



# SUMMER BREAK SPOT

MDCPS - DEPARTMENT OF FOOD & NUTRITION  
SUMMER 2024 - MANAGER'S TRAINING



*Eating Healthy Every Day!*



# DATES OF SERVICE



Camps

6/10/24 - 8/02/24

Senior Highs

6/12/24 - 7/25/24

Testing 7/22 -7/25

EL, K-8 & MD

6/24/24 - 7/26/24

Non-operating dates:

6/19/24 & 7/04/24



# DATES OF SERVICE

Early Headstart: 6/07/24 - 7/26/24

United Way: 6/10/24 - 7/31/24

Bethune Early Childhood Center

Ethel F. Beckford/Richmond PLC

Dr. Edward L Whigham PLC

Lillie C. Evans K-8

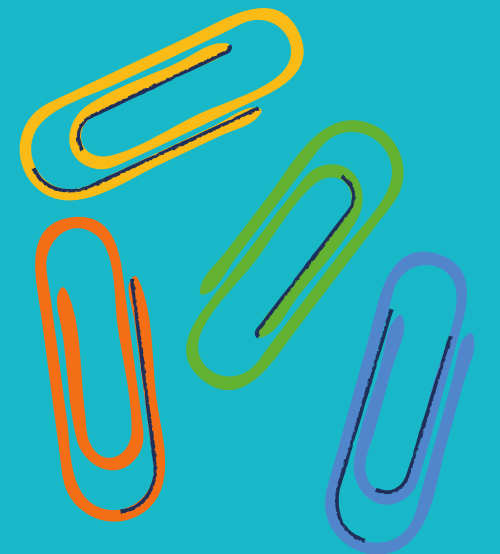
Chapman Partnership North

Carol City EI

Chapman Partnership South

Leisure City Mobiles

Isaac A Withers



Non-operating dates: 6/19/24 & 7/04/24

# WEEKLY BRIEFING #41516

## SUGGESTED MEAL SERVICE TIMES



### Elementary & K-8 Centers

Breakfast: 7:50-8:20

Lunch: 11:30-12:30

### Middle Schools

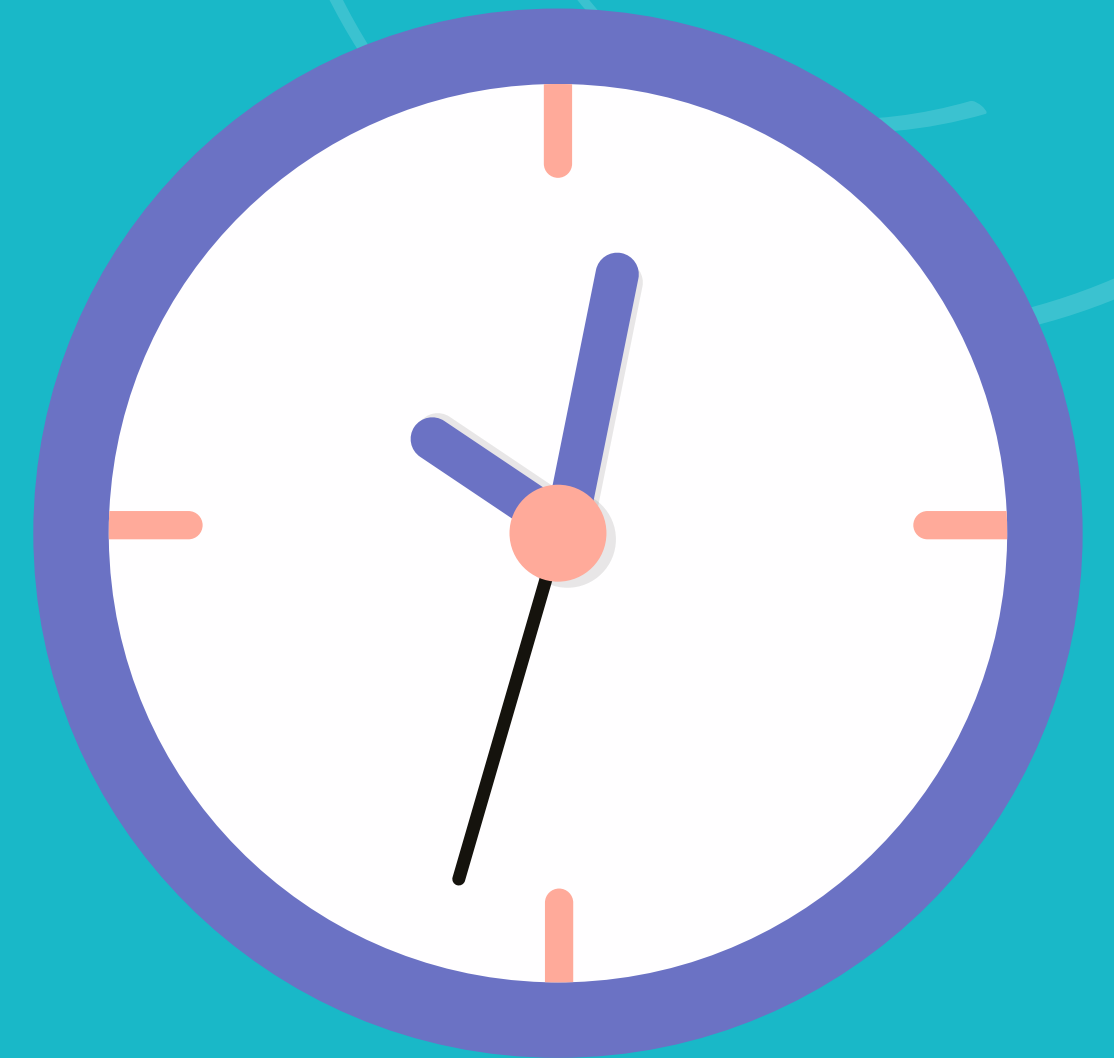
Breakfast: 8:35-9:05

Lunch: 12:30-1:30

### Senior High Schools

Breakfast: 6:40-7:10

Lunch: 12:30-1:00




# FIELD TRIPS

☀️ Field trips must be reported to Alfredo Gonzalez at: [a\\_gonzalez@dadeschools.net](mailto:a_gonzalez@dadeschools.net) at least 5 business days prior to the field trip.

☀️ The “...And Justice for All” poster must be displayed prominently where children are served. Posters are required on field trips.

☀️ Site must remain open to serve children in the community and students who do not attend the field trip.

**DEPARTMENT OF FOOD & NUTRITION**  
**2024 SUMMER FIELD TRIP FORM**



School Name:  Location #  Program Name:

Submit this form 5 days prior to the first field trip date to Alfredo Gonzalez at: [a\\_gonzalez@dadeschools.net](mailto:a_gonzalez@dadeschools.net)  
**NOTE:** It is the responsibility of the program to inform the food service manager and the Department of Food & Nutrition of any field trip dates or field trip date changes. Any dates NOT reported within the 5 day requirement, regardless of field trip location, will NOT be approved to have meals!

Complete ONE BOX for each field trip date and SIGN at the bottom of this page.

