piece of fruit or vegetable to be taken off-site, all food must be eaten by the children at the site. This is to ensure the safety of the food and that the food is consumed by the child.

### Meal Pattern Requirements

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirements listed on the following page. Compare the menus of the meals to be served at your site with these requirements and learn to recognize incomplete meals.

For a Meal to be Reimbursable, it Must Contain:		
Breakfast	Lunch or Supper	Snack
<ul style="list-style-type: none"> <li>– One serving of milk;</li> <li>– One serving of a vegetable or fruit or a full-strength juice; and</li> <li>– One serving of grain or bread.</li> <li>– A meat or meat alternate is optional.</li> </ul>	<ul style="list-style-type: none"> <li>– One serving of milk;</li> <li>– Two or more servings of vegetables and/or fruits;</li> <li>– One serving of grain or bread; and</li> <li>– One serving of meat or meat alternate.</li> </ul>	<ul style="list-style-type: none"> <li>– Must contain two food items from different components. However, juice cannot be served when milk is served as the only other component.</li> </ul>



## Summer Food Service Program Meal Patterns

Food Components	Breakfast	Lunch or Supper	Snack <sup>1</sup> (Choose two of the four)
<b>Milk</b> Milk, fluid	1 cup (8 fl. oz.) <sup>2</sup>	1 cup (8 fl. oz.) <sup>3</sup>	1 cup (8 fl. oz.) <sup>2</sup>
<b>Vegetables and/or Fruits</b> Vegetable(s) and/or fruit(s), or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup  ½ cup (4 fl. oz.)	¾ cup total <sup>4</sup>	¾ cup  ¾ cup (6 fl. oz.)
<b>Grains and Breads</b> <sup>5</sup> Bread, or Cornbread, biscuits, rolls, muffins, etc., or Cold dry cereal, or Cooked pasta or noodle product, or Cooked cereal or cereal grains or an equivalent quantity of any combination of grain/bread	1 slice 1 serving ¾ cup or 1 oz. <sup>6</sup> ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 oz. <sup>6</sup> ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 oz. <sup>6</sup> ½ cup ½ cup
<b>Meat and Meat Alternates</b> Lean meat or poultry or fish or alternate protein product, <sup>7</sup> or Cheese, or Eggs, or Cooked dry beans or peas, or Peanut butter or soy nut butter or other nut or seed butters, or Peanuts or soy nuts or tree nuts or seeds, or Yogurt, plain or sweetened and flavored, or An equivalent quantity of any combination of the above meat/meat alternates	(Optional) 1 oz.  1 oz. ½ large egg ¼ cup  2 tbsp. 1 oz. 4 oz. or ½ cup	2 oz.  2 oz. 1 large egg ½ cup  4 tbsp. 1 oz.= 50% <sup>8</sup> 8 oz. or 1 cup	1 oz.  1 oz. ½ large egg ¼ cup  2 tbsp. 1 oz. 4 oz. or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

<sup>1</sup>Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

<sup>2</sup>Shall be served as a beverage, or on cereal, or use part of it for each purpose.

<sup>3</sup>Shall be served as a beverage.

<sup>4</sup>Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>5</sup>All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

<sup>6</sup>Either volume (cup) or weight (oz.) whichever is less.

<sup>7</sup>Must meet the requirements in Appendix A of the SFSP regulations.

<sup>8</sup>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. When determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.

## Keep These Food Safety Rules in Mind

- Bacteria can grow rapidly between 40°F and 140°F, which includes room temperature. This is known as the *danger zone*.
- Avoid holding foods in this temperature *danger zone*. Do not hold a food in the temperature *danger zone* for longer than two hours. After two hours discard the food.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40°F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140°F or more.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.
- Train food service employees on safe food handling, on the safe use of all types of equipment, and on personal hygiene.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

The four core messages of Clean, Separate, Cook and Chill will help you keep your food safe to eat.

