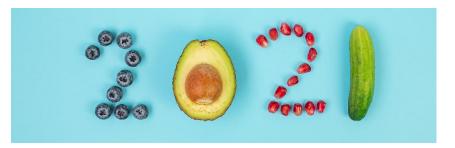




Summer Food Service Program

Site Supervisors' Training





6/14/2021

SFSP Administration



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



• SFSP Introductory Information

• Civil Rights





- 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







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

Palm Beach County

PBCYSD

O PBCYSD

www.pbcgov.com/vouthservices

obcyouthservices

• Sites for 2021 are:

ALL OPEN SITES



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



• 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.



Your food service is



vended





Palm Beach County

PBCYSD

O PBCYSD

Growing Brighter Futures

www.pbcgov.com/youthservices

pbcyouthservices





Funder:

Administrator:

Sponsor Agency:

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

Department of Agriculture and Consumer Services

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



Civil Rights:



Must display "And Justice for All" poster in a public space

We are all responsible for :

- Equal Opportunity
- Access
- Justice for All



n accordance with Federal law and U.S. Department of Agriculture (USDA) ohl rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, ago, disability, and reprisel or retailation for prior oxivil rights activity. (Not all prohibited bases apply to all programs.)

Program hiformation may be made available in languages other than English. Denore with disabilities who require alternative means of communication for program information (e.g., Braile, large print, auditops, and Américan Sign Language) should contact the responsible State or local Agency that administers the program or USION IFARSET Center at (2023 722-2080) voloce and TTV) or contact USION through the Federal Relay Service at (800) 877-8396.

To file a program discrimisation complaint, a complainent should complate is Torm AD-3272, USBA Program Discrimination Complaint Form, which can be obtained online, at <u>https://www. scruunda.com/viete/drium/files/USBA OASCPRS400-Complaint-Form-0508-0002-608-11-28-117faz2Mail.gdf, from any USDA offics, by calling (BB6) 932-9802, cut y withing a latter addressed to USDA. The latter must contain the complainant's name, address, talephone number, and a written description of the allegad discriminatory action in sufficient detail to inform the Assistant Boendary for OAH Tights Viciation. The completed AD-3027 form or latter must be admitted to USDA by:</u>

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Fights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax (633) 256-1665 or (202) 690-7442; email: program.intake@usda.gov.

program.intake@usda.gov. This institution is an equal opportunity provider

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La Hormaskin del programa puede estar disponible en otos licitorias al dentes del rigiles. Las personas con discogacidades que expleteran meticas de consurticación attenanteso para deteren información actor e piorgania gora gierrapico, Bratila, Istra agrandata, grabacica de acto y largueja de señas amentarios adean comunicación actor e piorgania de señas ismentarios delan comunicación con la garacia de tatúla lo locar largonada que adean comunicación e on la garacia de tatúla o locar largonada 720-6800 hoca y TTV o comunicanse con el USDA a través del Sendor Fordent de Tamanistico de torritoración el (600 877-6336.

Para presentar una queja por discriminación en el programa, el reclamanto debe completar un formanian AD-3027, Formatino de queja por discriminación del programa del USAD, que se puede obterno en illea, en intración y una carta que puede activitada una construcción de la completar de la completaria del una construcción de la completaria de la completaria de debe contener el nombre, la dirección y el namero de teléfono del inclamante, que activitada esta por la completaria acorta debe contener el nombre, la dirección y el namero de teléfono del inclamante, y una deloctifición estata de la supuesta acorta descriminatoria con subciente ostate para telormar el Subasecenterio discriminatoria de la presentaria deloctico de las derechos chiles. La carta o el formatino AD-3027 completado debe envirse al USDA por medio dei:

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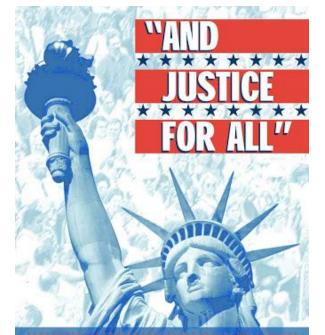
(833) 256-1665 o' (202) 690-7442; correo electrónico: program.litale@usda.gov. Esta institución ofrece invalidad de coortunidades

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Civil Rights:





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Civil Rights Training Video

The FDACS Civil Rights video [r20.rs6.net]

