



**PUTTING THE  
PIECES TOGETHER  
MEAL SERVICE**



Summer Food Service Program (SFSP)

## Acknowledgment Statement

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You understand and acknowledge that:

- the training you are about to take 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.

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## Class Objectives

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- Participants will be able to create menus that are appealing and meet the requirements for program reimbursement.
- Participants will be able to document accurately and completely the food items and quantities prepared and served on the Daily Menu Production Worksheet.
- Participants will be able to properly gather the required information for the daily, weekly and monthly meal count records.

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## Meal Service

- Preparing & Providing Meals
- Meal Pattern
- Meal Service Planning
- Understanding Meal Components
- Non-Reimbursable Meal Examples
- Documentation

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## Meal Service

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## Number & Types of Meals

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Type of Site	Number of Meals
Open ( <i>including all sites operated as Open</i> ) Restricted Open Enrolled	Up to 2 per day
Camps Migrant	Up to 3 per day

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# Program Meal Pattern

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Breakfast	Lunch/Supper	Snack
1 serving of Milk	1 serving of Milk	2 food items from different components
1 serving of Vegetable or Fruit (or full strength juice)	2 or more servings of Vegetable and/or Fruit	Juice cannot be served when milk is served as the only other component
1 serving of Grain/Bread	1 serving of Grain/Bread	
Meat/Meat Alternate is optional	1 serving of Meat/Meat Alternate	

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# Milk

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## Vegetables/Fruits (V/F)

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## Grains/Bread Definition

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## What is a Grains/Bread Serving?

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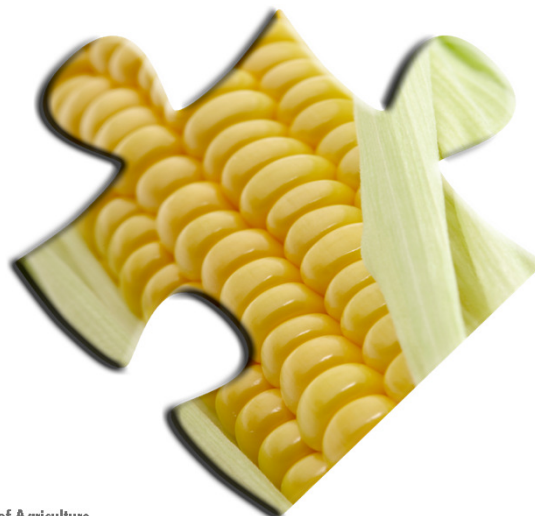
- Food Buying Guide
  - [www.fns.usda.gov/tn/Resources/foodbuyingguide.html](http://www.fns.usda.gov/tn/Resources/foodbuyingguide.html)
- Exhibit A
- All servings must be measurable

Group A	Minimum Serving Size for Group A
<ul style="list-style-type: none"> <li>• Bread type coating</li> <li>• Bread sticks (hard)</li> <li>• Chow mein noodles</li> <li>• Crackers (saltines and snack crackers)</li> <li>• Croutons</li> <li>• Pretzels (hard)</li> <li>• Stuffing (dry) Note: weights apply to bread in stuffing.</li> </ul>	<ul style="list-style-type: none"> <li>1 serving - 20 gm or 0.7 oz</li> <li>3/4 serving - 15 gm or 0.5 oz</li> <li>1/2 serving - 10 gm or 0.4 oz</li> <li>1/4 serving - 5 gm or 0.2 oz</li> </ul>

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## Corn & Cereal Requirements

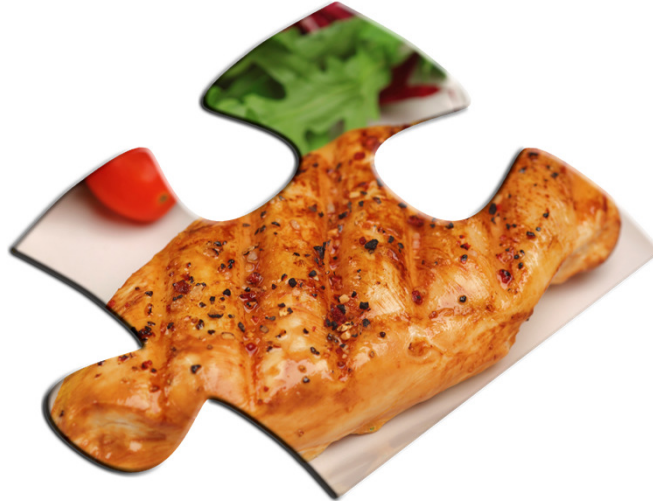
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## Meat/Meat Alternates (M/MA)

