

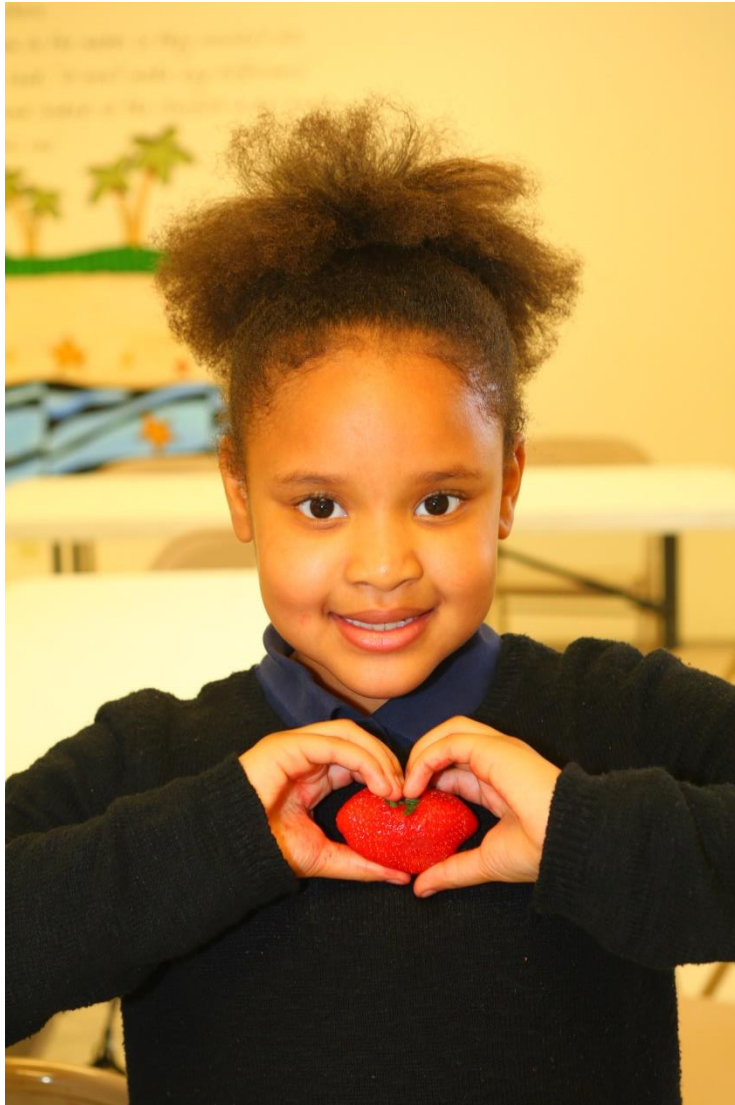


**Dare  
to Care  
Food Bank**

**SFSP**

**Summer Food  
Service  
Program**

Site Supervisor  
Training  
FY 2018



## Summer Food Service Program

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

**Starts June 1<sup>st</sup>**

# 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.

Site supervisor may train volunteers/kids on helping serve and meal counts

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

Menus will be emailed and posted on website

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](http://www.fns.usda.gov/cnd)

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. (FZ) Sliced Pineapple—4 oz. (FR) Skim Milk—8 fl. oz.	3 Chicken Enchilada—4 oz. PFG Spanish Rice—4 oz. Corn—4 oz. (FZ) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.
<b>Kitchen Closed</b>				
18 Turkey Hot Dog—1 each WG Wheat Bun—1 each Baked Beans—4 oz. (CN) Onion—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. PFG Honey Roll—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. Tortilla Chips—1 oz. Corn—4 oz. (FZ) Fresh Pineapple—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 Melt—4 oz. (FR) Banana n Peach (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 Apple n Banana—4 oz. (FR) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.	27 Meatballs—3 oz. PFG Bread—2 slices Baby Carrots—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. (FZ) Mandarin Oranges—4 oz. (FR) Skim Milk—8 fl. oz.	29 Fried Chicken—4 oz. PFG Honey Roll—1 each Garden Salad—4 oz. (FR) Apple—1 each (FR) Skim Milk—8 fl. oz.	30 Fried Chicken—4 oz. Fruit Salad—3 oz. Baby Carrots—1 oz. (FR) Watermelon—4 oz. (FR) Skim Milk—8 fl. oz.	31 Fried Chicken—4 oz. PFG Honey Roll—1 slice Garden Salad—4 oz. (FR) Fresh Pineapple—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 Chee 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—4 oz. 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 Baby Carrots w/ Ranch—1 oz. Pretzels—1 oz.
26 Strawberry Breakfast Bar—1 oz. Diced Peaches—4 oz. Milk—8 fl. oz.	27 Cheet 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 Oranges—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 Chee 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.
10 Italian Sandwich—3 oz. PFG Bread—2 slices Fruit Cup—4 oz. Pretzels—1 oz.	11 Turkey Ham w/ Cheese—3 oz. PFG Bread—2 slices Banana—1 each Baby Carrots w/ Ranch—1 oz.	12 Turkey w/ Cheese—3 oz. PFG Bread—2 slices Cante Orange—1 each Sun Clips—1 oz.	13 Bologna w/ Cheese—3 oz. PFG Bread—2 slices Sliced Apples—2 oz. Sun Clips—1 oz.	14 Italian Sandwich—3 oz. PFG Bread—2 slices Fruit Cup—4 oz. Sun Clips—1 oz.



