



# *Miami Dade County Public Schools*

*Department of Food and Nutrition*

*Olga V. Botero, Director  
Technology and Special Programs*

**Summer Food Service Program for Children -2009**

## *Overview*

- The goal of the Summer Food Service Program for Children is to serve nutritious breakfasts and lunches that meet the meal pattern requirements and are appetizing to children 18 years old or younger during the summer months.
- USDA requires that meals offer variety.
- Foods are offered from four major food components: Milk, Meat or Alternate, Fruits, Vegetables, and Breads/Grains.

- Programs/Schools will serve a standardized meal for breakfast and lunch that meets the USDA requirements. There will not be choices for the students.
- Breakfast will be a unitized meal plus milk on a daily basis.
- Lunch will be either a unitized meal plus milk or a meal in 3 compartment tray including all components.
- No a la carte items sold to students.
- Competitive Ruling applies during the summer.

# *Site Application*

- The Site Application has been completed for you.

Let's review the information.

- Regulation indicates breakfast service can last up to one hour and lunch service up to two hours. There must be a three hour difference between the beginning of breakfast and the beginning of lunch time. If there are several programs operating in your school, all groups must eat within those time frames.

- Intersession (6/8-6/19) and aftersession (July27-July 31)
- Summer session (6/22-7/24)
- All programs serving 40 or more lunches will receive delivery of the meals, breakfast and lunch in refrigerated trucks. Sites serving less than 40 meals will receive delivery at the closest open site. All meals, breakfast and lunch will be cold.
- Receiving, serving and accountability of the meals will be done by school personnel not food service. (Daily Meal Count Sheet in packet). One for breakfast and one for lunch.
- Every afternoon each school will receive a phone call to confirm the number of breakfast and lunch needed for the following day.
- Also, on a daily basis the Site Supervisor's Record of Meals Served must be completed (there is a sample copy in the packet).

- As of Friday, June 19, 2009 all Site Directors/Principals should have been contacted by Food and Nutrition staff to explain where the meals will be delivered from, or if you need to pick-up.
- On 6/22 the delivery will consist of lunch for that day and breakfast for the following day.
- If you need breakfast on 6/22, please e-mail me or your Food and Nutrition contact to let us know you want to pick-up on June 19. Please indicate how many.
- Every day, after lunch service, the employee assigned to serve the meals must:
  - Refrigerate any leftovers
  - Make sure the Daily Meal Count Sheet is completed fully and correctly, signed and dated and filed in summer folder. The Food and Nutrition staff assigned to supervise your school during summer will pick-up all breakfast and lunch Daily Meal Count Sheets every week.
  - Call or e-mail the next day's count to:
    - Schools with names A-L Valerie Mullan 786-275-0415  
[vmullan@dadeschools.net](mailto:vmullan@dadeschools.net)
    - Schools with names M-Z Carrie McCrary 786-275-0417  
[cmccrary@dadeschools.net](mailto:cmccrary@dadeschools.net)

## *Notification to the Community*

- USDA requires all Summer Food Service Program Sites to inform their community about the operation of the meal program.
- You may use a letter using official school letterhead or you may include the information in the school's summer bulletin. Samples provided. Please complete the notification and send home to the school community by June 1, 2009. The sign-in period for students not enrolled in summer school should be done one day the week of June 1-5, 2009.
- If you will operate Intersession, and summer session, please make sure you indicate those dates in the letter.
- Please e-mail or mail copy to Olga V. Botero - Food and Nutrition - 9025 (obotero@dadeschools.net)
- Keep a copy in the summer folder.

# *Sample Letter*

To whom it may concern:

Please be advised \_\_\_\_\_ school will open for the summer session from \_\_\_\_\_ 2009 through \_\_\_\_\_ 2009.

Through a grant from the USDA it will be possible to offer all children 18 years of age or under, regardless of race, color, sex, disability, age, or national origin breakfasts and lunches during summer vacation when regular school is not in session. This program only provides funding during the summer months. When regular school starts in August, students will have to complete the application for free/reduced priced meals, as they have done in the past.

The school will have a designated sign-in period for those students not enrolled in summer school. The sign-in will be on the \_\_\_\_\_ day of \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_. Any child wishing to participate in the Summer Food Service Program for Children that fails to enroll during the designated sign-in period will have to check-in with the Principal prior to reporting to the cafeteria for meal service. This is necessary for security, safety and control reasons.

## *Summer Attendance*

- The number of children eating in the cafeteria cannot exceed the number of children in attendance plus walk-ins.
- A copy of the attendance bulletin must be kept in the folder with the Daily Meal Count Sheets.

## *Walk-Ins*

- Walk-ins are students not enrolled in summer school but registering to eat in the cafeteria
- Through the letter or summer bulletin you are advertising this program to the community, which may attract siblings or others to want to come and eat in the cafeteria.
- Refer to attachment to e-mail for a blank of the form provided to use as the Sign-In Sheet for Walk-Ins.
- Must have a sign-in period for walk-ins. It should be done the week of June 1-5, 2009.
- The school may accept walk-ins throughout the summer session. Make sure their names are recorded in the Sign-In Sheet for Walk-Ins and give the Food Service Manager or Site Staff updated copies of this list as needed.

# *Civil Rights Compliance*

- Any complaint regarding discrimination of a child in the Summer Food Service Program, written or verbal must be reported to 1-800-504-6609. The nature of the incident that led to the discrimination must be explained.
- The poster “And Justice for All” must be displayed in the area where the children will be eating, including when going on field trips. Many cafeterias already have them displayed.
- The non-discrimination statement must be included in the letter or bulletin advertising the program.

# Forms

- In the packet you will find the following forms:
  - Sample letters to the community in English, Spanish and Haitian Creole.
  - Sign-in for Walk-in participation FM-6031
  - Daily Meal Count Record SFSP-E6
  - Site Supervisor's Record of Meals Served Form SFSP-S13
  - All forms can also be found at :
    - <http://nutrition.dadeschools.net/summer09.asp>