

MONITOR TRAINING CHECKLIST

The role as an SFSP monitor is of particular importance. As the key link between the sponsor and the site personnel, the monitor must make sure that the sites operate in accordance with program guidance and requirements. This direct link between the sponsor's office and the food service sites is essential to ensure that the program functions properly. As the sponsor's representative, the monitor must develop and maintain open communications and cooperative relationships with the site supervisors and staff. The monitor will also work with the site staff to help correct any problems and give additional training as necessary.

Open communication with the sponsor is essential so they are aware of any site problems and what is being done to resolve them. This also will provide opportunities for the sponsor to provide the monitor with any additional guidance needed.

The sponsor is financially responsible for any meals served incorrectly or served to ineligible people. This could mean a substantial loss of reimbursement to the sponsor if problems at the sites are not corrected.

- Explain monitor duties and responsibilities.
- Distribute and review monitor site visit and review forms and any other records, such as mileage records.
- Train on procedures for monitoring meal counts, adjusting meal preparation or deliveries, reporting complaints to the vendor, and collecting site records.

The Sponsor will assign the sites for which monitors will be responsible (the sponsor may choose to do it at the training or at some point before the monitor begins duties).

Monitors may be asked to attend the training session required for site supervisors. This meeting will familiarize a monitor with the specific duties of site supervisors and allow them to meet the site supervisors with whom they will be working directly. Many people working at sites may not be familiar with operating foodservice programs or they may not be accustomed to maintaining records. During the many reviews and visits, a monitor will find it necessary to explain the importance of following program rules and show how operations can be improved.

This type of ongoing training of site personnel is a basic responsibility of each monitor. It may be necessary to give new site workers additional training in program requirements. It is important to document this training in the report.

- Effective monitoring is necessary for many reasons.
- Monitoring ensures that sites operate according to program rules and that accurate site records are available to justify payment to the sponsor.
- But most importantly, monitoring ensures that children in the community are getting nutritious meals.
- To be an effective monitor, it will be necessary to spend enough time at each assigned site to check the meal service operation.
- Therefore, it will be important to know the program requirements so problems at the sites can be identified quickly and solutions recommended.

- All Monitoring forms as prepared by the State Agency and found on the Oklahoma State Department of Education Summer Website: <http://sde.ok.gov/sde/summer-food-program-training> **MUST** be used.

The first type of visit is the **Pre-Operational Visit**:

- The pre-operational visit is conducted before a site operates the summer program. These visits are required to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service.
- The Sponsor may ask for a waiver from the State Agency of the pre-operational visit for sites that were on during the previous year and were successful in their operation.

The next type of visit is the **Site Visit**:

All sites must be visited at least once during the first week of operation. These visits are required to

- make sure the food service operation is running smoothly and to
- verify information such as the site address, storage, holding and preparation facilities, and serving capacity.
- Form kept in file for review
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Please note: Sponsors are required to visit all sites at least once during the first week of operation. However, the first week site visit requirement may be waived for returning sites that operated successfully during the previous summer in the SFSP and had no serious deficiency findings. It also may be waived for sites that participate successfully in the Child and Adult Care Food Program or the National School Lunch Program. Sponsors of these sites are still required to review the site within the first four weeks of operation.

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In conducting the site review, plan to arrive before the meal service begins and plan to observe the entire meal service. Check to see that the site's nondiscrimination poster is placed in a prominent place and that all children have equal access to meals served. Conduct a point of service meal count and compare your counts with those of the site supervisor's meal count. Complete the site monitoring form and obtain the site supervisor's signature. On the form, thoroughly explain the specific nature and extent of any problems observed and the action to be taken to correct the problem. An in-depth discussion on conducting the site review is located in the USDA Monitor's Guide.

When observing the meal service at the site, keep in mind food safety rules, including temperature requirements during preparation, delivery, storage, and serving. Knowing the five core messages of Clean, Separate, Cook and Chill will help keep the food served safe to eat. For more information on sanitation and food safety contact your local health department.

For a Meal to be Reimbursable, it Must Contain:

Breakfast	Lunch or Supper	Snack
<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> – Must contain two food items from different components. However, juice cannot be served when milk is served as the only other component.

The monitor will check meals at the site to see that the meal pattern requirements are being met. These requirements ensure well-balanced, nutritious meals that supply the kinds and amount of foods that children require, meeting their nutrient and energy needs. The monitor must make sure that the meal or snack service contains the required components for that meal or snack. At sites where “offer versus serve” is allowed, the meals offered to participants must meet the meal pattern requirements. SFSP Meal Patterns can be located on the webpage.

SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL			
FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK 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 <i>Equivalent quantity of any combination of...</i>	Required	Required	
Vegetable or fruit or	½ cup	¼ cup total ⁴	¼ cup
Full-strength vegetable or fruit juice ⁵	½ cup (4 fluid ounces)	¼ cup ⁴	¼ cup (6 fluid ounces) ⁵
Grains/Breads⁶ <i>Equivalent quantity of any combination of...</i>	Required	Required	
Bread or	1 slice	1 slice	1 slice
Combread, 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 <i>Equivalent quantity of any combination of...</i>	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

The monitor must make sure that the meals served at the sites meet the meal pattern requirements for components and portion sizes listed on this chart. The USDA Monitor’s Guide provides additional information regarding site reviews.

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