# Planning the Program: Meal Service Production

This training is part of a series of online trainings designed for experienced sponsors of the Summer Food Service Program in Kentucky. Sponsors who choose to receive their training via the online modules are responsible for adhering to the information presented in this training. Please address all questions to the State Agency.

# SFSP Materials

The Summer Food Service Program
Summer Food Rocks!

2015 Administrative Guidance for Sponsors

USDA
United States Department of Agriculture
Food and Nutrition Service

The Summer Food Service Program
Summer Food Rocks!

2015 Nutrition Guidance for Sponsors

USDA
United States Department of Agriculture,
Food and Nutrition Service

# Planning the Program
## Meals Service Production

**Meals**

- SFSP Meal Pattern
- Menu Records
- Offer Vs. Serve
- Procurement

# The SFSP Meal Pattern

# SFSP Meal Pattern

## MEAL PATTERN FOR CHILDREN

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

| FOOD COMPONENTS AND FOOD ITEMS | BREAKFAST<br>Serve all three | LUNCH OR SUPPER<br>Serve all four | SNACK<br>Serve two of the four |
|---|---|---|---|
| **Milk** | **Required** | **Required** | |
| Fluid milk | 1 cup[1] (½ pint, 8 fluid ounces)[2] | 1 cup (½ pint, 8 fluid ounces)[3] | 1 cup (½ pint, 8 fluid ounces)[2] |
| **Vegetables and Fruits**<br>*Equivalent quantity of any combination of...* | **Required** | **Required** | |
| Vegetable or fruit or | ½ cup | ¾ cup total[4] | ¾ cup |
| Full-strength vegetable or fruit juice | ½ cup (4 fluid ounces) | ⅜ cup[4] | ¾ cup (6 fluid ounces)[5] |
| **Grains/Breads[6]**<br>*Equivalent quantity of any combination of...* | **Required** | **Required** | |
| Bread or | 1 slice | 1 slice | 1 slice |
| Cornbread, biscuits, rolls, muffins, etc or | 1 serving | 1 serving | 1 serving |
| Cold dry cereal or | ¾ cup or 1 ounce[7] | | ¾ cup or 1 ounce[7] |
| Cooked cereal or cereal grains or | ½ cup | ½ cup | ½ cup |
| Cooked pasta or noodle products | ½ cup | ½ cup | ½ cup |
| **Meat and Meat Alternates**<br>*Equivalent quantity of any combination of...* | **Optional** | **Required** | |
| Lean meat or poultry or fish or | 1 ounce | 2 ounces | 1 ounce |
| Alternate protein products[8] or | 1 ounce | 2 ounces | 1 ounce |
| Cheese or | 1 ounce | 2 ounces | 1 ounce |
| Egg (large) or | ½ | 1 | ½ |
| Cooked dry beans or peas or | ¼ cup | ½ cup | ¼ cup |
| Peanut or other nut or seed butters or | 2 tablespoons | 4 tablespoons | 2 tablespoons |
| Nuts or seeds[9] or | | 1 ounce=50%[10] | 1 ounce |
| Yogurt[11] | 4 ounces or ½ cup | 8 ounces or 1 cup | 4 ounce or ½ cup |

# Breakfast

3 Components Required

1. **Fluid Milk (1% or Skim)**

2. **Fruit, Vegetable or 100% juice.**

3. **Grains/Breads**

A Meat/Meat Alternate is **not** required but can be a nice addition!

# Lunch/Supper

4 components/5 Items required

1. Fluid Milk (1% or Skim)

2. Fruit and/or Vegetable

3. Fruit and/or Vegetable

4. Grains/Bread

5. Meat/Meat Alternate

# Snack

2 Components Required

**Fluid Milk (1% or Skim)** and/or

**Vegetable/Fruit**: and/or

**Bread/Grain Item** and/or

**Meat/Meat Alternate**

Please Note: Milk and Juice is the only snack combination that is not reimbursable.