Date of Field Trip:  Field Trip Location:

Field Trip Address:  Number of students attending:

Will school meals be taken on the trip? If marked "Yes", only answer questions for choice Yes. If marked "No", only answer questions for choice No.

YES 1- Please state the location where meals will be eaten during trip:   
*\* For example: On the second floor, near the jelly fish display.*

2- What meal will students take on the field trip?  BRK  LUN

NO 1- Will students eat upon returning to school?  YES  NO

1a.- If "Yes", will students eat at the approved meal time?  YES  NO

1b.- If "No", please state beginning and end time that students will eat meals upon arrival:  -

*\* Note: Students CANNOT eat meals past 2:00 pm.\**

---

Date of Field Trip:  Field Trip Location:

Field Trip Address:  Number of students attending:

Will school meals be taken on the trip? If marked "Yes", only answer questions for choice Yes. If marked "No", only answer questions for choice No.

YES 1- Please state the location where meals will be eaten during trip:   
*\* For example: On the second floor, near the jelly fish display.*

2- What meals will students take on the field trip?  BRK  LUN

NO 1- Will students eat upon returning to school?  YES  NO

1a.- If "Yes", will students eat at the approved meal time?  YES  NO

1b.- If "No", please state beginning and end time that students will eat meals upon arrival:  -

*\* Note: Students CANNOT eat meals past 2:00 pm.\**

---

Date of Field Trip:  Field Trip Location:

Field Trip Address:  Number of students attending:

Will school meals be taken on the trip? If marked "Yes", only answer questions for choice Yes. If marked "No", only answer questions for choice No.

YES 1- Please state the location where meals will be eaten during trip:   
*\* For example: On the second floor, near the jelly fish display.*