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 receipt or retaliation 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) 725-2868 (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/office/plains/3027.pdf>, and mail to the nearest State or local Agency that administers the program or USDA's TARGET Center at (800) 725-2868 (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.

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/office/plains/3027.pdf> y envíe a la oficina estatal o local responsable de administrar el programa o al TARGET Center del USDA al (800) 725-2868 (voz y TTY) o comuníquese 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/office/plains/3027.pdf> y envíe a la oficina estatal o local responsable de administrar el programa o al TARGET Center del USDA al (800) 725-2868 (voz y TTY) o comuníquese 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.

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
tel: (202) 680-7446; or  
email: [program.int@usda.gov](mailto:program.int@usda.gov)  
This institution is an equal opportunity provider.

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Esta institución ofrece igualdad de oportunidades.



## Breakfast

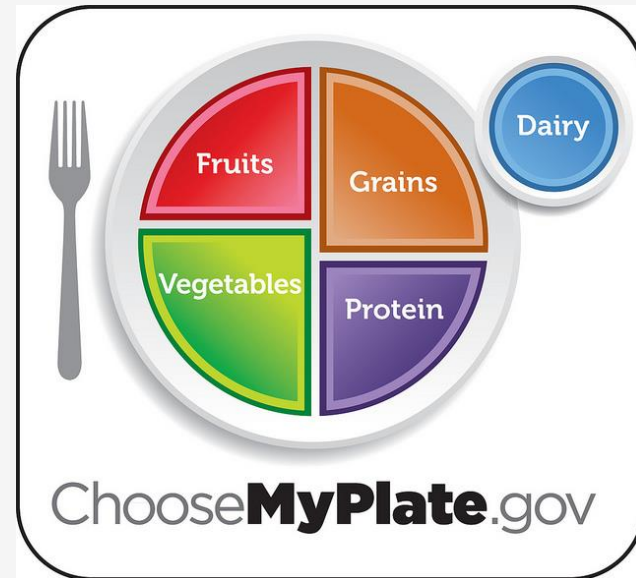
- One serving of milk
- One serving of a vegetable, fruit, or full strength juice
- One serving of a grain

## 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 4<sup>th</sup>

## Community Kitchen Meals

- Lunch/Supper will arrive in Cambros everyday starting June 11<sup>th</sup>
  - Check temperature 30 minutes prior to serve time 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 Jorge, 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 85% 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/Cancellations

- Closings/Cancellations must be submitted via website Meal Service Change Request
- One week notice is required on scheduled closings
- Emergency cancellations are on a case by case basis – contact Chef Jon or Johnna immediately
- Any late notifications may result in an invoice for meals that may already be purchased

# 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 location specified
- Send field trip request through the website
- Give FULL portions of ALL components using utensils provided
- Follow all food safety requirements – kids must wash hands or use sanitizer – tables sanitized
- Adults are not allowed to eat until all children are finished – hot meals ONLY
- Clean all pans/utensils and put back in cambro
- 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
  - 1<sup>st</sup> meals
  - 2<sup>nd</sup> 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**



