

## Self-Study Guide for Site Staff/Volunteers Summer Food Service Program (SFSP)



All site staff must be trained prior to starting the SFSP. The certification page (p. 6) must be signed by the trainee and kept on file by the sponsor as documentation of annual training.

### 1. Purpose of the Program

The Summer Food Service Program (SFSP) helps make sure that children continue to receive nutritious meals during the summer, when they do not have access to school lunch or breakfast. All children 18 years of age and under who go to an approved site may receive free meals.

**As site staff, you are in charge of:**

- *Serving reimbursable meals and taking accurate meal counts at the end of the serving line*
- *Making sure there are safe and sanitary conditions at the site*
- *Making sure all children eat meals at the site*
- *Planning and organizing daily site activities*
- *Making sure there is no discrimination during the meal service*
- *Ensuring good communication with your sponsor*



Learn more about the SFSP at:

<http://www.cde.state.co.us/nutrition/summerfoodserviceprogram>

### 2. Site Eligibility

Types of SFSP sites are:

- Open: At least 50% of the children in the area qualify for free or reduced price school meals. Any child who comes to an open site receives a free meal on a first come first serve basis.
- Restricted Open: The site was initially an open site. Because of space, security, or safety reasons, the site's attendance is limited.
- Closed-Enrolled: At least 50% of the children enrolled in the program qualify for free or reduced price school meals. All children enrolled in the program receive a free meal.
- Camp: A residential or non-residential day camp that offers food service as part of an organized program for enrolled children. All children that qualify for free or reduced price school meals receive a free meal.

**This site is (check one):**

Open \_\_\_\_\_

Restricted Open \_\_\_\_\_

Closed-Enrolled \_\_\_\_\_

Camp \_\_\_\_\_

### 3. Recordkeeping Requirements

All SFSP records must be kept on file for 3 years plus the current year.

Daily Recordkeeping Requirements include:

- Daily Meal Count Form
- Daily Labor
- Food & Equipment Temperatures
- Delivery Receipts, if meals are delivered to the site
- Menu Production Records, if meals are prepared at the site

➤ Daily Meal Count Form

Site staff must count and record the number of reimbursable meals served at the end of the serving line. The daily meal count form must be accurately completed, signed and dated. If non-reimbursable meals (i.e. second meals, program adult, non-program adult, or incomplete meals) are served, they must also be recorded on the daily meal count form.

**The Daily Meal Count Form can be found at:**  
<http://www.cde.state.co.us/nutrition/osnsfspapplicationclaimssystem#claims>



➤ Daily Labor

Site staff must record the actual time spent on food service. Time and attendance records should be submitted to the sponsor on a weekly basis.

➤ Food & Equipment Temperatures

Site staff must take and record the temperatures of food and equipment to make sure temperatures are within safe ranges. For temperature log sheets, instructions on how to calibrate a thermometer, and food safety check lists, visit:

<http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#foodsafety>.

➤ Delivery Receipts

If meals are delivered to the site, site staff must make sure that the quality and number of meals delivered matches the delivery receipt. All delivery receipts must be provided to your sponsor on a weekly basis. If there is an issue with the delivered meals, you must contact your sponsor.

➤ Menu Production Records

If meals are prepared at the site, menu production records must be completed. Menu production record instructions and the SFSP menu production record can be found at:

<http://www.cde.state.co.us/nutrition/summerfoodserviceprogramrequirements#menuplanningandmealpatterns>.

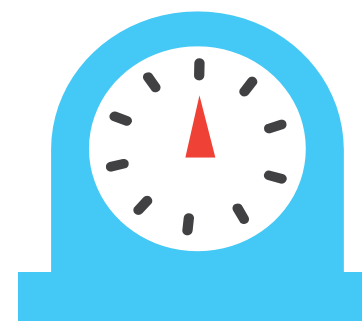


## 4. Meal Service Requirements

### ➤ Meal Service Times & Locations Must Be Approved

Meals must be served during the time frames approved by the Colorado Department of Education School Nutrition Unit. You must notify your sponsor if you would like to change your meal time. The change must be approved by the CDE School Nutrition Unit before changing the meal time. You must also notify your sponsor if you would like to serve meals during a field trip. Your sponsor must approve the field trip request in order for the meals to be reimbursable.

Serve “brunch” for kids that don’t get up for an early breakfast!



### ➤ Meals Must Be Served and Eaten At the Site

All meals served to children must meet specific meal pattern requirements. SFSP meal pattern requirements can be found on the program requirements [webpage](#).

