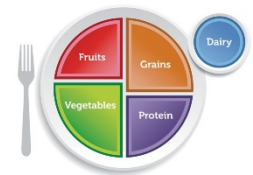


# SFSP Staff Training

Nassau County Food & Nutrition Services  
2020-2021 SY



# Outline

- General overview of program
- How sites operate
- Record keeping requirements
- Monitor's responsibilities
- Civil Rights
- Food Safety Review
- Other policies/issues
- Questions



# General Overview of SFSP

- Summer Food Service Program (SFSP)
  - Purpose of the program
  - Program requirements
  - Site type
    - 5 OPEN SITES
    - All other schools – CLOSED SITES
  - Importance of accurate records especially meal counts



# How Sites Operate

- On site (self-prep)
  - All schools – regular serving line or Grab & Go
- Curbside pick up (self-prep)
  - All grab & go pre-packaged meals
  - 5 sites - BE, CE, HMS, YH, FBM



# How Sites Operate cont.

- Types of meals to be served
  - Breakfast
  - Lunch

## Meal pattern requirements

- Required food groups/components
  - Meat or meat alternates
  - Vegetables and/or fruits
  - Grains and breads
  - Milk



# How Sites Operate cont.

- Offer versus Serve (OVS)
  - Permits children to decline a certain number of menu items
  - Simplifies program administration and reduces food waste and costs, while maintaining the nutritional integrity of meals
- Curbside – non-OVS
  - All required components must be taken. All meals will be pre-bagged for Grab & Go



# How Sites Operate cont.

- **SFSP BREAKFAST: OVS**

Offer 4 components and children may decline one

For SY 20-21, all school sites should continue following SBP rules at the POS



# How Sites Operate cont.

- **SFSP LUNCH: OVS**
- Offer 5 components and children must take 3

For SY 20-21, all school sites should continue following NSLP rules at the POS





# How Sites Operate cont.

- Curbside
  - Schedule
    - Tuesday pick up at 5 schools
  - Equipment for storing meals/milk
    - Ice cream box or milk box for cold storage
    - Most items need to remain frozen until time of pick up
  - Food safety
    - Keep **HOT** foods **HOT** (135°F or above)
      - No hot foods are being served curbside to start.
    - Keep **COLD** foods **COLD** (40°F or below)



# How Sites Operate cont.

- Leftovers
  - Manager adjust meal numbers accordingly based on participation
  - All leftover food can be utilized the next day or next week's meal service



# How Sites Operate cont.

- **Adult meals**

- All children must be served first.
- Program adults can receive a free meal and must be included on the meal count sheet or POS daily for all schools

- **Second meals**

- Limited number – 1% of total program enrollment – not allowed in our program
- Meals served to children (including second meals), program and non-program adults must be counted and recorded separately on the Meal Count Sheet.





# Recordkeeping Requirements

- Required Forms
  - Daily Meal Count Sheet or submission of meal count in the POS
    - SFSP Lunch Meal and/or SFSP Breakfast Meal
  - Ethnic and Racial Data Form-will be completed by the Monitor during site review
  - Sponsor Monitor Site Visit or Review Form



# Recordkeeping Requirements cont.

- Daily Forms
  - Production record to track food items served and temperatures
  - Daily Meal Count Sheet
    - Breakfast & Lunch separate
  - Daily Meal Count Sheet- 7 days
    - Breakfast & lunch combined
    - Used for curbside weekly delivery
  - Daily Meal Count Sheet- 5 days
    - Breakfast & lunch combined
    - Used for curbside weekly delivery if food supply is limited or unavailable





# Recordkeeping Requirements cont.

- On site
  - Daily Meal Count Sheet
  - BSR report to show total meals served
  - Production Record
  - Mileage Record (for monitors and office staff only)
  - Time Sheets
  - Inventory
  - Menu



# Monitor's Responsibilities

- Sponsor Monitoring
  - Preoperational Visits
  - Site Visits
  - Site Reviews
- Who is your monitor?
  - Jenny Carter
  - Trevor Kennedy
  - Tom Chapp
  - Sherryl Sims
  - Sherry Bell
  - Lauren Jones