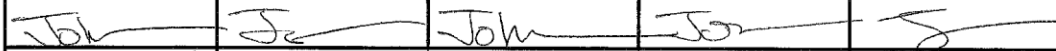
**Weekly Meal Counts**

Site Name: <u>Dare to Care</u>					Circle One: <u>Breakfast</u> Lunch Snack Supper																			
Monday: <u>5-14-18</u>		Tuesday: <u>5-15-18</u>		Wednesday: <u>5-16-18</u>		Thursday: <u>5-17-18</u>		Friday: <u>5-18-18</u>																
Meals Received: <u>100</u>		Meals Received: <u>0</u>		Meals Received: <u>100</u>		Meals Received: <u>0</u>		Meals Received: <u>0</u>																
Meals Leftover: <u>0</u>		Meals Leftover: <u>85</u>		Meals Leftover: <u>68</u>		Meals Leftover: <u>154</u>		Meals Leftover: <u>134</u>																
Meal Temp 30 min: <u>-</u>		Meal Temp 30 min: <u>-</u>		Meal Temp 30 min: <u>-</u>		Meal Temp 30 min: <u>-</u>		Meal Temp 30 min: <u>-</u>																
Meal Temp: <u>-</u>		Meal Temp: <u>-</u>		Meal Temp: <u>-</u>		Meal Temp: <u>-</u>		Meal Temp: <u>-</u>																
First Meals Served to Children (Cross off number below as each child receives a COMPLETE meal)																								
<del>1</del>	34	67	100	133	<del>1</del>	34	67	100	133	<del>1</del>	34	67	100	133	<del>1</del>	34	67	100	133	<del>1</del>	34	67	100	133
<del>2</del>	35	68	101	134	<del>2</del>	35	68	101	134	<del>2</del>	35	68	101	134	<del>2</del>	35	68	101	134	<del>2</del>	35	68	101	134
<del>3</del>	36	69	102	135	<del>3</del>	36	69	102	135	<del>3</del>	36	69	102	135	<del>3</del>	36	69	102	135	<del>3</del>	36	69	102	135
<del>4</del>	37	70	103	136	<del>4</del>	37	70	103	136	<del>4</del>	37	70	103	136	<del>4</del>	37	70	103	136	<del>4</del>	37	70	103	136
<del>5</del>	38	71	104	137	<del>5</del>	38	71	104	137	<del>5</del>	38	71	104	137	<del>5</del>	38	71	104	137	<del>5</del>	38	71	104	137
<del>6</del>	39	72	105	138	<del>6</del>	39	72	105	138	<del>6</del>	39	72	105	138	<del>6</del>	39	72	105	138	<del>6</del>	39	72	105	138
<del>7</del>	40	73	106	139	<del>7</del>	40	73	106	139	<del>7</del>	40	73	106	139	<del>7</del>	40	73	106	139	<del>7</del>	40	73	106	139
<del>8</del>	41	74	107	140	<del>8</del>	41	74	107	140	<del>8</del>	41	74	107	140	<del>8</del>	41	74	107	140	<del>8</del>	41	74	107	140
<del>9</del>	42	75	108	141	<del>9</del>	42	75	108	141	<del>9</del>	42	75	108	141	<del>9</del>	42	75	108	141	<del>9</del>	42	75	108	141
<del>10</del>	43	76	109	142	<del>10</del>	43	76	109	142	<del>10</del>	43	76	109	142	<del>10</del>	43	76	109	142	<del>10</del>	43	76	109	142
<del>11</del>	44	77	110	143	<del>11</del>	44	77	110	143	<del>11</del>	44	77	110	143	<del>11</del>	44	77	110	143	<del>11</del>	44	77	110	143
<del>12</del>	45	78	111	144	<del>12</del>	45	78	111	144	<del>12</del>	45	78	111	144	<del>12</del>	45	78	111	144	<del>12</del>	45	78	111	144
<del>13</del>	46	79	112	145	<del>13</del>	46	79	112	145	<del>13</del>	46	79	112	145	<del>13</del>	46	79	112	145	<del>13</del>	46	79	112	145
<del>14</del>	47	80	113	146	<del>14</del>	47	80	113	146	<del>14</del>	47	80	113	146	<del>14</del>	47	80	113	146	<del>14</del>	47	80	113	146
<del>15</del>	48	81	114	147	<del>15</del>	48	81	114	147	<del>15</del>	48	81	114	147	<del>15</del>	48	81	114	147	<del>15</del>	48	81	114	147
<del>16</del>	49	82	115	148	<del>16</del>	49	82	115	148	<del>16</del>	49	82	115	148	<del>16</del>	49	82	115	148	<del>16</del>	49	82	115	148