All meals must be eaten at the site. If a child takes their meal off-site, the meal cannot be recorded as reimbursable. A child is allowed to take one item (a whole piece of fruit/vegetable or packaged grain) off-site to eat later. The item must be from either the child’s own plate or from a share table. All state and local health and safety rules must be followed.



Providing activities before or after the meal is a great way to help keep kids on-site. Signage, reminders at the point of service, and themed days like “Fun Friday” are also best practices.

### ➤ Share Table & Leftover Requirements

If a site has a share table, where children can return whole food items they do not want to eat, the share table must be approved by the sponsor.

Nonperishable share table items remaining at the end of meal service can be reused as share table items during the next meal service. All state and local health and safety rules must be met.

If there are leftover meals at the end of the day, those meals cannot be donated to families during the SFSP. However, leftover meals can be donated to charitable organizations such as food banks, homeless shelters, or food pantries. Leftover meals must be distributed apart from the SFSP operation.

### ➤ Food Safety Requirements

Good food safety practices must be followed at all times. Food preparation, storage, and service areas must be cleaned and sanitized. Site staff must have proper personal hygiene and wash hands frequently and use gloves appropriately. Food and equipment temperatures must be taken and recorded. The temperature of food must be taken upon arrival and during meal service, if meals are delivered, or during preparation and holding, if meals are prepared at the site. If meals are not at the correct temperature, they cannot be served or claimed for reimbursement.

## 5. Civil Rights Requirements

Civil rights refer to the rights of “personal liberty” guaranteed by the 13<sup>th</sup> and 14<sup>th</sup> Amendments to the US Constitution and Acts of Congress and to the fair and just treatment of all customers and employees. Civil Rights requirements for Child Nutrition Programs can be found in FNS Instruction 113-1: <http://www.fns.usda.gov/sites/default/files/113-1.pdf>.

### ➤ USDA FNS Protected Classes

Protected classes in the SFSP are race, age, color, sex, national origin, and disability.

Discrimination is the treatment of or making a distinction of a person based on the group, class, or category to which that person belongs. Examples of unlawful discrimination include:

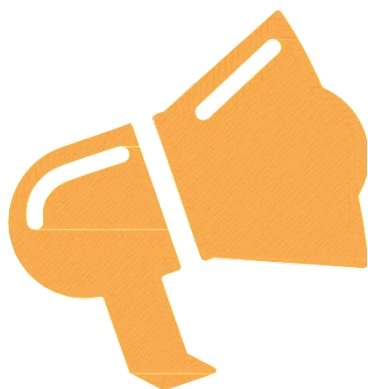
- Giving one group of children larger or extra helpings of food
- Separating genders
- Not providing program information to all potential program participants

### ➤ Collecting and Reporting Participant Data

All sites that participate in the SFSP must collect the racial and ethnic data of the children participating in the SFSP. The collection of this information is only for statistical reporting requirements. This data may be collected by your sponsor.

### ➤ Effective Public Notification Systems

Each year sponsors must inform the public that they participate in the SFSP and your site information must be provided. Sites must post the “And Justice” poster in the correct size (11”x17”) in a noticeable location at the site. All informational materials must also contain the nondiscrimination statement.



Promote your site using social media and traditional media outlets! Outreach resources and tools can be found at:

<http://www.cde.state.co.us/nutrition/sfspoutreachtools>

### ➤ Reasonable Accommodations for Persons with Disabilities

Food substitutions for a child with a dietary disability must be made if a medical statement is on file. The medical statement must be completed and signed by the correct medical authority. Reasonable accommodations also include making sure participants with a disability have physical access to programs and services; such as easily accessible entrances, restrooms, etc.

### ➤ Reasonable Accommodations for Persons with Limited English Proficiency (LEP)

It is important that site staff is able to communicate or provide materials to children and families with English as a second language to make sure they understand the SFSP. The site should post flyers or have materials in alternate languages stating that meals are free for children and must be eaten at the site.

➤ Customer Service

Customer service means communicating with customers well, responding to the customer’s needs, and valuing the customer’s worth. In order to reduce the risk of a civil rights complaint ask yourself the following questions each time a participant comes to your site:

- ✓ Am I treating this person the same way I treat others?
- ✓ Have I given this person the opportunity to ask questions?
- ✓ Have I provided the person with the information they need to make necessary decisions?

