

Summer Feeding

2024 Training Guide SFSP

Sponsor: St. Mary's Food Bank Alliance



What is the Summer Food Service Program (SFSP)?

- A USDA funded program that allows children under 18 years of age to eat free meals at approved locations during the summer months.
- ***Changes to the SFSP occurred in 2023 and are permanent, these changes include areas considered by the USDA to be rural, qualify for non-congregate service, otherwise known as grab and go meals.***
 - ***All other service areas considered not rural, must consume meals on site – this is not a flexible rule.***
- Host sites must be in an area eligible for service (over 50% of children in the area qualify for Free & Reduced-Price Lunch)
 - If the site is area eligible, children do not need to provide information or enrollment – anyone 18 and under is automatically eligible to receive free summer meals.

Sponsor and Site

Sponsor: The Sponsor operates the Summer Food Service Program and communicates with the administrative state agency, Arizona Department of Education (ADE)

- Your Sponsor is: St. Mary's Food Bank Alliance

Site: A Site works with their Sponsor to receive a delivery of meals and provides a safe and supervised environment for children to eat. Sites might include:

- Schools, community centers, libraries, healthcare offices, churches, apartment complexes, or other locations where kids congregate.

United States Department of Agriculture

Arizona Department of Education

Sponsor: St Mary's Food Bank Alliance

Sites: All summer sites operating under our partnership



Site Responsibilities

- Offer space to host a meal service
- Arrange staff or volunteers to lead meal services at designated days and times
- Serve at least 20 meals, 3 times per week, Monday – Sunday
- Conduct outreach to inform families, and host activities to make meal service comfortable and engaging
- Provide or borrow a refrigerator from SMFBA to keep food cold on site
- Adhere to food safety requirements
- Submit accurate paperwork and agreements in a timely manner
- Remain in communication with your contact at St. Mary's Food Bank
- Be amenable to monitoring visits

Staffing

- Provide adequate staff and/or volunteers to:
 - Receive meal delivery and verify the number of meals received
 - Ensure food safety practices are upheld
 - Distribute meals and supervise meal service
 - Complete paperwork at the time of meal service
 - Meal count tracking form
 - Field Trip forms (if applicable)

- Staff ratio should be 1 adult to 20 children

Meal Type and Time

- Meals are individually packaged and do not require food preparation
- During the summer, St. Mary's Food Bank can provide lunch or dinner meals for children, not both
 - Breakfast is available only for pre-approved sites with a structured summer program with enrolled kids on-site daily.
 - Mealtime should be consistent throughout the summer
 - Meal service may last from 30 minutes to several hours
 - Meal service should be limited to the amount of time that staff and/or volunteers are able to dedicate to supervising children
 - Meal service may also be limited based on food safety (the length of time food can be safely held on site)
 - Meals and meal types may only be served during designated hours (i.e. when breakfast hours end, breakfast service cannot continue, lunch must be served instead)

Meal Pattern

The USDA is very specific on meal patterns and what meals are eligible during SFSP. As a summer feeding partner, you can expect Kids Cafe meals to meet these requirements.

Components	Breakfast	Lunch & Supper
Fluid Milk	1 cup (8 fl. oz) white milk only	1 cup (8 fl. oz) chocolate milk allowed
Grains and Breads (Whole grain)	1 serving	1 serving
Meal or Meat Alternative	Optional	1 serving
Vegetable and/or Fruit	½ cup (4 fl oz.)	¾ cup serving

Meal Ordering



- Meal service supervisors at your site are responsible for making sure an appropriate number of meals are ordered.
 - Changes to meal orders must be made directly with your Site Specialist by phone or email
- Please order only enough food for each child to receive one complete meal. Consider that not all children attend every day.

Notify your Site Specialist at least 48 hours ahead of your meal service if you need to change or cancel your order. Allow 48 hours for all order changes to take effect.

Meal Delivery

Delivery of meals will either be the day before, or the day of:

- **All breakfast meals will be delivered to your location the day before meal service to ensure they are there in time for your meal service.**
- Lunch and supper will vary depending on your location, start date and amount ordered. Your site specialist will explain the delivery model to you in detail, prior to your start date.
- We have signs for your location to put on the food crates, to notify drivers to take leftover meals. Drivers are trained to NOT take meals unless this sign is placed on the crate.

