

# ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: MONITOR TRAINING

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[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

# TOPICS COVERED

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- Monitor's Responsibilities
- Recordkeeping
- Meal Pattern Requirements



# GOAL

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



# THE MONITOR'S ROLE

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- 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

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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

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- 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

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- 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

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- 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

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## 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

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## 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

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## Site visits

- Once during first week of operation
- Facilities adequate



# TYPES OF REVIEWS

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## 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

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- 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"><li>- One serving of milk;</li><li>- One serving of a vegetable or fruit or a full-strength juice; and</li><li>- One serving of grain or bread.</li><li>- A meat or meat alternate is optional.</li></ul>	<ul style="list-style-type: none"><li>- One serving of milk;</li><li>- Two or more servings of vegetables and/or fruits;</li><li>- One serving of grain or bread; and</li><li>- One serving of meat or meat alternate.</li></ul>	<ul style="list-style-type: none"><li>- Must contain two food items from different components. However, juice cannot be served when milk is served as the only other component.</li></ul>

# KNOW BASIC SAFETY RULES

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Five core messages:

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



# SUMMARY

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- Monitor's Responsibilities
- Recordkeeping
- Meal Pattern Requirements





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# QUESTIONS??

Contact the State Agency at 405-521-3327



# NON-DISCRIMINATION STATEMENT

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This institution is an equal opportunity provider.

