

2021 SFSP Training Recordkeeping

Tina Thomas

Policy Analyst

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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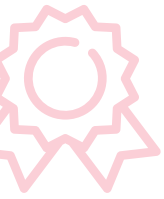
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



Daily site records should include the number of:

- Meals delivered or prepared by type
- First meals served to children by type
- Second meals served to children by type
- Excess meals or meals leftover
- Non-reimbursable meals
- Meals served to program adults
- Meals served to non-program adults

- Please refer to the following attachments:
- Attachment 18: Sample Daily Meal Count Form
- Attachment 19: Meal Count (Weekly Consolidated)
- Attachment 20: Sample Meal Count – Consolidation Form of First (1st) and Second (2nd) Meals served
- POS

Daily/Weekly/Consolidated Meal Counts

MANAGING THE MEAL SERVICE

SUMMER FOOD SERVICE PROGRAM **Sample Daily Meal Count Form**

Site Name: _____ Meal Type (circle): B L SN SU
 Address: _____ Telephone: _____
 Supervisor's Name: _____ Delivery Time: _____ Date: ____/____/____

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										

Total First Meals + _____ (2)

Second meals served to children:
 1 2 3 4 5 6 7 8 9 10 **Total Second Meals +** _____ (3)

Meals served to Program adults:
 1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** _____ (4)

Meals served to non-Program adults:
 1 2 3 4 5 6 7 8 9 10 **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

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

Signature _____ Date _____

USDA **ATTACHMENT 18**

MANAGING THE MEAL SERVICE

SUMMER FOOD SERVICE PROGRAM **Sample Meal Count (Weekly Consolidated)**

Site Name: _____
 Address And Phone Number: _____
 Site Supervisor: _____ Week of: ____/____/____

Meal Type (Circle) B L Sn Su	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total For Week
1. Number of meals reserved/prepared								
2. Number of meals available from previous day								
3. Number of first meals served to children								
4. Number of second meals served to children								
5. Number of meals served to Program adults								
6. Number of meals served to non-Program adults								
7. Number of incomplete/damaged meals								
8. Number of leftover meals								
9. Number of additional children requesting a meal after all available meals were served								
10. Money collected to be collected for adult meals								

Remarks: _____ Signature of Site Supervisor: _____

USDA **ATTACHMENT 19**

MANAGING THE MEAL SERVICE

SUMMER FOOD SERVICE PROGRAM **Sample Meal Count - Consolidation Form of First (1st) and Second (2nd) Meals Served**

Claim Period: ____/____/____ to ____/____/____

Site	Breakfast		Lunch		Snack		Supper	
	1 st Meal	2 nd Meal	1 st Meal	2 nd Meal	1 st Snack	2 nd Snack	1 st Meal	2 nd Meal
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
Total								

Meal Type	(A) Total 1 st Meals/Snacks Served	(B) Total 2 nd Meals/Snacks Served	(C) 2 nd Meal/Snack Limitation (B2 x A)	(D) Allowable 2 nd Meals/Snacks - Lesser of (B) or (C)	(E) Allowable Total Meals/Snacks (A) + (D)
Breakfast					
Lunch					
Snack					
Supper					

USDA **ATTACHMENT 20**

Add POS count sheet

- **Remember, if you have satellite sites, you will need daily meal count sheets, AND delivery receipts!**

Two samples of a Delivery Receipts

Summer Food Service Program
Delivery Receipt – Satellite Sites and Bus Delivery Only

Central Kitchen Name: _____ Date of Delivery: _____
 Site name: _____ Meal Types Served Today (all that apply): Breakfast Lunch Snack Supper

To be completed by the Central Kitchen Representative

Meat Type 1: Breakfast Lunch Snack Supper

	Item	Serving Size	Quantity Sent	Temp at Central Kitchen
Meat				
Veg/Fruit 1				
Veg/Fruit 2				
Grain				
Milk				

Meat Type 2: Breakfast Lunch Snack Supper

	Item	Serving Size	Quantity Sent	Temp at Central Kitchen
Meat				
Veg/Fruit 1				
Veg/Fruit 2				
Grain				
Milk				

Time Food Left Central Kitchen: _____
 Signature of Central kitchen Rep: _____
 Date: _____

To be completed by the Site Supervisor or Bus Driver

Quantity Received	Quantity Served	Leftovers	Temp Received	Buses Only Temp at End of Route

Quantity Received	Quantity Served	Leftovers	Temp Received	Buses Only Temp at End of Route

Time Food Received or loaded on bus: _____
 (Buses only) Time route ended: _____
 Plan for leftovers: _____
 Signature of Site Rep or bus driver: _____
 Date: _____

Summer Food Service Program
Delivery Receipt –Satellite Sites Only

Central Kitchen Name: _____ Date of Delivery _____
 Site name: _____ Meal Type (please circle one): B L S Snack

To be completed by the Central Kitchen Representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Individual Serving Size					
Quantity Sent					
Temperature at Central Kitchen					
Time the Food left the Central Kitchen					

Signature of Central Kitchen Representative: _____ Date: _____
By signing you are verifying that all information in the chart above is true.