### CLEAN

- Wash hands frequently and properly, for at least 20 seconds with soap and *hot* water. Use a *separate* hand wash sink, not sinks used for food preparation or dishwashing. Always wash hands after touching hair or face.
- Use disposable towels when drying hands. Discard disposable towels after each use.
- Cough or sneeze into disposable tissues *ONLY*, and wash hands afterwards. If you sneeze on food or food production areas, discard the food and clean and sanitize the food production area.
- Persons with colds, or other communicable diseases should **not** be permitted to work in food preparation areas.
- All superficial cuts should be covered with a bandage and a disposable glove.
- Any person with an infected cut or skin infection should **not** be permitted to work with food.
- Use disposable gloves properly. Wash hands before putting on gloves, avoid touching skin, carts, refrigerator, freezer, oven doors, money, or any unclean surfaces. Throw the gloves away after using or touching anything other than food.
- Follow instructions exactly on how to use and clean kitchen equipment.
- Keep all equipment such as cutting boards, can openers, grinders, slicers, and work surfaces clean and sanitized. Sanitize equipment and work surfaces between use with raw and cooked foods. Check with local health department codes for a list of sanitizing agents.
- Use plastic cutting boards. Purchase adequate number of cutting boards to prevent cross contamination during food production.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.

## Keep These Food Safety Rules in Mind

### SEPARATE

- Avoid cross-contamination.
- Use appropriate utensils to pick up and handle food.
- Never touch ready-to-eat foods with your bare hands.
- If using hands, wear disposable plastic gloves and do not touch anything unclean with the gloves. Throw the gloves away after using or touching anything other than food.
- Prepare sandwiches and salads with a minimum amount of handling.
- As a food safety precaution, you may want to use two sets of cutting boards: one for meats, and one for vegetables and fruits. Buying plastic cutting boards in different colors will help to keep them straight.
- Prevent juices from raw meat, poultry, or seafood from dripping on ready-to-eat foods, such as salad greens, either in the refrigerator or during preparation.
- Store ready-to-eat foods *above* raw uncooked foods.

### COOK

- Be sure thermometers are available and use them properly. Calibrate thermometers on a regular basis.
- Use a meat thermometer to ensure that meat and poultry are cooked all the way through.
- Cook foods to minimum required internal temperatures for safety.

#### **Minimum Internal Temperatures for Safety**

(based on the 2005 FDA Food Code)

165 °F for 15 seconds	Poultry, stuffing, stuffed fish, pork or beef; pasta stuffed with eggs, pork, casseroles, reheating leftovers.
155 °F for 15 seconds	Ground meats, beef, lamb, veal, pork, pasteurized eggs held on steam table, cubed or Salisbury steaks, fish nuggets or sticks
145 °F for 15 seconds	Seafood, beef, pork, veal steaks, & roasts (medium rare), eggs cooked to order and served immediately.
140 °F for 15 seconds	Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.

- DO NOT partially cook foods. Partial cooking may encourage bacteria to grow before cooking is completed.
- If the serving of a hot food must be delayed, keep it at a holding temperature of 140°F or above.

### CHILL

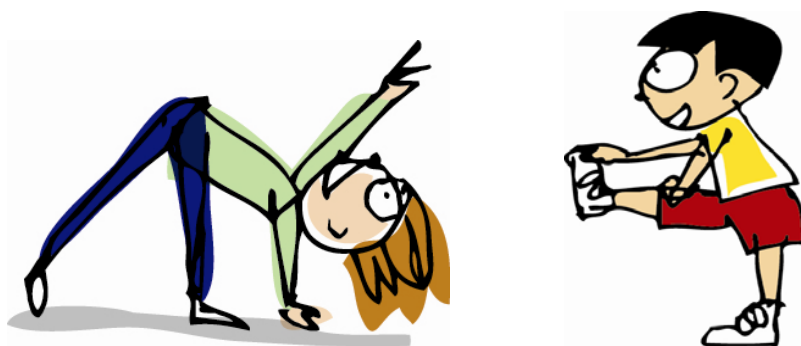
- Keep cold foods COLD! (Refrigerate or chill food at 40 °F or below)
- Keep frozen food in a freezer at 0 °F or lower.
- Cool hot food from 140°F to 70°F within two hours. If during the cooling process food temperatures do not reach 70°F immediate action is required or food must be discarded. Cool foods from 70°F to 40°F or below within four hours. DO NOT ALLOW ANY FOODS TO COOL AT ROOM TEMPERATURE.
- Refrigerate or freeze properly cooled leftovers in covered, two-inch shallow containers.
- Divide large containers of soups, sauces, or vegetables so that the smaller portions will cool more quickly. Stirring throughout the chilling process will shorten the total cooling time. An ice paddle or ice bath will also help to rapidly cool foods.
- Leave airspace around containers or packages to allow circulation of cold air so that rapid cooling is ensured.
- Once cooled, tightly cover and date leftovers.
- DO NOT THAW FOODS AT ROOM TEMPERATURE. Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if ice crystals are still present.