# Quiz

- True or False: The SFSP meal pattern does not have any specific sodium, calorie, or whole grain requirements?

**TRUE!** Sponsors are only required to provide the required components in the accurate amounts in order for the meal to be considered reimbursable.

# The Menu Record

# DAILY Menu Record

Each food production facility should have one of these each day food is prepared at that facility.

Breakfast,Lunch/Supper, Snack
Daily SFSP Menu Record

Sponsor_____ Date: _____

Food Production Facility _____ _____

| Breakfast (3 components) | Menu item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | | 8oz | |
| Fruit/Vegetable/Juice | | | |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin, | | | |
| Hot Cereal | | | |
| Cold Cereal | | | |
| Pasta/Noodles, Rice | | | |
| OVS (Choose One Additional Component) | | | |

| Lunch or Supper (5 components) | Menu item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | | 8oz | |
| Meat/Protein | | | |
| Fruit/Veg 1 | | | |
| Fruit/ Veg 2 | | | |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin, Breading | | | |
| Pasta/Noodles, Rice | | | |

| Snack (2 out of 4 components) | Menu item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | | 8oz | |
| Fruit/Vegetable/Juice | | | |
| Bread/Grain | | | |
| Meat/Protein | | | |
| Other: | | | |

Good Menu Example

Breakfast,Lunch/Supper, Snack
Daily SFSP Menu Record

Sponsor Virginia County Date: July 1, 2015

Food Production Facility Harrod Elem Kitchen

| Breakfast (3 components) | Menu item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Milk (skim) | 8oz | 200 |
| Fruit/Vegetable/Juice | Apple Slices | 1/2 c | 200 |
| **Grain (Choose 1)** | [redacted] | | |
| Bread, Biscuit, Muffin, | | | |
| Hot Cereal | | | |
| Cold Cereal | Chex Cereal | 1oz | 200 |
| Pasta/Noodles, Rice | | | |
| OVS (Choose One Additional Component) | | | |

| Lunch or Supper (5 components) | Menu Item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Milk (skim) | 8oz | 200 |
| Meat/Protein | Turkey Slices | 2oz | 200 |
| Fruit/Veg 1 | Baby Carrots | 1/2 c | 200 |
| Fruit/ Veg 2 | Orange Slices | 1/4 c | 200 |
| **Grain (Choose 1)** | [redacted] | | |
| Bread, Biscuit, Muffin, Breading | WW Bread | 2 slices | 200 |
| Pasta/Noodles, Rice | | | |

# Documenting Combination Foods

- Combination foods are foods that contain more than one component. The components must be listed separately.

# Combination Meal

| Lunch or Supper (5 components) | Menu Item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Skim Milk | 8oz | 300 |
| Meat/Protein | Taco | 2 per | 300 |
| Fruit/Veg 1 | Lettuce/Tomato | 1/4 Cup | 300 |
| Fruit/ Veg 2 | Oranges | 1/2 Cup | 300 |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin, Breading | Taco | 2 per | 300 |
| Pasta/Noodles, Rice | | | |

| Lunch or Supper (5 components) | Menu Item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Skim Milk | 8oz | 300 |
| Meat/Protein | Ground Beef | 2 ounce | 300 |
| Fruit/Veg 1 | Lettuce/Tomato | 1/4 Cup | 300 |
| Fruit/ Veg 2 | Oranges | 1/2 Cup | 300 |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin, Breading | Tortilla | 1 Serving | 300 |
| Pasta/Noodles, Rice | | | |

# *Processed* Combination Food (CN Label)

Foods that Contains More than One Component **and** that Come from a Food Supplier (Sysco, Gordons, Etc.)

CN

000000*

This 5.00 oz. Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetable, and 1 ½ servings of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 00/98**)

CN CN

CN

processed combination example

**CN Label:** Yes

**CN Label Numbers:** 084315, 089561, 089562, 089563

**CN Statement:** Three 1.13 oz. fully cooked, tender-shaped chicken pattie fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains, for the Child Nutrition Meal Pattern Requirements.

