2025 Summer Food Service Program

Agenda

- Program Overview
- Forms
- Food Service
- Breakfast
- Lunch
- Food Safety
- Civil Rights
- Reporting & Ordering
- Events This Summer
- Resources
- Next Steps

Program Overview Details

Program Overview

- Program is 10 weeks long

    - June 9 – August 15

- Open to those18 years and younger & those with a disability who attend school during the year

    - No meals served to adults

    - Drop in and eat during meals times

   - All meals are eaten on site – no grab & go

    - NO STYROFOAM

Program Overview

- Must serve within the mealtimes provided

  - Any changes need to be approved **prior** to implementing the new time

- The Site Supervisor is responsible for overseeing each meal service from delivery to clean-up

- Multiple staff site should attend training

- All staff should be able to answer questions when site is visited by Feed More, Health Department or VDOE

Program Overview

❑ Breakfast and/or lunch

  ❑ At least 1 hour between end of breakfast and start of lunch

❑ And Justice for All poster and menus must be posted where parents/guardians can see them

❑ Menus – need to be posted

  ❑ All components of each meal

  ❑ Serving amounts

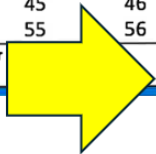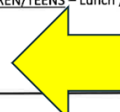❑ Water should **always** be available to children/teens
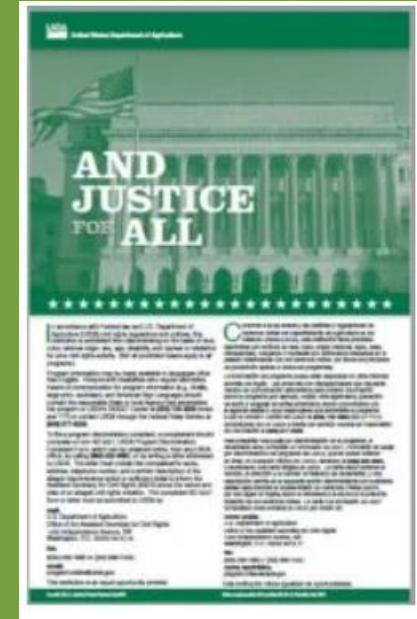
Forms

Daily Meal Count Form

Daily Meal Count Form

Site Name:			Person Preparing Report:			Date (month/day/year):			
Meal Type: Breakfast Snack Lunch Supper					**Serving Time:**		**# of Meals Received:**		

1st MEALS SERVED TO CHILDREN/TEENS - cross off number as each child/teen 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

2nd SERVINGS SERVED TO CHILDREN/TEENS - Lunch & Supper

1	2	3	4

# of milks returned to inventory:

DAILY MEAL COUNT FORM

Site Name: _____   Date: _____

Person Preparing Report: _____   Serving Time: _____

Meal Type: Breakfast Snack Lunch Supper   # of Meals Received: _____

1st MEALS SERVED TO CHILDREN/TEENS - Cross off number as each child/teen 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

2nd SERVINGS SERVED TO CHILDREN/TEENS – Lunch / Supper Only

1 2 3 4 5 6 7 8 9 10

# of milks returned to inventory:

Temperature Log
Lunch

TEMPERATURE LOG

Name of Site:

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Food Service

Food Service

- Cool food – 41 degrees or colder

- Hot food – 135 degrees or hotter

- Any time food is outside of the temperature range call the children's team immediately

- Servers must wash hands and put on gloves prior to serving

- Children/teens must wash their hands prior to **each** meal service

  - Hand sanitizer

Food Service

- Food items/plates are handed to the children/teens
    - Do not put at place settings ahead of time
- All or nothing
    - This includes milk
- Establish a share table or basket
    - Fresh whole fruit, breakfast items, milk

Breakfast

Breakfast

- No refrigeration required

- 3 components – all or nothing

  - Grain, fruit/juice, milk

- Picked-up/delivered Thursdays 1:00-3:30

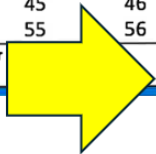 - Each site is responsible for picking up if a volunteer is not assigned/available

Breakfast

❑ Record the # of breakfasts served at the time of service

❑ Record the number of milks put back in inventory

❑ No second servings

❑ Reimbursement amount for breakfasts served - $3.03

Daily Meal Count Form

Milk Tracking

- Scenario

    - 15 breakfasts & milks delivered

    - 12 breakfasts served

    - 5 milks put on share table

    - # of milks returned to inventory - ???

