

TN

Department of
Human Services

Summer Food Service Program

Site Supervisor Training



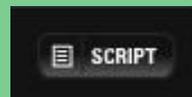
Unauthorized use of this material or modification of this material without the written permission of the TDHS Office for Learning and Professional Development is strictly prohibited.

Summer Food Service Program Site Supervisor Training

This online training contains audio narration. Please adjust the volume on your speakers or headsets to the desired level before continuing.



To read the script with the narration, click on the “script” icon in the lower right-hand corner.



Training Overview

- **What you can expect from your sponsor.**
- **Your responsibilities as a site supervisor.**
- **The meal pattern requirements for the meals you serve.**
- **Safety rules to keep in mind.**
- **How to work with official visitors.**

Why Have a Site Supervisor?

- **Ensure sites run smoothly.**
- **Ensure sponsor receives proper reimbursement.**
- **Alert sponsors of any problems at the site.**
- **Ensure children receive nutritious meals and snacks.**

What You Can Expect From Your Sponsor



The Sponsor Will...

- ✓ Handle bills and most paperwork.
- ✓ Conduct pre-approval visits.
- ✓ Advise which meal types will be served.
- ✓ Give leftover meal instructions.
- ✓ Advise if your site is limited to serving a maximum number of meals by meal type.
- ✓ Provide forms to record the meals you serve daily.
- ✓ Assign a monitor to visit your site.

The Sponsor Will...

- ✓ Provide information about meal availability & nutritional benefits in the appropriate translation.
- ✓ Provide the nondiscrimination statement & how to file a complaint.
- ✓ Provide non-discrimination poster.
- ✓ Record, or ask you to record, participating children by ethnic/racial category.
- ✓ Provide you with the information and assistance you feel you need.

Additional Sponsor Responsibilities (Training)

- ✓ Kind of meal service
- ✓ Types of meals the site will serve
- ✓ The times meals are delivered and served
- ✓ Recognizing & serving a complete meal
- ✓ Proper meal count
- ✓ The nondiscrimination policy
- ✓ Trash removal service
- ✓ Record-keeping requirements
- ✓ The people to call about problems
- ✓ Local health and sanitation standards
- ✓ Local security and safety considerations

Additional Sponsor Responsibilities (Site Visits)

- **Are the children eating the entire meal at the site?**
- **Do the meals meet the meal pattern requirements?**
- **Are meals at the site served only during the assigned times?**
- **Are you filling out your records completely every day?**
- **What do you do with leftover meals?**

Your Responsibilities as a Site Supervisor

- ✓ Attend the training sessions prior to operation.
- ✓ Order or prepare only the number of meals that you need.
- ✓ Check to see how meals will be delivered.
- ✓ Count and check the number of meals delivered.
- ✓ Keep a copy of the delivery receipt and meal count with your daily report.
- ✓ Make sure the meals meet meal pattern requirements.

Your Responsibilities as a Site Supervisor

- ✓ Serve one complete meal to each child.
- ✓ Serve only one meal to each child during a meal service.
- ✓ Ensure meals are not being taken off site.
- ✓ Serve meals only to eligible participants.
- ✓ Do not allow parents to eat any portion of the meal.
- ✓ Never serve spoiled food or incomplete meals to children.
- ✓ Deliver meals within one hour of serving time.

Your Responsibilities as a Site Supervisor

- ✓ Serve meals only during the meal times assigned.
- ✓ Serve meals to all attending children regardless of race, color, national origin, sex, age, or disability.
- ✓ Allow all children equal access to services and facilities at your site.
- ✓ Display a non-discrimination poster.
- ✓ Comply with any guidance provided by the monitors.