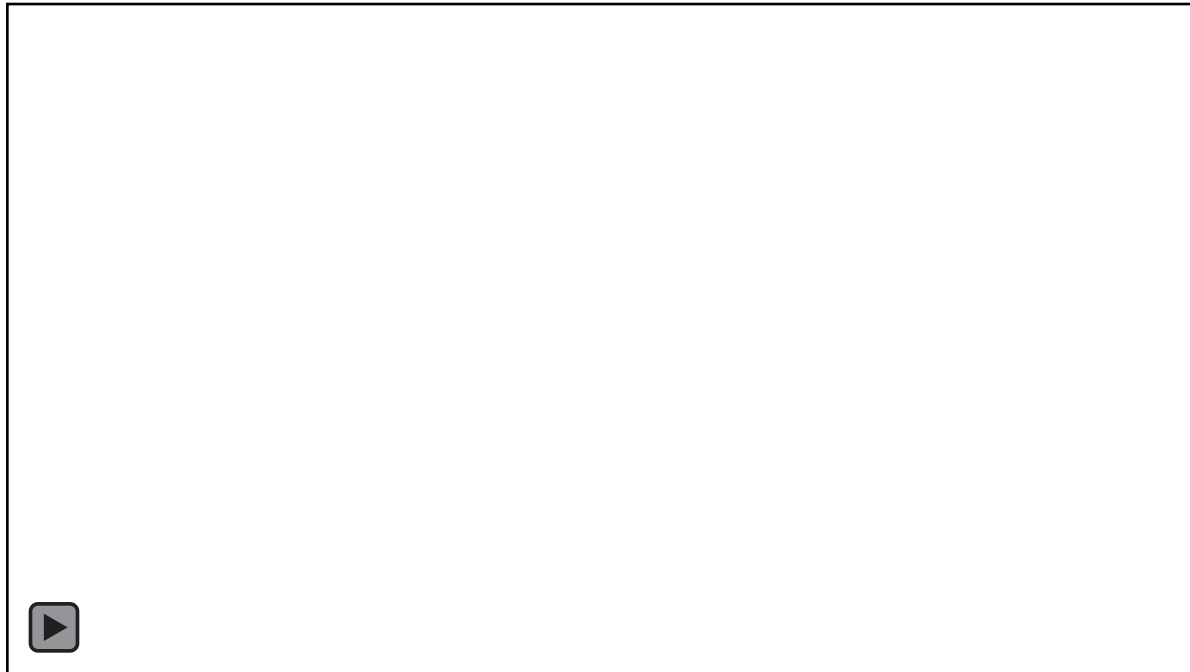
# Civil Rights Review

<https://vimeo.com/thenameisframe/review/362895385/3bb6ee74c1>





# Food Safety Review



<https://www.fdacs.gov/ezs3download/download/91169/2585351/Media/Files/Food-Nutrition-Wellness/FoodSafety-Animation-2020.mp4>



# Other Policies/Issues

- What to do inclement weather?
  - All curbside sites have a covered area to serve from.
  - In the case of severe weather warnings, contact the FNS office immediately to request approval from the state to extend meal serving times.
    - Main FNS office 904-491-9924
- Who to contact?
  - Contact Trevor Kennedy
    - Menu changes/substitutions/production records
  - Contact Tom Chapp or Area Manager
    - Food safety/equipment concerns
  - Contact Jenny
    - POS or meal count sheet concerns
    - Changes in time of meal service



# Other Policies/Issues Con't

- Review of Menu Changes
- Review of Serving Instructions
  - Curbside- use meal count sheet- 7 or 5 day
  - Breakfast grab & go carts- use meal count sheet
  - Regular breakfast and lunch
    - K-8 – eat and repeat – no student ID
      - If student wants ala carte- look up by name or scan ID
    - 9-12 – look up student by name if wanting ala carte  
Can use meal count sheets at carts if needed
    - All meal count sheets must be compiled for each meal type daily



# Questions/Concerns?

- Call the FNS Office at 904-491-9924 or email us at:
  - [mckennaje1@nassau.k12.fl.us](mailto:mckennaje1@nassau.k12.fl.us)
  - [carterje1@nassau.k12.fl.us](mailto:carterje1@nassau.k12.fl.us)
  - [kennedytr@nassau.k12.fl.us](mailto:kennedytr@nassau.k12.fl.us)
  - [lauren.jones@nassau.k12.fl.us](mailto:lauren.jones@nassau.k12.fl.us)

