

PRE-OPERATIONAL SITE SELECTION WORKSHEET

(For new or problem sites)

Sponsor Name: _____ Date: _____

Site Name: _____ Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Persons Trained as Supervisor for SFSP: _____

Type of site (check appropriate type):

_____ Recreation center

_____ School

_____ Church

_____ Park

_____ Residential camp

_____ Playground

_____ Other _____

Estimated number of children the site could serve: _____

Estimated number of needy children in area: _____

Estimated number of personnel needed to adequately control the food service: _____

Is there already a site in this area? _____ Yes _____ No

Are the present facilities adequate for an organized meal service? _____ Yes _____ No

If answer is no, comments: _____

Is it necessary to notify city of property use? _____

For the estimated number of children, does the site have:

Shelter for inclement weather?

Yes

No

Adequate cooking facilities (if applicable)?

Adequate storage for prepared or delivered food?

Storage space for SFSP records at site?

Adequate refrigeration?

Access to a telephone?

What types of organized activities are possible or planned at this site? _____

Is this a follow-up visit? Problems corrected? _____

Keep this form in your files.

SAMPLE PUBLIC RELEASE

Summer Food Service Program for Children Camps and Enrollment Programs Only

(Sponsoring Organization)

announces the sponsorship of the Summer Food Service Program for Children. Meals are available to all children in attendance

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.

Free meals are available to all children meeting the family size and income standards; the Summer Food Service Program Eligibility Standards are listed below:

Income Eligibility Guidelines 2012-2013

Household Size	Annual	Monthly	Weekly
1	20,665	1,723	398
2	27,991	2,333	539
3	35,317	2,944	680
4	42,643	3,554	821
5	49,969	4,165	961
6	57,295	4,775	1,102
7	64,621	5,386	1,243
8	71,947	5,996	1,384
For each additional family member add:	7,326	611	141

Children who are members of food stamp households, Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meal benefits at eligible program sites. Meals will be provided from:

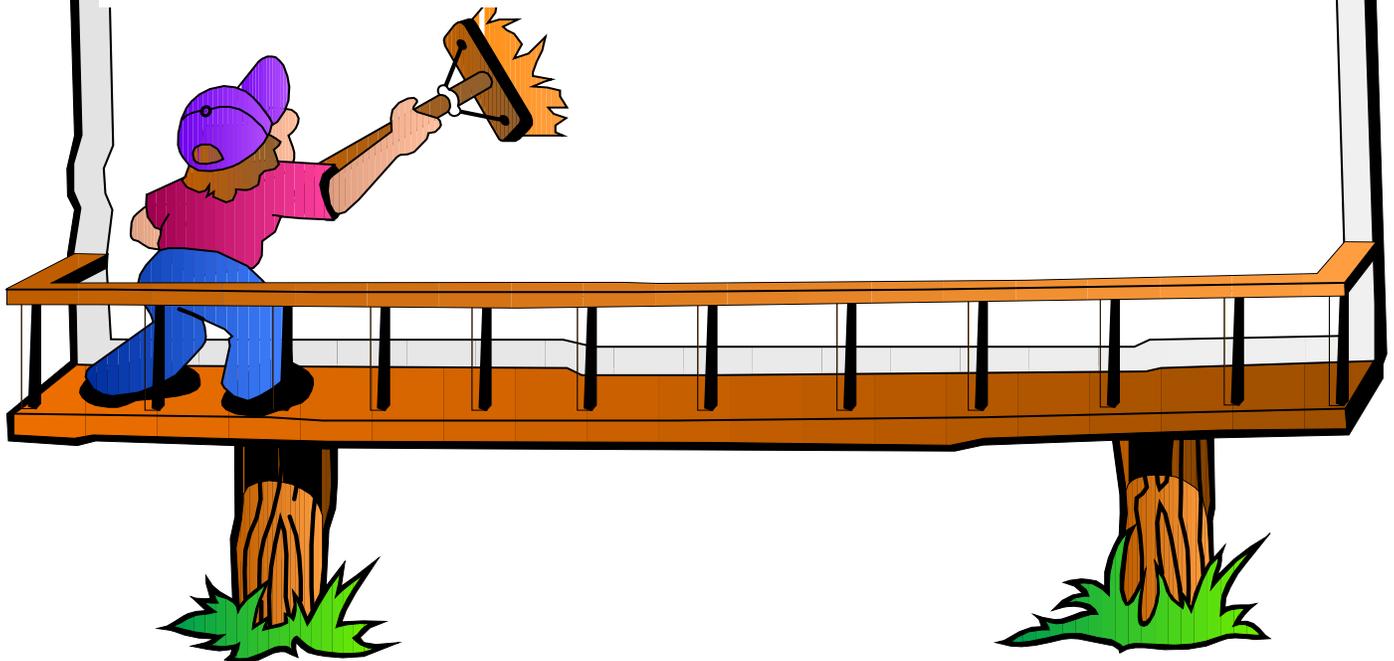
MEAL	SITE	ADDRESS	DAYS/MEAL TIMES

Meals served only to children enrolled in this program.



SFSP Site Rules

- 1. Lunch hour's 12:00 to 1:00 p.m.**
- 2. Must wear shirt and shoes**
- 3. Ages 1-18 may eat at no cost**
- 4. Please keep area clean**
- 5. Adults may not eat off a child's plate**



-SAMPLE-

Nebraska Department of Education
Nutrition Services
Summer Food Service Program (SFSP)
Training Certification

Sponsor Name _____

Telephone _____

Date(s) of Training Session(s):

1. _____

2. _____

3. _____

Name(s) of Sponsor Personnel Who Conducted Training Session(s):

1. _____

2. _____

3. _____

Training Topics:

- List training topics per session(s) or
- Identify training topics per session using checklist(s) on the reverse of this page or
- Attach training agenda(s).

The Following Person(s) Attended:

Representing SFSP Site:

This is to certify that: (a) all sponsor and site personnel have been trained in regard to SFSP duties/ responsibilities as outlined in the current SFSP Administrative Guidance for Sponsors handbook and have access to appropriate SFSP materials including the Monitor's Guide, Nutrition Guide for Sponsors handbook and Site Supervisor's Guide, as necessary; (b) site will be allowed to operate at any time unless the personnel at that site have not been trained, and (c) attendance records for each training with signatures of those attending are maintained on file at the sponsor's office.

Signature of Authorized Representative

Date

*

At least one (1) training session must be conducted prior to the opening of the food service operations. Keep in your file.

USDA is an equal opportunity provider and employer.

TRAINING TOPICS OFFERED

(Check the training areas you are covering with your staff)

Session #1

Training Topics:

- Purpose of Program
- Job Descriptions/Duties
- Accurate On-Site

Recordkeeping

- Daily Meal Counts
- Meal Consolidation
- Time Sheets(SFSP Labor)
- Collection of Forms
- Meal Service Supervision
- Meal Patterns
- Food Production Records
- Recognizing a Reimbursable Meal

Reimbursable Meal

- Offer Versus Serve
- Safe Food Handling
- Handwashing
- Meal Delivery Schedule(s)
- Meal Delivery Tickets
- Adjustment of Meal Orders
- Storage of Excess Meals
- Monitor Duties
- Monitoring Visits
- Corrective Action Follow-up
- Second Complete Meals
- Spoiled Food/Meals
- Leftover Meals
- Share Table
- Food Taken Off-Site
- Field Trips
- Adult Meals
- Site Visitors
- Civil Rights Procedures
- Organized Site Activities
- Inclement Weather
- Reimbursement Claim

Completion

- Other _____

Session #2

Training Topics:

- Purpose of Program
- Job Descriptions/Duties
- Accurate On-Site

Recordkeeping

- Daily Meal Counts
- Meal Consolidation
- Time Sheets (SFSP Labor)
- Collection of Forms
- Meal Service Supervision
- Meal Patterns
- Food Production Records
- Recognizing a Reimbursable Meal

