



Summer Food Service Program

**FOODSERVICE EMPLOYEE TRAINING
FISCAL YEAR 2011**


Workshop sponsored by:
 ND Department of Public Instruction
 Child Nutrition and Food Distribution Programs
 Wayne G. Sanstead, State Superintendent
 600 E. Boulevard Ave.
 Bismarck, ND 58505-0440



Goal of SFSP


*** To Serve Nutritious Meals That Meet Meal Pattern Requirements and are Appetizing to Children**

- Use the USDA meal pattern to ensure balance and portion size.
- Consider children's food likes and dislikes when determining what kind of meals you will serve.



Healthy Eating Habits Begin Early


- * **Learning Young**
 - Providing nutritious, well-balanced, appetizing meals gives children the opportunity to develop healthy eating habits at a young age.
- * **Energy and Opportunity to Explore**
- * **Pleasant Mealtimes**
 - Provide a supportive, caring environment for enjoying nutritious meals.
 - Children should have the opportunity and time to eat as much of the meal as they need.
- * **Nutrition Education**
 - The meal service provides an opportunity for nutrition education activities.
- * **Role Modeling**
 - All adults associated with the SFSP should be role models for children with regard to sanitation, manners, food choices, etc.



Breakfast Meal Pattern

- * **1/2 Cup Fruit/Vegetable**
- * **1 cup (8 oz.) Milk**
- * **1 Serving Grains/Bread**
- * **1 Ounce Meat/Meat Alternate (Optional)**
- * **Menu Examples:**
 - Cold Cereal, orange juice, low-fat milk
 - French toast sticks, syrup, orange juice, low-fat milk
 - Whole wheat bread, peanut butter, pineapple chunks, low-fat milk
 - Blueberry muffin, orange juice, low-fat milk
 - Flour tortilla rolled with cheese, mixed fruit, low-fat milk
 - Buttermilk biscuit, sliced ham, blueberries, low-fat milk


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Lunch/Supper Meal Pattern

- * **2 Ounces Meat/Meat Alternate**
 - Meat alternatives (combination equaling 2 oz)
 - Cheese, sunflower seeds, peanuts
 - Eggs (1 large)
 - Cooked dry beans (1/2 cup)
 - Peanut butter (4 tbsp)
 - Yogurt (8 oz)
- * **1 Serving Grains/Bread**
 - Bread (1 slice)
 - Cornbread, biscuits, rolls, muffins (1 serving)
 - Cooked pasta (1/2 cup)
 - Cooked cereal (1/2 cup)
- * **1 cup (8 oz.) Milk**
 - Fluid
 - Whole milk recommended for all one-year olds
 - Reduced-fat, low-fat, skim, or flavored for all others
- * **2 Servings of Fruits &/or Vegetables to Equal 1/4 Cup**

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Snack Meal Pattern

- * **Choose two of the four components.**
 - Milk (fluid)
 - 1 cup (8 oz.)
 - Grains/Breads
 - 1 slice of bread
 - 1 serving cornbread, biscuits, rolls, muffins
 - 3/4 cup dry cereal
 - 1/2 cup cooked pasta
 - 1/2 cup cooked cereal
 - Meat/Meat Alternate
 - 1 oz meat, cheese, sunflower seeds, peanuts
 - 1/2 cup cooked dry beans
 - 1/2 large egg
 - 2 tbsp peanut butter
 - 4 oz yogurt
 - Fruit/Vegetable
 - 3/4 cup of fruits or vegetables or a combination of fruit or vegetable juice equaling 3/4 cup

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Snack Meal Pattern

- * Do not combine 2 liquids (apple juice and milk).
- * Sweet snacks are limited to no greater than twice a week. This includes cookies, cakes, bars, granola bars, rolls, toaster pastries, and other desert-type items.

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Meal Pattern Specifics

- * **Minimum Requirements**
 - The minimum amount of each type of food must be offered in order for the meal to count as a reimbursable meal.
- * **Older Children May Receive Larger Portions**
 - Older children, especially those over 12, may be served larger portions.
 - This is not a requirement but is something to consider when looking at cost factors.
- * **Considerations**
 - Meet nutritional needs
 - Keep costs within budget

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Meal Pattern Alternatives

- * **Options: (Must be requested in advance)**
 - SBP/NSLP meal patterns (May be used by schools only)
 - Smaller portions for young children (CACFP meal pattern)
- * **MUST Forward Formal Request in Writing**
 - If a school is requesting to use the SBP/NSLP or CACFP meal pattern
 - This is done on the site application or FNP system.
- * **PRIOR to Implementation**
 - The written request to implement the SBP/NSLP or CACFP meal pattern must be approved by DPI PRIOR to the beginning of the program.


