

QUICK TIPS

for Summer BreakSpot Site Supervisors



This institution is an equal opportunity provider.

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Use this guide in addition to the USDA's Site Supervisor's Guide and visit SummerBreakSpot.org for additional resources.

PURPOSE OF THE PROGRAM

The Summer Food Service Program, referred to as Summer BreakSpot, helps make sure that children continue to receive nutritious meals during the summer when they do not have access to school lunch or breakfast.

All children 18 years of age and under who go to an approved site may receive free meals.



SITE ELIGIBILITY

Eligible sites are those that serve children in low-income areas or those that serve specific groups of low-income children. See below for the types of sites in the Summer BreakSpot:

- **Open:** At least 50% of the children in the area qualify for free or reduced price school meals. Any child who comes to an open site receives a free meal on a first come, first-served basis.
- **Restricted Open:** The site is open on a first-come, first served basis to all children of the community at large, but that the meal service must restrict or limit the meal site's attendance for reasons of space, security, safety, or control.
- **Closed Enrolled:** A site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals (Income Eligibility Forms must be collected).
- **Camp:** A residential or non-residential day camp that offers food service as part of an organized program for enrolled children. All children that qualify for free or reduced price school meals receive a free meal (Income Eligibility Forms must be collected).



SITE SUPERVISOR RESPONSIBILITIES

Attend your Sponsor training annually

- *At least one trained site supervisor must be present for the duration of the meal service and listed in the site application.*

Submit meal service changes

- *Make sure all site details match the site application such as site address, dates of operation and meal service times.*
- *Any changes to meal service information cannot be implemented until approved by the State.*

Uphold civil rights

- *Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age, or disability.*
- *Be sure to display the And Justice For All Poster at all points of service (including field trips).*
- *Advertise your meal service times using a yard sign, banner or poster. Be sure to include the nondiscrimination statement.*

Practice safe food handling and comply with local health standards (see Food Safety Tips on page 21)

Account for delivered/prepared meals (see Delivery Guidelines on page 25)

Serve meals to eligible participants and on site

- *Serve meals to children 18 years of age or younger, or people (of all ages) with physical or mental disabilities who participate in special school programs for the disabled.*
- *All meals must be consumed on site unless your sponsor allows children to take one item, either a fruit, vegetable, or grain item off site. Do not take meals from children if they try to leave the site. If a child leaves with a meal, this meal cannot be recorded as a complete meal served to a child.*

Conduct an accurate point of service

- *Meals must be counted at the point of service using either tally marks or a counting device.*
- *The point of service is the point at which the child receives a reimbursable meal and is recorded.*
- *After all children receive one complete meal, you may serve a limited number of second meals if permitted by your sponsor. These meals must be marked as seconds, not firsts.*

Field trips

- *If meals are being taken on a field trip, be sure that a point of service is still being upheld.*
- *All field trips where food provided by your sponsor will be served, must be approved prior to the field trip.*

Have a plan for inclement weather

- *Although all outdoor Summer BreakSpot sites are not required to have an alternate temperature-controlled site, sites should have a contingency plan for dealing with extreme weather conditions, such as thunderstorms and excessive heat.*

Clean up after meals

- *Properly dispose of all garbage and thoroughly clean cooking and eating areas after each meal service.*

Complete and store paperwork (meal counts, delivery receipts, food safety inspections, etc.)

- *At a minimum, 5 days of meal counts and delivery receipts must always be present at the site and available for review.*

The nutritious meals you are serving give children the energy they need to learn, play and grow.



MEAL PATTERN REQUIREMENTS

A meal or snack that meets the meal pattern is said to be in compliance with the meal pattern.

Compliant = Reimbursable

A Meal or Snack is compliant when it...

1. Meets the Meal Pattern:

- *Serve all required food components for that specific meal or snack.*
- *In the minimum required portion sizes.*

2. Meets the nutrition standards requirements.

Nutritional standards are the standards set for each of the four meal pattern components - grains, meat/meat alternatives, fluid milk and fruits/vegetables.



SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all 3	LUNCH OR SUPPER Serve all 4	SNACK Serve 2 of the 4
Milk	REQUIRED	REQUIRED	
Fluid milk (whole, low-fat or fat-free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Vegetable or fruit or	½ cup	¾ cup total ⁴	¾ cup
Full-strength vegetable or fruit juice	1/2 cup (4 fluid ounces)		¾ cup (6 fluid ounces) ⁵
Grains/Breads⁶ Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving ⁷	1 serving ⁷	1 serving ⁷
Cold dry cereal or	¾ cup or 1 ounce		¾ cup or 1 ounce ⁸
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat/Meat Alternatives Equivalent quantity of any combination of...	OPTIONAL	REQUIRED	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ⁹ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup ¹	¼ cup ¹
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹⁰ or		1 ounce=50% ¹¹	1 ounce
Yogurt ¹²	4 ounces or ½ cup	8 ounces or 1 cup	4 ounces or ½ cup

1 For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.

2 Served as a beverage or on cereal or used in part for each purpose

3 Served as a beverage

4 Serve two or more kinds of vegetable or fruits or a combination of both. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

5 Juice may not be served when milk is served as the only other component.

6 Bread, pasta or noodle products, and cereal grains (such as rice, bulgur or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched or fortified.

7 Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.

8 Either volume (cup) or weight (ounces), whichever is less.

9 Must meet the requirements of 7 CFR 225 Appendix A.

10 Tree nuts and seeds that may be used as meat alternate are listed in program guidance.

11 No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.

12 Plain or flavored, unsweetened or sweetened.

FRUITS AND VEGETABLES

General Information

- Fruits and vegetables can be fresh, frozen or canned and cooked or served raw. Canned fruits can be packed in water, juice or light syrup
- All juice must be 100% full-strength
- Dried fruits: ¼ cup counts as ¼ cup of fruit
- Raw, leafy greens: ½ cup counts as ½ cup
- Fruit and vegetable portions can be combined to meet the minimum required portions.

Meal Service	Daily Minimum
Breakfast	½ cup total
Lunch/Supper	¾ cup total
Snack	¾ cup total

Tip: When looking for fruit juices, avoid items with juice "drink" or juice "beverage" in the product name.





Tip: The Fruit and Vegetable component is always listed in cup or volume measure.

See below for possible fruit/vegetable combinations that may be served at breakfast and lunch.

At Breakfast:

½ cup fruit

½ cup vegetable

½ cup 100% juice

¼ cup fruit + ¼ cup vegetable

Vegetables may be substituted for fruits, served alongside them or omitted altogether. For example, the ½ cup total at breakfast can be met with ¼ of fruit and ¼ cup of vegetable.

At Lunch/Supper:

Serve 2 or more different kinds of fruits and/or vegetables.
Cannot be from the same source (e.g. orange juice and orange slices).

½ cup fruit + ¼ cup vegetable

¼ cup vegetable + ½ cup fruit

⅔ cup fruit + ⅔ cup vegetable

⅔ cup vegetable + ½ cup juice

½ cup vegetable + ½ cup juice

¾ cup vegetable + ½ cup juice

½ cup fruit (1st type) + ¼ cup fruit (2nd type) ⅔ cup fruit (1st type) + ⅓ cup fruit (2nd type)

USDA rule states that no more than one-half of the minimum ¾ cup fruit/vegetable may be met with 100% juice. Four, six and eight fl. oz. juice portions all credit at ⅔ cup in lunch/supper meals. Therefore, the second non-juice item served must be ⅔ cup or more.



Tip: Whole grains are a good source of fiber and B vitamins!

GRAINS/BREADS

- Bread, pasta or noodle products, and cereal grains (such as rice, bulgur or corn grits) shall be whole-grain or enriched.
- Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour.
- Cereal shall be whole-grain, enriched or fortified.
- Corn-based chips are allowable as part of a reimbursable meal and count as a grain component.
- Potato chips are not allowable as part of a reimbursable meal, but they may be offered as an extra/additional item.

Meal Service	Grain	Daily Minimum Serving
BREAKFAST	Bread	25 g. or .9 oz.
	Cornbread, biscuits, rolls, muffins, etc.	1 serving
	Cold dry cereal	¾ cup or 1 ounce ¹
	Cooked cereal or cereal grains	½ cup
	Cooked pasta or noodle products or an equivalent quantity of any combination of bread/bread alternate	½ cup
Meal Service	Grain	Daily Minimum Serving
LUNCH	Bread	25 g. or .9 oz.
	Cornbread, biscuits, rolls, muffins, etc.	1 serving
	Cooked pasta or noodle products	½ cup
	Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate	½ cup
Meal Service	Grain	Daily Minimum Serving
SNACK ²	Bread	25 g. or .9 oz.
	Cornbread, biscuits, rolls, muffins, etc.	1 serving
	Cold dry cereal	¾ cup or 1 ounce ¹
	Cooked cereal	½ cup
	Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate	½ cup

¹ Either volume (cup) or weight (ounces), whichever is less. Refer to Exhibit A in SFSP Nutrition Guide to determine minimum serving sizes.