2- What meals will students take on the field trip?  BRK  LUN

NO 1- Will students eat upon returning to school?  YES  NO

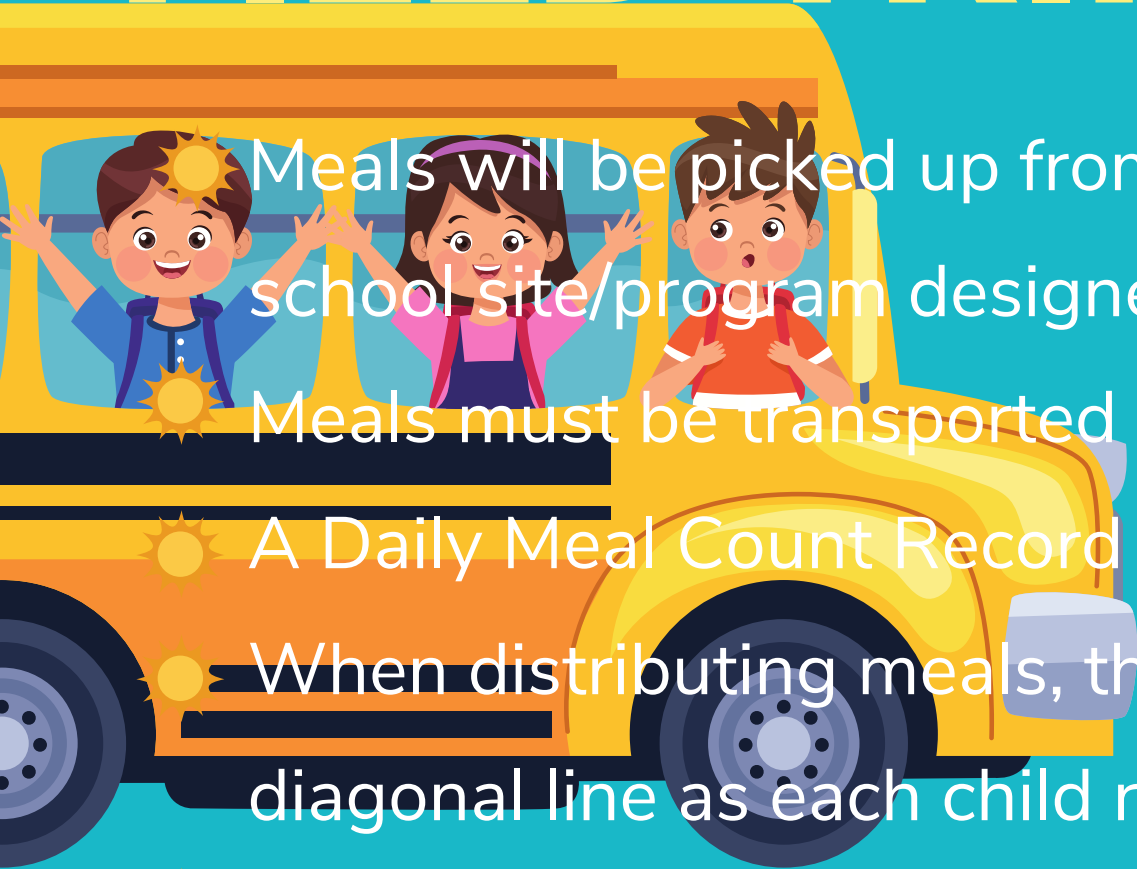
1a.- If "Yes", will students eat at the approved meal time?  YES  NO

1b.- If "No", please state beginning and end time that students will eat upon arrival:  -

*\* Note: Students CANNOT eat meals past 2:00 pm.\**

Completed By:  Date:     
MM DD YYYY

# FIELD TRIP MEAL PROCEDURES



Meals will be picked up from the cafeteria at a time mutually agreed upon by food service personnel and school site/program designee.

Meals must be transported in coolers to maintain proper temperature of all meal components.

A Daily Meal Count Record form must accompany the meals.


When distributing meals, the school site/program designee must mark the Daily Meal Count Record with a diagonal line as each child receives a meal.

- School site/program designee must print & sign their name on the Daily Meal Count Record and return it to food service personnel upon arrival to the school.
- Food service personnel will input the total meal count into the POS system if the Daily Meal Count Record is returned before end of day procedures are complete.
- If the field trip returns after end of day procedures are complete, food service personnel will complete a CRCR the next day.
- The Daily Meal Count Record must be kept on file with day end paperwork.

# WALK-INS

- ☀️ Walk-ins are children 18 years or younger not enrolled in your program but request a breakfast and/or lunch meal.
- ☀️ Walk-ins are welcome throughout the summer at any open site.
- ☀️ Must follow the school site's administrative security requirements/ check-in procedures at each visit prior to being provided a meal.
- ☀️ The Sign-In Sheet for Walk-In Participation must be used to document children not enrolled at the site and must be kept on file. Meals must be rung up on the register unless you are receiving Production Center Meals.

Clear Form Import Data Submit Form



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF FOOD AND NUTRITION  
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN  
**SIGN-IN SHEET FOR WALK-IN PARTICIPATION**

SCHOOL: \_\_\_\_\_ WEEK OF: \_\_\_\_\_

NAME OF WALK-IN	MON.		TUE.		WED.		THU.		FRI.	
	B	L	B	L	B	L	B	L	B	L
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
21.										
22.										
TOTAL										

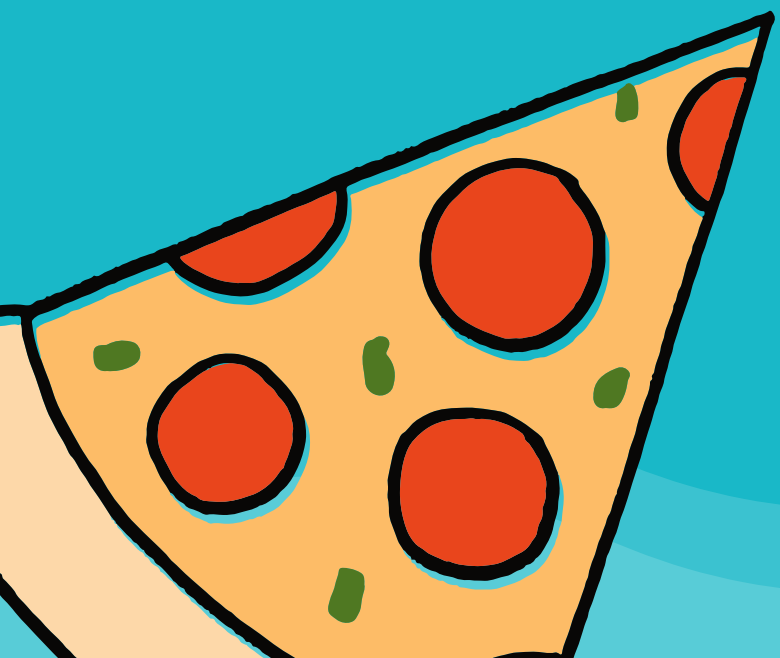
FM-6031 (03-00)

