



Shelf-Stable Service



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Summer Food Service Program Site Supervisors' Training



SFSP Administration



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Geeta Loach-Jacobson, Director

561-242-5702

Valerie Messineo, Sr. Program Specialist

561-242-5730

Gus Wessel, Program Coordinator

561-242-5705 (Office)

561-312-3203 (Cell)



Module 1



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- SFSP Introductory Information
- Civil Rights



Summer Food Service Program (SFSP)



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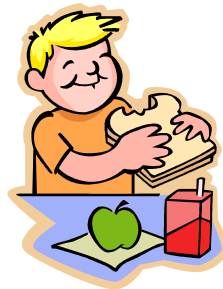


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- Ensures that low-income children continue to receive nutritious meals when school is not in session
- Meals are nutritiously balanced
- Approved SFSP sites are located in areas with a large population of low-income children



Summer Food Service Program (SFSP)



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Site Eligibility:

- The site must be within 5 miles of a school with 50% or more of the students being deemed eligible for free or reduced priced school meals
- Sites for 2021 are:

ALL OPEN SITES

- Meals are made available to all children in the area on a first-come, first served basis



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- Only children **18** years of age* or younger may receive meals through SFSP.



* Meals are also available for people with disabilities up to age 22 who participate in school programs for the mentally or physically disabled.

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Your food service is

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Food Service Providers:

Cold Meals:



Shelf-Stable:



Sergio's Catering





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Funder:

U.S. Department of Agriculture's
Food and Nutrition Service

Administrator:

Department of Agriculture and
Consumer Services

Sponsor Agency:

Palm Beach County
Board of County Commissioners
Youth Services Department
Outreach & Community
Programming Division



Current USDA Waivers



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- USDA allowed waivers to support families during the COVID-19 pandemic.
- Those still active include:
 - Adults can collect meals without children present (need to provide proof of child)
 - Families can take meals home
 - We can serve multiple days at one time



Shelf-Stable Meals



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- Sites are providing 7-day meal kits for each eligible child
 - 7 days of breakfast & lunch
- Each child (or proof of child) gets one kit



Shelf-Stable Meals



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- If child is present, kit can be given without any information collected
 - Only a tally on the Child Verification Form
- If child is NOT present, we must have proof that this adult is the parent/ guardian of an eligible child
 - a student ID, child's passport or other government issued ID, birth certificate, adoption decree, immunization records, school demographics
 - Information must be tracked on the Child Verification Form




Child Verification Form



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Palm Beach County Board of County Commissioner's Pre-Summer Feeding

				Sponsor Number: 1153 Date of Distribution: 4/17/2020 Location: Highridge	
Number	Is Child Present?	Parent's Name	Child's Name	Identification Provided	Notes
1	Yes				
2	No	Jane Smith	Julie Smith	School ID	
3	No	Jane Smith	John Smith	Child's Government ID	
4	No	Jane Smith	Paul Lopez	Adoption Decree	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



Civil Rights:



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Must display
“And Justice for All”
poster in a public space

We are all responsible
for :

- Equal Opportunity
- Access
- Justice for All



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

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-5608-0902-508-11-28-117%20%20.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
fax:
(833) 256-1666 or (202) 690-7442;
email:
program.intake@usda.gov.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-5608-0902-508-11-28-117%20%20.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1666 o (202) 690-7442;
correo electrónico:
program.intake@usda.gov.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-B, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-5410 or call (202) 720-5954 (voice and TDD). USDA is an equal opportunity provider and employer.

El Departamento de Agricultura de los EE. UU. (USDA) prohíbe en todos sus programas y actividades la discriminación en todos sus programas y actividades (no todos los prohibidos se aplican a todos los programas). Personas con discapacidades que requieran alternativas para la comunicación de información de los programas (Braille, impresión agrandada, cintas de audio, etc.) deben ponerse en contacto con el Centro TARGET de USDA, número al (202) 720-2490 (voz y TDD).