➤ Conflict Resolution & Complaint Procedures

In no way should site staff prevent a customer from filing a civil rights complaint. However, most conflicts can be easily resolved. Conflict resolution includes assisting the customer to find a solution to the complaint. If a child or family wants to file a complaint, they can be directed to the “And Justice for All” poster or the USDA Program Discrimination Complaint form:

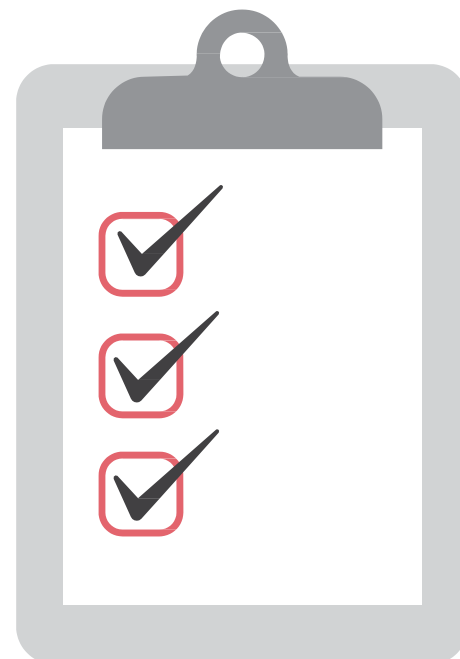
[https://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html).

## 6. Sponsor & State Agency Compliance Reviews

Your sponsor will conduct a review of the site to make sure the site is following program rules and regulations. Any areas of noncompliance will be addressed in a corrective action plan. The site must indicate the immediate corrective action that was taken and identify the plan in place to ensure future compliance. Your sponsor may conduct follow-up reviews and additional monitoring, as needed. In addition to sponsor reviews, the CDE OSN may conduct a review of site operations at any time. A site must be terminated from participation if many violations are found and/or if the health, safety, or wellbeing of children is threatened.

## 7. Sponsor Contact Information & Additional Policies

Include sponsor contact information and any additional policies





## Definitions

**Children:** persons 18 years of age and under and/or persons over 18 years of age who are determined by a state educational agency or a local public educational agency of a state to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

**Menu Production Records:** a written record that shows meals produced each day. Menu production records support the claim for reimbursable meals and help forecast future food preparation.

**Non-reimbursable Meals:** meals that do not meet the meal pattern requirements, meals that are eaten off-site, meals served outside of the approved meal service time and dates, meals that are spoiled or damaged, meals that were not served, or meals served to anyone other than eligible children.

**Off-site:** any area that is not under site staff supervision.

**Program:** the Summer Food Service Program (SFSP) for children authorized by Section 13 of the National School Lunch Act.

**Reimbursable Meals:** meals served to children that meet the meal pattern requirements and are served at approved sites.

**Share Table:** a designated table or station where children can return whole food items they choose not to eat. Share table food items are then available to other children who might want additional helpings during the meal service.

**The Colorado Department of Education (CDE) Office of School Nutrition (OSN):** The state educational agency which has been approved by the United States Department of Agriculture (USDA) to administer the program within the state.



**Statement of Certification:** I certify that I have read the Self-Study Guide for the Summer Food Service Program (SFSP) Site Staff/Volunteers and understand program requirements.

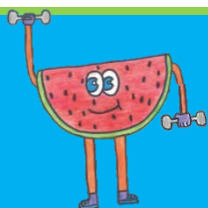
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachments

**Page 8:** Daily Meal Count Form

**Page 9:** Daily Meal Count Form Instructions

**Page 10:** Meal Pattern Requirements







**DAILY MEAL COUNT FORM**

Site Name:	Meal Type (circle): B   L   SN   SU
Address:	Date:
Supervisor's Name:	
Meals received/prepared _____ + Meals available from previous day _____ = _____ (total meals available)	
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: _____	
Second Meals Served to Children:	
1   2   3   4   5   6   7   8   9   10	
<b>TOTAL MEALS ELIGIBLE FOR REIMBURSEMENT: First Meals</b> _____	
<b>TOTAL MEALS ELIGIBLE FOR REIMBURSEMENT: Second Meals*</b> _____	
Meals Served to Program Adults (adults directly involved with meal service; i.e. preparing and serving meals):	
1   2   3   4   5   6   7   8   9   10	
Meals Served to Non-Program Adults (adults not directly involved with meal service; i.e. admin staff, parents):	
1   2   3   4   5   6   7   8   9   10	
Total Damaged/Incomplete/Other non-reimbursable Meals:	
1   2   3   4   5   6   7   8   9   10	
TOTAL MEALS SERVED (first meals + second meals + program adult + non-program adult meals +incomplete): _____	
Total leftover meals: _____	
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 _____

\*Two percent of second meals served may be claimed for reimbursement during the claiming period.