<del>17</del>	50	83	116	149	<del>17</del>	50	83	116	149	<del>17</del>	50	83	116	149	<del>17</del>	50	83	116	149	<del>17</del>	50	83	116	149
<del>18</del>	51	84	117	150	<del>18</del>	51	84	117	150	<del>18</del>	51	84	117	150	<del>18</del>	51	84	117	150	<del>18</del>	51	84	117	150
<del>19</del>	52	85	118	151	<del>19</del>	52	85	118	151	<del>19</del>	52	85	118	151	<del>19</del>	52	85	118	151	<del>19</del>	52	85	118	151
<del>20</del>	53	86	119	152	<del>20</del>	53	86	119	152	<del>20</del>	53	86	119	152	<del>20</del>	53	86	119	152	<del>20</del>	53	86	119	152
<del>21</del>	54	87	120	153	<del>21</del>	54	87	120	153	<del>21</del>	54	87	120	153	<del>21</del>	54	87	120	153	<del>21</del>	54	87	120	153
<del>22</del>	55	88	121	154	<del>22</del>	55	88	121	154	<del>22</del>	55	88	121	154	<del>22</del>	55	88	121	154	<del>22</del>	55	88	121	154
<del>23</del>	56	89	122	155	<del>23</del>	56	89	122	155	<del>23</del>	56	89	122	155	<del>23</del>	56	89	122	155	<del>23</del>	56	89	122	155
<del>24</del>	57	90	123	156	<del>24</del>	57	90	123	156	<del>24</del>	57	90	123	156	<del>24</del>	57	90	123	156	<del>24</del>	57	90	123	156
<del>25</del>	58	91	124	157	<del>25</del>	58	91	124	157	<del>25</del>	58	91	124	157	<del>25</del>	58	91	124	157	<del>25</del>	58	91	124	157
<del>26</del>	59	92	125	158	<del>26</del>	59	92	125	158	<del>26</del>	59	92	125	158	<del>26</del>	59	92	125	158	<del>26</del>	59	92	125	158
<del>27</del>	60	93	126	159	<del>27</del>	60	93	126	159	<del>27</del>	60	93	126	159	<del>27</del>	60	93	126	159	<del>27</del>	60	93	126	159
<del>28</del>	61	94	127	160	<del>28</del>	61	94	127	160	<del>28</del>	61	94	127	160	<del>28</del>	61	94	127	160	<del>28</del>	61	94	127	160
<del>29</del>	62	95	128	161	<del>29</del>	62	95	128	161	<del>29</del>	62	95	128	161	<del>29</del>	62	95	128	161	<del>29</del>	62	95	128	161
<del>30</del>	63	96	129	162	<del>30</del>	63	96	129	162	<del>30</del>	63	96	129	162	<del>30</del>	63	96	129	162	<del>30</del>	63	96	129	162
<del>31</del>	64	97	130	163	<del>31</del>	64	97	130	163	<del>31</del>	64	97	130	163	<del>31</del>	64	97	130	163	<del>31</del>	64	97	130	163
<del>32</del>	65	98	131	164	<del>32</del>	65	98	131	164	<del>32</del>	65	98	131	164	<del>32</del>	65	98	131	164	<del>32</del>	65	98	131	164
<del>33</del>	66	99	132	165	<del>33</del>	66	99	132	165	<del>33</del>	66	99	132	165	<del>33</del>	66	99	132	165	<del>33</del>	66	99	132	165
Total 1st Meals: <u>12</u>	Total 1st Meals: <u>17</u>				Total 1st Meals: <u>14</u>				Total 1st Meals: <u>20</u>				Total 1st Meals: <u>14</u>											
Damaged: <u>3</u>	Damaged: <u>0</u>				Damaged: <u>0</u>				Damaged: <u>0</u>				Damaged: <u>0</u>											
Leftovers: <u>85</u>	Leftovers: <u>68</u>				Leftovers: <u>154</u>				Leftovers: <u>134</u>				Leftovers: <u>120</u>											
<u>John</u>	<u>John</u>				<u>John</u>				<u>John</u>				<u>John</u>											
Sign & Date <u>5-14-18</u>	Sign & Date <u>5-15-18</u>				Sign & Date <u>5-16-18</u>				Sign & Date <u>5-17-18</u>				Sign & Date <u>5-18-18</u>											

Daily Check: Is this form filled out completely? Is the "At-Risk Record of Meals Served" up-to-date?