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-B, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-5410, o llame al (202) 720-5954 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidades igual a todos.

USDA
United States Department of Agriculture - March 2015

From: ACD-ETW, Bureau 018

Civil Rights Training Video

[The FDACS Civil Rights video](https://vimeo.com/thenameisframe/review/362895385/3bb6ee74c1)
[\[r20.rs6.net\]](https://vimeo.com/thenameisframe/review/362895385/3bb6ee74c1)

Additional Link:

<https://vimeo.com/thenameisframe/review/362895385/3bb6ee74c1>



Quiz Question 1



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An **open** site means:

- a) Anyone may eat at this site, regardless of age
- b) Students who regularly attend this site during the school year may eat at this site
- c) The site is open for food service during normal business hours
- d) Site is open for all children 18 or younger* during specified food service times



Module 2



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- Sponsor Responsibilities
- Monitor Responsibilities
- Site Supervisor/ Alternate Responsibilities



Sponsor Agency:

Palm Beach County
Board of County Commissioners
YSD – OCP Division

Monitors:

YSD-OCP Staff

**Site Supervisor/
Alternate:**

2 Staff identified at each
location to complete required
forms

Food Server:

All additional staff at a site;
assisting with meal distribution



**This training will qualify everyone as a Site Supervisor; your
Director/Supervisor will identify the roles at each site*

Sponsor's Responsibilities:



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- Ensure meals meet requirements of the Department of Agriculture & Consumer Services
- Arrange for food delivery
- Assign a Site Monitor to each site
- Provide required forms for reporting & tracking meals
- Ensure civil rights compliance



Sponsor's Responsibilities:



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Track and Ensure Daily Orders

- The Sponsor will be arranging the number of kits to be delivered to each site
- Accurate records are important because we will adjust the number of kits according to traffic at each site
- As the sponsor, Palm Beach County, is **not reimbursed** for excess meals served



Monitor's Responsibilities



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- Official representatives for the sponsor
 - Point of Contact for the Site Supervisor
- Trained on the required guidelines
- Complete a **Site Visit** within one week of site beginning to operate
- Complete a **Site Review** within 4 weeks of operation to evaluate the meal service from start to finish



2021

Summer Monitors



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- Devani Allen
- Elysa Smith
- Inayat Sood
- Jorge Valle
- Jevon Hamilton
- Vandi Allen



Site Supervisor/Alternate Responsibilities:



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Who must be trained?

- All *site supervisors & alternate contacts* prior to program operations
- Anyone with supervisory responsibilities at the site

Signing in to today's training is a

REQUIREMENT

(State Agency requires displaying the sign-in sheet at each site to show who has been trained.)



Site Supervisor/Alternate Responsibilities:



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- A **TRAINED** Site Supervisor or Alternate must be on premises **AT ALL TIMES**
- Post the listing of all trained staff members
- Order the required number of meals for the site
- Count the number of meals delivered weekly
- Keep a copy of the delivery receipts and meals
- Serve meals at the Point of Service (POS)



Site Supervisor/Alternate Responsibilities:



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Keep complete and accurate records:

- Completed **Daily Meal Count Record** is required for each meal service and kept on site



Summer Food Service Program Daily Meal Count

Sponsor Number: #1153	Sponsor Name: Palm Beach County BOCC
Site Number:	Site Name:
Meal Type (circle): BREAKFAST AM SNACK LUNCH PM SNACK SUPPER	

Meal Information (List each food item prepared/delivered and temperature for each day of the week.)							
Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Milk							
Vegetable							
Fruit							
Grain							
Meat							

Meal Service							
Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Times Meals were Delivered/ Prepared							
# of Meals Delivered/Prepared							
# of Meals Leftover from Previous Day							
# of Meals Transferred from Another Site							
# of Meals Transferred to Another Site							
TOTAL Number of Meals Available							
TEST Meals							
# of First Meals Served							
# of Second Meals Served							
# of Meals Disallowed, Damaged, Etc.							
TOTAL # of Meals Leftover							

By signing below, I certify that the above information is accurate and complete.