To be completed by the Site representative:

Item	Milk	Meat	Vegetable/Fruit	Vegetable/Fruit	Grain
Quantity received at site					
Temperature at Site					
Time Received at site					

Signature of Site Supervisor: _____ Date: _____
By signing you are verifying that all information in the chart above is true.

- Date(s) of training for site and administrative personnel
- Attendees' signature
- Summer Topics covered at each training session
- Summer agenda including Civil rights

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Site Staff

1. General explanation of the Program

- ___ Purpose of the Program
- ___ Site eligibility
- ___ Importance of accurate records especially meal counts
- ___ Importance of organized activities at sites

2. How sites operate

A. For vended sites:

- ___ Types of meals to be served and the meal pattern requirements (provide planned menus)
- ___ Delivery schedules (give exact times)
- ___ Adjustments in the number of meals delivered
- ___ Facilities for storing meals
- ___ Who to contact about problems (name and phone number)
- ___ Approved level of meal service

B. For self-preparation sites:

- ___ Meal pattern requirements
- ___ Inventory (use inventory forms)
- ___ Meal adjustments (use production records)
- ___ Meal preparation adjustments

3. Recordkeeping requirements

- ___ Daily recordkeeping requirements
- ___ Delivery receipts (provide sample forms)
- ___ Seconds, leftovers and spoiled meals
- ___ Daily labor – actual time spent on food service and time and attendance records
- ___ Collection of daily record forms
- ___ Maintain copies of meal service forms

4. Monitors' responsibilities (use site visit and review forms)

- ___ Duties and authority
- ___ Introduce monitors and discuss areas of assignment

USDA United States Department of Agriculture 177 ATTACHMENT 15, CONTINUED

APPLICATION AND PLANNING

SUMMER FOOD SERVICE PROGRAM Training Checklist for Site Staff, Continued

5. Civil Rights requirements (use Site Supervisor's Guide)

6. Other policies/issues

- ___ What to do in inclement weather and alternate service areas
- ___ How to handle unauthorized adults trying to eat meals
- ___ How to handle discipline
- ___ Review equipment, facilities, and materials available for recreational activities
- ___ Review trash removal requirements
- ___ Discuss corrective action
- ___ Nutrition education

USDA United States Department of Agriculture 178 ATTACHMENT 15, CONTINUED

- Refer to Attachment 15: Training Checklist for Site Staff

Attachment 21

MANAGING THE MEAL SERVICE

SUMMER FOOD SERVICE PROGRAM Racial and Ethnic Data Form**

Sponsor: _____ Site: _____
Site Contact Name: _____ Title: _____
Site Address: _____ Date of visit: _____
Site Supervisor: _____

Ethnic Categories	Number of Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number of Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Monitor's Signature _____ Date _____

** Note: Based on OMB Notice, *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* published 10/30/97 and in FNS Instruction 113-1, *Civil Rights Compliance and Enforcement Nutrition Programs and Activities*, published November 8, 2006. See Back for Instructions.

USDA United States Department of Agriculture 188 ATTACHMENT 21

- Sponsor should complete this form for each site each year
- Sponsor may use visual identification to determine a participant's racial and ethnic category
- Sponsor must retain data for 3 years after the end of the fiscal year of operation
- Remember new Summer program year start Oct. 1

Food Cost

- Receiving reports that record amount of food received from supplier
- Purchase invoices
- Cancelled checks or other forms of payment
- Delivery slips for vended meals

Labor Cost

- Compensation for labor to prepare and serve meal
- Compensation for labor to supervise children during the meal service
- Compensation for labor to clean up after meal service
- Must keep accurate time and attendance records

Other Operating Cost

- Non-food supplies
- Rental cost for building, food service equipment, and utility cost
- Mileage allowance

Administrative Cost

Related to planning, organizing, and administering the program

Labor cost

Payroll and daily time and attendance records for administrative personnel

Rental cost

- Rental agreements for office equipment or space

Office supplies

- Purchase invoices

Travel

- Mileage records

Admin Staff Time Sheet example

- Attachment 25: Time Report – Administrative Staff

Staff Mileage Form

- Refer to Attachment 26: Mileage Record- Site and Food Service Staff

- Full and accurate records
- Records of meal counts taken daily
- Records of program operating costs, including food and other cost
- Records of program admin. cost, including labor and supplies
- Records of funds accruing to the program
- Training records Reviews
- Ethnic and Racial including Civil Rights Training
- Visits and Data
- Must be maintained for 3 years after the end of the fiscal year of operation

RECORDKEEPING AND COST ACCOUNTING



Checklist of Records

Note: This is intended as a template and is not an all-inclusive list. Please check with your State agency to see if your State has other record requirements.

