PUTTING THE PIECES TOGETHER
SFA TRAINING

Summer Food Service Program (SFSP)
Housekeeping

Where are the restrooms?
You may use the restroom during...

When and what may I eat?
Lunch, snacks and coffee...

What if my phone rings?
Please place cell phones on silent and don’t text...

What if I have a question?
Limit side conversations and write questions on...
Acknowledgment Statement

You understand and acknowledge that

- the training you are about to receive does not cover the entire scope of the program and that

- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.
Who Should Attend this Class?

- Program Directors
- Program Supervisors
- Program Managers
- Food Service Supervisors
Class Materials

- Participant Guide
- USDA Administrative Guidance for Sponsors
- Pencils/Pens
- Questions
Class Outline

- Program Basics
- Meal Service
- Site Operations
- Program Finances
- Program Operations
Program Basics

- Topic 1: Purpose & Benefits
- Topic 2: Program Responsibilities
- Topic 3: Eligibility
- Topic 4: Advances & Amendments
- Topic 5: Calculating Reimbursement
Program Purpose

- Offers an opportunity for children in need to receive a nutritious meal during the summer months when school is not in session.
Program Basics

- TDA Responsibilities
- CE Responsibilities
- Program Eligibility
- Advances
- Amendments
Meal Service

- Topic 1: Preparing & Providing Meals
- Topic 2: Meal Pattern
- Topic 3: Meal Service Planning
- Topic 4: Understanding Meal Components
- Topic 5: Non-Reimbursable Meal Examples
- Topic 6: Documentation
Meal Service

- Type of meal service
# Number & Types of Meals

<table>
<thead>
<tr>
<th>Type of Site</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open (including all sites operated as Open)</td>
<td>Up to 2 per day</td>
</tr>
<tr>
<td>Restricted Open</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>Camps</td>
<td>Up to 3 per day</td>
</tr>
<tr>
<td>Migrant</td>
<td></td>
</tr>
</tbody>
</table>
Meal Service

- Meal service requirements
Program Meal Pattern

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 serving of Milk</td>
<td>1 serving of Milk</td>
<td>2 food items from different components</td>
</tr>
<tr>
<td>1 serving of Vegetable or Fruit (or full strength juice)</td>
<td>2 or more servings of Vegetable and/or Fruit</td>
<td>Juice cannot be served when milk is served as the only other component</td>
</tr>
<tr>
<td>1 serving of Grain</td>
<td>1 serving of Grain</td>
<td></td>
</tr>
<tr>
<td>OPTIONAL: Meat/Meat Alternative</td>
<td>1 serving of Meat/Meat Alternative</td>
<td></td>
</tr>
</tbody>
</table>

- Meal pattern tips
- Dietary substitutions & modifications

Texas Department of Agriculture
Milk

- 8 oz. servings
- Fluid & pasteurized
- Unflavored or flavored
- Skim, low-fat, whole or cultured buttermilk
- Vitamins A & D
Vegetables/Fruits (V/F)

- Breakfast requirement
- Lunch/supper requires 2 or more
- Optional at snack
Grain Definition

- Whole grain, enriched, or made from whole grain or enriched meal or flour

- Enriched includes:
  - Iron
  - Thiamin
  - Riboflavin
  - Niacin
  - Folic Acid
Corn & Cereal Requirements

- Whole corn
- Whole grain corn
- Whole ground corn
- Whole corn flour
- Enriched corn flour
- Enriched yellow corn meal
- Enriched corn grits

- Cereal first ingredient examples:
  - Whole grain wheat flour
  - Rolled oats
  - Oatmeal
Meat/Meat Alternates (M/MA)

- Required at lunch/supper
- 2 oz. minimum serving
- Cooked dry beans/lentils
  - M/MA or vegetable
- Nuts/seeds butters allowed
  - 2 TBSP = 1 oz. M/MA
  - 4 TBSP = 2 oz. M/MA
Offer vs. Serve (OVS)

- Serving option
- Breakfast requirement
- Lunch/supper requirement
Six 0.667 oz. fully cooked batter wrapped bite size franks provide 2.00 oz. equivalent meat and 1.75 servings of bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-13.)
Non-Reimbursable Meals