Milk Tracking

- Scenario

    - 15 breakfasts & milks delivered

    - 12 breakfasts served

    - 5 milks put on share table

    - # of milks returned to inventory - 8

Milk Tracking

- Scenario

    - 20 breakfasts & milks delivered

    - 20 breakfasts served

    - 0 milks put on share table

    - # of milks returned to inventory - ???

Milk Tracking

- Scenario

    - 20 breakfasts & milks delivered

    - 20 breakfasts served

    - 0 milks put on share table

    - # of milks returned to inventory - 0

Milk Tracking

- Scenario

    - 10 breakfasts & 0 milks delivered

    - 10 breakfasts served

    - 10 milks pulled from inventory

    - 2 milks put on share table

    - # of milks returned to inventory - ???

Milk Tracking

- Scenario
    - 10 breakfasts & 0 milks delivered
    - 10 breakfasts served
    - 10 milks pulled from inventory
    - 2 milks put on share table
    - # of milks returned to inventory - 2

Lunch

Lunch

❑ Made at Feed More and delivered daily

- Meet driver at the door

- Check quality and quantity of the food

- Sign the dispatch log

- Record the time and temperature of the food on the Temperature Log

Lunch

KC Location:		CK TEMP	SITE TEM
ITEM	MENU		
ENTREE	Rotisserie Chicken	178	
SIDE 1	Vegetable Pasta Salad	35	
SIDE 2	Orange	0	
SIDE 3	Pasta	0	
Other	Chocolate Milk	0	

PANS
3

Completed By Site	Yes	No
Items Match Menu		
Meals Checked for Quality		

Completed By Driver		#Pans
# of Pans & Lids Picked Up Today		

Site Signature   Delivery Time

TEMPERATURE LOG
Name of Site:

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Lunch

- Refrigeration/heating or holding in Cambro required

- 5 components – **all or nothing**

  - Grain, vegetable, fruit, protein, milk

- Prior to serving

  - Wash whole fruit

  - Take the temperature of the hot and cold food and record on the temperature log

TEMPERATURE LOG
Name of Site:

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Date:		Time Received:	Time Served:
	Item	Received Temperature	Served Temperature
Entrée			
Side 1			
Side 2			
Other			

Lunch

- Second servings are allowed after everyone has been served

    - **All** components must be served for the 2nd meal

- Record the # of lunches served at the time of service

- Whole fruit and milk can go on the share table/in share basket – all other food is discarded
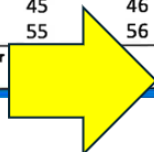
Lunch

- ❑ Wash all pans and put them in plastic bags (if not completely clean)

  - ❑ Driver will pick up the next business day

- ❑ Record the # of milks put back in inventory

- ❑ Reimbursement amount for lunches served - $5.91

Daily Meal Count Form

Let's See What You've Got

1. What happens when a child/teen doesn't want the entire meal?

2. When are breakfast and lunch served?

3. How many second breakfasts can be served each day?

4. When is temperature recorded on the Temperature Log?

5. What needs to be posted at each site?

6. Cold foods need to be at what temperature?

7. What is the process if a child/teen wants an additional hamburger?

8. Hot foods need to be at what temperature?

9. When is the Meal Count Form completed?

10. What fields need to be completed each day on the Meal Count Form?

Food Safety

4 Common Mistakes That Make People Sick

- ❑ Cross contamination

  - ○ Transfer pathogens (bacteria, virus, microorganism that can cause disease) from one food/surface to another

- ❑ Time and temperature abuse

  - ○ Food is not kept at correct temperatures

- ❑ Poor cleaning and sanitizing

  - ○ Surfaces and cooking tools not cleaned and sanitized – including thermometers

- ❑ Poor personal hygiene

Poor Personal Hygiene #1

❏ Wash hands and change gloves

- After handling chemicals

- After using the restroom

- After taking out the trash

- After eating and smoking

- After using electronic devices

- Before putting on gloves

❏ Make sure body and clothes are clean

❏ No sneezing, coughing around food

Proper Handwashing

- ❑ Wet your hands with warm running water

- ❑ Apply enough soap to build up a good lather

- ❑ Vigorously scrub hands for at least 10-15 seconds
  - ○ Clean fingertips, under fingernails and between fingers

- ❑ Rinse hands thoroughly under running warm water

- ❑ Dry hands with a single-use paper towel or hand dryer
  - ○ Use a paper towel to turn off the water & open the door

Three Types of Food Hazards

❏ Chemical

   o   Examples: sprays, sanitizers, cleaners

❏ Physical

   o   Examples: hair, fingernails, bones, metal shavings

❏ Biological

   o   Examples: bacteria, viruses, pathogens

Shelf Stable Food

- Store 6 inches off the floor, 6 inches from the ceiling and 6 inches from the wall

- Keep in a safe location, preferably a locked closet

- Store so that it is easy to take inventory of each product and not over order

- Separate food items

- FIFO

Civil Rights

Civil Rights

Civil Rights regulations are intended to ensure the benefits of Child Nutrition Programs are made available to all eligible people in a non-discriminatory manner.