**ATTENTION
St. Mary's DRIVER:**

**Please DO NOT take
these meals**



**ATENCIÓN
conductor de
St. Mary's:**

**Estas son comidas
sobrantes, por favor
llevéselas.**



Meal Service

All meals must be consumed on site.

- **Only a fruit or vegetable may be taken home.**
- **Keep in mind that only ONE of these can be taken home.**
- **Your location will be notified and trained separately if you qualify for the non-congregate USDA option, remember this is not a flexible rule**
- Meals can be consumed indoors or outdoors (weather permitting)
- Anyone 18 years of age and younger can receive a meal, this includes meals to the public and not just enrolled program participants
- Every child must be served a complete meal with all components provided, including milk
- Meal counts must be taken at the point of service



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Meal Counting – Point of Service

- Meal counts must be recorded at the time the child receives their meal
- One meal per child, second meals are not recommended
 - **If there is enough for seconds, please request a reduction to your meal order**
- A separate meal count sheet is needed if you are serving breakfast and lunch/or supper everyday
 - Dates and meal type should be clearly selected on the meal count form.
 - We will claim a reimbursement for each meal served to each child for the different meal services
- Site leaders cannot go back and fill out forms after meal service is complete

Daily Meal Count Form



Arizona Department of Education
Summer Food Service Program

Food Safety

Cold Temperature: _____

Fridge should read 41F or cooler
Cambro should read 135F or warmer
Contact your site specialist immediately
if you are having cooler issues.

Daily Meal Count Form

Site Name: _____ Date: _____

Site Address: _____

Site Telephone: _____ Meal Type B L SU

Supervisor's Name: _____ Delivery Time: _____

Meals received/prepared: _____ + Meals available from previous day: _____ = _____ Total Meals Available: [1]

First Meals Served to Children (*cross off number as each child receives a meal*):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260

Total First Meals = [2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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Total Second Meals = [3]

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total Program Adult Meals = [4]

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Total non-Program Adult Meals = [5]

Total Meals Served = [6]

Total damaged/incomplete/other non-reimbursable meals = [7]

Total leftover meals = [8]

Total of Items: [6] + [7] + [8] = [9]
Item [9] should be equal to item [1]

Number of additional children requesting a meal after all available meals were served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

By signing below, I certify that the above information is true and accurate.

Signature: _____ Date: _____

This institution is an equal opportunity provider.

- Each day your site will track meal counts on a daily meal count form.
- Weekly meal counts must be discontinued if you were using them for the school year.

Meal counts should include:

- **Name of your site**
- **Number of meals delivered**
- **Total number of first meals served**
- **Temperature log for day**
- **Signature of staff or supervisor** acknowledging the form has been filled out consistent with program requirements.

If meals count forms are incomplete or unsatisfactory, they may be returned to your site for correction. Please use dark ink to ensure high quality meal count submissions

Fraudulent Claiming

Block claiming is when the same number of meals are distributed everyday to the same children with no variation.

Block Claiming is not allowed

- Block claiming also indicates that point of service meal counts may not be occurring, and forms are filled out hours or days after meal service is complete.
- If block claiming is suspected a monitoring visit/audit of meal counts will be conducted by a member of the Child Nutrition Team. This monitoring visit will occur within 30 business days of the finding.
- If a block claim is confirmed, further action may be taken including probation or inactivation of the program at the partner agency site

Red Flags for Block Claiming

Over claiming

- Site is claiming more meals than they are receiving.



Point of Service method not used

- Meal count forms are submitted with errors, such as the meals are not tallied individually.
- Number of meals claimed is equal to the number of meals delivered without variation for 15 or more days.

Waste

- Waste report shows leftover meals are being sent back, but meal count reflects all meals were distributed.

Holidays or days off

- Site claims meals for days when meals were not ordered or delivered.

Meal Count Submission

Submit meal counts on Monday by close of business for the previous week via the following options:

- Fax to 480-780-3715
- Email to mealcounts@stmarysfoodbank.org
- Take a picture and send to your specialist by text message

Meal counts must have your site name and must be signed and dated

- All original meal counts must be kept for the duration of your summer program. You can send original meal counts to St. Mary's Food Bank Alliance - Child Nutrition Office
- You can find all necessary SFSP documents on our webpage [here](#).