Site Supervisor Printed Name Site Supervisor Signature Date

Site Supervisor/Alternate Responsibilities:



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- Serve the meals **only** during the meal times approved during pre-site visit
- Serve the meals to **all** eligible children regardless of race, color, national origin, sex, age, or disability
- Display the “And Justice for All’ poster in a prominent area (Serving Site /Office)
- Notify your assigned Monitor immediately of any changes



Quiz Question 2



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Monitors are responsible for:

1. **Pre-Operational Site Visits** for new sites
2. **Site Visits** within one week of operation
3. **Site Reviews** within 4 weeks of operation

True or False



Quiz Question 3



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Who is the Sponsor Agency?

- a) U.S. Department of Agriculture's Food and Nutrition Service
- b) Department of Agriculture and Consumer Services
- c) Palm Beach County Board of County Commissioners Youth Services Department Outreach & Community Programming Division



Quiz Question 4



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The Sponsor Agency is NOT responsible for:

- a) Ensuring civil rights compliance
- b) Making periodic (sometimes unannounced) visits to each site
- c) Counting the number of meals delivered each week
- d) Arranging food delivery



Quiz Question 5



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The Site Supervisor/ Alternate is responsible for:

- a) Ensuring civil rights compliance
- b) Posting the list of all trained staff members
- c) Verifying proof of child before distributing a meal
- d) All of the above



Module 3



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- Health & Safety
- Meals
- Point of Service (POS)
- Field Trips
- Ordering



Health & Safety



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Health & Safety



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Food Safety Training Video

[The FDACS Food Safety video \[r20.rs6.net\]](https://www.r20.rs6.net)



Meals



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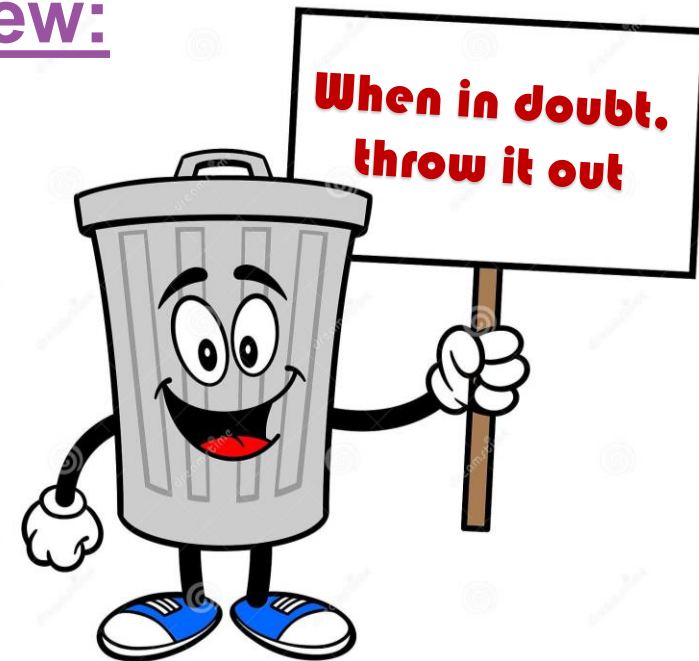
Menus must be posted in a prominent area to be viewed by **ALL**



Meals

Health & Safety Review:

- Keep all food stored at the proper temperature*
- Cleanliness of staff and service area must always be prompted
- Preference: All operating sites have **HOT** water



Refer to Site Supervisor's Guide (Page 18)

Meals



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Meal Selection & Time Restrictions:

- Each site can only select a maximum of **two** meals a day
 - Sites will serve breakfast & lunch
- Do not serve outside of your designated meal time



Meals



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Leftovers

- All leftover meals will be saved for the next week's service
- To avoid waste, always review the number of meals ordered and the population being served