To obtain a signed copy of the CN statement for this item, please contact the Tyson Food Service Concierge via e-mail or call 1-800-248-9766.

| Supper (5 components) | Menu Item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Skim Milk | 8oz | 200 |
| Meat/Protein | Chicken Fritters (CN) | 3 Fritters | 200 |
| Fruit/Veg 1 | Canned Green Bean | 1/2 cup | 200 |
| Fruit/ Veg 2 | Fresh Grapes | 1/4 cup | 200 |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin | Chicken Fritters (CN) | 3 Fritters | 200 |
| Pasta/Noodles, Rice | | | |

QUIZ:

TRUE OR FALSE: One menu record should be kept each day for all of your production facilities.

**FALSE!** One menu record should be kept each day for EACH of your production facilities. Amounts prepared at each facility should always be equal to or more than the amount of meals that were claimed by the sites served by that production facility!

# Offer Vs. Serve

# OFFER VS. SERVE

Optional for All Sponsors

**Breakfast**:
Sponsor Prepares Required 3 Components plus one additional item. Four items offered and one may be declined.

**Lunch and Supper**: Sponsor Prepares Required Components. Participant must accept at least three full components

# Offer vs. Serve Example

Sponsor Virginia County Date: July 1, 2015

Food Production Facility Harrod Elem Kitchen

| Breakfast (3 components) | Menu item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Milk (skim) | 8oz | 200 |
| Fruit/Vegetable/Juice | Apple Slices | 1/2 c | 200 |
| **Grain (Choose 1)** | | | |
| Bread, Biscuit, Muffin, | | | |
| Hot Cereal | | | |
| Cold Cereal | Chex Cereal | 1oz | 200 |
| Pasta/Noodles, Rice | | | |
| OVS (Choose One Additional Component) | WW Toast | 1 Slice | 200 |

# Offer vs. Serve Lunch Example

| Lunch or Supper (5 components) | Menu Item | Portion Size | Number of Portions Prepared |
|---|---|---|---|
| Milk | Milk (skim) | 8oz | 200 |
| Meat/Protein | Turkey Slices | 2oz | 200 |
| Fruit/Veg 1 | Baby Carrots | 1/2 c | 200 |
| Fruit/ Veg 2 | Orange Slices | 1/4 c | 200 |
| Grain (Choose 1) | | | |
| Bread, Biscuit, Muffin, Breading | WW Bread | 2 slices | 200 |
| Pasta/Noodles, Rice | | | |

# Quiz

**True or False**: If a sponsor chooses to provide the Offer Vs. Serve option, all sites must participate in this.

FALSE: A sponsor can designate which sites will be offer vs serve and which will not. Additionally, offer vs serve is not an SFSP requirement for any site.

# Procurement: What and Why?

# Procurement

- Procurement is “comparison shopping.” It is completed once per year for all food and non-food items that are used in your SFSP Programs
- Done in conjunction with budget creation.
- Completed to show transparency in purchasing AND to help you get the BEST value for your $. Procurement is a regulation requirement!
- School sponsors may use the procurement that is already in place for their NSLP.

# *Procurement in SFSP*

**Food Supply Vendor Contract (Form B)**

Please quote your ordinary unit price for supplying these goods as indicated in the attached letter. Sign and submit this back to the contact by ____________________.

| Items to be Purchased | Quantity Expected to Buy | Food Supply Vendor Name: Unit Price | Extended Price (Quantity x Unit Price) |
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| TOTAL | | | $ |

**I______________________________(name of vendor), agree to supply the above named items at the price quoted. Delivery costs and sales tax are included with this quote.**

**Terms of payment are ______________________________________________________**
**This contract may be voided by either party at any time.**

___________________________________Signature of Vendor Representative _____________Date

____________________ ___Signature of Sponsor or Institution Representative _____________Date
(Sponsor or Institution Representative Signs AFTER bid has been accepted)

# Procurement in SFSP

**Invitation to Bid (Form A)**

*Date*

*Contact Name*
*Address*
*City, State*
*Zip*

Object: Invitation to Quote Price of Goods

Dear *(Contact Name)*

We are interested in purchasing *(describe goods.)*

Using the attached procurement form, please quote your ordinary unit price for supplying these goods togetherwith your discount for volume purchases. Please include sales tax and delivery charges when applicable.