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## Offer vs. Serve (OVS)

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# Food Buying Guide (FBG)

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## Corn, Canned, Whole Kernel

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Section 2—Vegetables/Fruits					
1 Food As Purchased, AP	2 Purchase Unit	3 Servings per Purchase Unit, EP	4 Serving Size per Meal Contribution	5 Purchase Units for 100 Servings	6 Additional Information
<b>CORN (continued)</b>					
<b>Corn, canned Whole kernel Vacuum packed Includes USDA Commodity</b>	No. 10 can (75 oz)	34.1	1/4 cup heated, drained vegetable	3.0	1 No. 10 can = about 60.5 oz (8-1/2 cups) heated, drained corn
	No. 10 can (75 oz)	36.8	1/4 cup drained vegetable	2.8	1 No. 10 can = about 63.0 oz (9 cups) drained, unheated corn
	No. 2 can (12 oz)	6.60	1/4 cup heated, drained vegetable	15.2	1 No. 2 can = about 10.0 oz (1-2/3 cups) drained, heated corn
<b>Corn, canned Whole kernel Liquid pack</b>	No. 10 can (106 oz)	39.6	1/4 cup heated, drained vegetable	2.6	1 No. 10 can = about 66.0 oz (9-7/8 cups) heated, drained corn

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## FBG Calculation

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- Calculation:
  - Servings needed
  - Divided by
  - # of servings per purchase unit
  - Equals purchase amount for serving size listed
  - If more needed, adjust calculation accordingly

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## Ground Beef

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- Calculation:
  - Servings needed
  - Divided by
  - # of servings per purchase unit
  - Equals purchase amount for serving size listed
  - If more needed, adjust calculation accordingly
    - Ex. 1 lb = 12.1 1 oz. servings
    - If 2 oz. needed, multiply total by 2

<b>Beef, Ground, fresh or frozen<sup>7,8</sup> no more than 10% fat (Like IMPS #136)</b>	Pound	12.1	1 oz cooked lean meat	8.3	1 lb AP = 0.76 lb cooked, drained lean meat
	Pound	8.10	1-1/2 oz cooked lean meat	12.4	

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# Commercially Prepared Foods

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# Child Nutrition Label

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CN

123456

This 5.00 oz. – Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetable, and 1 ½ servings of bread alternate for the Child Nutrition Meal Pattern Requirement (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-84.)

CN

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## Disclaimer

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- Due to the nature of product change and other variables beyond TDA's control, we cannot verify the creditability of specific products found in this presentation. Care should be taken to examine all available product information to determine how it should or shouldn't be used in your meal service.

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## Creditable Foods

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- Resources available
  - Food Buying Guide for Child Nutrition Programs
    - <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>
  - Creditable Foods Handbook for the Child Adult Care Food Program
    - [http://www.fns.usda.gov/sites/default/files/CACFP\\_creditinghandbook.pdf](http://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf)

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# Yogurt

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- Tube Yogurt
  - 2.2 oz. tube = 1/2 oz. meat/meat alternate
  - Cannot be served frozen
- Liquid Yogurt
  - Not creditable



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# Meal Pattern Misunderstandings

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- Fruit Cups
  - 4 oz. = 3/8 cup
  - 4.2 oz. = 1/2 cup
  - USDA Alert #FBG 2013-01



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## Fruit Snacks, Roll-ups, Leathers

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- Creditable
  - 100% fruit
  - 1/8 cup contribution minimum



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- Non-creditable
  - Ingredients other than fruit
  - All natural ≠ 100% fruit



Ingredients: Pears from Concentrate, Corn Syrup, Dried Corn Syrup, Sugar, Partially Hydrogenated Cottonseed Oil. Contains 2% or less of: Citric Acid, Sodium Citrate, Acetylated Monoglycerides, Fruit Pectin, Dextrose, Malic Acid, Vitamin C (ascorbic acid), Natural Flavor, Color (red 40, yellows 5 & 6, blue 1).

