



**Dare
to Care
Food Bank**

SFSP

Summer Food
Service
Program

Site Supervisor
Training
FY 2017



Summer Food Service Program

The Summer Food Service Program (SFSP) helps make sure that children continue to receive nutritious meals during the summer.

Program Guidelines

Serve only children **18 years of age or younger**

Serving Disabled Persons: can be 19 years of age or older but **MUST** be able to provide documentation that they are disabled and participate in a school program

Children do not have to participate in programming to get the meal

Post a **Calendar of Activities**

Provide programming for the ages you serve

Follow all rules and regulations instituted by the state and Dare to Care

Training Requirement

Someone who has received program training must be present at each site during the entire meal service time, including delivery and clean up.

Failure to have a trained site supervisor at each site during meal service is a program violation.

Menus and Posters

Menu must be posted at all times along with:
“Building for the Future” poster
“and Justice for All” poster

Post menu for all meals you serve

Do not add food to the meal

Must serve all meal components

Watch emails and website for changes and make those changes on the posted menu(s)

Your Wall

Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)

Visit USDA's website: www.fns.usda.gov/cnd

USDA
United States Department of Agriculture
Food and Nutrition Service
FNS-317
June 2000
Revised June 2001

USDA is an equal opportunity provider and employer.

Lunch/Supper Menu

JUNE 2016

Age: 6-18

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Orange Glazed Chicken—2 oz. Garlic Bread—1 slice Baby Carrots—4 oz. (FR) Mandarin Oranges—4 oz. (FR) Skim Milk—8 fl. oz.	2 Chili Mac—8 oz. Saltine Crackers—6 each Soybean Mixed Veggie—1 oz. (FR) Sliced Pineapple—4 oz. (FR) Skim Milk—8 fl. oz.	3 Chicken Enchilada—4 oz. PFG Spanish Rice—4 oz. Corn—4 oz. (FR) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.
Kitchen Closed				
18 Turkey Hot Dog—1 each WG Wheat Bun—1 each Baked Beans—4 oz. (CN) Orange—1 each (FR) Skim Milk—8 fl. oz.	19 Meat Lasagna—6 oz. PFG Honey Roll—1 each Garden Salad—4 oz. (FR) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.	20 Chili Mac—8 oz. Chicken Fajitas—4 oz. PFG Tortilla—1 each Garden Salad—4 oz. (FR) Cantaloupe—4 oz. (FR) Skim Milk—8 fl. oz.	21 Fried Chicken—3 oz. Mac n Cheese—3 oz. Cherry Tomatoes—4 oz. (FR) Banana—1 each (FR) Skim Milk—8 fl. oz.	22 Chicken n Cheese Queso—1 oz. PFG Spanish Rice—4 oz. Corn—4 oz. (FR) Skim Milk—8 fl. oz.
23 Red Sloppy Joes—1 each WG Wheat Bun—1 each Roasted Potatoes—1 oz. (FR) Apple—1 each (FR) Skim Milk—8 fl. oz.	24 Red Sloppy Joes—1 each WG Wheat Bun—1 each Roasted Potatoes—1 oz. (FR) Banana n Tomato Mashed—4 oz. (FR) Banana n Peach—1 each (FR) Skim Milk—8 fl. oz.	25 Chili Mac—8 oz. PFG Honey Roll—1 each Garden Salad—4 oz. (FR) Cantaloupe—4 oz. (FR) Skim Milk—8 fl. oz.	26 Fried Chicken—3 oz. PFG Honey Roll—1 each Cherry Tomatoes—4 oz. (FR) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.	27 Meatballs—3 oz. PFG Spanish Rice—4 oz. Corn—4 oz. (FR) Fresh Pineapple—4 oz. (FR) Skim Milk—8 fl. oz.
28 Baked Chicken—1 thigh PFG Honey Roll—1 each Green Beans—1 oz. (FR) Mandarin Oranges—4 oz. (FR) Skim Milk—8 fl. oz.	29 Fried Chicken—3 oz. PFG Honey Roll—1 each Banana n Peach—1 each (FR) Garden Salad—4 oz. (FR) Skim Milk—8 fl. oz.	30 Fried Chicken—3 oz. PFG Honey Roll—1 each Garden Salad—4 oz. (FR) Skim Milk—8 fl. oz.	31 Fried Chicken—3 oz. PFG Honey Roll—1 each Garden Salad—4 oz. (FR) Skim Milk—8 fl. oz.	

