

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: MONITOR TRAINING

www.sde.ok.gov/sde/summerfood



TOPICS COVERED

- Monitor's Responsibilities
- Recordkeeping
- Meal Pattern Requirements



GOAL

To serve fresh, well-balanced meals that are appetizing to children, come rain or shine.



THE MONITOR'S ROLE

- Key link: sponsor and site personnel
- Maintain open communication and cooperative relations with site supervisors and staff
- Work with site staff to correct problems and provide additional training if necessary
- Maintain open communication regarding site problems and the resolution



SPONSOR'S TRAINING RESPONSIBILITIES

Monitors are trained on:

- Duties and responsibilities
- Review forms and records
- Procedures for:
 - monitoring meal counts
 - adjusting meal preparation or deliveries
 - reporting complaints to vendors
 - collecting site records



EFFECTIVE SITE MONITORING

- Children in the community are getting nutritious meals.
- Ensures that site operating according to program rules
- Accurate site records are available to justify payment to the sponsor



MONITOR'S RESPONSIBILITIES

- Checking site operations
 - ✓ Adequate records
 - ✓ Site is operating in accordance with requirements
- Conducting site training
- Conducting pre-operational visits
- Visiting sites within first week of operation
- Reviewing food service operations with first 4 weeks of operation



MONITOR'S RESPONSIBILITIES

- Revisiting sites as necessary
- Reconciling any discrepancies in meal counts and records with the site supervisor
- Suggesting corrective action for problems
- Preparing reports of site visits and reviews
- Informing the Sponsor about problems and ensuring that corrective actions are completed and documented



VISITS AND REVIEWS

Visit

- Monitor ensures food service is operating smoothly and problems are resolved

Review

- Monitor determines if the site is meeting all program requirements
- Observe complete meal service from beginning to end



TYPES OF VISITS

Pre-operational Visits

- ALL new sites and those that experienced operational problems the previous year.
- Forms filled out and kept on file as well as entered into

application



TYPES OF VISITS

Site visits

- Once during first week of operation
- Facilities adequate
- First week visit may be waived for sites successfully operated previous summer, in CACFP or NSLP



TYPES OF REVIEWS

Site Review

- Required during first four weeks of operation for all sites
- Observation of delivery or preparation of meals, service of meals, children eating meals, and clean-up
- Discuss concerns or problems with site supervisor or staff



CONDUCTING THE REVIEW

- Arrive before the meal service begins
- Observe the meal service
- Civil Rights
- Claiming Meals
- Completing the form



Refer to USDA Monitor's Guide



REIMBURSABLE MEAL

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.



MEAL PATTERNS

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	½ cup (4 fluid ounces)	¾ cup ⁴	¾ cup (6 fluid ounces) ²
Grains/Breads⁶ <i>Equivalent quantity of any combination of...</i>	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	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	¾ cup	½ cup	¾ 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



KNOW BASIC SAFETY RULES

Five core messages:

- Temperature (during preparation, delivery, storage, and serving)
- Clean
- Separate
- Cook
- Chill



SUMMARY

- Monitor's Responsibilities
- Recordkeeping
- Meal Pattern Requirements



QUESTIONS??

Contact the State Agency at 405-521-3327



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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