- Meals not served as a complete unit
- Must be approved by TDA
- Off site consumption
- Meals over allowed caps
- Meals served to ineligible individuals
- Meals not served or unservable
Health & Safety

- Health department letters
- Staff training
- Temperature records
- Extreme weather conditions
- Demonstration project
Site Operations

- Topic 1: Site Eligibility
- Topic 2: Site Visits & Reviews
- Topic 3: Staffing & Training
- Topic 4: Civil Rights
Site Eligibility

- 50% rule
- School data/PEIMS
- Census data
Site Visits & Reviews

- Visits
- Reviews
- Problem Sites
- Pre-operational Visits
- 1st Week Site Visit
- Site Review
Pre-Operational

Texas Department of Agriculture

<table>
<thead>
<tr>
<th>SFSP PRE-OPERATIONAL VISIT WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site name:</strong> SFA Bldg., North Side</td>
</tr>
<tr>
<td><strong>Site number:</strong> 1002</td>
</tr>
<tr>
<td><strong>Site address:</strong> 1700 Congress Ave., Austin, TX 78701</td>
</tr>
<tr>
<td><strong>Site telephone number:</strong> (512) 463-6324</td>
</tr>
<tr>
<td><strong>Person to contact for use of site:</strong> Jane Archer</td>
</tr>
</tbody>
</table>

**Type of site (check appropriate type):**
- [x] Recreation Center
- [ ] School
- [ ] Church
- [ ] Playground
- [ ] Settlement house

- [ ] Park
- [ ] Residential camp
- [ ] Play street
- [ ] Other

**Estimated number of children the site could serve:** 50

**Estimated number of needy children in area:** 230

**Estimated number of personnel needed to adequately control the food service:** 4

- [ ] Is another site needed in this area? Yes [x] No

- [ ] Are the present facilities adequate for an organized meal service? Yes [x] No

**If answer is no, comments:**

- [ ] For the estimated number of children, does the site have:
  - [x] Yes
  - [ ] No

**Shelter for inclement weather?**
- [x] Yes

**Adequate cooking facilities (if applicable)?**
- [ ] Yes

**Adequate storage for prepared or delivered food?**
- [x] Yes

**Storage space for records at site?**
- [x] Yes

**Adequate refrigeration?**
- [ ] Yes

**Access to a telephone?**
- [x] Yes

**What type of organized activities are possible or planned at this site?**
- Soccer, dodge ball, basketball, 4 corners

**Improvements or corrective actions needed before site operates:**

**Chance Barron**

**Monitor’s Signature**

**Date:** 05/20/2016
# SFSP FIRST WEEK VISIT FORM

<table>
<thead>
<tr>
<th>Date of site visit:</th>
<th>06/04/16</th>
<th>Monitor’s arrival time:</th>
<th>11 a</th>
<th>Departure time:</th>
<th>2 p</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site name:</td>
<td>SFA Bldg. North Side</td>
<td>Site Address:</td>
<td>1700 Congress Ave., Austin, TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion with site staff (list names):</td>
<td>Jane Archer, Sam Boyd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Areas of Discussion

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the site supervisor attended training session?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are meals being counted and signed for?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all required records being completed?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are meals served as second meals excessive?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do meals meet meal pattern requirements?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there proper sanitation/storage?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are meals served within appropriate time frames?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off site.)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is each meal served as a unit?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any problems with delivery?</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there documentation of children’s income eligibility, if applicable?</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:

- Daily meal count form was not being consistently completed as participants received their meals. Spoke with Site Supervisor regarding the need for accurate counting of meals as they were served. Provided training to staff person responsible for meal count.

- Spoke with Site Supervisor regarding the “And justice for All” poster for the site and will provide it to Site Supervisor as soon as I have it. Worked with Site Supervisor on proper location for the poster.