# MEAL SERVICE PROCEDURE

- ☀️ At most sites, the ordering, distribution, and accountability of the meals will be done by food service staff in the school cafeteria (exceptions: low program enrollment/participation or if meal prep is not possible).
  - 🍍 All students/campers must go through the serving line and the cash register in the school cafeteria.
  - 🍍 Students may consume meals outside of the cafeteria but must remain on site.
- ☀️ Designated school and/or camp personnel must inform Food Service staff of next day's breakfast and lunch order at a mutually agreed upon time. Food Service staff is to make appropriate adjustment of meals to prepare for next day accordingly.
- ☀️ If site will receive Production Center meals or has a base/satellite relationship additional training will be provided to the food service employees or camp/school personnel prior to the start of the program on procedures to follow regarding meal service.



# SUMMER MENU



All sites with Food Service staff **MUST** prepare **hot breakfast and lunch** to offer to summer school/camp students.

---

If Food Service staff is not available then **cold breakfast and lunch** will be prepared by a production center and delivered for summer school/camp students.

# On-Site “hot” Breakfast & Lunch Cycle 1 Menus

**Week 1 (6/10, 6/24, 7/08, 7/22) All items must be offered as listed on the menu day:**

<b>BREAKFAST ENTRÉE (MONDAY – FRIDAY):</b> Offer a minimum of 3 of the following choices daily: <b>Scrambled Eggs, Turkey Bacon, Sausage Links, Chicken Patty, Pancake, Waffle, Toast, Elfin Loaf, Cereal, Oatmeal, Grits</b>	<b>FRUIT/VEGETABLE</b> <b>100% Fruit Juice &amp; Assorted Fresh Fruit</b>	<b>DAIRY</b> <b>1% white &amp; fat free chocolate milk</b>
<b>LUNCH ENTRÉE</b> <b>MEAT/MEAT ALTERNATE &amp; GRAINS</b>	<b>FRUIT/VEGETABLE</b>	<b>DAIRY</b>
<ul style="list-style-type: none"> <li>• <b>MONDAY-Hamburger (2 oz. M/MA) on Whole Grain Bun (2 oz. Grain) *ketchup &amp; mustard packet</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Seasoned Curly Fries (1/2 cup= 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>TUESDAY- Hot Turkey (1 oz. M/MA)/ Cheese (1 oz. M/MA)/ Bacon on Whole Grain Croissant (2 oz. Grain) w/ Baked Potato Chips (1 oz. Grain) *mayo &amp; mustard packet</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Baby Carrots (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>WEDNESDAY- Asian Chicken (2 oz. M/MA) &amp; Brown Rice (2 oz. Grain) *Chik’n Dippin Sauce</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Black Beans (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>THURSDAY- Hot Grilled Cheese (2 oz. M/MA) sandwich on Whole Grain Bread (2 slices = 2 oz. Grain)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Celery Sticks &amp; Ranch Dressing (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>FRIDAY- WG Cheese Pizza (2 oz. M/MA &amp; 2 oz. Grain) &amp; Animal Shaped Crackers (1 oz. Grain)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Broccoli (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

<small>mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410</small>	<small>fax: (833) 256-1665 or (202) 690-7442; or</small>	<small>email: program.intake@usda.gov</small>
---	--	---

This institution is an equal opportunity provider.

# On-Site “hot” Breakfast & Lunch Cycle 2 Menus

**Week 2—(6/17, 7/1, 7/15, 7/29) All items must be offered as listed on the menu day:**

<b>BREAKFAST ENTRÉE (MONDAY – FRIDAY):</b> Offer a minimum of 3 of the following choices daily: <b>Scrambled Eggs, Turkey Bacon, Sausage Links, Chicken Patty, Pancake, Waffle, Toast, Elfin Loaf, Cereal, Oatmeal, Grits</b>	<b>FRUIT/VEGETABLE</b> <b>100% Fruit Juice &amp; Assorted Fresh Fruit</b>	<b>DAIRY</b> <b>1% white &amp; fat free chocolate milk</b>
<b>LUNCH ENTRÉE</b> <b>MEAT/MEAT ALTERNATE &amp; GRAINS</b>	<b>FRUIT/VEGETABLE</b>	<b>DAIRY</b>
<ul style="list-style-type: none"> <li>• <b>MONDAY- Chicken Tenders (2 oz.= 2M/MA &amp; 2 oz. G) *Chik’nDippin Sauce</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sweet Potato Wedges (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>TUESDAY- Pizza Sticks (2 oz. M/MA &amp; 2 oz. G) w/ Marinara Sauce Cup (1/2 cup = 1V)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Celery Sticks &amp; Ranch Dressing (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>WEDNESDAY- Turkey Trio (2 oz. M/MA) sandwich on Whole Grain Hoagie Bun (2 oz. G) &amp; Baked Tortilla Chips (1 oz. G) &amp; Tomato Salsa Cup (1/2 cup = 1 V)*mayo &amp; mustard packet</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>3- Bean Chili (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>THURSDAY- Breaded Chicken Sandwich on WG Bun (2 oz. M/MA &amp; 2 oz. G)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Seasoned Curly Fries (1/2 cup= 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>FRIDAY- WG Cheese Pizza (2 oz. M/MA &amp; 2 oz. G) &amp; Animal Shaped Crackers (1 oz. G)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Broccoli (1/2 cup = 1 V)</b></li> <li>• <b>Assorted Fruit (1/2 cup = 1 F)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1% white &amp; fat free chocolate milk (8 oz. = 1 D)</b></li> </ul>

**Non-Discrimination Clause**  
 In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410	fax: (833) 256-1665 or (202) 690-7442; or	email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>
--	--	--

# OFFER VS. SERVE

## Reimbursable Breakfast

- ☀️ Students must be offered food items from the following components:  
Bread/Grain & Meat/Meat Alternate, Fruit, Milk
- ☀️ Students MUST select at least 3 food items.  
At least one item must be a fruit or a juice.