Are sign-in sheets complete? Was everything submitted ONLINE?

**Weekly Meal Counts**

<b>Site Name:</b> Dare to Care					<b>Circle One:</b> Breakfast Lunch <b>(Snack)</b> Supper														
<b>Monday:</b> 5-14-18		<b>Tuesday:</b> 5-15-18		<b>Wednesday:</b> 5-16-18		<b>Thursday:</b> 5-17-18		<b>Friday:</b> 5-18-18											
Meals Received: 50		Meals Received: 50		Meals Received: 50		Meals Received: 50		Meals Received: 50											
Meals Leftover: 0		Meals Leftover: 7		Meals Leftover: 3		Meals Leftover: 13		Meals Leftover: 11											
Meal Temp 30 min: —		Meal Temp 30 min: —		Meal Temp 30 min: —		Meal Temp 30 min: —		Meal Temp 30 min: —											
Meal Temp: —		Meal Temp: —		Meal Temp: —		Meal Temp: —		Meal Temp: —											
First Meals Served to Children (Cross off number below as each child receives a COMPLETE meal)																			
<del>1</del>	<del>34</del>	<del>67</del>	<del>100</del>	<del>133</del>	<del>1</del>	<del>34</del>	<del>67</del>	<del>100</del>	<del>133</del>	<del>1</del>	<del>34</del>	<del>67</del>	<del>100</del>	<del>133</del>	<del>1</del>	<del>34</del>	<del>67</del>	<del>100</del>	<del>133</del>
<del>2</del>	<del>35</del>	<del>68</del>	<del>101</del>	<del>134</del>	<del>2</del>	<del>35</del>	<del>68</del>	<del>101</del>	<del>134</del>	<del>2</del>	<del>35</del>	<del>68</del>	<del>101</del>	<del>134</del>	<del>2</del>	<del>35</del>	<del>68</del>	<del>101</del>	<del>134</del>
<del>3</del>	<del>36</del>	<del>69</del>	<del>102</del>	<del>135</del>	<del>3</del>	<del>36</del>	<del>69</del>	<del>102</del>	<del>135</del>	<del>3</del>	<del>36</del>	<del>69</del>	<del>102</del>	<del>135</del>	<del>3</del>	<del>36</del>	<del>69</del>	<del>102</del>	<del>135</del>
<del>4</del>	<del>37</del>	<del>70</del>	<del>103</del>	<del>136</del>	<del>4</del>	<del>37</del>	<del>70</del>	<del>103</del>	<del>136</del>	<del>4</del>	<del>37</del>	<del>70</del>	<del>103</del>	<del>136</del>	<del>4</del>	<del>37</del>	<del>70</del>	<del>103</del>	<del>136</del>
<del>5</del>	<del>38</del>	<del>71</del>	<del>104</del>	<del>137</del>	<del>5</del>	<del>38</del>	<del>71</del>	<del>104</del>	<del>137</del>	<del>5</del>	<del>38</del>	<del>71</del>	<del>104</del>	<del>137</del>	<del>5</del>	<del>38</del>	<del>71</del>	<del>104</del>	<del>137</del>
<del>6</del>	<del>39</del>	<del>72</del>	<del>105</del>	<del>138</del>	<del>6</del>	<del>39</del>	<del>72</del>	<del>105</del>	<del>138</del>	<del>6</del>	<del>39</del>	<del>72</del>	<del>105</del>	<del>138</del>	<del>6</del>	<del>39</del>	<del>72</del>	<del>105</del>	<del>138</del>
<del>7</del>	<del>40</del>	<del>73</del>	<del>106</del>	<del>139</del>	<del>7</del>	<del>40</del>	<del>73</del>	<del>106</del>	<del>139</del>	<del>7</del>	<del>40</del>	<del>73</del>	<del>106</del>	<del>139</del>	<del>7</del>	<del>40</del>	<del>73</del>	<del>106</del>	<del>139</del>
<del>8</del>	<del>41</del>	<del>74</del>	<del>107</del>	<del>140</del>	<del>8</del>	<del>41</del>	<del>74</del>	<del>107</del>	<del>140</del>	<del>8</del>	<del>41</del>	<del>74</del>	<del>107</del>	<del>140</del>	<del>8</del>	<del>41</del>	<del>74</del>	<del>107</del>	<del>140</del>
<del>9</del>	<del>42</del>	<del>75</del>	<del>108</del>	<del>141</del>	<del>9</del>	<del>42</del>	<del>75</del>	<del>108</del>	<del>141</del>	<del>9</del>	<del>42</del>	<del>75</del>	<del>108</del>	<del>141</del>	<del>9</del>	<del>42</del>	<del>75</del>	<del>108</del>	<del>141</del>