Submitting meal counts late may result in suspension of services

Mealtime Changes

Mealtime changes need to be reported to St. Mary's Food Bank within 48 hours.

- Mealtimes can be adjusted as needed.
- If serving both breakfast & lunch, one hour must elapse between serving times.
- It is important that you only serve meals at the time you have reported to St. Mary's Food Bank.
- Mealtimes are approved and made public on a state database, any changes made by site should be reported to us so we can update our records and inform ADE.

Field Trips

- To take meals off site for a field trip you must complete a Field Trip Request form.
- Your site specialist will call to confirm food safety standards will be met when meals are taken off site.

Share Table & Leftovers

If you choose to use a **Share Table**, items from the Share table cannot be tracked on your meal count form.



- Any unopened items that are unwanted should be placed on a **Share Table**.
- All items on the Share Table are available for others to take.
- Perishable items and milk should never be left out of cold storage for longer than 1 hour.
- Leave unopened refrigerated meals in cooler for the driver to pick up the next day
 - Please use the leftover signs to place on the meals you want driver to pick up. Hot meals cannot be saved.
 - Ensure that you are NOT sending back the meals needed for subsequent day
 - Call your Site Specialist to decrease your order if leftovers are consistent.

Mandatory Signs

- A **current menu** must always be on display for each meal type offered by your site
 - Menus must be posted for families to see, in the area where your meal service takes place
 - **In the event of a menu change, we will provide a blank menu to fill in with the changes. This must be posted next to your original menu to show the changes for the day/week.**
- The **“And Justice for All”** poster must be displayed in a public area
- The **“Procedures for Complaints for Discrimination”** poster must be displayed in a public area

Mandatory signs will be provided to you by your
St. Mary's Child Nutrition Program Specialist

Civil Rights

- **Meals must be provided to all eligible children** regardless of race, color, national origin, sex, age, or handicap
- The “And Justice For All” poster must be posted in meal service areas, informing families of equal access to meal services
- **If you have questions or concerns about accommodation requests, inform you Child Nutrition Program Specialist**
- Parents and guardians have the right to file a claim within 180 days of any alleged discrimination
- Staff should be able to direct families to information required to file a claim
- St. Mary’s Food Bank must maintain and log any Civil Rights complaints made by program participants.
 - **If a complaint occurs, inform you Child Nutrition Program Specialist**



USDA
United States Department of Agriculture

AND JUSTICE FOR ALL

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 reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-CASCR%20Complaint-Form-0608-0002-608-11-28-17fac2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

fax:
(833) 256-1666 or (202) 690-7442;

email:
program.intake@usda.gov.

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Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, vengenza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ascr.usda.gov/sites/default/files/USDA-CASCR%20Complaint-Form-0608-0002-608-11-28-17fac2Mail.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:
(833) 256-1666 o (202) 690-7442;

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-3027-A—Assist. Sec'y/Target Center 3/09 Máx. longitud del Formulario AD-3027-A: Fecha Septiembre 2019

Food Safety

Food safety matters to St. Mary's Food Bank and we are committed to ensuring our program partners can uphold food safety requirements.

- At least one representative must be trained on Food Safety.
- The trained representative must be a regular staff member or volunteer who is involved in the daily operations and handling of food.
- We accept a food handlers' card, or we can send you our training program if your staff does not have a food handlers' card.



Food Storage – Cold Storage

Cold storage is necessary to hold meals safely at your site. You may use your own refrigerator if there is sufficient space for meals and milk. If you don't have cold storage available, we will lend you equipment for the duration of your program

We will need a signed borrowed equipment agreement

Available equipment may vary.

General Storage Guidelines

- Store refrigerated foods at 41° F or lower.
- Sites should log temperature of equipment on meal count form.
- Store food in designated food storage areas. Keep pet food and chemicals away from foods for human consumption.
- Keep food at least 6 inches off the floor. ***Never store food on the floor.***
- Store food 18 inches away from the walls.
- Keep ready-to-eat foods above raw meats, seafood, and poultry.
- Store food only in containers made for food storage.