## Reimbursable Lunch

- ☀️ Students must be offered all 5 components:  
Bread/Grain, Meat/Meat Alternate, Fruit, Vegetable, Milk
- ☀️ Students MUST select at least 3 meal components.  
At least one of these MUST be a fruit/juice or a vegetable.

**You MUST ADHERE to vegetable sub-groups  
& offer milk in two fat contents**

# US FOODS DELIVERY SCHEDULE

Summer School (6/24-7/26) & Summer Camp (6/10-8/02)

Z01 & Z02 - delivery week of June 3rd

Z03 & Z04 - delivery week of June 17th (if needed)

Z05 & Z06 - delivery week of July 1st (if needed)

Z07 & Z08 - delivery week of July 15th (if needed)

Send Weekly Revisions to Food & Menu Management  
(Allyson, Connie, Camille, Donna & Angela)





# FROZEN TREATS ORDERS & DELIVERIES



Summer schools/camps that **begin week of June 10th:**

Initial carton milk delivery (minimum of 300 - 1 % white & 300 - chocolate milk) delivered by Thursday, June 6th. **Contact driver on Monday, June 10th for quantity and date of next milk delivery.**

Summer schools/camps that **begin week of June 24th:**

Initial carton milk delivery (minimum of 300 - 1 % white & 300 - chocolate milk) delivered by Friday, June 21st. **Contact driver on Monday, June 24th for quantity and date of next milk delivery.**

**Contact Food and Menu if your program starts on a different date**

# MAC EDWARDS PRODUCE ORDERS & DELIVERIES

Summer schools/camps that **begin week of June 10th:**

Initial produce order delivered by Thursday, June 6th.

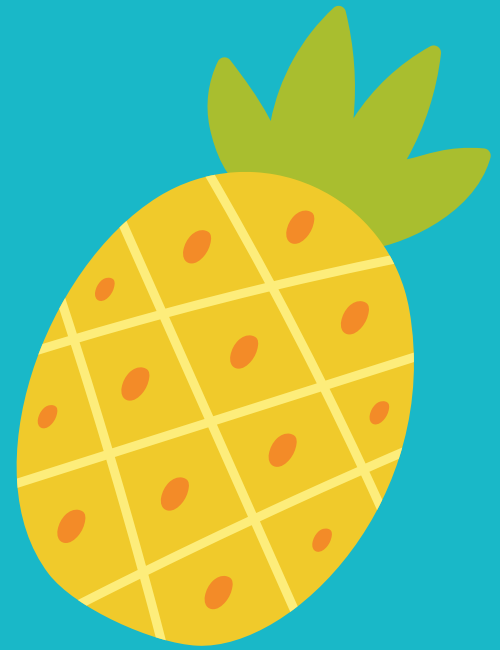
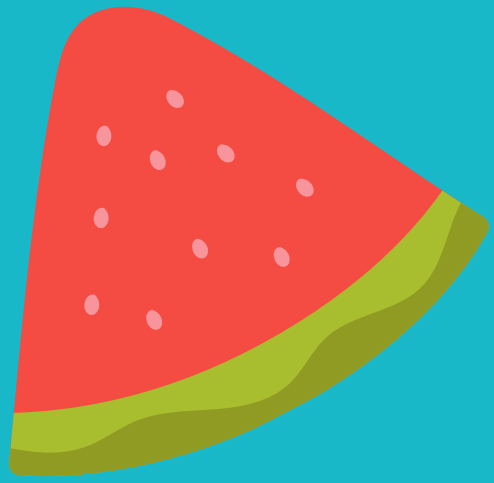
Managers **MUST** begin placing produce orders week of June 10th for following week.

Summer schools/camps that **begin week of June 24th:**

Initial produce order delivered by Friday, June 21st.