<table>
<thead>
<tr>
<th>Site Supervisor’s Signature</th>
<th>Date</th>
<th>Monitor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Archer</td>
<td>06/04/16</td>
<td>Chance Barron</td>
<td>06/04/16</td>
</tr>
</tbody>
</table>
## SFSP SITE REVIEW FORM

**NOTE:** To be completed during first four weeks of operation.

**Sponsor:** SBarron Cares  
**Site:** 1002

**Site Contact:** Jane Archer  
**Site Supervisor:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Archer</td>
<td>Site Supervisor</td>
</tr>
</tbody>
</table>

**Site Address:** 1700 Congress Ave., Austin, TX 78701

**Telephone:** (512) 463-6324  
**Date of review:** 06/25/16

**Monitor’s arrival time:** 10:30 a  
**Departure time:** 12:45 p

**Site Supervisor:** Jane Archer

---

**Open site:** X  
**Camp site:**  
**Average daily participation (if applicable):** 50

**Today’s attendance:** 47  
**Approved meal service time:** 11:30 a - 12:30 p

**Type(s) of meals reviewed:**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Snack</th>
<th>Lunch</th>
<th>Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved level(s) of meal service</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of visit</th>
<th>Breakfast</th>
<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td># meals delivered (if applicable)</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># meals/milk from previous day</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time meals delivered (if applicable)</td>
<td>10:45 a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time meals served</td>
<td>11:30 a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># first meals served to children</td>
<td>47</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># second meals served to children</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># meals served to Program adults</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># meals served to non-Program adults</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discarded meals (dropped, spoiled, incomplete meal, test meal*, etc.)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># meals left over</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* - Test meal cannot be claimed for reimbursement but should be recorded.
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>EXPLAIN ANY “NO” ANSWERS BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
<td>Does the staffing pattern correspond to that listed on the approved site sheet?</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Has the site supervisor attended training session?</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Does the site have sufficient food service supervision?</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>Are meals counted/checkeds before signing delivery receipt?</td>
</tr>
<tr>
<td></td>
<td>5.</td>
<td>Are accurate meal counts taken of meals served?</td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>Are meals served as second meals excessive?</td>
</tr>
<tr>
<td></td>
<td>7.</td>
<td>Are records of adult meals being kept?</td>
</tr>
<tr>
<td></td>
<td>8.</td>
<td>Do meals meet approved menu?</td>
</tr>
<tr>
<td></td>
<td>9.</td>
<td>Do meals meet meal pattern requirements?</td>
</tr>
<tr>
<td></td>
<td>10.</td>
<td>Are meals checked for quality?</td>
</tr>
<tr>
<td></td>
<td>11.</td>
<td>Is there proper sanitation/storage?</td>
</tr>
<tr>
<td></td>
<td>12.</td>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
</tr>
<tr>
<td></td>
<td>13.</td>
<td>Are meals served within approved time frames?</td>
</tr>
<tr>
<td></td>
<td>14.</td>
<td>Are all meals served and consumed on-site? (Not if State Agency and sponsor allow fruits and vegetables to be taken off-site).</td>
</tr>
<tr>
<td></td>
<td>15.</td>
<td>Does site have a plan in place in case of inclement weather?</td>
</tr>
<tr>
<td></td>
<td>16.</td>
<td>Is each meal served as a unit?</td>
</tr>
<tr>
<td></td>
<td>17.</td>
<td>Is the meal delivery schedule followed?</td>
</tr>
<tr>
<td></td>
<td>18.</td>
<td>Are there provisions for storing or returning excess meals?</td>
</tr>
<tr>
<td></td>
<td>19.</td>
<td>Is there documentation of children’s income eligibility, if applicable?</td>
</tr>
<tr>
<td></td>
<td>20.</td>
<td>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
</tr>
<tr>
<td></td>
<td>21.</td>
<td>Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?</td>
</tr>
<tr>
<td></td>
<td>22.</td>
<td>Do all children have equal access to services and facilities at the site regardless of the child’s race, color, national origin, sex, age, or disability?</td>
</tr>
<tr>
<td></td>
<td>23.</td>
<td>Is Informational material concerning the availability and nutritional benefits of Program available in appropriate translations?</td>
</tr>
<tr>
<td></td>
<td>24.</td>
<td>Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?</td>
</tr>
</tbody>
</table>
Site Review

25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient person by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?