First Day Rules to Address



First Day Rules to Address

- **Who may eat at the site;**
- **When the meals will be served;**
- **Where the meals will be served when the weather is bad;**
- **What type of meals will be served; and**
- **Why meals must be eaten at the site.**

Meal Pattern Requirements

For a meal to be reimbursable it must contain:

Breakfast	Lunch or Supper	Snack
One serving of milk.	One serving of milk.	Must contain two food items from different components. However, juice cannot be served when milk is served as the only component.
One serving of a vegetable or fruit or a full-strength juice; and	Two or more servings of vegetables and/or fruits;	
One serving of grain or bread.	One serving of grain or bread; and	
A meat or meat alternative is optional.	One serving of meat or meat alternative.	

Breakfast Meal Pattern

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, ¹ and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

1 Fruit or vegetable juice must be full-strength.

2 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish ³ or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds ⁴ or
8 oz.	yogurt ⁵	

1 Fruit or vegetable juice must be full-strength.

2 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

3 A serving consists of the edible portion of cooked lean meat or poultry or fish.

4 Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

5 Yogurt may be plain or flavored, unsweetened or sweetened.

Snack (Supplement) Meal Pattern

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
1 fruit/vegetable	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	1 oz. 1 oz. 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1 oz. 4 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt ⁴

1 Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

2 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

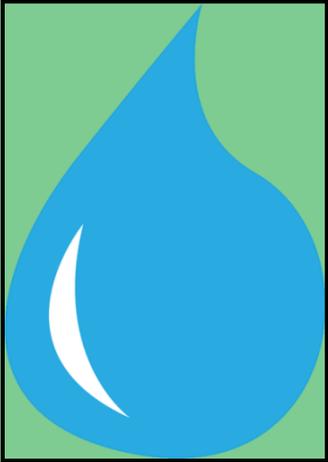
3 A serving consists of the edible portion of cooked lean meat or poultry or fish.

4 Yogurt may be plain or flavored, unsweetened or sweetened.

Food Safety Rules

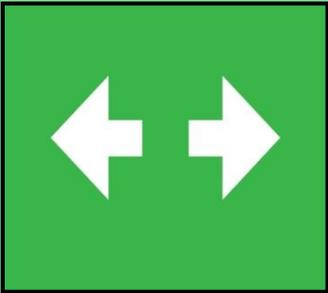


Clean



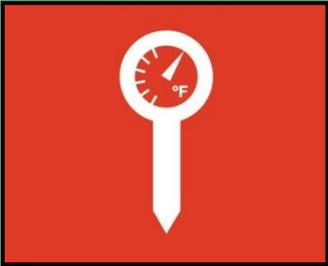
Video Placeholder
Your video will display here.

Separate



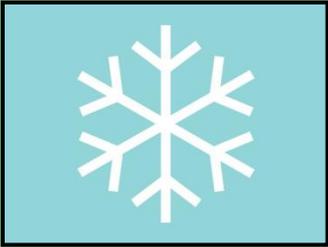
Video Placeholder
Your video will display here.

Cook



Video Placeholder
Your video will display here.

Chill



Video Placeholder
Your video will display here.

Official Visitors

- **Announced or unannounced.**
- **Visitors must carry identification.**
- **Monitors from sponsor's office, representative from local health department, State agency, or Federal staff who administer the SFSP.**
- **Work with site supervisor to ensure smooth food service operations.**

Reminders

- **Sponsor and site supervisors should know their responsibilities.**
- **Meals served must meet meal pattern requirements in order to be eligible for reimbursement.**
- **The four core messages of Clean, Separate, Cook, and Chill will help to keep food safe.**
- **From time to time, your site may have official visitors who will want to talk with you about the food service.**

Resources

- **Summer Food Service Program Site Supervisor's Guide**

<http://www.fns.usda.gov/sites/default/files/SiteSupervsGuide.pdf>

- **SFSP Site Supervisor's Pocket Reference Guide**

<http://www.fns.usda.gov/sites/default/files/Card.pdf>

SFSP Assessment & Evaluation

Credit for this training is determined by your completion of this assessment.

Completing the training assessment is mandatory!



[Click here](#) to take the assessment.