Additional Link: https://vimeo.com/thenameisframe/review/3628 95385/3bb6ee74c1



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



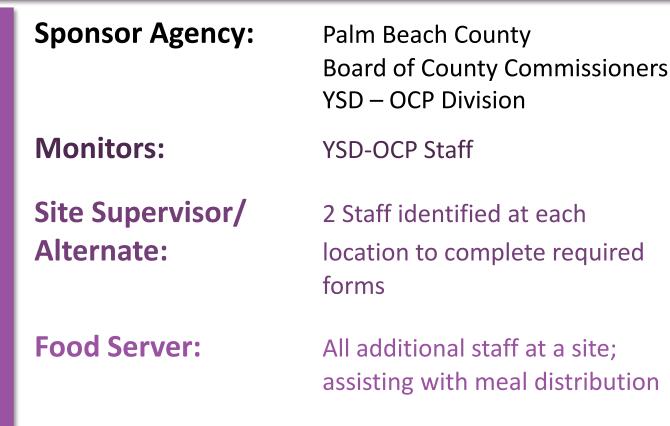
• Sponsor Responsibilities

• Monitor Responsibilities

• Site Supervisor/ Alternate Responsibilities







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



Sponsor's Responsibilities:



- 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:



Track and Ensure Daily Orders

- The Sponsor will be arranging the number of kits to be delivered to each site
 - Starting with 50 kits per site/ per week
- 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



- 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

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









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**

REACH CO

(State Agency requires displaying the sign-in

sheet at each site to show who has been trained.)





- 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 daily
- Keep a copy of the delivery receipts and meals



Serve meals at the Point of Service (POS)



Keep complete and accurate records:

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

		Su	mmer F	ood Servi	ce Program			
			Da	ily Meal Co	ount			
Sponsor Number: #1153 Sponsor Name: Palm Beach County BOCC								
Site Number: Site Name:								
Meal Type (circle): BREAKFAST AM SNACK LUNCH PM SNACK SUPPER								
Meal In	formatior	1 (List each f	ood item	prepared/deli	vered and temp	erature for each	day of the week)
Day of the Week	Monday	/ Tues	day	Wednesday	Thursday	Friday	Saturday	Sunday
Milk								
Vegetable								
Fruit								
Grain								
Meat								
				Meal Serv	rice			
Day of the Week	Monda	y Tues	day	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								

Site Supervisor Signature



Site Supervisor Printed Name

Date



- 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



- 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



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





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



The Sponsor Agency is NOT responsible for:

- a) Ensuring civil rights compliance
- b) Making periodic (sometimes unannounced) visits to each site
- c) Ensuring each meal is suitable for consumption



d) Arranging food delivery



The Site Supervisor/ Alternate is responsible for:

- a) Ensuring civil rights compliance
- b) Posting the list of all trained staff members
- c) Ensuring each child eats the complete meal on-site
- d) All of the above



Module 3

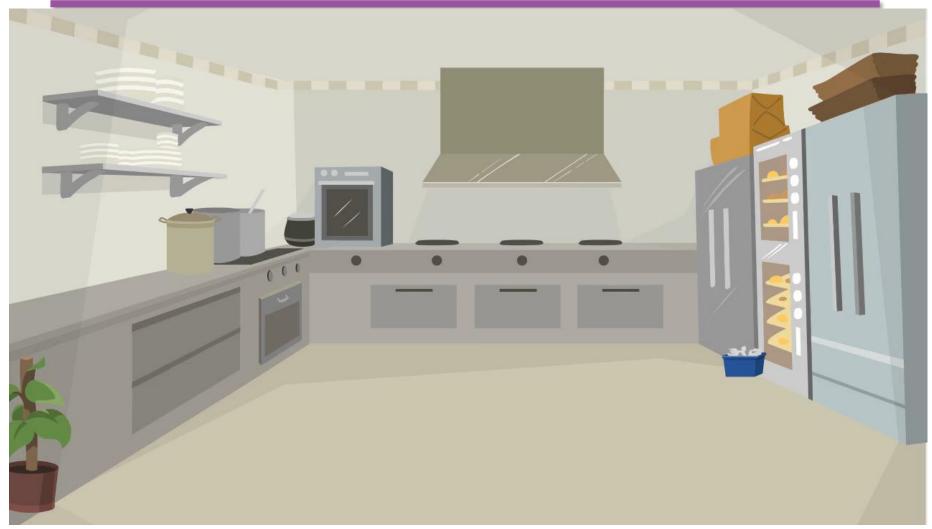


- Health & Safety
- Meals
- Point of Service (POS)
- Field Trips
- Ordering



Health & Safety





Health & Safety



Food Safety Training Video

The FDACS Food Safety video [r20.rs6.net]







Meal Pattern Requirements

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

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



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



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







Foodborne Illness

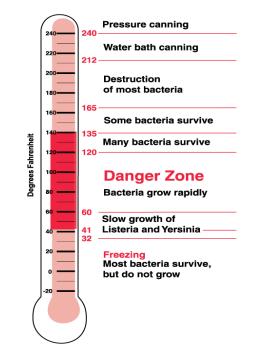
What is one of the most common causes of Foodborne Illness?