Meals



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Changes to time or location of service:

- Before any changes can be made to the time or location of the meal is being served, prior approval is required

- Change requests should be **emailed** to:

Program Coordinator, Gus Wessel hwessel@pbcgov.org

- Program Coordinator forwards the change request to the State for approval
 - This process may take **up to 72 hours**



Meals



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Unitized meals:

All meals must be served as one complete unit

- When a meal is broken up and served in parts without prior approval, the meals are **disallowed** and Palm Beach County **will not be reimbursed**



Ordering



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- The orders should be placed **by Friday at noon.**
- The orders will be **EMAILED** to **Gus Wessel** at HWessel@pbcgov.org
- The ordering of the food is the responsibility of each Site Supervisor/ Alternate
- **To eliminate leftover/discarded meals**, daily orders will be adjusted accordingly
- Order emails should include the number of leftovers on hand & estimated number of kids to serve at next date of service



Meals



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Meal Selection & Time Restrictions:

- Library sites will serve from 11:00 am to 1:00 pm or until all food has been distributed.
 - Any other sites will serve during the times selected on their Formstack application.
- Do not serve outside of your designated meal time!



Point of Service (POS):



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- Point of service means:
 - Meals are distributed from a stationary area
 - Meals are all counted for using the clicker provided
- This process is repeated until all meals are distributed
- No POS or an inaccurate POS is a **deficiency**
 - These meals **cannot** be claimed for reimbursement
 - Remember, any change in service should be reported to your monitor immediately



Point of Service (POS):



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- It is important to have an accurate point-of-service count
- Counts are captured on **Daily Meal Count Record**
- Each site has been provided a clicker to tally the accurate number of meals distributed
 - Only meals served to eligible children can be claimed for reimbursement



Point of Service (POS):



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If the count is the same each day,
this is a **red flag** that no one is counting
the meals being received & served

This is called “block claiming”



Quiz Question 6



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The **Daily Meal Count Record** captures the following information EXCEPT:

- a) Meals served to eligible children
- b) All meals served that week
- c) Vendor contact information
- d) Number of meals leftover at the end of the day



Quiz Question 7



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Changes to **TIME** or **LOCATION** of meal being served should be emailed to your **Monitor** or **Program Coordinator** at least **48 hours** ahead of service for approval.

True or False



Quiz Question 8



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Orders for the **next week** must be made by:

- a) The Monday before, by 5:00 pm
- b) Wednesday before noon
- c) Two Fridays before, by noon



Module 4



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- Forms & Record Keeping
- Disallowed Meals
- Corrective Action



Records



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- All forms are extremely important
- Complete all forms entirely & accurately
- Incomplete forms & inaccurate data impacts your sponsor's reimbursement



Forms & Record Keeping



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To Review:

- Completed **Daily Meal Count Record** is required for each meal service and kept on site
- Site Supervisor/Alternate must review all information for accuracy and completion prior to your Monitor's visit
- Daily Meal Count Record and Delivery Slips will be picked up **weekly** by monitor



Forms & Record Keeping



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Additional Forms:

Damaged Meals Record Form:

To be used to report meals that are not in compliance

DAMAGED MEALS RECORD SHEET

SITE NAME _____

DATE	SIGNATURE	B	L	S	REASON
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Monitor Signature _____

Date _____



Forms & Record Keeping



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Additional Forms:

Meal Transfer Form:

To be used to track meals that need to be taken from one site to another while maintaining temperature compliance



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

SFSP MEAL TRANSFER FORM

Date: _____

Sponsor Name: _____ Agreement Number: _____

Site Transferring Meals: _____ Site #: _____

Site Receiving Meals: _____ Site #: _____

Type and number of meals being transferred: Breakfast: _____

Lunch: _____

Supplement: _____

Supper: _____

Name of person authorizing the transfer of meals: _____

Signature of Site Supervisor or Designated Representative transferring meals

Signature of Site Supervisor or Designated Representative receiving meals

Note: Attach a copy of the transfer documentation to the daily meal count sheet of the transferring and receiving site.