Food Storage – Hot Meals

The following apply to the limited number of sites receiving hot meals:

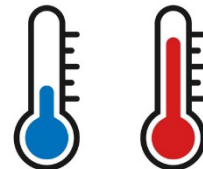
- Kids Cafe hot meals will include both **hot and cold components, children must receive both.**
- Cambro units are used to keep hot food at a safe temperature of **135°F or warmer. Meals served must be warm to the touch.**
 - Your Cambro unit may register different temperatures that fluctuate during transport.
- A Cambro of meals will be delivered daily and left on site overnight. Sites must ensure the units are stored safely.
- Cambros must be plugged in while holding food.
- Meals should only be removed from hot storage at mealtime. **Only trained adults** may open or move the Cambro. Use care when opening the unit as steam may be released.
- Leftover hot meals CANNOT be saved.
- **The Cambro unit should be completely emptied and unplugged every night.**
- Hot meals are offered to a limited number of sites, and only for lunch/supper. Breakfast provided to eligible sites will **not** be hot.

Hot meal Cambro –
approximate size
1.5ft x 2ft x 2.5ft
WxLxH



Food Safety – Temperature Logs

- Refrigerator temperature should be checked and logged on the meal count form once a day.
 - 41°F or cooler at all times
- Hot meal sites do not have to log temperature of the Cambros, but must check the temperatures of food
 - 135°F or warmer at all times
 - The Cambro temperatures may not always be accurate, but the meals are safe if they are warm to the touch as they are temped before they leave our facility.
 - If the Cambro is not staying hot throughout the day or you notice the meals are cold, notify your site specialist as soon as possible.



Reporting a Food Safety Issue

If there is a problem with a meal:

- See procedure for reporting a food safety issue
- Contact your Child Nutrition Specialist immediately
- Do NOT throw away food in question as St. Mary's may pick it up to investigate the source of the issue
- Isolate any meals identified to be unsafe, and stop meal service, if needed.

If there is a problem with equipment:

- Contact your Child Nutrition Specialist if borrowed equipment is not working properly.
- Provide your Specialist with the following information so a repair technician can be dispatched:
 - Description of the problem
 - Contact name and phone number
 - Hours of operation
 - Take a picture or video of the problem, when possible

Getting Kids to your Summer Feeding Program!

- Summer Feeding Banners
- Summer feeding flyer
 - Post in your community:
 - ✓ At Laundromats
 - ✓ On Bulletin Boards
 - ✓ In email blasts
 - ✓ Door to door canvassing
 - Post information on social media
 - Consider providing fun activities at your site to attract and engage kids
- **AZ Health Zone provides SFSP promotional material on their website [here!](#)**



Agency Partner Monitoring Visit

St. Mary's Food Bank staff are required to make periodic, unannounced visits to your site

- All Kids Cafe partners will receive a visit within the first four weeks of operation.
- New Kids Cafe partners who have not participated in afterschool feeding will also receive a visit within the first two weeks.

The Arizona Department of Education (ADE) has the authority to conduct unannounced site visits as well

- ADE staff will introduce themselves and show proper identification.
- They will sit and observe your entire meal service. They will pay special attention to the meal counts, record keeping, food safety, and ensure meals are consumed on site.

Please notify your Site Specialist if you receive a site visit from ADE.



Agency Partner Monitoring Visits

Sponsors are required to make periodic, unannounced visits to the agency partner. During these visits, a Child Nutrition Specialist will check:

- Point of Service meal counts are being completed
- Temperatures are logged onto meal count forms
- Excess waste/over ordering of meals is not occurring
- Freezer/Refrigerator and environment are clean
- Meals are consumed on site, or non-congregate paperwork is complete and in compliance
- Meals are served during the designated meal service time
 - If any changes, they have been reported to the Sponsor
- Only children 18 years and younger are receiving meals
- Complete meals, including the milk, are served
- Agency partner is adhering to the Civil Rights requirements
- All required signs and menu are posted

Signature and Forms Needed

- PowerPoint Training Completion Form, Training Sign-In
- Partner Agreement – you are agreeing to partner with us this us this summer and adhere to Kids Cafe & SFSP Policies
- Borrowed Equipment Agreement, if necessary
- Background Check Verification Form
 - You are completing form to verify that your staff and/or volunteers working with minors for the meal service have undergone a background check
- Food Safety Certificate, or Food Handlers Card



Contact Us

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Thank you for your partnership!

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- 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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