Please also indicate

A) Your terms of payment.

All price quotations must be firm and be good for a period of one year unless otherwise stated.

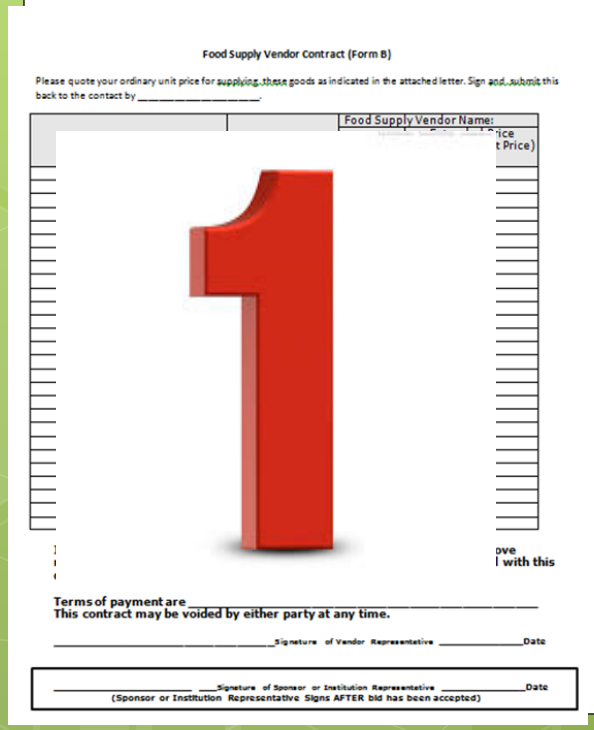
Please have quotes back to me by *(date.)*

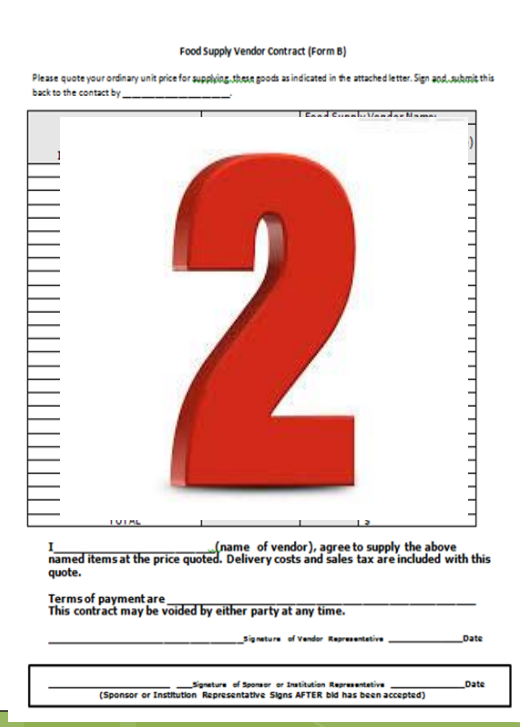
Sincerely,

*Your Name*
*Your Title*
*Your Phone Number*
*Your Email*

# *Procurement in SFSP*

Evaluate response(s)




OR

# *Farm to Summer*

## Local Procurement

- $$ back into the local economy
- Teach children about local foods and farms
- Introduce excitement about local, fresh foods! Ask the producers to come meet the kids!
- Enjoy the freshest foods!

# Quiz

- True or False: Procurement is required from all sponsors every year.

TRUE! Because SFSP is a federal program, and federal dollars are used as reimbursement, sponsors must show fairness and transparency in their purchasing.

Please contact School and Community Nutrition if you have any questions regarding this online training or any questions regarding Meal Service Production.

502-564-5625