Forms & Record Keeping



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Additional Forms:

Sponsor Site Agreement:

Site Supervisor must submit this form **completed** at **the conclusion of this training**



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

SFSP SPONSOR SITE SUPERVISOR AGREEMENT

Name of Site : _____ Site # _____

Address of Site: _____

City: _____ State: _____ Zip: _____

Person in Charge of Site: _____

Telephone of the person in charge: _____

The person named above agrees to:

1. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).
2. Ensure that no meals are removed from the site with the exception of transfer of meals and field trips with prior approval from Sponsor Representative.
3. Provide adequate supervision during meal service with accurate "Point of Service" meal counts.
4. Maintain and submit on a timely basis such reports and records as required by the Sponsor including the daily meal roster and weekly report.
5. Immediately report, to the sponsor, any changes in the number of meals required as attendance fluctuates.
6. Report immediately any other problems in regard to meal service.
7. Abide by all SFSP regulations and special instructions that have been provided by the sponsor.
8. Attend sponsor training sessions.
9. Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
10. Be responsible to the program for the reimbursement of all disallowed meals.
11. Immediately notify the sponsor of any meal service times that need to be changed or are not being met.
12. If meals are not prepared on site, immediately notify the sponsor if meals are not delivered at the scheduled times.
13. Comply with civil rights laws and regulations.
14. Ensure the trained Site Supervisor or approved alternate contact is on site during meal service.
15. Will not accept meals from another sponsor.
16. Site is not receiving federal funds from other sources for meals.
17. Ensure a copy of the DOH inspection is submitted to the sponsor.
18. Ensure "And Justice for All" poster is displayed in a prominent location.
19. Ensure site maintains required documents on site (e.g., Site Supervisor's Record of Meals Served)
20. Has not signed an agreement with another summer sponsor.

This is to certify that I have read and agree to the above statement and understand that any violation of these guidelines may result in prosecution under applicable state and federal statutes. In addition, if there is any violation of the above mentioned rules, the sponsor reserves the right to immediately terminate the site and to not consider the site for renewal in the following year.

Site Supervisor Signature

Sponsor Signature

Date

Disallowed Meals



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Any meal that is *disallowed*
means that your sponsor

(Palm Beach County Board of County Commissioners)

is not reimbursed by Department of Agriculture and
Consumer Services for that meal



Disallowed Meals



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Reasons meals are disallowed:

- Block claiming
- Incomplete Daily Meal Count Forms
- Meals served outside of approved time / location
- Meals removed from approved site
- Improper Point of Service (POS)



Disallowed Meals



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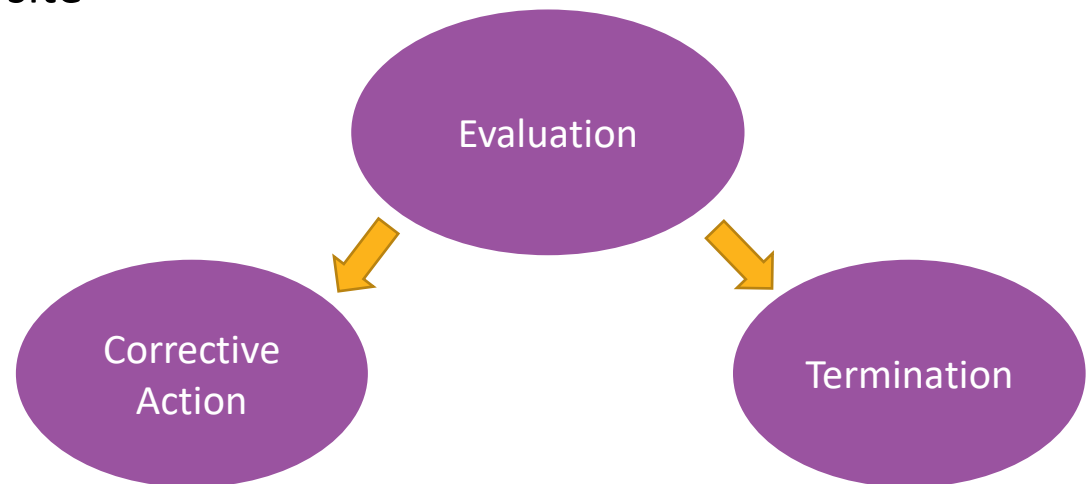