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Creditable Foods Guide for USDA Child Nutrition Programs

- * Convenient Resource
- * Guide to Determining How Foods Meet Meal Pattern Requirements
- * Broken Down into Component Areas
- * Guide for All Child Nutrition Programs
 - Most recent printing July 2007
- * Copies Available from Our Office and on the CN Website
 - www.dpi.state.nd.us/child/creditable.pdf
- * For additional information on creditable foods, look under SFSP Resources on our website.


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Food Buying Guide

- * This is a valuable resource for help in determining quantities of food to be purchased.
- * All schools should already have one.
- * On the Web
 - Under SFSP-Resources on our website
 - <http://www.dpi.state.nd.us/child/sfsp/index.shtm>
 - Direct link
 - <http://www.fns.usda.gov/tn/Resources/foodbuyingguide.html>
- * You can obtain a copy of the Food Buying Guide by contacting our office.

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Meat/Meat Alternate

- * Lunch and supper must provide 2 oz. of meat/meat alternate.
- * Guidelines for Meeting the Requirement:
 - The main entrée plus one other item equals 2 oz.
 - If using 2 items, one must contribute a minimum of ¼ oz to the total.
- * Meats must be USDA inspected.
- * Meat Alternatives
 - Nuts and seeds
 - Eggs
 - Yogurt
 - Cheese
 - Peanut butter (quantity concern)
 - 4 tbslp peanut butter=2 oz. Peanut butter spread thinly on a sandwich usually will not equal 2 oz. ***This could mean that the entire meal may be non-reimbursable.***

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Fruits and Vegetables

- * Juice must be 100%.
- * Lunch/Supper
 - Must be two or more different items to equal ¾ cup.
- * Salsa Counts—Other Condiments—**NO!**
- * No Self-Canned Foods
 - Possible health hazard
- * Donated Fresh Produce—**OK!**

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Grains and Breads

- * Must Be Enriched or Contain Whole Grain/Meal
- * Encourage Whole Grains
 - Whole wheat bread
 - Brown rice
- * Cold cereal can only be served at breakfast and snack.

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Milk

- * Must Be Fluid
 - May be white or flavored
 - Encourage low fat
- * Must Be Pasteurized
- * Must Be a Beverage for Lunch/Supper
- * May Be on Cereal at Breakfast
- * It is recommended that Children 12-24 months of age have whole milk.


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Special Dietary Needs Meal Substitutions

- * **Disability Which Restricts Diet**
 - Substitutions must be made for children who are considered disabled and require special dietary modifications.
- * **Need Statement Detailing Condition, Foods to Avoid, Appropriate Substitutions**
 - See example on CN website.
- * **Substitutions may also be made for those who are not disabled but who are unable to consume regular meals because of medical or other dietary needs.**
 - A medical statement is required.
- * **What foodservice needs to know...**
 - When the medical condition or allergy is severe or life threatening
 - Name of child, condition, foods to avoid, appropriate substitutions
- * **Medical statements are valid for one year.**
- * **Additional Forms Located on CN Website**
 - www.dpi.state.nd.us/child/cacfp/tools/medstate.pdf


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Reimbursable Meals

- * **Meals are served as a unit.**
 - All at the same time on the same tray or in the same container
- * **Only one meal served at a time.**
- * **Meals are served to children 18 years of age and younger.**
 - Except for Special Education students who attended school the previous year. In ND, Special Education goes to age 22.
- * **Meals must be served within approved time frame.**


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Second Meals

- * **Seconds or second helpings are not second meals.**
- * **Second meals are “full” meals that contain all of the required components of the meal pattern.**
- * **Seconds and second meals may only be served after all children have received their “first” meal.**
- * **Reimbursement for Second Meals**
 - Up to 2% of total meals for month


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Offer vs. Serve

- * All sponsors may use Offer vs. Serve. Schools electing to use OVS must use the options relevant to their menu planning approach.
- * Under offer vs. serve for lunch/supper, child may decline 1 or 2 items
- * Must Still Offer a Complete Meal and Minimum Portion Sizes
- * Under offer vs. serve for breakfast, child may decline 1 item.
- * Must Inform State Agency in Writing and Before Implementing Offer vs. Serve
 - On the FNP system
- * For programs not using offer vs. serve, all meal components must be served.


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Non-Reimbursable Meals

- * Meals That Don't Meet Meal Pattern Quantity and Component Requirements
- * Meals That Are Spoiled
- * Meals in Excess of Approved Level
 - Meal approval is based upon your application. It is not averaged. If you go over your approved level, call DPI and we will change your approved level.
- * Meals That Are Not Served
 - There is no reimbursement for meals not served.
- * Meals to Anyone Other Than Children
 - There is no reimbursement for program adults or non-program adults.
 - Reimbursement is for children's meals only.
- * Meals Served Outside Time Frames


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Non-Reimbursable Meals...cont.