² If planned as one of the two snack components.





MEAT/MEAT ALTERNATIVES

- Includes meats, fish, poultry, cheese, eggs, seeds/nuts and seed/nut butters, regular and soy yogurts and mature/dried beans served as meat alternates.
- Meat/meat alternates may be served as an optional "extra" meal item at breakfast. Grain, Fruit/Vegetable and Fluid Milk are the reimbursable meal components.
- Deli meats that are not CN-Labeled or listed in the USDA Food Buying Guide are not creditable towards the Lunch/Supper or Snack meal pattern requirements.

Meal Service	Meat/Meat Alternate	Daily Minimum
BREAKFAST	Lean meat, poultry or fish	1 ounce
	Alternate Protein Product ¹	1 ounce
	Cheese	1 ounce
	Egg (large)	½ egg
	Cooked dry beans or peas	1/4 cup
	Nut/seed butters	2 TBSP
	Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup
Meal Service	Meat/Meat Alternate	Daily Minimum
LUNCH	Lean meat, poultry or fish	2 ounces
	Alternate protein products ¹	2 ounces
	Cheese	2 ounces
	Egg (large)	1 egg
	Cooked dry beans or peas	½ cup
	Nut/seed butters	4 TBSP
	Peanuts or soy-nuts or tree nuts or seeds ²	1 ounce = 50% ³
	Yogurt, plain or flavored, unsweetened or sweetened	8 ounces or 1 cup
Meal Service	Meat/Meat Alternate	Daily Minimum
SNACK ⁴	Lean meat, poultry or fish	1 ounce
	Alternate protein products ¹	1 ounce
	Cheese	1 ounce
	Egg (large)	½ egg
	Cooked dry beans or peas	¼ cup
	Nut/seed butters	2 TBSP
	Peanuts or soy-nuts or tree nuts or seeds ³	1 ounce
	Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup

1 Must meet the requirements in the USDA Food Buying Guide Appendix A to 7 CFR 225. (Code of Federal Regulations for the SFSP).

2 Tree nuts and seeds that may be used as meat alternate are listed in program guidance.

3 No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry or fish.

4 If planned as one of the two snack components.

FLUID MILK

- Milk served must be pasteurized, flavored or unflavored whole milk, low-fat milk, skim milk or buttermilk.
- Fluid milk is a required component at breakfast and lunch, and is optional at snack.
- At breakfast and snack meal services, fluid milk may be served as a beverage or on cereal or used in part for each service.
- 1 cup (8 fluid ounces or ½ pint) must be offered at breakfast and lunch meal services daily.
- Water is not a reimbursable meal component and may only be served as an extra/ additional item.



Reminder: If you are portioning milk out from a gallon/ half-gallon container into individual 8 fl. oz. cups, you MUST serve the milk in cups that are designed to hold at least 10 fl. oz. Do not attempt to serve 8 fl. oz. of milk in an 8 fl. oz. cup.

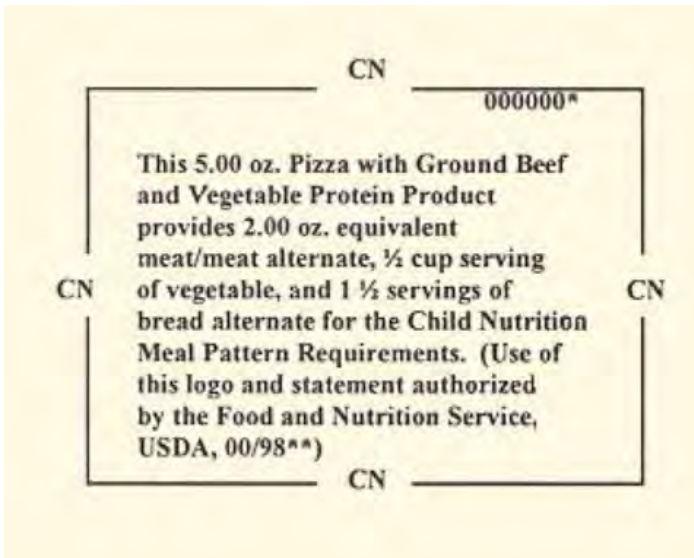
CHILD NUTRITION (CN) LABELS

CN Labels are created by the United States Department of Agriculture (USDA) upon manufacturer request for meat/meat alternatives (i.e. sausage patty) and/or combination items containing meat/meat alternatives (i.e. pizza).