Discrimination

- ❑ Intentionally or unintentionally treating a person or group of persons differently

- ❑ All treated fairly regardless of

  - ○ Race

  - ○ Sex

  - ○ Color

  - ○ Disability

  - ○ Age

  - ○ National Origin

  - ○ Sexual Orientation

Allegation of Discrimination

❑ A person can allege that discrimination has occurred and file a complaint if they feel they were...

- **Delayed** in receiving services that others receive

- **Denied** services that others receive

- Treated **Differently** than others to their disadvantage
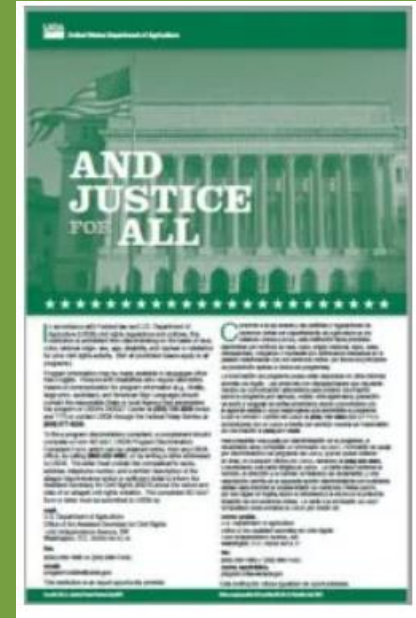
Collection of Data

- Required by the USDA

  - Used to determine if the program is reaching the intended population

- Complete and return to Children's Team by July 4th

  - Form can be found online

Racial and Ethnic Data Collection Form

Sponsor: Feed More   Date:

Site: Address:

Site Coordinator:

Ethnic Categories	Number of Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number of Participating Children
American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____

Site Coordinator's Signature

Reporting and Ordering

Reporting and Ordering

❑ The following are due each Monday by NOON:

    o   Online report

    o   Online order

    o   Copy of temperature log and meal counts sent to Children's Team – keep original on file at your site

❑ If a report and order are not received by the deadline, we will assume that you don't want food for the following week and no order will be placed

https://www.agencyexpress3.org/Agency Express30/NewLogin.aspx

Click Survey Management

Start Date:

End Date:

Expiration Date:

Ref #:

Title:

CERES SurveyID:

Required:
-Select All-

Search   Clear

.

My Surveys

	Ref #	Title	Start Date	End Date	Status	Expiration Date
Submit	7818	Weekly CACFP Report	Sep 30,2024	Oct 2,2024	Active	Oct 14,2024

Click Submit

Enter Data

Click Submit

Weekly CACFP Report

Children's Weekly CACFP Report

Monday Attendance: *

How many snacks did you serve on Monday? *

How many first suppers did you serve on Monday? *

How many second suppers did you serve on Monday? *

How many milks were returned to inventory on Monday? *

Tuesday Attendance: *

How many snacks did you serve on Tuesday? *

How many first suppers did you serve on Tuesday? *

How many second suppers did you serve on Tuesday? *

Enrollment for month: *

Week of (enter the Monday for which you are reporting ex: for which you are reporting ex: 9/9/204): *