<del>10</del>	<del>43</del>	<del>76</del>	<del>109</del>	<del>142</del>	<del>10</del>	<del>43</del>	<del>76</del>	<del>109</del>	<del>142</del>	<del>10</del>	<del>43</del>	<del>76</del>	<del>109</del>	<del>142</del>	<del>10</del>	<del>43</del>	<del>76</del>	<del>109</del>	<del>142</del>
<del>11</del>	<del>44</del>	<del>77</del>	<del>110</del>	<del>143</del>	<del>11</del>	<del>44</del>	<del>77</del>	<del>110</del>	<del>143</del>	<del>11</del>	<del>44</del>	<del>77</del>	<del>110</del>	<del>143</del>	<del>11</del>	<del>44</del>	<del>77</del>	<del>110</del>	<del>143</del>
<del>12</del>	<del>45</del>	<del>78</del>	<del>111</del>	<del>144</del>	<del>12</del>	<del>45</del>	<del>78</del>	<del>111</del>	<del>144</del>	<del>12</del>	<del>45</del>	<del>78</del>	<del>111</del>	<del>144</del>	<del>12</del>	<del>45</del>	<del>78</del>	<del>111</del>	<del>144</del>
<del>13</del>	<del>46</del>	<del>79</del>	<del>112</del>	<del>145</del>	<del>13</del>	<del>46</del>	<del>79</del>	<del>112</del>	<del>145</del>	<del>13</del>	<del>46</del>	<del>79</del>	<del>112</del>	<del>145</del>	<del>13</del>	<del>46</del>	<del>79</del>	<del>112</del>	<del>145</del>
<del>14</del>	<del>47</del>	<del>80</del>	<del>113</del>	<del>146</del>	<del>14</del>	<del>47</del>	<del>80</del>	<del>113</del>	<del>146</del>	<del>14</del>	<del>47</del>	<del>80</del>	<del>113</del>	<del>146</del>	<del>14</del>	<del>47</del>	<del>80</del>	<del>113</del>	<del>146</del>
<del>15</del>	<del>48</del>	<del>81</del>	<del>114</del>	<del>147</del>	<del>15</del>	<del>48</del>	<del>81</del>	<del>114</del>	<del>147</del>	<del>15</del>	<del>48</del>	<del>81</del>	<del>114</del>	<del>147</del>	<del>15</del>	<del>48</del>	<del>81</del>	<del>114</del>	<del>147</del>
<del>16</del>	<del>49</del>	<del>82</del>	<del>115</del>	<del>148</del>	<del>16</del>	<del>49</del>	<del>82</del>	<del>115</del>	<del>148</del>	<del>16</del>	<del>49</del>	<del>82</del>	<del>115</del>	<del>148</del>	<del>16</del>	<del>49</del>	<del>82</del>	<del>115</del>	<del>148</del>
<del>17</del>	<del>50</del>	<del>83</del>	<del>116</del>	<del>149</del>	<del>17</del>	<del>50</del>	<del>83</del>	<del>116</del>	<del>149</del>	<del>17</del>	<del>50</del>	<del>83</del>	<del>116</del>	<del>149</del>	<del>17</del>	<del>50</del>	<del>83</del>	<del>116</del>	<del>149</del>
<del>18</del>	<del>51</del>	<del>84</del>	<del>117</del>	<del>150</del>	<del>18</del>	<del>51</del>	<del>84</del>	<del>117</del>	<del>150</del>	<del>18</del>	<del>51</del>	<del>84</del>	<del>117</del>	<del>150</del>	<del>18</del>	<del>51</del>	<del>84</del>	<del>117</del>	<del>150</del>
<del>19</del>	<del>52</del>	<del>85</del>	<del>118</del>	<del>151</del>	<del>19</del>	<del>52</del>	<del>85</del>	<del>118</del>	<del>151</del>	<del>19</del>	<del>52</del>	<del>85</del>	<del>118</del>	<del>151</del>	<del>19</del>	<del>52</del>	<del>85</del>	<del>118</del>	<del>151</del>
<del>20</del>	<del>53</del>	<del>86</del>	<del>119</del>	<del>152</del>	<del>20</del>	<del>53</del>	<del>86</del>	<del>119</del>	<del>152</del>	<del>20</del>	<del>53</del>	<del>86</del>	<del>119</del>	<del>152</del>	<del>20</del>	<del>53</del>	<del>86</del>	<del>119</del>	<del>152</del>
<del>21</del>	<del>54</del>	<del>87</del>	<del>120</del>	<del>153</del>	<del>21</del>	<del>54</del>	<del>87</del>	<del>120</del>	<del>153</del>	<del>21</del>	<del>54</del>	<del>87</del>	<del>120</del>	<del>153</del>	<del>21</del>	<del>54</del>	<del>87</del>	<del>120</del>	<del>153</del>
<del>22</del>	<del>55</del>	<del>88</del>	<del>121</del>	<del>154</del>	<del>22</del>	<del>55</del>	<del>88</del>	<del>121</del>	<del>154</del>	<del>22</del>	<del>55</del>	<del>88</del>	<del>121</del>	<del>154</del>	<del>22</del>	<del>55</del>	<del>88</del>	<del>121</del>	<del>154</del>