They indicate the portion of such an item that must be served to meet a specific meal pattern contribution.

During an Administrative Review, CN Labels also serve to support sponsors by making it easy to tell how the combination food served met the meal pattern.

CN Labels may be found on the outside of a CN-labeled product, or these can be requested directly from the manufacturer or food distributor.



PRODUCT FORMULATION STATEMENT (PFS)

PFSs do the same job as a CN Label, but they are made by the manufacturer themselves. Sponsors can contact the manufacturer to see if a PFS is available for their menu items. PFS must be signed and on manufacturer letterhead.



PRODUCT FORMULATION STATEMENT: MEAT/MA

Product Name: 14" Whole Grain (16 oz.) RFRS Pepperoni Pizza – 8 Cut Code No: 12142 1 pizza/ 8 slices
per pizza/ 3.76
oz. per slice

Manufacturer: Domino's Pizza Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate
Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount*
Lite Mozzarella cheese	0.81	X	1	0.81
RFRS Pepperoni	0.19	X	1	0.19
		X		
A. Total Creditable Amount*				1.0

*Creditable Amount – Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

Total weight (per portion) of product as purchased: 3.76 oz. / 106.67 g

Total creditable amount of product (per portion): 1 oz.
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 3.76 ounce serving of the above product (ready for serving) contains 1.0 ounces of equivalent meat/meat alternate when prepared according to directions.



SIGNATURE

Jimmy Simonte
PRINTED NAME

PHONE
NUMBER: 734-930-3513

Brand Mgr – Smart Slice
TITLE

2/13/2014
DATE

STANDARDIZED RECIPES

For combination items the sponsor or vendor makes in-house, a standardized recipe is used as documentation showing how those menu items meet the meal pattern.

A standardized recipe means that it has been prepared at least three times and the yield (number of portions at a set portion size) averaged and established as the expected standard for consistent future results. Therefore, it will always make that many portions and will meet the requirements.

Must include: the ingredients, amounts by weight and/or volume, the number of servings made per batch, portion sizes and preparation and service instructions.

The amount of ingredients in pounds, for example, is used to determine meal component contribution crediting.



United States Department of Agriculture
What's Cooking? USDA Mixing Bowl

USD.

Pizza with Ground Beef Topping

Makes: 50 or 100 Servings

	50 Servings	
Ingredients	Weight	Measure
Pizza dough in pans (18" x 26" x 1")		2 1/2 sheet pans
Raw ground beef (no more than 15% fat)	3 lb 4 oz	
*Fresh onions, chopped	5 oz	3/4 cup 2 Tbsp
OR	OR	OR
Dehydrated onions	1 oz	1/2 cup
Granulated garlic		2 1/2 tsp
Canned low-sodium tomato paste	1 lb 12 oz	3 cups 2 Tbs (1/4 No. 10 can)
Ground black or white pepper		1 1/2 tsp
Water		2 qt
Salt		2 tsp
Dried parsley		3 Tbsp
Dried basil		2 tsp
Dried oregano		2 tsp
Dried marjoram		1/2 tsp
Dried thyme		1/2 tsp
Lite mozzarella cheese, shredded	4 lb	1 gal

FOOD SAFETY TIPS

1. Keep hot foods hot (above 135°F) and cold foods cold (below 41°F).
2. Prohibit bare hand contact with ready-to-eat (RTE) foods.
3. Store chemicals away from food and food-related supplies.
4. Require hand washing after restroom use, sneezing, coughing or after performing any cleaning activity.
5. Do not keep food in the “danger zone” (between 41°F and 135°F) for more than 4 hours.
6. Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods is prohibited).
7. Keep wiping cloths in sanitizing solution while cleaning. Use clean water, free of grease and food particles for ware washing.
8. Use only a clean and sanitized thermometer when taking internal temperatures of foods.
9. Cool rapidly by storing food in small batches.
10. Keep cold foods cold by pre-chilling ingredients for salads containing meat/meat alternates.
11. Transfer reheated food to hot-holding equipment only when the food reaches the proper internal temperature (165°F)



POTENTIALLY HAZARDOUS FOODS

Examples of food products that are generally regarded as potentially hazardous foods and require temperature control (other than room temperature):

- Meat (beef, pork, lamb)
- Poultry (chicken, turkey, duck)
- Fish, shellfish, and crustaceans
- Eggs
- Milk and dairy products
- Heat-treated plant food (baked potato, cooked rice, beans, or vegetables)
- Cut melons



COOKING TEMPS

HOLD ALL HOT FOOD AT 135 °F OR ABOVE

165 °F for 15 seconds

- Poultry (chicken, turkey, duck, goose) whole, parts or ground
- Soups, stews, stuffings, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Food, covered, cooked in microwave oven (hold covered 2 minutes after removal)
- Leftovers (to reheat)

For alternative times and temperatures, refer to the FDA Food Code 2013 at fda.gov.