Notes (max. 20 characters): Notes (max 20 characters): *

Submit

Click Log Out & wait 10-15 minutes before logging back in and placing your order

Click Order Options

Click Shopping List
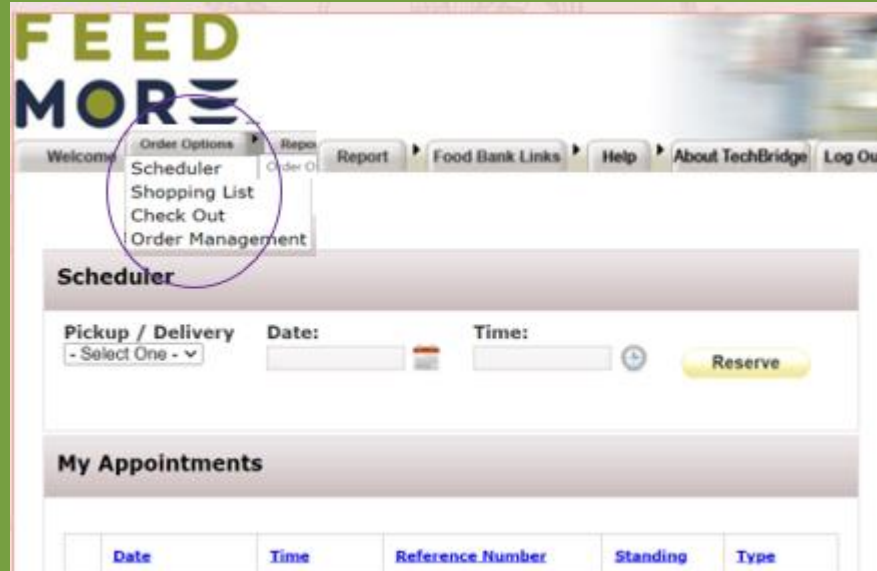
Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price	VAP Fee
	303	74054	CACFP Friday Supper	EA	0.00	0.00
15	261	74050	CACFP Monday Supper	EA	0.00	0.00
	293	74053	CACFP Thursday Supper	EA	0.00	0.00
	378	74051	CACFP Tuesday Supper	EA	0.00	0.00
	273	74052	CACFP Wednesday Supper	EA	0.00	0.00
15	458	74055	Low Fat White Milk 8 oz Kids	EA	0.00	0.00

Enter the # of lunches and milks for one day only

Search

Item No. **Description**

[   ] [   ]

Category
[- Select a Category - ▾]

Nutritional Information
[- Select Nutritional Information - ▾]

Feature Type **Handling Req.** **Desc. Code** **?** **Food Source**
[-Select one- ▾] [-Select one- ▾] [   ] [-Select one- ▾]

[Search] [Show All] [View Favorites]

Shopping Cart

Total Line Items
0

Total Due
$0.00

Gross Weight
0

Print   Clear Cart   Add to Cart   Check Out

My Appointment

Reference Number: PO184346
Pickup/Delivery Date: **Time:**
Delivery ▼   10/08/2024   02:00 PM
🗓️   🕐

Comment (Please limit comment to 150 characters, no special characters (&, <, >, ", '). Anything over 150 characters will be cut off when PO is updated or submitted.)

Shopping Cart Summary

Total Due   **Total Line Items**
$0.00   **2**

Gross Weight   **Total Cube Size**
30 lbs   **0 Cu. Ft.**

Shopping Cart

🖨️   🛒❌   🔄   🛒➕   🛒
Print   Clear Cart   Continue Shopping   Update Cart   Submit Cart

Click Submit Cart

You will receive a confirmation message

Events this Summer

Field Trips

- ❑ Inform Children's Team two weeks prior to the field trip

  - ○ Should not be last minute request

- ❑ Nothing changes except the location

  - ○ Serving times are the same

  - ○ Food needs to be kept in temperature

    - ▪ Cooler

    - ▪ Cambro

- ❑ If you are an OPEN site, someone still needs to be at your site to serve

Monitoring

❑ All sites will be monitored within the first 4 weeks of operation

  ○ New sites within 2 weeks of operation

❑ Paperwork will be checked and meal service will be observed

❑ Possible other visitors: VDOE and VDOH

  ○ Ask for identification

Resources

https://feedmore.org/kids/

Children's Programs Resources

Kids Cafe Documents

Trainings

- Training Presentation

Forms

- Daily Meal Count
- Daily Meal Count (Large Site 90+)
- Temperature Log
- Racial and Ethnic Data Form

Resources

- Snack Menu
- Supper Menu
- Temperature Danger Zone Poster
- Handwashing Poster

Summer Food Service Program (SFSP) Documents

Trainings

- Training Presentation

Forms

- Daily Meal Count
- Daily Meal Count (Large Site 90+)
- Temperature Log

Resources

- Breakfast Menu
- Lunch Menu
- Site Supervisor's Guide

Next Steps

Next Steps

- Orders will be placed for the first two weeks of the program

  - Contact Children's Team if there are any changes

- Prior to the start of the program we will let you know

  - approximate lunch delivery times

  - whether or not there is a volunteer to deliver breakfasts

  - when a Cambro will be delivered

THANK YOU!

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