- 1. Records that document eligibility for the Summer Food Service Program:
 - Approved agreement
 - Application
 - Site Information Sheet for each site
 - Evidence to show eligibility for each site based on serving needy children (or in the case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced-price school meals)
 - Public release
 - Letter from IRS showing tax-exempt status (for private non-profit sponsors)
 - Pre-operational site visit forms
 - Sponsor/site agreements
 - Documentation of training
 - Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter (if applicable)
 - Letter to health department

- 2. Records that support the number of meals served to children:
 - Daily count of milks delivered
 - Daily count of milks leftover
 - Daily count of meals prepared or received at sites
 - Daily count of complete first meals served to children
 - Daily count of complete second meals served to children
 - Daily count of meals served to Program and non-Program adults
 - Daily count of disallowed meals
 - Daily count of excess meals

- 3. Records that support food service costs:
 - Food inventories
 - Delivery receipts for vended meals
 - Payroll and time-and-attendance records for site personnel
 - Purchase invoices

- 4. Records that support administrative costs:
 - Payroll and daily time-and-attendance records for administrative personnel
 - Rental agreements for office equipment or space
 - Mileage records

RECORDKEEPING AND COST ACCOUNTING



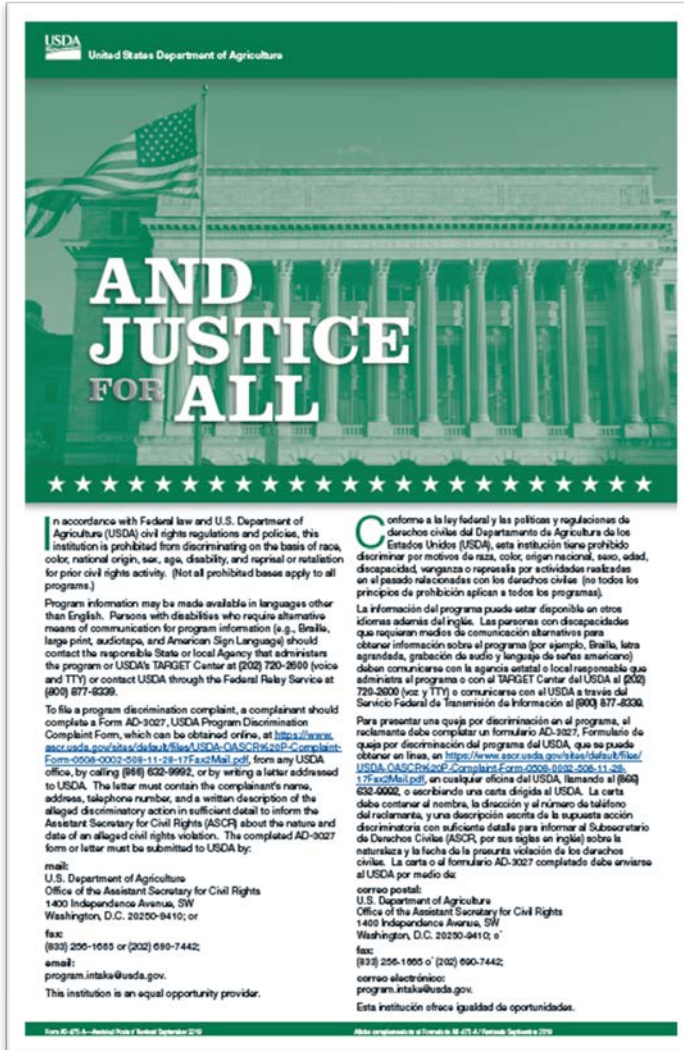
Checklist of Records, Continued

- 5. Records to support funds accruing to the Program:
 - Site records of cash collected
 - Copies of receipts given for cash donations
 - Records of any other funds received for the Summer Food Service Program

- 6. Other records:
 - Agreement with schools to furnish meals
 - Contract with a food service management company
 - Bid procedures used
 - Records and inventories of USDA-donated foods
 - Monitor's reports of site visits and reviews
 - Records of training conducted
 - Menu records
 - Receipts, invoices, and bills for all rented or purchased items and services
 - Bank statements and deposit slips
 - Accounting ledgers
 - Sanitation and health reports
 - Certification of Independent Price Determination (FSMC contracts)
 - Beneficiary Data Form
 - Food Donations
 - Procurement Procedures
 - Written Standards of Conduct
 - All sponsor procedures which reflect the SFSP operations

Questions





- This institution is an equal opportunity provider.
- Full Non-Discrimination Statement link:
- <https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement-2016.pdf>



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tthomas@mdek12.org

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