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- Excessive numbers of disallowed will warrant an evaluation by your Sponsor /Monitor
- Evaluation's outcome may warrant corrective action (Retraining, etc.)
- Continuous lack of compliance can result in **termination** of meals for the site



Corrective Action



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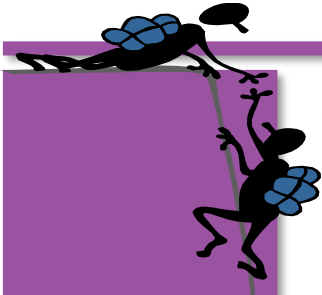
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- Any issue noted during a visit and/or site review shall be immediately addressed
(Monitor/Local Health Dept./State Visit)
- Make the changes recommended within the required time frame
- Review Site Supervisor's Manual to revisit policies and procedures



Previous State Cited Deficiencies



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- Meal count errors
- Meals served outside of approved meal service times
- Ethnic / racial data collection was inaccurately completed
- Site supervisor did not sign-in at site training
- Unauthorized field trip
- Block claiming
- Serving over the maximum approved
- No trained personnel on site
- Meals served at sites did not have an accurate point of service
- Temperatures not in compliance with food safety regulations



Quiz Question 9



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Which of these is **NOT** a reason a meal might be disallowed:

- a) Improper Point of Service (POS)
- b) Parent picked up meal on behalf of their child
- c) Incomplete Daily Meal Count Forms
- d) Meals served outside of approved time/location



Reminder:



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Any changes made to the operation of the site must be reported **immediately** to your assigned monitor for state approval

These changes may include (but are not limited to):

- ❖ Meal serving & end time
- ❖ Field trips
- ❖ Site supervisor

Regardless of the type of site, all approved sites are expected to adhere to **ALL** the guidelines as outlined in this training



Reminder:



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What to display at your site:

- “And Justice for All” poster
- Sign-in sheet from today’s training
- Menu
- Site Information Sheet



Any Problems Contact:



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1. Gus Wessel, *Program Coordinator*

561-242-5705 / 561-312-3203

2. Valerie Messineo, *Senior Program Specialist*

561-242-5730

3. Geeta Loach-Jacobson, *Director*

561-242-5702



Questions & Answers



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Additional Information:



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Site Supervisor's Training Information



(This information does not currently apply to our Shelf-Stable Feeding but would be required if the sites transition into Cold Meal Summer Feeding.)

Site Supervisor/Alternate Responsibilities:



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- Make sure the meals delivered meet the meal pattern requirements
- Test **one meal each day** upon delivery
 - Record temperature and signature
 - Include test meal on Daily Meal Count Forms
- Ensure each meal is suitable for consumption
- Serve **one complete meal** to each eligible child
- Ensure each child eats the complete meal **on-site**



Meals



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Meal Pattern Requirements

- For a meal to be reimbursable, it must contain:

Breakfast	Lunch/Supper	Snack
One serving of milk; One serving of a vegetable or fruit or a full strength juice; and One serving of grain or bread. A meat or meat alternate is optional.	One serving of milk; Two or more servings of vegetables and/or fruits; One serving of grain or bread; and One serving of meat or meat alternate.	Must contain two food items. Items must be from different components. However, juice cannot be served when milk is served as the only other component.