TEMPERATURES

Temperatures can be compromised

in the following areas:

- Deliveries
- Refrigerators/Coolers
- Improper Icing







Test Meals

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

One meal daily

upon delivery & record



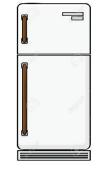


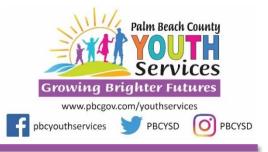
Proper Food Handling

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









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)



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







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)





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 <u>hwessel@pbcgov.org</u>

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







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





Field Trips:



 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:





- 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:





• 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



- The orders should be placed by Monday at 5:00 pm.
- The orders will be <u>EMAILED</u> to Gus Wessel at <u>HWessel@pbcgov.org</u>
- 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



Meal Selection & Time Restrictions:

• Each site selected their meal times when completing the Formstack application.

• Do not serve outside of your designated meal time!





Point of Service (POS):



- 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 is service should be reported to your monitor immediately



Point of Service (POS):



- It is important to have an accurate point-ofservice 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):



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"







To ensure meals are delivered at an adequate temperature, how many meals should you be temperature testing and recording per meal service?

- a) One
- b) Two
- c) Every meal
- d) None of these options





Meals to be captured on the Daily Meal Count Record does NOT include:

- 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





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





Meals taken off-site without prior approval will be reimbursable if the field trip has been deemed **educational**.

True or False





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

- a) The Monday before
- b) The Wednesday before
- c) The Friday before



Module 4



• Forms & Record Keeping

• Disallowed Meals

Corrective Action



Records



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





Data Collection

 Completed Daily Meal Count Record required for each meal service and on site



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www.pbcgov.com/youthservices

Monitors will pick up all forms from the previous week on Mondays



 Site Supervisor/Alternate must review all information for accuracy and completion prior to your Monitor's visit

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	в	L	s	REASON
Monitor Signature					Date



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

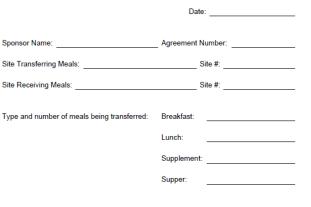




Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness

SFSP MEAL TRANSFER FORM

M H. PUTNAM



Name of person authorizing the transfer of meals:

Signature of Site Supervisor or Designated Representative transferring meals



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

DACS-01845 03/12



Additional Forms:

Sponsor Site Agreement:

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





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

ADP	AM H	. PUI	NAM	
CO	MM	ISSIO	NER	

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.
- 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
- Report immediately any other problems in regard to meal service
- Abide by all SFSP regulations and special instructions that have been provided by the sponsor.
- 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.
- 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 statues. 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.

Sponsor Signature

Site Supervisor Signature

Date

DACS-01851 03/12





Disallowed Meals



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



Reasons meals are disallowed:

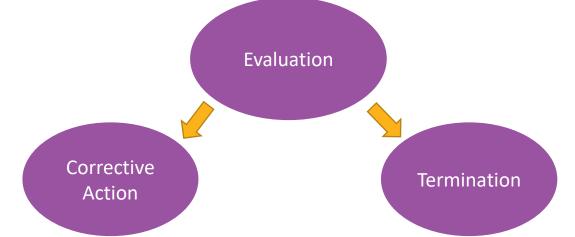
- Block claiming
- Incomplete Daily Meal Count Forms
- Meals served outside of approved time / location
- Meals removed from approved site
- Improper Point of Service (POS)



Disallowed Meals



- 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



- 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

- 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

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Palm Beach County

PBCYSD

O PBCYSD

- 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





Monitors will pick up forms from the previous week on **MONDAY**.

True or False





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

- a) Improper Point of Service (POS)
- b) Meals brought off campus during a field trip
- c) Incomplete Daily Meal Count Forms
- d) Meals served outside of approved time/location



Reminder:



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 times
- 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:



What to display at your site:

- "And Justice for All" poster
- Sign-in sheet from today's training
- Menu
- Site Information Sheet
- Refrigerator / Temperature Log





Any Problems Contact:



- 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