155 °F for 15 seconds

- Hamburger, meatloaf and other ground meats, injected meats, ground fish*
- Fresh shell eggs (cooked and held for service, such as scrambled eggs)*

145 °F for 15 seconds

- Beef, corned beef, pork, ham roasts (hold 4 minutes)*
- Beef, intact steaks (surfaces)
- Lamb, veal, pork steaks or chops
- Fish, shellfish
- Fresh shell eggs (broken, cooked and served immediately)

140 °F for 15 seconds

- Ready to eat, commercially processed ham, other roasts



STORAGE TEMPS



CHECK TEMPERATURES IN ALL STORAGE AREAS DAILY

Dry

Recommended ambient temperature of 80°F or less
(canned fruits, vegetables, juices and meats)

Special Dry

50°F to 70°F
(pasta, rice, beans, nuts, oil and powdered milk/eggs)

Refrigerator/Cooler

35°F to 41°F
(chilled dairy/cheese, fresh fruits and vegetables)

Freezer

-10°F to 0°F
(frozen meats, fruits, vegetables and egg products)

DELIVERY GUIDELINES

Whether your food is being delivered from the sponsor or from a caterer, you must ensure the following steps are taken:

- Ask to see the delivery receipt.
- Check delivery receipt for all required meal components for your meal type(s).
- Check contents of each container and count each meal component to verify the number received matches the number sent. Make note if this differs on the delivery receipt.
- Check and record the temperature of each potentially hazardous food (see page 22 for a list of examples).
- If the temperature of cold food is above 41 °F, or the temperature of hot food is under 135 °F (in the danger zone), the food must be rejected. Make note of this on the delivery receipt.
- If food is rejected, arrangements must be made immediately with your sponsor to receive replacement meals.
- Sign the delivery receipt and keep a copy at the site.

Please note that meals must be served within one hour of delivery time if your site does not have a way to maintain the foods at a safe temperature (i.e. hot boxes, refrigerator, coolers, etc.). You must check the temperature of the potentially hazardous foods again before serving. Document these temperatures on your meal counting sheet or temperature log. Avoid holding foods in the temperature danger zone (41 °F - 135 °F). Do not hold a food in the temperature danger zone for longer than two hours. Food that is held in the temperature danger zone for more than 2 hours must be discarded.

GLOSSARY

Camp: a residential or non-residential day camp that offers food service as part of an organized program for enrolled children.

Children: (a) persons 18 years of age and under, and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or non-profit private school program established for the mentally or physically handicapped.

Closed enrolled site: a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals (Income Eligibility Forms must be collected).

Food Component: one of the food groups that comprise a reimbursable meal.

Food Items: a specific food offered within the food component.



Low-income area: areas in which poor economic conditions exist.

Needy children: children from families whose incomes are equal to or below the Secretary's Guidelines for Determining Eligibility for Reduced-Price School Meals.

Open site: a site at which at least 50% of the children in the area qualify for free or reduced price school meals.

Point of service: the point at which the child receives a reimbursable meal and is recorded.

Potentially hazardous food (PFHs): foods that require time and temperature control in order to prevent bacteria growth.

Reimbursable: used when describing a meal that meets the requirements and therefore, the sponsor will be reimbursed for serving the meal.

Restricted open site: a site at which at least 50% of the children in the area qualify for free or reduced price school meals, but the meal service must restrict or limit the meal site's attendance for reasons of space, security, safety, or control.

Site: a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

Site application: an application on file with the State Agency that is submitted and revised by the sponsor and contains all pertinent information about the meal service at the site.

Site supervisor: a trained official that is responsible for receiving, distributing, storing and accounting for meals at a designated site, and seeing that all program rules and regulations are followed.

Sponsor: a public or private non-profit school food authority, a public or private non-profit residential summer camp, a unit of local, municipal, county or State government, a public or private non-profit college or university currently participating in the NYSP, or a private non-profit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

Standardized recipe: a recipe that it has been prepared at least three times and the yield (number of portions at a set portion size) averaged and established as the expected standard for consistent future results.



Division of Food, Nutrition and Wellness

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