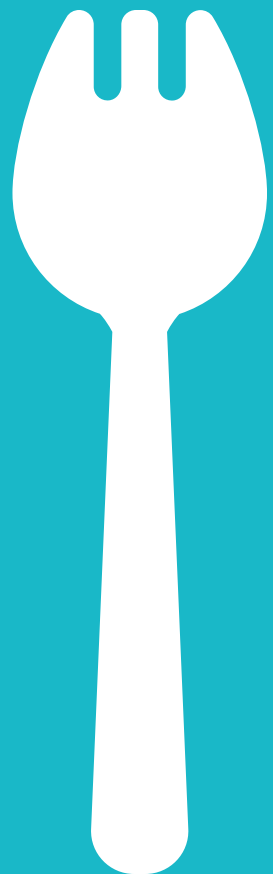
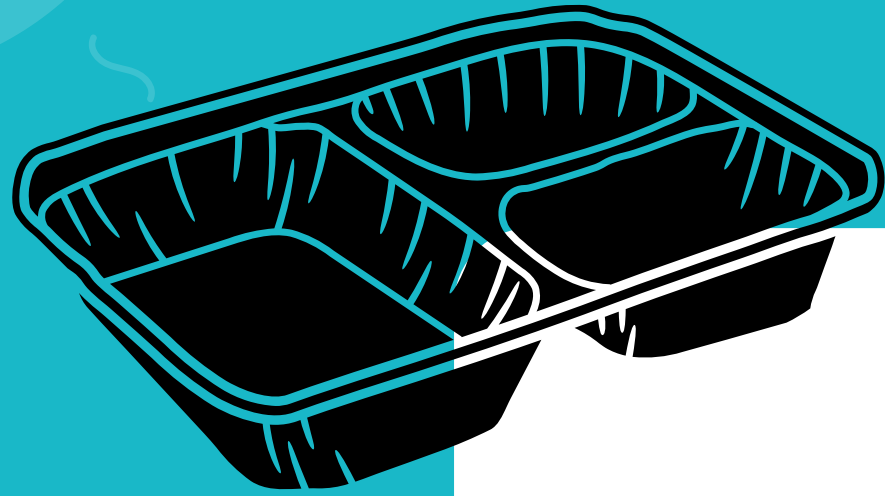
Managers **MUST** begin placing produce orders week of June 24th for following week.

Contact Food and Menu if your program starts on a different date



# S&D / PAPER GOODS

## ORDERS & DELIVERIES



ALL Sites:

Z01 - Z04: Delivery week of June 3rd

These orders must be placed by Monday, May 20th

Z04 - Z08: Dates forthcoming





# INVENTORY DEADLINES

## June Inventory:

- ☀️ Do not submit inventory on June 7th
- ☀️ Enter physical counts by June 28th
- ☀️ Finalize & approve by July 1st

## July Inventory:

- ☀️ Enter physical counts by July 26th
- ☀️ Finalize & approve by July 29th

If site closes earlier enter inventory counts before you leave

# HACCP

HACCP procedures must be followed:

- ☀️ Continue to complete all required HACCP logs
  - Daily Cold/Dry Storage/Hot Water Temperature Record
  - Meal Service Temperature Record
  - HACCP Food Safety Checklist
- ☀️ Quality Control
  - Hot food above 135°F; Cold food below 41°F
  - No expired items
  - Food items must be of good quality and appearance
- ☀️ Personal Hygiene
  - Hand washing & Gloves
  - Hair restraints
  - Dressed in clean and appropriate uniforms
- ☀️ Department of Health – Critical Areas
  - Hot water, pest control, refrigerator/freezer temperatures



# MEAL ACCOUNTABILITY BREAKFAST

**Students Must Go thru Serving Line**

**You must ring up meals using the cash register**

**Do WAN connection before opening FASTrak (even if you did it yesterday).**

**In the morning:**

1. Open FASTrak
2. Go to Meal Session, select Breakfast and press ok
3. Turn on register and put in cashier password
4. As each student approaches cashier press 4 and press PIN# (screen will display Any Free Eligibility 11)
5. Itemize the meal (enter all items on the student/camper tray) and confirm each tray contains all required items for a reimbursable meal
6. Press Subtotal
7. Press Total
8. Press Next
9. Repeat steps 4-8 for each student/camper going thru line for breakfast

# MEAL ACCOUNTABILITY LUNCH

**Students Must Go thru Serving Line**

**You must ring up meals using the cash register**

## **At Lunch time:**

1. Go to Meal Session, select Lunch and press ok
2. Turn on register and put in cashier password
3. As each student approaches cashier press 4 and press PIN# (screen will display Any Free Eligibility 11)
4. Itemize the meal (enter all items on the student/camper tray) and confirm each tray contains all required components for a reimbursable meal.
5. Press Subtotal
6. Press Total
7. Press Next
8. Repeat steps 4-7 for each student/camper going thru line for lunch

# EMPLOYEE & ADULT MEALS

☀️ Must be accounted for by entering the meal under their account

☀️ If an adult needs to open an account please contact Milagros Alvarez-Ferrer at  
[malvarezf@dadeschools.net](mailto:malvarezf@dadeschools.net)

**DO NOT USE 4 PIN# FOR ADULTS/EMPLOYEES**


# ALTERNATE MEAL ACCOUNTABILITY


Use Daily Meal Count Record Sheets to account for the following:

- ☀ Meals served in the classroom to Early Head Start/United Way students
- ☀ Site does not have cash register or food service staff
- ☀ Field Trips
- ☀ Equipment/power failure

# DAILY MEAL COUNT RECORD SHEET

 A separate sheet is needed for breakfast and lunch.

 When distributing meals, mark the Daily Meal Count Record with a diagonal line as each child receives a meal.

 Print and sign their name on the Daily Meal Count Record and return it to food service personnel.

