



PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: STAFFING AND TRAINING

OSDE Child Nutrition Programs
www.sde.ok.gov/summerfood





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OBJECTIVES


- **Determine the number of staff members needed to effectively run the program**
- **Staff responsibilities**
 - ✓ Dictated by the size and type of sponsor
 - ✓ Part-time employment
 - ✓ Recordkeeping
 - ✓ No less than one monitor for every 15 to 20 sites in urban areas
 - ✓ Sponsor must provide adequate personnel

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DIRECTOR DUTIES



- **Annually attend SA training**
- **Provide overall management and supervise the SFSP**
- **Select sites**
- **Submit applications/agreements to the SA**
- **Correspond with the SA**
- **Coordinate with other agencies and conduct outreach efforts**
- **Hire, train, and supervise staff**

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DIRECTOR DUTIES CONTINUED...

- Arrange for food preparation or delivery
- Ensure that all monitoring requirements are met
- Adjust meal orders
- Submit claims
- Ensure civil rights compliance
- Handle all agreements and contracts, bidding, and negotiations with vendors for purchased meals

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ASSISTANT DIRECTOR DUTIES

- Provide initial and ongoing training for sponsor and site personnel
- Design forms for recordkeeping purposes
- Act as a liaison with vendor to adjust meal delivery
- Double check claims
- Maintain time and attendance records of staff
- Maintain records on number of meals served

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AREA SUPERVISOR DUTIES

- Schedule monitoring visits
- Check monitoring reports
- Prepare weekly summaries of monitoring efforts
- Provide ongoing training for monitors
- Visit sites with monitors
- Determine need for and following through on Corrective Action
- Review the meal counts submitted by sites for unusual meal count patterns, e.g., first meals always or usually equals meals delivered
- Oversee several monitors
- Report site problems to the Director or Assistant Director

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BOOKKEEPER DUTIES

Maintain records on the following:

- Daily site reports, invoices, and bills
- Food costs
- Labor costs
- Administrative costs
- Other costs
- Program income



Prepare claims

Prepare payroll

Purchase office supplies

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MONITOR DUTIES

- Check on-site operations to ensure that site personnel maintain records
- Ensure the program operates in accordance with the requirements
- Visit all sites within the first week of food service operations
- Review food service operations of all sites within the first four weeks of operation
- Prepare reports of visits and reviews
- Report unresolved or critical issues to the Director
- Revisit sites as necessary
- Suggest corrective actions for problems encountered

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MONITOR DUTIES CONTINUED

- Ensure sites take corrective action
- Conduct on site training as necessary
- Conducting pre-operational visits for new and problem sites
- Reconciling any discrepancies in meal counts and records with the site supervisor
- Preparing reports of the site visits and reviews and ensuring that copies of the reports are included in an official file for each site
- Informing the sponsor about problems found at a site and ensuring that corrective action is completed and documented

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MONITORING REQUIREMENTS

Pre-operational Visits

- Conducted before operations begin
- Ensure that sites have facilities to provide meal service for number of participants expected

Site Visits

- First week of operation

Site Reviews

- Once during first four weeks of operation, even if operating less than four weeks
- "Reasonable" level of monitoring

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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



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"VISIT" vs "REVIEW"

Visit

- The monitor ensures food service operating smoothly and apparent problems are resolved
- During the 1st week of operation
- Not a pre-operational visit

Review

- Includes observation of complete meal service from beginning to end

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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.


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KNOW BASIC SAFETY RULES

Five core messages:

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




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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**

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MONITORING REPORTS

- **First Week Visit Form**
- **Site Review Form**

Located on the SFSP Webpage under
“Recordkeeping Forms”

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REVIEWING MONITORING REPORTS

- **Review problems identified**
- **Call site supervisor if necessary**
- **Document corrective action taken**
- **Schedule follow-up review – based on severity of the problem**
- **Sign and date report**



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REVIEWING MONITORS REPORTS

Some indicators of a Monitor's lack of program knowledge and responsibilities

- All questions on report are not answered
- Problems and comments are rarely documented
- Monitor does not follow-up when number of meals delivered or served and the number of participants in attendance are always the same
- Other indicators - see USDA Administrative Guidance for Sponsors


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SITE SUPERVISOR DUTIES


- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Ensure the safety of food, and comply with local health and safety standards
- Receive and account for delivered meals
- Ensure that children eat all meals on-site
- Plan and organize daily site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service

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PRE-OPERATIONAL TRAINING


- Kind of meal service
- Types of meals the site will serve
- Times meals are delivered and served
- Proper method for counting meals

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WHAT YOU MUST DO FOR YOUR SPONSOR

- Attend the training session provided by Sponsor
- Order or prepare only the number of meals that you need
- Check with sponsor on delivery of meals
- Count the number of meals delivered, and check them thoroughly each day
- Keep a copy of the delivery receipt and meal count record with your daily report
- Count meals at the point of service

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WHAT YOU MUST DO FOR YOUR SPONSOR CONTINUED

- Make sure the meals served meet the meal pattern requirements
- Serve one complete meal to each child

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WHAT YOU MUST DO FOR YOUR SPONSOR CONTINUED

- Serve only one meal per child during the approved mealtime
- Be sure that children eat the entire meal at the site
- Do not allow parents to eat any portion of the child(ren)'s meal
- Serve meals to children 18 years of age or younger

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WHAT YOU MUST DO FOR YOUR SPONSOR CONTINUED

- Never serve spoiled food or incomplete meals to children.
- Allow all children equal access to services and facilities at your site.
- In a prominent place, display a nondiscrimination poster provided by your sponsor.
- Make program material provided by your sponsor available to the public upon request.
- Comply with any guidance provided by the monitors.

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RULES OF THE SFSP

Participants must understand the rules of SFSP

- Who may eat at the site?
- When are the meals served?
- Where the meals will be served in bad weather?
- What type of meals will be served?
- Why meals must be eaten on site?

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MEAL PATTERN REQUIREMENTS

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help maintain their nutrient and energy needs.

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FOOD SAFETY RULES

- Food temperature danger zone 40 degrees to 140 degrees
- Avoid holding foods in this temperature danger zone
- Remember you cannot determine food safety by site, taste, odor or smell

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SFSP RULES

DO:

- Prepare only the meals needed
- Check meals to make sure items are not spoiled
- Clean site before you serve the meals
- Serve meals only during designated time
- Follow state and local health and safety standards


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SFSP RULES CONTINUED

DO:

- Count and record the number of complete meals
- Count complete second meals separately if your sponsor allows
- Complete all daily records in a timely manner
- Encourage children to try new foods
- Clean site after the meals


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SFSP RULES CONTINUED...

DON'T

- Sign meals receipts until all meals are carefully counted and checked
- Allow discrimination against any child because of race, color, national origin, sex, age, disability
- Forget to have each meal service supervised by a person trained in the operation of the Program
- Hesitate to contact your sponsor if you have concerns


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Questions?

Contact the State Agency 405-521-3327
sfsp@sde.ok.gov

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NONDISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

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