© 2013 GENERAL MILLS SALES, INC., MINNETONKA, MN, USA  
 GLUTEN FREE  
 © 2013 General Mills  
 Carbohydrate Choices: 1  
 3203554003  
 \*These fruit flavored snacks are made with pear concentrate. See below for list of complete ingredients. They are not intended to replace fruit in the diet.

## Meal Pattern Misunderstandings

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- Milk
  - 8 oz. servings required
  - 8 oz. = 1/2 pint = 1 cup



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## Meal Pattern Misunderstandings

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- Juice
  - Must be 100% fruit juice
  - 4 oz. or 1/2 cup min. serving at breakfast
  - 6 oz. or 3/4 cup min. serving at snack
  - 3 oz. or 3/8 cup max. serving at lunch



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## Non-Reimbursable Meals

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## Health & Safety

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# Daily Menu Production Worksheet

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Daily Menu Production Worksheet								
Date (1): 03/04/2013		Sponsor: SGBarron Cares			Site: 1700 N. Congress Ave., Austin			
Meal Pattern		Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	C P (6)	P A (7)	Left-overs (8)
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate	Chicken Nuggets	Tyson Homestyle Chunks, CN#069921	375 ea	5 ea	67	4	4
		Baby Carrots	Baby Carrots, Fresh, Ready to Use	5.8 lbs	1/4 cup			
		Apple	Apple, Fresh, Whole	20 lbs 75 ea	1 ea			
		Animal Crackers	Animal Crackers, Keebler, Pre-packaged	75 ea	29 g 1 ea			
		Milk	2% Milk	4.67 gal 18.75 qt 75 1/2 pt	8 oz			
Additional Comments: 4 meals left-over, documentation attached. Carrots and Apples recycled, form attached.								

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## Additional Resources

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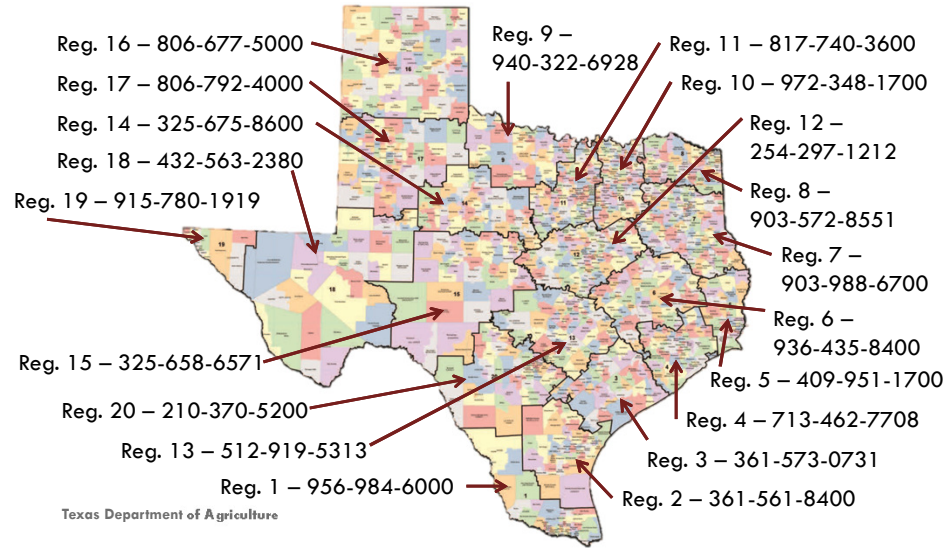
- SummerFood.org
  - 2014 Administrative Guidance for Sponsors
  - 2014 Nutrition Guidance for Sponsors
- [fns.usda.gov/cnd/summer](http://fns.usda.gov/cnd/summer)
  - USDA Outreach Toolkit
- Texas Policy
- Training
  - Kitchen Math and Food Buying Guide classes
- TX-UNPS