- * Meals Not Served As Unit (Exception for Offer vs. Serve)
- * Non-Approved Meal Patterns Used
- * Site Not Approved
 - If you change sites for any reason, notify our office because we need to review and approve the site.
- * Meals Consumed Off-Site Without Approval
 - Field trips not approved in advance
- * More Than One Meal Served to a Child At a Time
 - Children must complete a first meal before receiving a second meal. Both meals cannot be served at once
 - Programs do not have to offer or serve second meals.
- * Second Meals in Excess of 2%

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Adult Meals

- * No reimbursement is given for any adult meal.
- * Only “program” adults may eat for no charge, but still no reimbursement is given.
 - See definition of adult meals in the administrative training section.
- * Non-program adults must pay for their own meal or other funds must be used.
- * Adults must be served the same meal and the same quantity as the children.


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Meal Service Times

- * SFSP 11-2011 waives the meal time restrictions.
- * Sponsors must continue to establish meal times for each site and provide this information to the State agency.

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Off-Site Meals

- * All components of the meal pattern requirements must be served.
- * Off-site meals and menus must receive **PRIOR** approval from DPI.
 - Menu must contain what is being served and how much of each food item each participant will receive.
- * Field trip request form is on our website.
 - www.dpi.state.nd.us/forms/sfn52904.pdf

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“Traveling Apple” Policy

- * Program regulations require all meals to be consumed on site, ***WITH ONE EXCEPTION.***
- * It is permissible for a child to take a self-contained fruit/vegetable component off site for later consumption.
 - Self contained means that the fruit or vegetable has not been cut or peeled. For example: An apple cut in half or into slices may not be taken off site. An unpeeled orange may be taken off site.
- * **Must Be from Child’s Own Plate or Sharing Table**
- * **Must Follow Good Sanitation Practices**
- * Sponsors are ***NOT*** required to implement this provision.

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Commodity Offerings

- * Commodities are allocated to programs based upon participation and commodity availability.
- * Therefore, you will be allocated commodities in accordance with your participation.
- * Sites are required to pay for warehousing and transportation charges associated with commodity deliveries.
- * Deliveries will be made in June.

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Sanitation Training

- * State law now requires that the lead foodservice worker at each site complete initial training in sanitation.
 - 10-hour Sanitation & Safety course offered by DPI
 - 16-hour ServSafe course
 - Food Safety Manager Certification Training
 - Serving It Safe
- * **On-Going Training Requirement**
 - 3-hour update every 5 years
- * **Contact our office for details.**

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Production Records

- * Production records are not the same things as menus.
- * Menus tell what is being served. Production records document the type and amount of foods prepared and used to fulfill meal pattern requirements.
- * They must be maintained daily for all meals/snacks claimed for reimbursement
- * A production record workbook is provided for your use.
- * The difference between a menu and a production record is illustrated below.

<u>Menu</u>	<u>Production Record</u>			
Cheeseburger and Fries	Hamburger Patty	2 oz	1 each	
	Cheese	1 oz	1 each	
	Bun	1 oz	1 each	
	Milk		½ pint	
	Fries		¾ cup	
	Orange		1 each	
	Condiments			

CN Labels

- * Read information carefully!
 - Not all products sold by distributors or bearing a USDA marking are CN labeled products.
- * All labels for all convenience food items must be kept on file. These labels will be checked to see if the product used fulfills meal pattern requirements.
- * Without CN labels or manufacturer crediting information, the item cannot be used to fulfill meal pattern requirements.
- * Example of a CN Label:


CN 000000

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 Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 04/09/09)

CN

Infant Feeding

- * **Infant: Until Day of 1st Birthday**
- * **Contact State Agency**
 - Prior approval is required.
 - Specific requirements and forms will be provided.
- * **Additional information about infant feeding is provided at the end of this presentation.**



Infant Feeding

**Infant:
Until Day of 1st Birthday**



Infant Feeding Resource

- * **Feeding Infants Guide**
 - Available on the internet
 - http://www.fns.usda.gov/tn/Resources/feeding_infants.html
- * **Many Details**
- * **Excellent Resource for Infant Rooms**


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Two Age Groups

- * **0-7 months**
- * **8-12 months**

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0-7 Month Meal Pattern

- * **Breakfast**
 - IFIF/breast milk
- * **Lunch**
 - IFIF/breast milk
- * **Supper**
 - IFIF/breast milk

IFIF=Iron Fortified Infant Formula

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8-12 Month Meal Pattern

- * **Breakfast**
 - IFIF/breast milk, IFIC, fruit/vegetable
- * **Lunch/Supper**
 - IFIF/breast milk, IFIC or meat/meat alternate, fruit/vegetable

IFIF=Iron Fortified Infant Formula
IFIC=Iron Fortified Infant Cereal


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Remember These??