Miami-Dade County Public Schools Department of Food and Nutrition Seamless Summer Option Daily Meal Count Record													
Sponsor Number # 13				Sponsor Name Miami-Dade County Public Schools									
Site Number				Site Name									
Date				Day of Week (circle one) M T W TH F					Meal Type (circle one) Use a separate copy for EACH meal service. Breakfast Lunch				
# Meals Received/Prepared				+	#Meals Leftover from Previous Day					=	Total Meals Available		
Meals Served to Children (mark number with a diagonal line 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	151	152	153	154
155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232	233	234	235	236	237	238
239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266
267	268	269	270	271	272	273	274	275	276	277	278	279	280
Total Meals Served to Children (Must = diagonal lines above)													
Disallowed Meals (damaged, incomplete, other non-reimbursable meal)													
Total leftover meals (Total Meals Available – Total Meals Served to Students – Disallowed Meals)													
Reason for low participation today (if applicable): _____													
Site Supervisor Printed Name _____													
By signing below, I certify that the above information is accurate and complete.													
Site Supervisor Signature _____												Date _____	

# INPUT OF DAILY MEAL COUNT RECORD SHEETS IN THE GRAPHIC POS

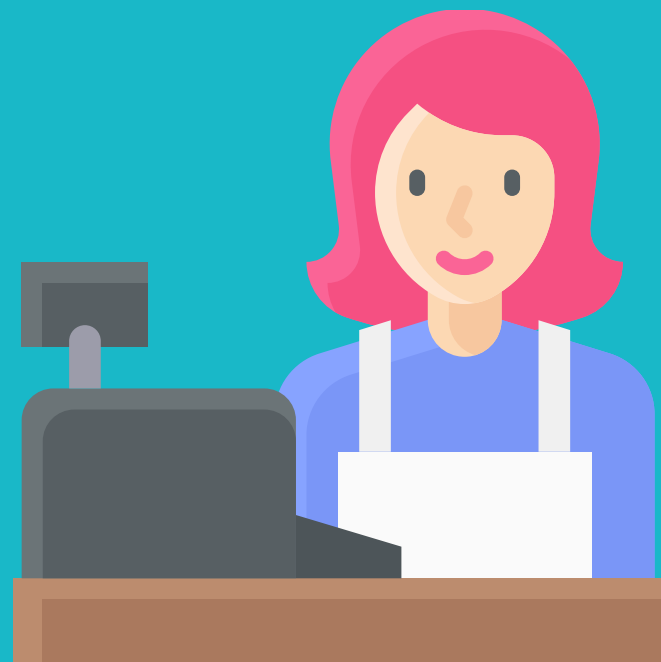
1. Open FASTrak
2. Go to Meal Session, select Breakfast and press ok
3. Open Graphic POS
4. Press 4 and press PIN# (screen will display Any Free Eligibility 11)
5. Enter the total amount of Breakfast distributed
6. Press Breakfast Key (top left)
7. Press Bulk
8. Press Subtotal
9. Press Total
10. Press Next
11. Close the Graphic POS
12. Go to Meal Session, select Lunch and press ok
13. Open Graphic POS
14. Press 4 and press PIN# (screen will display Any Free Eligibility 11)
15. Enter the total amount of Lunch meals distributed
16. Press Lunch Key (2nd key on first column)
17. Press Bulk
18. Press Subtotal
19. Press Total
20. Press Next
21. Close the Graphic POS

**Do Day End as soon as you finish inputting all meals served for the day**



# NON-RESIDENT MEALS

- ☀️ The Help Desk will contact sites that have non-residents to ensure proper procedures are followed prior to start of program.



# POS INPUT OF LABOR HOURS

☀️ You must input the amount of labor hours worked by employees daily!



# PRODUCTION RECORDS

- ☀️ MUST be completed daily for breakfast and lunch
- ☀️ MUST be accurate
- ☀️ MUST reflect compliance to Federal Guidelines
  - 🍍 offering vegetables according to sub-groups\*
  - 🍍 offering milk in two fat contents

**Records will be reviewed daily! Non-compliance to the above will result in termination of summer employment.**

- ☀️ Sites receiving Production Center Meals do not complete records

Base/satellites & sites receiving Production Center Meals will receive further information

# RECORD KEEPING

The following documentation must be completed and kept on file

- ☀️ Invoices for deliveries (US Foods, Frozen Treats, Mac Edwards, S&D)
- ☀️ Attendance Roster and/or Sign-In Sheet for Walk-In Participation
  - 🍍 **Meals served should not exceed number of students in attendance**
- ☀️ Production Schedules for self-prep kitchens
- ☀️ HACCP Weekly Checklist
- ☀️ Meal Service Temperature Records
- ☀️ Daily Cold/Dry Storage/Hot Water Temperature Records
- ☀️ Off-Site Payroll Rosters from Intersession Payroll, if applicable
- ☀️ Daily Meal Count Records, if not using POS
- ☀️ Inventory Physical Count sheet



# SUMMER MEALS PROGRAM TRAINING REQUIREMENTS

As per the Florida Department of Agriculture and Consumer Services' requirement:

A minimum of two staff members at each Summer Site **MUST** be trained in the operation of the Summer Meals program

**AND**

At least one of the trained staff must be present throughout the entire breakfast and lunch meal period to supervise service and accountability

Training dates for alternates forthcoming





## DEPARTMENT OF FOOD & NUTRITION 2024 SUMMER TRAINING SIGN-IN

### CAFETERIA PERSONNEL

First & Last Name:

E-mail Address:

MDCPS Employee ID #:  Cell Phone #:

Summer School Location Name:

Summer School Work Location #:

**Remember to turn in your Civil Rights training roster!**

### CERTIFICATION OF TRAINING STATEMENT

The Cafeteria Manager and Alternate must be present for both breakfast and lunch meal services. The **Sign-in sheet and Civil Rights training sheet must be submitted at the end of the training, otherwise, training will not be valid.** By signing below, you certify that you have completed the training for this year's 2024 summer food service program. You fully understand the guidelines & procedures required and agree to comply to the best of your ability.