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## ESC Regions

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## TDA Contact Information

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- Applications and Contract Changes:
  - (877) Tex-Meal / (877) 839-6325
- Community Operations:
  - El Paso Field Office - (915) 834-7506
  - Dallas/Ft. Worth Field Office - (817) 321-8101
  - Houston Field Office - (713) 921-8201
  - Austin/San Antonio Field Office - (877) 839-6325
  - San Juan Field Office - (956) 787-8866
- Training: (512) 475-0586
- SFSP Program Contact, Crystal Lloyd
  - (512) 463-8869 or [Crystal.Lloyd@TexasAgriculture.gov](mailto:Crystal.Lloyd@TexasAgriculture.gov)

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## MEAL SERVICE COMMON ERRORS

~~INCORRECT~~



Summer Food Service Program (SFSP)

## Point-of-Service

- ❑ Meal count not done at point of service.
- ❑ Meals marked ahead of time
- ❑ Accurate meal counts not taken
- ❑ Participants pass through point of service with a complete meal but are not counted.
- ❑ Not using any meal count process or paperwork.
- ❑ Meal count taken by counting the number of plates washed.

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## AVOID ERRORS

- ❑ Only count complete meals
- ❑ Ensure complete meals are counted as they are served to eligible children



**Reference:**

2014 Administrative Guidance for Sponsors –  
**Pages 72**

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## Meal Service

- Meal not served within the approved serving time.
- Meals served prior to or after approved serving time.

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## AVOID ERRORS

- Enter your request for a time change as soon as you find out about it
- Get approval before implementing the change



**Reference:**

2014 Administrative Guidance for Sponsors –  
**Pages 48**

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## On Site Food Consumption

- ❑ Children took meal/snacks off site.
- ❑ Delivered meals to children at their apartment.
- ❑ Meals placed in bags and the children left the site.
- ❑ No tables or chairs available at site for children to eat meals. Children pick up meals and go due to no area for kids to sit and eat.

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## AVOID ERRORS

- ❑ Have a designated person oversee the meal service.



**Reference:**

2014 Site Supervisor's Guide for Sponsors –  
**Pages 7 & 48**

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## Meal Counts

- Daily meal count sheet not counted correctly.
- Daily meal count sheet not complete correctly
- Meal count sheet not completed in its entirety.
- Total meal count recoded do not equal to the number of “hash marks” on the meal count form.

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## AVOID ERRORS

- At the end of each meal, record on the daily report form provided by the sponsor the number of complete breakfasts, lunches, snacks, or suppers you serve as first meals and as second meals.



### **Reference:**

2014 Administrative Guidance for Sponsors –

**Pages 72, 87 & 88**

2014 Site Supervisor's Guide for Sponsors –

**Pages 5**

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## Left Overs

- No form completed for recycled leftovers.
- Procedures for handling leftovers are not followed as indicated on the site application
- Leftovers are placed back on the truck and served at the next site.
- Driver comes back after meal service time (an hour later) and picks up leftovers.

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## AVOID ERRORS

- Avoid this type error by adhering to the status that is placed on your application.



### **Reference:**

2014 Administrative Guidance for Sponsors –

**Pages 72, 87**

2014 Site Supervisor's Guide for Sponsors –

**Pages 5**

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## Meal Count Consolidation

- ❑ Daily meal counts do not match the consolidated meal count.
- ❑ Consolidated meal count and/or daily meal count not accurate.
- ❑ Daily meal count records and weekly consolidation reports had mathematical errors.

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## ADVOID ERRORS

- ❑ To avoid errors with meal count consolidations, sponsors may use the attachments 18, 19 and 20.



**Reference:**

2014 Administrative Guidance for Sponsors –  
**Attachments 18, 19 & 20**

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EDUCATION, EXERCISE AND EATING RIGHT

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