Explanations: 6. Meals served as seconds are not excessive as site supervisor has made appropriate ordering for the meal service.
15. Site supervisor was unable to provide an extreme weather conditions plan.

<table>
<thead>
<tr>
<th>PROGRAM VIOLATIONS</th>
<th>ACTUAL COUNT</th>
<th>TYPE OF MEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult meals included in count of meals served to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. More than one meal served at a time to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Meal pattern not met (specify).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Meals not served as a unit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Meal serving times not met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other Program violations (specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK IF THE FOLLOWING APPLY (Explain any checked items)

8. No records
9. Incomplete records
10. Poor sanitation
11. Other

Corrective action discussed with (name and title): Jane Archer

Corrective action take: While no major violations have been found and site is operating according to the rules and regulations of SFSP, the site does lack an extreme weather conditions plan. Spoke with site supervisor and sponsor to have plan created and available as soon as possible.
## Site Review

<table>
<thead>
<tr>
<th>Site supervisor’s comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further action needed by (date):</td>
</tr>
<tr>
<td>I certify that the above information is correct:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chance Barron</th>
<th>06/25/16</th>
<th>Jane Archer</th>
<th>06/25/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor’s signature</td>
<td>Date</td>
<td>Site supervisor’s signature</td>
<td>Date</td>
</tr>
<tr>
<td>SG Barron</td>
<td>06/25/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor representative’s signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Texas Department of Agriculture
Staffing & Training

- USDA required positions
- Other positions needed
- Who needs training?
- Training documentation
- Attachment 15
Civil Rights

- Purpose
- Training
- Attachment 21
- Nondiscrimination Statement
Program Finances

- Topic 1: Nonprofit Food Service Account
- Topic 2: Costs
- Topic 3: Procurement
- Topic 4: Claims for Reimbursement
Nonprofit Food Service Account

- SFSP funds tracked separately
- Program budgeting
- Program income
- Excess funds
Costs

- Administrative costs
- Operational costs
- Attachments 24 - 29
Procurement

- Best available price
- Avoid conflicts of interest
- Free & open competition
Types of Procurement

1. Micro-purchase
2. Small Purchase
3. Competitive Sealed Bids
4. Competitive Proposal
5. Non-competitive Proposal
Claims for Reimbursement

- Submitted monthly
- Combined claim
- Filing deadline
- Claim validation
  - Documentation
Program Operations

- Topic 1: Recordkeeping & Documentation
- Topic 2: Keys to Success
- Topic 3: Program Compliance
Recordkeeping & Documentation

- Vital to program success
- Attachment 22
- Recordkeeping system
- Accurate & complete
- Retention
Keys to Success

- Needs/resource assessment
- Sound budget
- Networking/partnerships
- Marketing/outreach
- Staffing
- Appealing menu/activities
- Effective training
- Sound policies
Program Compliance

- Priority for TDA
- Administrative reviews
- Complete & accurate recordkeeping
- Program violations
- Consequences
- Serious deficiency
- Top program violations
Appeal Procedures

- Appeal actions
  - Meal disallowances
  - Denial of an advance payment request
  - Denial of an application
  - Program termination or exclusion

- TDA Policy Memo
  - Denials, Terminations, and Appeal Rights
Additional Resources

- SummerFood.org
  - Administrative Guidance for Sponsors (AGS)
  - Nutrition Guidance for Sponsors
- fns.usda.gov/cnd/summer
  - USDA Outreach Toolkit
- Texas Policy
- Training
  - Check with ESC for other classes
- TX-UNPS
ESC Regions
TDA Contact Information

- Applications and Contract Changes
  - (877) Tex-Meal / (877) 839-6325
  - SFSP.BOPS@TexasAgriculture.gov

- SFSP Program Coordinator
  - (512) 936-2909

- TDA Regional Offices
  - El Paso - (915) 834-7506
  - Dallas/Ft. Worth - (817) 321-8101
  - Houston - (713) 921-8201
  - Austin/San Antonio - (877) 839-6325
  - San Juan - (956) 787-8866
Acknowledgment Statement

You understand and acknowledge that

- the training you have completed does not cover the entire scope of the program and that

- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.
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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(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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