- * **Whole Milk**
 - Not creditable for infants
- * **Infants who are fed breast milk brought from home can be claimed from birth onward.**

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Non-Creditable Infant Foods

Combination Dinners	Desserts Items with DHA	Honey Egg Whites
Custards	Tutti-Frutti	Flavored Infant Cereals
Adult Cereals	Foods with Water as First Ingredient	Nuts/Seeds
Peanut Butter	Juices	Foods with Fillers/Starches

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Gerber 2nd Foods (Meats)

***Only These Combinations are Creditable:**

- Beef and Beef Gravy
- Chicken and Chicken Gravy
- Ham and Ham Gravy
- Lamb and Lamb Gravy
- Veal and Veal Gravy
- Turkey and Turkey Gravy

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Foods to Watch

<ul style="list-style-type: none"> * Chocolate <ul style="list-style-type: none"> • High sugar * Strawberries <ul style="list-style-type: none"> • High acidity * Oranges <ul style="list-style-type: none"> • High acidity * Orange Juice <ul style="list-style-type: none"> • High acidity * Honey <ul style="list-style-type: none"> • Botulism 	<ul style="list-style-type: none"> * Citrus Fruits <ul style="list-style-type: none"> • High acidity * Shellfish <ul style="list-style-type: none"> • Never serve shellfish. * Foods That May Pose Choking Hazards <ul style="list-style-type: none"> • raisins, hot dogs, round-shaped foods, crunchy foods, etc.
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Infant Food Handling

- * **Storage**
 - Proper temperatures
 - Safe
 - Sanitary
- * **Heating**
 - Check temperatures
- * **Serving**
 - Clean and sanitize serving utensils, dishes, and bottles.
- * **Hand Washing**
 - Frequent

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Infant Menu Records

- * **Documents Menu Served to Infants**
- * **Best if Completed in Infant Room**
 - At the point of service
- * **Still Need Meal Counts**
 - Meal counts are done on a separate sheet
- * **Prototype Form (next slide)**
 - This form cannot be used as a meal count form.

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INFANT MENU RECORDS
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
 (Rev 6/03) 53600a/CACFP/Infant Menu Records

Brand(s) of Iron-Fortified Infant Formula Supplied by Provider: _____

0 - 7 Months*

Breakfast: _____ Center: _____
Lunch: _____
Dinner: _____

Infant Name	Age	YN	YN

Day/Date					
Breakfast: 4-8 oz. IFP/breast milk, optional - IFC					
AM Snack: 4-6 oz. IFP/breast milk					
Lunch: 4-8 oz. IFP/breast milk, optional - fruit/veg, IFC					
PM Snack: 4-6 oz. IFP/breast milk					
Supper: 4-8 oz. IFP/breast milk, optional - fruit/veg, IFC					
Day/Date					
Breakfast: 1-4 Tbsp. fruit or veg. (no juice) 2-4 Tbsp. IFC 6-8 oz. IFP/breast milk					
AM Snack: 2-4 oz. IFP/breast milk/juice, optional - crackers/bread					
Lunch: 1-4 Tbsp. meat/meat alternate and/or 2-4 Tbsp. IFC 1-4 Tbsp. fruit or veg. (no juice) 6-8 oz. IFP/breast milk					
PM Snack: 2-4 oz. IFP/breast milk/juice, optional - crackers/bread					
Supper: 1-4 Tbsp. meat/meat alternate and/or 2-4 Tbsp. IFC 1-4 Tbsp. fruit or veg. (no juice) 6-8 oz. IFP/breast milk					

*0-7 month old infants: Upon parental request, other optional foods (IFC, fruit/veg) must be provided by center. All centers participating in the CACFP who provide care to infants must offer to supply at least one nationally recognized brand of IFP to all infants. A child receiving expressed breast milk, provider-provided breast milk, or formula. Other foods (i.e., IFC, fruits/vegetables, meats, etc.) must be provided when age-appropriate consistent with CACFP guidelines. All meals/snacks obtained for child/infant must also be reported on the meal count form.

IFP is Iron-Fortified Infant Formula. IFC is Iron-Fortified Infant Cereal.

 **Civil Rights Requirements**

***Serve Meals to All Children Without Discrimination**

- Equal access
- Same meal
- Same service



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 **Contacting Our Office**

***Telephone: 1-888-338-3663**

*** Fax: (701) 328-9566**

***Kaye Knudson (701) 328-2275**

***Carla Wardzinski: (701) 328-2319**

***Stacie Morowski: (701) 788-4687**

***Linda Schloer: (701) 328-4565**

***Web Site: www.dpi.state.nd.us/child**

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