Reimbursable Meal

- Offer Versus Serve
- Safe Food Handling
- Handwashing
- Meal Delivery Schedule(s)
- Meal Delivery Tickets
- Adjustment of Meal Orders
- Storage of Excess Meals
- Monitor Duties
- Monitoring Visits
- Corrective Action Follow-up
- Second Complete Meals
- Spoiled Food/Meals
- Leftover Meals
- Share Table
- Food Taken Off-Site
- Field Trips
- Adult Meals
- Site Visitors
- Civil Rights Procedures
- Organized Site Activities
- Inclement Weather
- Reimbursement Claim

Completion

- Other _____

Session #3

Training Topics:

- Purpose of Program
- Job Descriptions/Duties
- Accurate On-Site

Recordkeeping

- Daily Meal Counts
- Meal Consolidation
- Time Sheets (SFSP Labor)
- Collection of Forms
- Meal Service Supervision
- Meal Patterns
- Food Production Records
- Recognizing Reimbursable Meal

Reimbursable Meal

- Offer Versus Serve
- Safe Food Handling
- Handwashing
- Meal Delivery Schedule(s)
- Meal Delivery Tickets
- Adjustment of Meal Orders
- Storage of Excess Meals
- Monitor Duties
- Monitoring Visits
- Corrective Action Follow-up
- Second Complete Meals
- Spoiled Food/Meals
- Leftover Meals
- Share Table
- Food Taken Off-Site
- Field Trips
- Adult Meals
- Site Visitors
- Civil Rights Procedures
- Organized Site Activities
- Inclement Weather
- Reimbursement Claim

Completion

- Other _____

SUMMER FOOD SERVICE PROGRAM (SFSP) OUTLINE OF POSITION RESPONSIBILITIES

Sponsor Responsibilities

1. Select food service sites. Conduct a Pre-Operational Visit and complete written report.
2. Complete SFSP Applications (Sponsor, Site, and Budget) and submit to NDE.
3. View NDE Summer Food Service Program Training.
4. Formulate plans for staff, menus, purchasing and/or ordering food, storage, clean-up and sanitation
5. Arrange for training sessions for sponsor and site personnel.
6. Inform site personnel about meal type(s) to be served, maximum levels of enrollment.
7. Provide site personnel with appropriate forms and guidance in completing them.
8. Keep appropriate records in regard to meal counts, program costs, program income, daily production records, and meal delivery.
9. Conduct reviews and provide technical assistance to sites.
10. Provide daily phone communication between sponsor and site personnel.
11. Complete and submit Claims for Reimbursement in a timely manner.
12. Implement civil rights requirements.
13. Encourage comments and suggestions from all personnel at the end of SFSP.

Monitor Responsibilities

1. Attend training provided by sponsor and become familiar with SFSP forms.
2. As official sponsor representative, provide technical assistance and site personnel training, and ensure sites meet SFSP regulations.
3. Conduct monitoring visits at all sites in the first week of operation. Conduct follow-up reports in the next few weeks.
4. Conduct monitoring visits during the first and fourth weeks of operation
 - Check site operations to ensure the sites maintain complete and correct records. Review daily records kept by the site, checking to ensure that all forms are completed correctly and signed each day.
 - Revisit sites as necessary to deliver forms and collect records.
 - Remind site supervisors of their responsibility to promptly report changes in site attendance and meal orders to the sponsor.
 - Suggest corrective action to the site supervisor for problems found.
 - Inform sponsor about site problems, ensuring corrective action has been completed.
 - Alert sponsor and site supervisor of special site activities or field trips. Sponsor reports information to State Agency.
 - Promote daily phone communication between sponsor and site personnel