Breakfast/Snack Menu

JUNE 2016

Age: 6-18

Monday	Tuesday	Wednesday	Thursday	Friday
6 Cinnamon Toast Cereal—1 oz. Mandarin Oranges—4 oz. Milk—8 fl. oz.	7 Strawberry Breakfast Bar—1 oz. Applesauce—4 oz. Milk—8 fl. oz.	8 Tric Cereal—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	9 Apple Fruit Bar—1 oz. Fruit Cup—4 oz. Milk—8 fl. oz.	10 Chez Cereal—1 oz. Mandarin Oranges—4 oz. Milk—8 fl. oz.
11 Turkey Ham w/ Cheese—3 oz. PFG Bread—2 slices Baby Carrots w/ Ranch—1 oz. Fruit Cup—4 oz.	12 Bologna w/ Cheese—3 oz. PFG Bread—2 slices Cante Orange—1 each Pretzels—1 oz.	13 Italian Sandwich—3 oz. PFG Bread—2 slices Sliced Apples—2 oz. Sun Clips—1 oz.	14 Turkey w/ Cheese—3 oz. PFG Bread—2 slices Baby Carrots w/ Ranch—1 oz. Applesauce—4 oz.	15 Bologna w/ Cheese—3 oz. PFG Bread—2 slices Pretzels—1 oz.
16 Tric Cereal—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	17 Apple Fruit Bar—1 oz. Fruit Cup—4 oz. Milk—8 fl. oz.	18 Cinnamon Toast Cereal—1 oz. Applesauce—4 oz. Milk—8 fl. oz.	19 Strawberry Breakfast Bar—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	20 Tric Cereal—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.
21 Italian Sandwich—3 oz. PFG Bread—2 slices Sliced Apples—2 oz. Sun Clips—1 oz.	22 Turkey Ham w/ Cheese—3 oz. PFG Bread—2 slices Banana—1 each Baby Carrots w/ Ranch—1 oz.	23 Turkey w/ Cheese—3 oz. PFG Bread—2 slices Cante Orange—1 each Pretzels—1 oz.	24 Italian Sandwich—3 oz. PFG Bread—2 slices Fruit Cup—4 oz. Sun Clips—1 oz.	25 Bologna w/ Cheese—3 oz. PFG Bread—2 slices Pretzels—1 oz.
26 Strawberry Breakfast Bar—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	27 Crisp Cereal—1 oz. Mandarin Oranges—4 oz. Milk—8 fl. oz.	28 Apple Fruit Bar—1 oz. Fruit Cup—4 oz. Milk—8 fl. oz.	29 Cinnamon Toast Cereal—1 oz. Applesauce—4 oz. Milk—8 fl. oz.	30 Strawberry Breakfast Bar—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.
31 Italian Sandwich—3 oz. PFG Bread—2 slices Fruit Cup—4 oz. Pretzels—1 oz.	1 Bologna w/ Cheese—3 oz. PFG Bread—2 slices Sliced Apples—2 oz. Sun Clips—1 oz.	2 Turkey Ham w/ Cheese—3 oz. PFG Bread—2 slices Banana—1 each Baby Carrots w/ Ranch—1 oz.	3 Turkey w/ Cheese—3 oz. PFG Bread—2 slices Fruit Orange—1 oz. Pretzels—1 oz.	4 Italian Sandwich—3 oz. PFG Bread—2 slices Fruit Cup—4 oz. Sun Clips—1 oz.
5 Apple Fruit Bar—1 oz. Fruit Cup—4 oz. Milk—8 fl. oz.	6 Tric Cereal—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	7 Cinnamon Toast Cereal—1 oz. Applesauce—4 oz. Milk—8 fl. oz.	8 Chez Cereal—1 oz. Mandarin Oranges—4 oz. Milk—8 fl. oz.	9 Strawberry Breakfast Bar—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.
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In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and marital or relationship for prior civil rights activity. For all prohibited bases apply to all programs.

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 responsible State or local Agency that administers the program or USDA's TARGET Center at (800) 777-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <http://www.usdoj.gov/eo/eeoc/plaintiffs/eeoc/ad3027>, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. Do not send completed form or letter to USDA by mail.

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intel@usda.gov.
This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, el Departamento de Agricultura (USDA) prohíbe la discriminación por motivos de raza, color, nacionalidad, sexo, edad, discapacidad y estado matrimonial o de relación con actividades relacionadas con el pasado de actividades relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas).

Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (800) 777-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de queja por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en <http://www.usdoj.gov/eo/eeoc/plaintiffs/eeoc/ad3027>, o envíe una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (800) 877-8339. No envíe su formulario a esta oficina al USDA por correo.

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intel@usda.gov.
Esta institución ofrece igualdad de oportunidades.

Breakfast

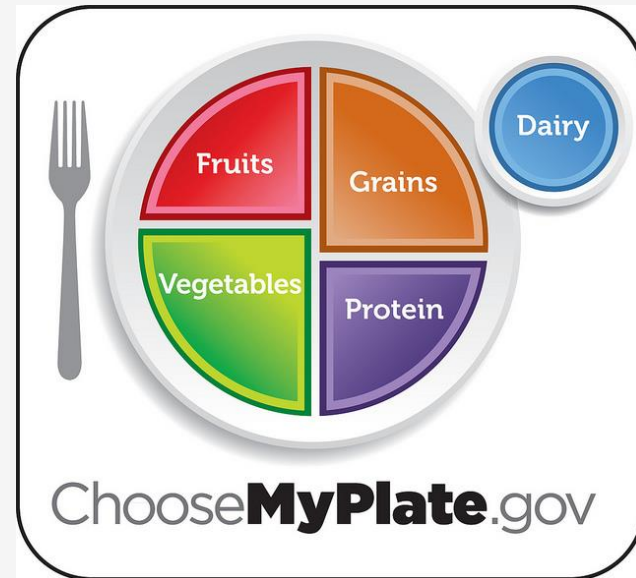
- One serving of milk
- One serving of a vegetable, fruit, or full strength juice
- One serving of a grain

Lunch or Supper

- One serving of milk
- Two or more servings of vegetables and fruits
- One serving of a grain
- One serving of meat or meat alternate

Snack

- Must contain two food items – Milk, Vegetable, Fruit, Grain, Meat



Reimbursable
Meal
Components

Meal Delivery

Breakfast and Snack

- Breakfast will be delivered once or twice weekly by Dare to Care
 - First delivery will be week before you start
- Snacks will be delivered daily from Masterson's starting June 5th

Community Kitchen Meals

- Lunch/Supper will arrive in Cambros everyday starting June 6th
 - Check temperature upon arrival and at time of meal service
 - Keep shut until ready to use

Missed Deliveries

- Make sure to let DTC know of any days you may not have a person available for a scheduled delivery so we can plan ahead for those changes.
- If you have an issue with Breakfast or Snack deliveries contact Johnna or Annette, immediately.
- If you miss a kitchen delivery or realize that you're going to be late for your delivery – please contact your driver ASAP so they can try to fit you in or let you know a time to pick up at the kitchen.
- Contact the drivers ONLY involving day of issues from the kitchen.

Delivery Tickets

Keep a copy of the delivery receipt

- Sign only after you have counted the number of meals delivered and checked them thoroughly
- Delivery tickets will be emailed the following day for breakfast and lunch/supper meals
- Should be saved in a location easily accessible for reviews

Meal Ordering

Order only the required amount of meals needed – keep an 80% accuracy rate

Daily reports are needed to keep ordering in compliance. The report will show your percentage for the day.

Make sure to make any necessary meal count changes:

Breakfast changes will take place next delivery

Snack will take 48 hours

Supper/Lunch will take up to 4 days

Changes need to be made via website – Meal Count Change form.

Closings (holidays, field trips, etc.) must be submitted via website – Meal Service Change Request- **one week** before they take place

Meal Service Requirements

Must serve COMPLETE meals

- Serve only during your serve time
 - Meal time changes must be submitted through the website
- Serve only at the approved meal time
- Send field trip request through the website
- Must be consumed on site
- Follow all food safety requirements
- Adults are not allowed to eat until all children are finished – hot meals ONLY
- Leftovers should be utilized breakfast and snack
 - Snacks are good for 3 days after delivery

Attendance Records/Sign-in Sheet

- **Must be completed as each child arrives**
- May use current sign-in or one specifically for Kids Café
- Only one per day - not per meal
- Must include
 - Site Name
 - Date
 - Child's Full Name

Submit with Daily online report or upload via website

Weekly Meal Count

- **Must be completed at POINT OF SERVICE**
- Fill out completely
 - Site Name
 - Date
 - Circle type of meal (B=Breakfast, Sn=Snack, S=Supper)
 - Meals Received
 - Leftover Day Before
 - 1st meals
 - 2nd meals
 - Adult meals
 - Damaged meals, leftover meals
 - Should reuse leftover breakfast and lunch
 - Sign and Date
- Use a slash (\) to count each child served

