Planning the Program: Meal Time
Regulations and Recordkeeping
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.
The Summer Food Service Program
Summer Food Rocks!

2015 Administrative Guidance for Sponsors

Summer Food Rocks!

United States Department of Agriculture
Food and Nutrition Service
Planning the Program

Meal Time Basics

- Requirements at the meal site
- Recordkeeping at the site
- Field Trips
- Accommodating Children with Special Dietary Needs
Planning the Program
Meal Time Basics

Requirements at the meal site
Signage

- Make sure your sites have clear signage. Not only does it let your participants know where your site is located, it also helps them to feel welcome to your site!
Congregate Feeding

It is a requirement that everyone eat together in the same space at the same time. A meal that is taken from the meal site can not be claimed for reimbursement.
Demonstration Project for Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat

- Designate your Intent for the SITE to Participate in the site application in CNIPS.
Congregate Feeding Waiver:

Demonstration Project for Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat

- Only available to sites without alternative temperature controlled eating areas.
- First Meals Only. (No second meals can be claimed.)
- Meals are not available for any adults or, for any children who do not physically come to the meal site.
- Is only applicable for days when the National Weather Service has indicated a Heat Advisory
- Sponsors must submit dates of non-congregate service and number of meals served with their claim each month.
Other Meal Service Requirements:

• A sharing table may be designated for whole items that children choose not to eat, as long as the practice is in compliance with local and State health and safety codes.

• Even though the meal must be eaten on site, one fruit, vegetable, or grain item, that is not eaten may be taken off site by the participant. This practice is at the discretion of the sponsor. This may not be possible or practical at some sites.

• There are no time restrictions for meals, nor is there any time maximums or minimums for the duration of the meal service. Sponsors must, however, always have meal times preapproved before any meals can be eligible for reimbursement. Sponsors must also adhere to approved times.
Younger Children 1-6 may be served a small amount of each component, and older children 12-18 may be served a larger amount of each component!

All participants must be served a first meal before second meals are served out. *(Only a percentage of second meals are eligible for reimbursement.)* Sponsors are not required to serve second meals.

Leftovers may be kept and served the following days IF they have not yet been served and they have held at the proper temperature.
What about Adult Meals?

- Adult Meals are NEVER Claimed for Reimbursement.

- Meals for PROGRAM Adults may be paid for through SFSP funds. Program adults are those adults who directly work with the program. Cooks, delivery drivers, and site supervisors are examples of program adults.

- Meals for NON PROGRAM Adults must be paid for by the Adults, or through another fund besides SFSP. Parents and community members who do not work with the SFSP program directly are examples of Non-Program Adults.
Quiz

True or False: A participant may take one fruit, vegetable, or grain item from the sharing table off site with them when they leave the congregate meal site.

TRUE! If the sponsor allows for the policy for one fruit, vegetable or grain item to be taken from the site by a participant, it can either be their own item, or one that they pick up from the sharing table!
Planning the Program
Meal Time Basics

-Recordkeeping at the Site
Delivery Tickets

One Delivery Ticket is completed each day for each meal for any satellite-prep site. (Sites that have meals prepared “off-site.”)
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor</td>
<td>Harrod County</td>
</tr>
<tr>
<td>Date</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Name of Site</td>
<td>Pine Tree Park</td>
</tr>
<tr>
<td>Name of Preparation Facility</td>
<td>Harrod Elementary</td>
</tr>
<tr>
<td>Number of Meals Ordered and Prepared</td>
<td>75</td>
</tr>
<tr>
<td>Food Production Facility Signature</td>
<td>Kathryn Sager</td>
</tr>
<tr>
<td>Number of Meals Delivered</td>
<td>75</td>
</tr>
<tr>
<td>Time of Delivery</td>
<td>10:45</td>
</tr>
<tr>
<td>Does the food at delivery time appear to be kept at an acceptable temperature?</td>
<td>X yes no</td>
</tr>
<tr>
<td>Comments</td>
<td>Kids love this meal!</td>
</tr>
<tr>
<td>Signature of Person Receiving Meals at the Site</td>
<td>Susie Supervisor</td>
</tr>
</tbody>
</table>
Daily Meal Count Form for Open and Closed Enrolled Sites

- A Count of Meals must be Taken at the Time of the Meal Service.