## Official Visitors

From time to time, your site may have official visitors who will want to talk with you about the food service. These visits are unannounced in most situations. They are required to carry identification, so if you have any doubts please ask to see it. If you are still concerned, check with your sponsor. You should keep a written record of these visits for reference purposes, and you should report the results of all official visits and reviews to your sponsor.

In addition to the monitors from your sponsor's office, you should expect to see representatives from the local health department. State agency and Federal staff who administer the SFSP also may review the program. All these people will want to work with you and your sponsor to help ensure smooth food service operations at your site. Remember, these officials will note any problems they observe. It is your responsibility to make sure your meal count matches the reviewers' count (sponsor, State agency, or Federal) at your site. If you are unable to match the meal count, you must explain on your meal count record why the two counts do not match.

Because your sponsor may not be paid for those meals you serve that do not meet program requirements, you must make sure your site meets all requirements and that any problems are corrected immediately. If you receive a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.



## Questions and Answers

These are frequently asked questions about the SFSP. If you have other questions, contact your sponsor. Your sponsor is there to help you run a good program.

### **1. As a site supervisor, what are some of my responsibilities?**

You must attend training before the site opens, order and receive the meals from your sponsor, ensure the proper number of complete meals are delivered, and ensure the correct number of complete meals are safely served to children 18 years old or younger. You also must ensure the children eat their meals on site, that you do not discriminate against any children, and prepare complete and accurate records of deliveries, meal counts, and other paperwork as necessary.

### **2. What will I learn during my training session?**

Some of the things you will learn at your site supervisor's training are: the types of meals you will serve and how to serve them properly; how to count the meals you serve; how to maintain local security, safety, health and sanitation standards; and how to keep complete, accurate records.

### **3. What should I do if my site's meals are not delivered?**

Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the people responsible for delivering the meals.

### **4. What should I do if meals are delivered late?**

First, discuss the problem with the driver and make a note of the problem on the delivery receipt. If the problem continues, call your sponsor.

### **5. What should I do if the food is spoiled?**

If you realize that any meals are spoiled before you sign for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and take back **all** meals. This can be a very dangerous situation, so do not serve any part of any of the meals. Call the sponsor immediately. Let the sponsor notify the vendor and someone will come to pick up the spoiled meals. This procedure applies even if only one component in the meal is spoiled.

**6. May I serve meals to adults who are working with the food program?**

Your sponsor will give you instructions regarding adult staff meals.

**7. May I serve meals to adults in the community?**

This program is primarily for children. You should post signs at the site so adults understand that the SFSP is not for them. You may want to check food assistance programs in your area that serve adults and senior citizens so you can refer them to other places where they can receive meals or food.

**8. What should I do if adults demand meals?**

Call your sponsor immediately. The sponsor will probably send someone to the site to deal with the problem.

**9. May I serve seconds?**

Check with your sponsor. Even if your sponsor allows you to serve seconds you should plan to serve only one complete meal per child. However, even with good planning, you will have extra meals left when attendance fluctuates. In this case, if your sponsor allows it, you may serve second meals. All second meals served must be complete meals to count as a reimbursable meal. Always indicate on your daily record how many seconds you serve. Since there are limits on the number of seconds that can be reimbursed, contact your sponsor to adjust your meal order if you are receiving too many meals. If you prepare the meals at your site, adjust the amount of food you prepare to plan on serving one meal per child.