<del>23</del>	<del>56</del>	<del>89</del>	<del>122</del>	<del>155</del>	<del>23</del>	<del>56</del>	<del>89</del>	<del>122</del>	<del>155</del>	<del>23</del>	<del>56</del>	<del>89</del>	<del>122</del>	<del>155</del>	<del>23</del>	<del>56</del>	<del>89</del>	<del>122</del>	<del>155</del>
<del>24</del>	<del>57</del>	<del>90</del>	<del>123</del>	<del>156</del>	<del>24</del>	<del>57</del>	<del>90</del>	<del>123</del>	<del>156</del>	<del>24</del>	<del>57</del>	<del>90</del>	<del>123</del>	<del>156</del>	<del>24</del>	<del>57</del>	<del>90</del>	<del>123</del>	<del>156</del>
<del>25</del>	<del>58</del>	<del>91</del>	<del>124</del>	<del>157</del>	<del>25</del>	<del>58</del>	<del>91</del>	<del>124</del>	<del>157</del>	<del>25</del>	<del>58</del>	<del>91</del>	<del>124</del>	<del>157</del>	<del>25</del>	<del>58</del>	<del>91</del>	<del>124</del>	<del>157</del>
<del>26</del>	<del>59</del>	<del>92</del>	<del>125</del>	<del>158</del>	<del>26</del>	<del>59</del>	<del>92</del>	<del>125</del>	<del>158</del>	<del>26</del>	<del>59</del>	<del>92</del>	<del>125</del>	<del>158</del>	<del>26</del>	<del>59</del>	<del>92</del>	<del>125</del>	<del>158</del>
<del>27</del>	<del>60</del>	<del>93</del>	<del>126</del>	<del>159</del>	<del>27</del>	<del>60</del>	<del>93</del>	<del>126</del>	<del>159</del>	<del>27</del>	<del>60</del>	<del>93</del>	<del>126</del>	<del>159</del>	<del>27</del>	<del>60</del>	<del>93</del>	<del>126</del>	<del>159</del>
<del>28</del>	<del>61</del>	<del>94</del>	<del>127</del>	<del>160</del>	<del>28</del>	<del>61</del>	<del>94</del>	<del>127</del>	<del>160</del>	<del>28</del>	<del>61</del>	<del>94</del>	<del>127</del>	<del>160</del>	<del>28</del>	<del>61</del>	<del>94</del>	<del>127</del>	<del>160</del>
<del>29</del>	<del>62</del>	<del>95</del>	<del>128</del>	<del>161</del>	<del>29</del>	<del>62</del>	<del>95</del>	<del>128</del>	<del>161</del>	<del>29</del>	<del>62</del>	<del>95</del>	<del>128</del>	<del>161</del>	<del>29</del>	<del>62</del>	<del>95</del>	<del>128</del>	<del>161</del>
<del>30</del>	<del>63</del>	<del>96</del>	<del>129</del>	<del>162</del>	<del>30</del>	<del>63</del>	<del>96</del>	<del>129</del>	<del>162</del>	<del>30</del>	<del>63</del>	<del>96</del>	<del>129</del>	<del>162</del>	<del>30</del>	<del>63</del>	<del>96</del>	<del>129</del>	<del>162</del>
<del>31</del>	<del>64</del>	<del>97</del>	<del>130</del>	<del>163</del>	<del>31</del>	<del>64</del>	<del>97</del>	<del>130</del>	<del>163</del>	<del>31</del>	<del>64</del>	<del>97</del>	<del>130</del>	<del>163</del>	<del>31</del>	<del>64</del>	<del>97</del>	<del>130</del>	<del>163</del>
<del>32</del>	<del>65</del>	<del>98</del>	<del>131</del>	<del>164</del>	<del>32</del>	<del>65</del>	<del>98</del>	<del>131</del>	<del>164</del>	<del>32</del>	<del>65</del>	<del>98</del>	<del>131</del>	<del>164</del>	<del>32</del>	<del>65</del>	<del>98</del>	<del>131</del>	<del>164</del>
<del>33</del>	<del>66</del>	<del>99</del>	<del>132</del>	<del>165</del>	<del>33</del>	<del>66</del>	<del>99</del>	<del>132</del>	<del>165</del>	<del>33</del>	<del>66</del>	<del>99</del>	<del>132</del>	<del>165</del>	<del>33</del>	<del>66</del>	<del>99</del>	<del>132</del>	<del>165</del>
Total 1st Meals: 43	Total 1st Meals: 54	Total 1st Meals: 40	Total 1st Meals: 49	Total 1st Meals: 15															
Damaged: 0	Damaged: 0	Damaged: 0	Damaged: 3	Damaged: 410-															
Leftovers: 7	Leftovers: 3	Leftovers: 13	Leftovers: 11	Leftovers: 0															
																			