- Use the Daily Meal Count sheet found on our SFSP KY website to ensure all necessary information is properly documented each day.

- Daily meal count forms should be turned into the sponsor at least once a week.
Let's look at what needs to be documented.
Weekly Meal Count Consolidation Form

This form is to be completed each day, and is to stay at the site. Sites that serve meals for one week or less do not need to keep a weekly meal count form.
Daily Meal Count Form for Camp and Upward Bound Sites

- Camp and Upward Bound Sites Must Have Enrollment Roster with names of ALL participants (income eligible and ineligible.)

- Meals for all participants are documented on the enrollment roster each day.

- Although all meals are documented, only meals for eligible participants are only claimed.

- Sponsors must be discrete with the daily meal count form, to ensure that participants eligibility is kept confidential.
This document can be found on the SFSP KY website. Alternate forms may be used, as long as they capture the same information.

### Summer Food Service Program (SFSP)
#### Enrollment Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E</td>
<td>I</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Instructions:**
Enter each participant’s name in the first column.
If the participant is eligible for the SFSP, enter a “X” in the “E” (i.e. eligible) column next to his/her name.
If the participant is NOT eligible for the SFSP, enter a “X” in the “I” (i.e. ineligible) column next to his/her name.
For each meal that a participant is served, enter a “X” in the appropriate cell for the meal type and day of the week.

**Total Eligible Meals:**

**Total Ineligible Meals:**

**Total Meals:**

I [We] CERTIFY that the above counts were obtained as each meal was served to a child, that each meal counted met all the requirements set forth in the Summer Food Service Program Agreement relating to that meal, and that all other information shown is also true and correct.

Signature of Site Supervisor: ____________________________

Signature of Authorized Representative: ________________________
True or False: Delivery Tickets should be kept with food production facility daily menu records, so show that a sufficient amount of food was prepared each day.

TRUE! Keep both sets of paperwork together as proof of meals prepared, delivered, and appropriately claimed.
Planning the Program
Meal Time Basics

-Field Trips
Field Trips

1. Sites must notify the sponsor of the field trip ahead of time. Open sites need to keep meals on-site for those children not going on the field trip.

2. Sponsors must notify the State Agency about the field trip in CNIPS before the field trip is taken.

3. A daily meal count form must be completed when meals are distributed.

4. The meal pattern must be adhered to for meals to be considered reimbursable.
Quiz:

- **True or False**: Field trips must be preapproved by the state agency before they can be taken?

*False*: The field trip must be noted in CNIPS before the field trip is taken, although it does not have to have official approval by the State Agency. Remember, an open site must stay open if the field trip meals will be claimed for reimbursement.
Planning the Program
Meal Time Basics

-Accommodating Children with Special Dietary Needs
Accommodating Children With Special Dietary Needs

A child whose disability restricts his/her diet shall be provided food substitutions only when supported by a statement signed by a licensed medical professional.

The medical statement shall identify:

- the individual’s disability and why the disability restricts the child’s diet
- the major life activity affected by the disability
- the food or foods to be omitted from the child’s diet and
- the food or choice of foods that must be substituted
The Medical Statement is on the SFSP KY webpage. School Food Authorities may use a statement already on file at the school.
Quiz:

**True or False:** A religious preference or intolerance for a particular food is not considered a medical disability, and as such, should not use the medical disability form to justify the necessity of alternate foods.

*True.* Sponsors may wish to work with parents to provide alternate foods for religious preferences, however, this is not a requirement in SFSP, only a best practice.
Please contact School and Community Nutrition if you have any questions regarding this online training or any questions regarding Meal Time Regulations and Recordkeeping.

502-564-5625