### **Daily Meal Count Form Instructions**

Trained Summer Food Service Program (SFSP) site staff must take a point-of-service meal count every day during each meal service. The daily meal count form must be accurate and completed in its entirety.

1. The site name, meal type being served, address, date, and supervisor's name must be recorded. The total number of meals available must also be recorded.
2. As each child receives a meal, cross off the corresponding number under First Meals Served to Children. Be sure to write in the total number of first meals served.
3. If second meals are served, cross off the corresponding number under Second Meals Served to Children. Up to two percent of second meals served may be claimed during the claiming period.
4. Record the total number of meals eligible for reimbursement next to First Meals and/or Second Meals. The numbers of first and second meals are the only meals that can be claimed for reimbursement.
5. If meals are served to program adults or non-program adults, cross off the corresponding number.
6. If there are any damaged, incomplete, or other non-reimbursable meals served, cross off the corresponding number.
7. Record the total number of meals served. This is the total number of first meals, second meals, program and non-program adult meals, and incomplete or non-reimbursable meals.
8. Record the number of leftover meals.
9. If additional children requested a meal after all available meals were served, record that number by crossing off the corresponding number. This number is helpful for adjusting meal orders or preparation upward.
10. Certify that the information recorded is true and accurate by signing and dating the meal count form.

# Meal Pattern Requirements

## Summer Food Service Program



Food Component	Breakfast	Lunch or Supper	Snack <sup>2</sup> Serve any two of the four components (must be two DIFFERENT components)
<b>Milk, fluid</b> <sup>3</sup>	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)	1 cup (8 fluid ounces)
<b>Vegetables and Fruits</b> Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice <sup>4</sup> or An equivalent quantity of any combination of the above vegetables and fruits	½ cup ½ cup (4 fluid ounces)	¾ cup total <sup>4, 5</sup>	¾ cup ¾ cup (6 fluid ounces)
<b>Grains and Breads</b> <sup>6</sup> Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above grains and breads	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup
<b>Meat and Meat Alternates</b> Lean meat or poultry or fish <sup>7</sup> or Alternate protein products <sup>8</sup> or Cheese or Cottage 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 <sup>9</sup> or Yogurt <sup>10</sup> , plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	Optional	2 ounces 2 ounces 2 ounces ½ cup 1 large egg ½ cup 4 tablespoons 1 ounce = 50 percent 8 ounces or 1 cup	1 ounce 1 ounce 1 ounce ¼ cup ½ large egg ¼ cup 2 tablespoons 1 ounce 4 ounces or ½ cup

<sup>1</sup>The meal pattern shows the minimum amounts of each component that must be made available to each child to claim reimbursement for the meal. Children may be served larger portions but not less than the minimum quantities specified.

<sup>2</sup>Snack must consist of two food items, each from a different food component. Juice cannot be served when milk is the only other snack component.

<sup>3</sup>Milk must be provided as a beverage at lunch/supper. The Colorado Department of Education requires that milk provided is 1% (low-fat) or skim (fat-free).

<sup>4</sup>At lunch and supper, full-strength 100 percent vegetable or fruit juice cannot be counted to meet more than half ( $\frac{3}{8}$  cup) of this requirement.

<sup>5</sup>Serve two or more different kinds of vegetables and/or fruits, i.e., two vegetables, two fruits or one vegetable and one fruit.

<sup>6</sup>Bread, pasta or noodle products and cereal grains must be whole grain or enriched. Cornbread, biscuits, rolls, muffins and other breads must be made with whole-grain or enriched flour or meal. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

<sup>7</sup>Edible portion of cooked lean meat, poultry or fish as served, e.g., cooked lean meat without bone.

<sup>8</sup>Alternate protein products must meet the requirements specified by the USDA in Appendix A to Part 225 of the SFSP regulations.

<sup>9</sup>At lunch or supper, nuts and seeds cannot meet more than 50 percent of the meat/meat alternates requirement. They must be combined with another meat/meat alternate to meet the requirement. One ounce of nuts or seeds equals one ounce of cooked lean meat, poultry or fish.

<sup>10</sup>To increase nutrient variety, yogurt should not be served when milk is the only other snack component.