Signature of Training Acknowledgement:

Today's Date:

For Department of Food & Nutrition Only:

Name of Today's Trainer:  Site Supervisor:  Alternate:

Master List:  FANS:

\*\*Initial and date in the empty spaces when information input has been complete\*\*

# 2024 SUMMER TRAINING SIGN-IN\*



# CIVIL RIGHTS TRAINING

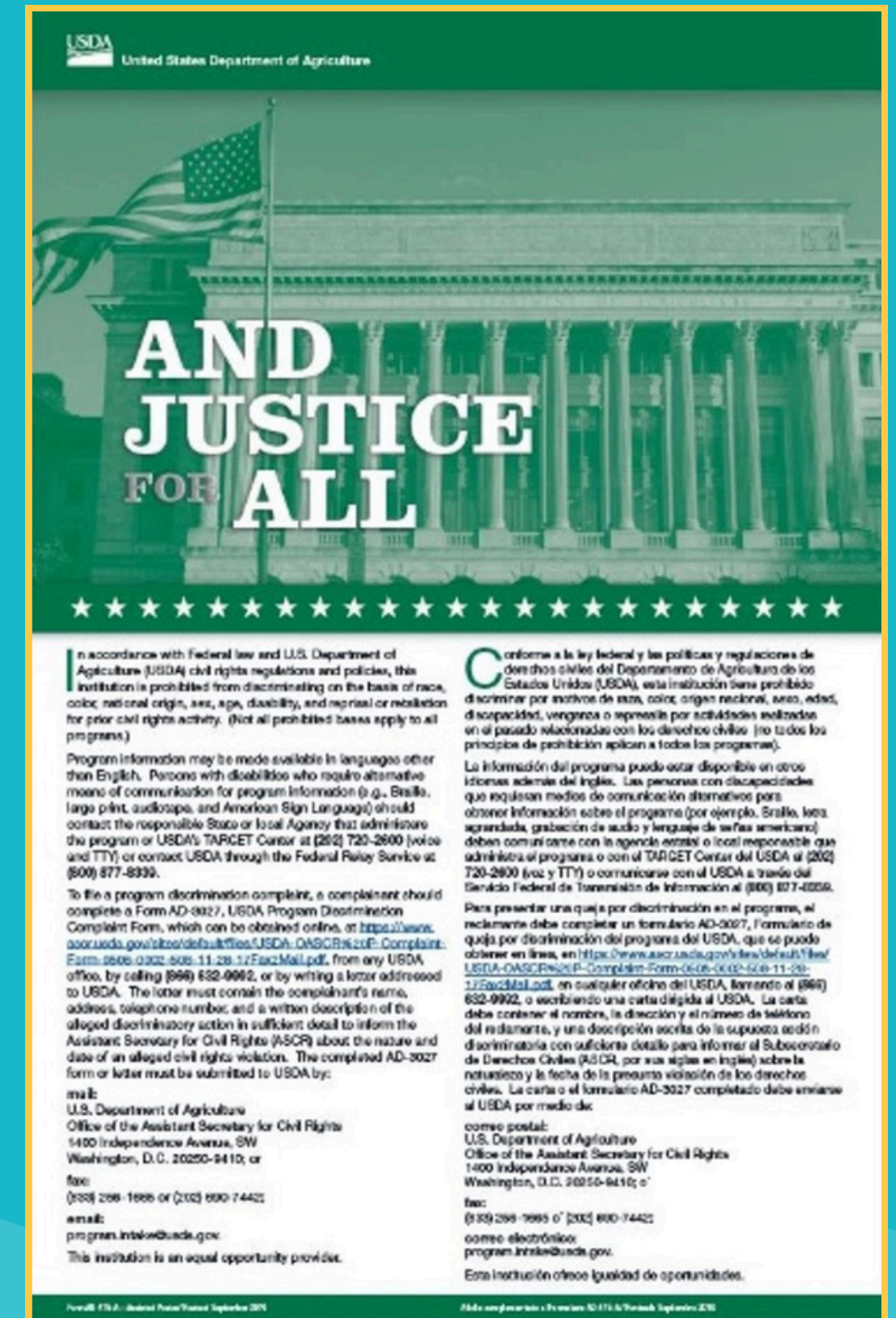
All employees must be trained on Civil Rights Compliance

- ☀️ Training was conducted at Opening of School for all employees
  - 🍍 Submit roster with Summer Training Sign-In sheet
  - 🍍 Must have your signature
- ☀️ Managers must submit PT names & rosters to their Supervisor
- ☀️ Civil Rights training is available on F&N website to view and submit roster, if not already completed



# CIVIL RIGHTS COMPLIANCE

The “...And Justice for All” poster must be displayed prominently where children are served (cafeteria/classrooms/field trips).







Thank you!



DO YOU HAVE ANY QUESTIONS?