Refer to pages 11 – 13 of your site supervisor's guide

Meals



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Menus must be posted in a prominent area
to be viewed by **ALL**



Meals



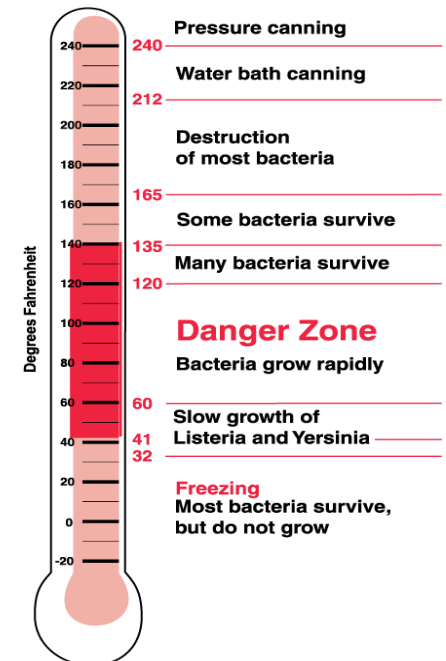
Foodborne Illness

What is one of the most common causes of Foodborne Illness?

TEMPERATURES

Temperatures can be compromised in the following areas:

- Deliveries
- Refrigerators/Coolers
- Improper Icing



Meals



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Test Meals

- To ensure your meal is delivered at an adequate temperature, test

One meal daily

upon delivery & record

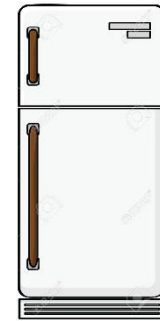


Meals



Proper Food Handling

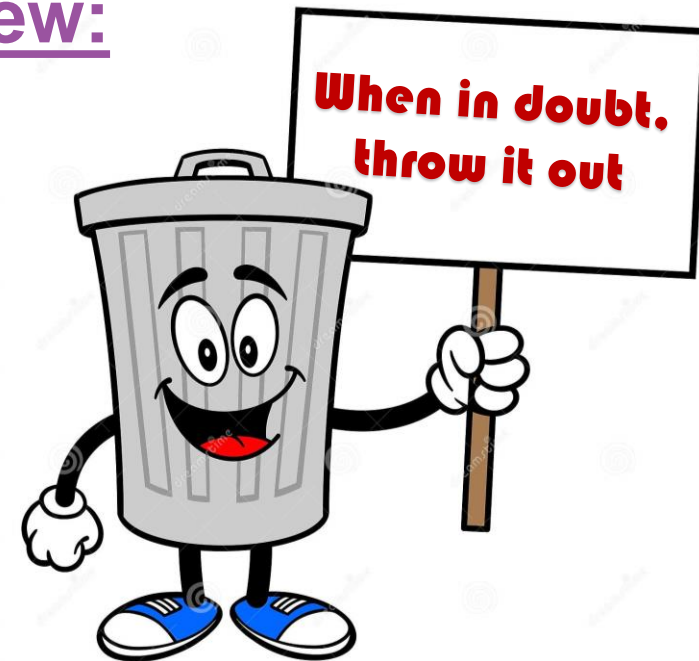
- **Cold Food** - 41°F or Below
- **Hot Food** - 140° F or above
- Use temperature logs



Meals

Health & Safety Review:

- Keep all food stored at the proper temperature
- Cleanliness of staff and service area must always be prompted
- Preference: All operating sites have **HOT** water



Refer to Site Supervisor's Guide (Page 18)

Meals



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Meal Selection & Time Restrictions:

- Each site can only select a maximum of **two** meals a day
- Do not serve outside of your designated meal time



Meals



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Leftover & Second Meals

- Leftovers meals must be refrigerated for service within the same week
- Second meals can be claimed for reimbursement within limits
- Discard all leftover meals by the end of the week (Friday)



Field Trips:



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- Meals leaving the site must have prior approval from the Department of Agriculture and Consumer Services