**10. What can I do when a child does not want to eat every item of their meal?**

You can designate sharing tables or stations where children may return whole items that they choose not to eat and take items other children have shared, provided that this is in compliance with local and State health and safety codes. Food from sharing tables (except fruits and vegetables) may not be removed from the site and must be stored/disposed of in the same manner as other leftovers.

**11. What should I do if the children do not want to eat at the site?**

Check with your sponsor to find out if a piece of fruit or a vegetable item may be taken off-site. If it is permitted, make sure that children are not taking any other food components off-site. If the sponsor does not allow any items to be taken away from the site, tell the children that



they must eat the whole meal at the site. You may want to post signs, and if this is a recurring situation, notify your sponsor.

## **12. What are some of the safety rules I should keep in mind?**

Some important food safety rules include:

- Keep hot foods hot, and cold foods cold,
- Properly store leftover foods,
- Keep milk at the proper temperature before serving,
- Empty garbage cans daily, and
- Keep a fire extinguisher and first aid kit close by and ensure that all site personnel are trained in their use.

## **13. What should I do if I suspect a child has a food-borne illness?**

If you suspect a food-borne illness take the following action.


















- Stop serving the remaining food.
- Get the following information:
  - name(s) of the child(ren);
  - name(s) of parent(s) or guardian(s);
  - parents' or guardians' telephone number;
  - when the child last ate (the date and the time);
  - what the child last ate (include everything eaten);
  - what, if anything, tasted bad when it was eaten; and
  - what time the child began to feel ill, including the symptoms
- Include information on the food item(s) involved. Keep all leftovers of the suspected food(s) and mark "DO NOT USE."
- Call the local or State Health Department and inform them of the incident. They will direct you on what to do for the child(ren) and with the suspected food(s).
- Contact your sponsor to inform them of the incident.

## **14. How does my sponsor get paid for the meals I serve?**

Sponsors are paid a set amount per meal. Sponsors are reimbursed according to the daily records you keep that account for all categories of meals you serve. Your records are the sole basis for reporting the number of meals you serve.

## Do's and Don'ts

### Do . . .

-  Prepare or order only the number of meals needed.
-  Count the meals as they are received.
-  Check the meals to be sure you have received all the menu items and that none of the items are damaged or spoiled. Note any problems directly on the delivery receipt and sign the receipt.
-  Clean the site before you serve the meal.
-  Put up the approved nondiscrimination poster.
-  Serve the meal only during the assigned time period.
-  Prepare and serve the meal according to State and local health and safety standards.
-  Serve the children in an organized manner at mealtimes.
-  Serve each child all menu items at one time.
-  Count and record the number of meals as they are given out.
-  Count second meals separately if your sponsor allows seconds. Second meals must be served as complete units.
-  Complete the daily records in a timely manner. Keep them in a safe place away from the children, the weather, and animals.
-  If possible, organize site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in changes in attendance by the children. When this happens, you and your site are at a disadvantage.
-  Plan the staff members' time so they may sit with the children while they eat.
-  Encourage the children to try new foods.
-  Clean the site after the meal.
-  Have fun!

### **Don't . . .**

- 👉 Serve second meals until all children at the site have been served one complete meal.
- 👉 Serve meals with missing components, unless your site is approved to serve “offer versus serve” (OVS) meals.
- 👉 Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- 👉 Allow any part of the meal to be taken offsite, unless your sponsor allows a piece of fruit or vegetable to be taken off site.
- 👉 Sign meal receipts until all meals are carefully counted and checked.
- 👉 Allow discrimination against any child because of race, color, national origin, sex, age, or disability.
- 👉 Forget to have each meal service supervised by a person trained in the operation of the program.
- 👉 Hesitate to contact your sponsor if you have concerns.



## Notes

---

Site's Name and/or Number:

---

Site Supervisor's Name

---

Sponsor's Name

---

Sponsor's Representative

---

Sponsor's Address

---

Sponsor's Phone Number

Comments: \_\_\_\_\_

---

---

---