Responsibilities of Site Personnel

1. Attend training provided by the sponsor.
2. Order meals from the sponsor or prepare meals at the site. Prepare only the number necessary
3. Count the number of meals and check them thoroughly for damage and spoilage. Keep a copy of daily receipt for your report. Do not sign for meals without noting problems observed.
4. Make sure the meals served meet the meal pattern requirements.
5. Serve one complete meal to each child. Second meals should only be served when all children have received one complete meal.
6. Serve and count meals only during the mealtime assigned by the sponsor.
7. Never serve spoiled food to children.
8. Be sure the children eat all meals at the site.
9. Serve the same meals to all attending children regardless of race, color, sex, national origin, age, or disability.
10. Allow all children equal access to the site services and facilities regardless of race, color, sex, national origin, age, or disability.
11. Encourage children to try new foods.
12. Alert sponsor of any problems or help needed.
13. At the end of the meal service, consolidate count and write down the number of complete meals served. Note number of complete second meals served and any leftovers. Return records to sponsor.
14. Display the "And Justice for All" poster in a prominent location. The sponsor should provide this poster.
15. Complete written records of all visits and reviews and report results to sponsor.
16. Correct violations noted and report to sponsor.

Attachment 29

First Week Visit Form	
Date of site visit: _____ Monitor's arrival time: _____ Departure time: _____	
Site name: _____ Site address: _____	
Discussion with site staff (list names): _____	
Areas of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served within appropriate time frames?	
Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off site).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?	
List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:	

_____	_____
Site supervisor's signature	Monitor's signature

**SITE REVIEW FORM
SUMMER FOOD SERVICE PROGRAM**

NOTE: To be completed during first four weeks of operations.

Sponsor: _____ Site: _____

Site contact: _____
Name Title

Site address: _____

Telephone: _____ Date of review: _____

Monitor's arrival time: _____ Departure time: _____

Site supervisor: _____

Regular site: _____ Camp site: _____ Average daily participation (if applicable): _____

Today's attendance: _____ Approved meal service time: _____

Type(s) of meals reviewed:

	Breakfast	Snack	Lunch	Snack	Supper
Approved level(s) of meal service	_____	_____	_____	_____	_____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals delivered					
# meals/milk from previous day					
Time meals delivered					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
_____	_____	1. Does the staffing pattern correspond to that listed on the approved site sheet?
_____	_____	2. Has the site supervisor attended training session?
_____	_____	3. Does the site have sufficient food service supervision?
_____	_____	4. Are meals counted/checked before signing delivery receipt?
_____	_____	5. Are accurate meal counts taken of meals served?
_____	_____	6. Are meals served as second meals excessive?
_____	_____	7. Are records of adult meals being kept?
_____	_____	8. Do meals meet approved menu?
_____	_____	9. Do meals meet meal pattern requirements?
_____	_____	10. Are meals checked for quality?
_____	_____	11. Is there proper sanitation/storage?
_____	_____	12. Is the site supervisor following procedures established to make meal order adjustments?
_____	_____	13. Are meals served within appropriate time frames?
_____	_____	14. Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off-site).
_____	_____	15. Does site have a place to serve children meals in case of inclement weather?
_____	_____	16. Is each meal served as a unit?
_____	_____	17. Is the meal delivery schedule followed?
_____	_____	18. Are there provisions for storing or returning excess meals?
_____	_____	19. Is there documentation of children's income eligibility, if applicable?
_____	_____	20. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
_____	_____	21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?
Explanations:		

Attachment 21

RACIAL or ETHNIC DATA FORM**	
Sponsor: _____	
Site: _____	
Address: _____	
Site supervisor: _____	
Ethnic Categories	Number of Participating Children
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."	
Non-Hispanic or Latino	
Racial Categories	
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" or "Negro" 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.	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Monitor's Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

** Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005. See Back for Instructions

Attachment 21, Continued

Instructions for Completing the Racial or Ethnic Data Form

- The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.
- ~~Each participant should be counted under only one category; the total number of children marked under the racial or ethnic categories should equal the total number of participating children in attendance on the day the form is completed.~~
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic data, as well as documentation for the data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.



SUMMER FOOD SERVICE PROGRAM

“Food that’s in when school is out!”