(At least 72 hours in advance)

- All meals taken off-site without prior approval **will not be counted** as a reimbursable meal



Field Trips:



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- The following are required for sites given approval to transport meals off-site:
 - ❖ Meals are maintained at the proper temperature
 - ❖ POS compliance
 - ❖ Completion of a Daily Meal Count Record



Field Trips:



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- If site is not serving due to a field trip:

**YOU MUST POST A SIGN AT THE SERVING
LOCATION INDICATING THIS**

(to inform the public, non-field trip youth & families)



Ordering



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- The orders should be placed **Daily by 10:30 am**
- The orders will be **EMAILED** to **Gus Wessel** at HWessel@pbcgov.org
- The ordering of the food is the responsibility of each Site Supervisor/ Alternate
- **To eliminate leftover/discarded meals**, daily orders will be adjusted accordingly
- Order emails should include the number of leftovers on hand & estimated number of kids to serve at next date of service



Disallowed Meals



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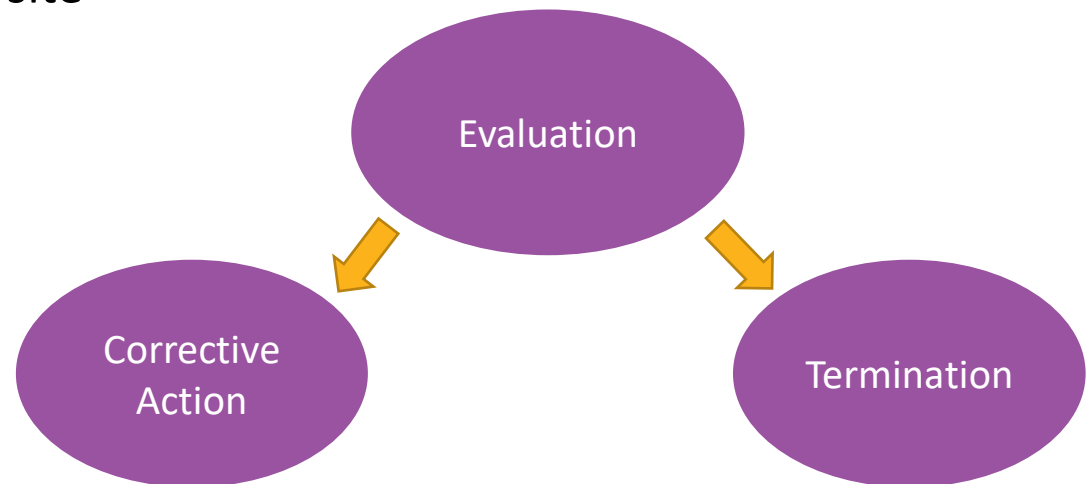


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- Excessive numbers of disallowed will warrant an evaluation by your Sponsor /Monitor
- Evaluation's outcome may warrant corrective action (Retraining, etc.)
- Continuous lack of compliance can result in **termination** of meals for the site



Corrective Action



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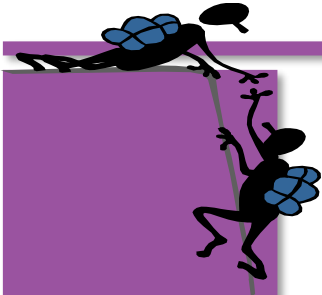
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- Any issue noted during a visit and/or site review shall be immediately addressed
(Monitor/Local Health Dept./State Visit)
- Make the changes recommended within the required time frame
- Review Site Supervisor's Manual to revisit policies and procedures



2019 State Cited Deficiencies



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- **Meal count errors**
- **Meals served outside of approved meal service times**
- **Site supervisor did not sign-in at site training**
- **Unauthorized field trip**

Previous deficiencies:

- Block claiming
- Serving over the maximum approved
- No trained personnel on site
- Meals served at sites did not have an accurate point of service
- Temperatures not in compliance with food safety regulations