Sign & Date: 5-14-18	Sign & Date: 5-15-18	Sign & Date: 5-16-18	Sign & Date: 5-17-18	Sign & Date: 5-18-18															

Daily Check: Is this form filled out completely? Is the "At-Risk Record of Meals Served" up-to-date?

Are sign-in sheets complete? Was everything submitted ONLINE?

# 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

Kentucky Department of Education  
 School and Community Nutrition  
**FSFP SITE RECORD OF MEALS SERVED**

Site Name: Dare to Care

Site Supervisor: Johnna Worley

Meal Service:  Breakfast  A.M. Snack  Lunch  P.M. Snack  Supper

Date: May 2018

Note: A copy of this form must be maintained at the site for the duration of the site's operations.

DATE	DAY	# OF MEALS AVAILABLE*	# OF FIRST MEALS SERVED	# OF SECOND MEALS SERVED	# OF LEFTOVERS
5-14-18	Monday	100	12	0	88
5-15-18	Tuesday	85	17	0	68
5-16-18	Wednesday	168	14	0	154
5-17-18	Thursday	154	20	0	134
5-18-18	Friday	134	14	0	120
	Saturday				
	Sunday				
5-21-18	Monday	220			
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

DATE	DAY	# OF MEALS AVAILABLE*	# OF FIRST MEALS SERVED	# OF SECOND MEALS SERVED	# OF LEFTOVERS
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

**Instructions:** Record the number of meals available\*, the number of first meals served to children, the number of second meals served to children, and the number of leftovers each day per meal service your site is operating. This number should be copied from your Daily Meal Count Form. **Maintain this form at your site as a record of total meals served.**

\* Number of Meals Available includes the number of meals prepared, or delivered, plus left over from previous day if applicable. (Revised from 2010 form)

KYMC01

11/19/10

# 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

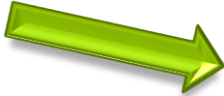
- All records must be kept on file for 3 years plus the current year

Make Sure you are using the correct SFSP paperwork – not school year forms

- 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/>



[partner agencies](#) | [contact us](#)



[▶ Learn More](#)   [▶ Get Involved](#)   [▶ Donate](#)



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

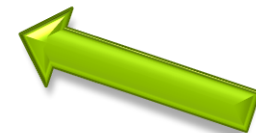
**Agency Ref = site name**

Password

**Password = site name**

Remember Me

LOG IN





# The Page for Everything

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## Documents and Downloads

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### 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](#)

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## Forms

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-  [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

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502-736-9408

Chef Jon Meng

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502-736-9414