**Submit via website no later than the 5th

Site Record of Meals Served

Must be completed EVERY DAY after meal service

- Make sure to include site name, Supervisor, Date, and Type of Meal Service at top of page
- Use the number of meals delivered from the delivery ticket for the # of meals available
- # of First Meals and # of second meals columns should match your daily meal count form
- # of leftovers should be the (number of meals delivered) – (total # of first and second meals served) – will populate on daily report

Daily Meal Count Submission

Must be submitted by 8pm each day

May fill out with the Site Record of Meals Served

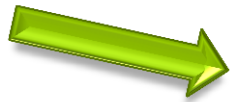
Instructions:

- Login to your account
- Click on Daily Meal Count Submission
Submit for all meal services
- Should match the site record of meals served, sign in sheets, and the weekly meal count form
- Upload sign-in sheets/weekly meal count forms at this time

Recordkeeping

- All records must be kept on file for 3 years plus the current year
- Daily Recordkeeping Requirements include:
 - Sign-in Sheets
 - Weekly Meal Count Form
 - Site Record of Meals Served
 - Delivery Tickets

Website <https://daretocare.org/community-kitchen-partners/>



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now!](#)

- ▶ [Learn More](#)
- ▶ [Get Involved](#)
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Healthy food for active lives

Dare to Care distributed more than 6 million pounds of fresh produce last year



Partner Agencies

Working together to feed our community

Dare to Care Food Bank reaches individuals facing hunger through our network of over 200 dedicated partner agencies, that are committed to ending hunger in Kentuckiana.

Partner agencies include food pantries, shelters, emergency kitchens and other organizations in our community. Dare to Care donates food from our inventory to these agencies. In turn, these agencies are on the front lines, directly providing food assistance to community members in need.

- Emergency Kitchens and Shelters prepare meals and serve them at their location to anyone who comes to their site.
- Food Pantries serve people in need of food assistance, by providing them food to take home to prepare.
- Closed Networks provide needed food service to a defined group of people, typically individuals who are receiving other critical services and

AGENCY TOOLS

FAQS

Agency Login

Agency Ref

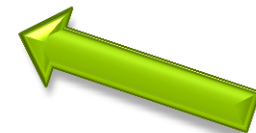
Agency Ref = site name

Password

Password = site name

Remember Me




LOG IN



The Page for Everything

Documents and Downloads

Child and Adult Care Food Program

-  [At Risk Record of Meals Served](#)
-  [Attendance Form](#)
-  [Daily Meal Count Form](#)
-  [Enrichment Activity Form](#)

Summer Food Service Program

-  [SFSP Site Supervisor Guide](#)
-  [Site Record of Meals Served](#)
-  [SFSP Daily Meal Count Form](#)

Civil Rights Compliance

-  ["And Justice for All" Poster](#)
-  [Building for the Future](#)
-  [Civil Rights Grievance Form](#)
-  [Spanish Civil Rights Complaint Form](#)
-  [Civil Rights Brochure](#)

Forms

-  [Daily Meal Count Submission](#)
-  [Meal Count Change](#)
-  [Meal Service Change Request](#)
-  [Kids Cafe Uploads](#)

Sponsor and State Compliance Reviews

- Your sponsor will conduct a review of the site to make sure the site is following program rules and regulations.
- Any areas of noncompliance will be addressed in a corrective action plan.
- The site must indicate the immediate corrective action that was taken and identify the plan in place to ensure future compliance.
- A site must be terminated from participation if many violations are found and/or if the health, safety, or wellbeing of children is threatened.

Civil Rights

- Serve meals to children 18 years of age or younger, or people (of all ages) with physical or mental disabilities who participate in special school programs for the disabled.
- Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age, disability.
- In a prominent place, display a nondiscrimination poster provided by your sponsor. If your site is outdoors, you may want to take the poster back and forth each day or attach it to the coolers or warming units.
- Make program material provided by your sponsor available to the public upon request.
- Make sure all staff/volunteers receive training on civil rights compliance and how to handle civil rights grievance procedures – available on website



Questions?



Contacts

Johnna Worley

johnna@daretocare.org

502-736-9414

Annette Ball

annette@daretocare.org

502-736-9408

Chef Jon Meng

Chefjon@daretocare.org

502-736-9414