

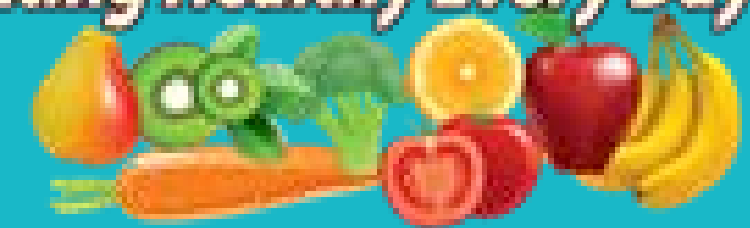
SUMMER BREAKSPOT

DEPARTMENT OF FOOD & NUTRITION

SUMMER 2024 TRAINING FOR
NON-FOOD SERVICE STAFF
RECEIVING PRODUCTION CENTER MEALS



Eating Healthy Every Day!



DATES OF SERVICE



As specified on Summer Surveys



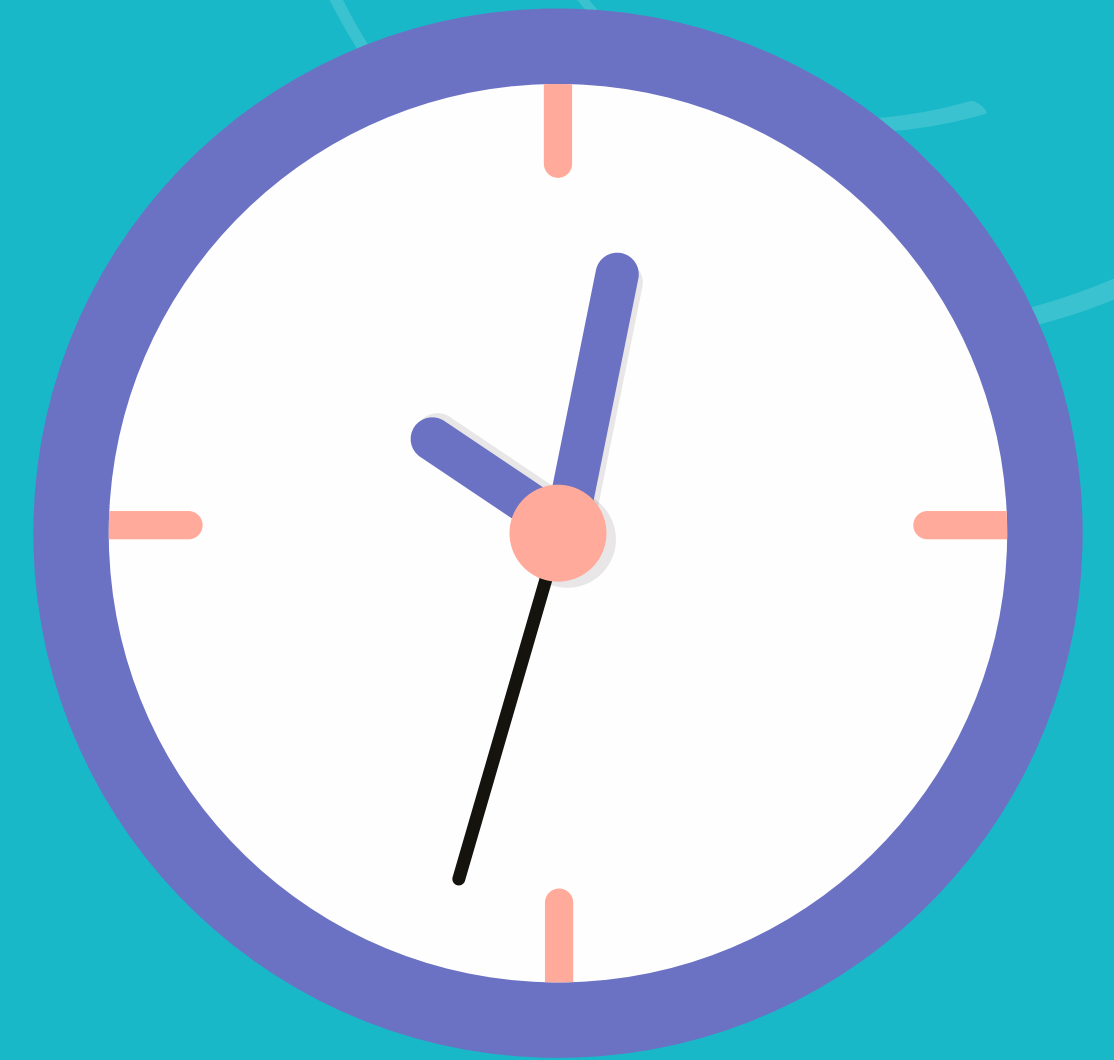
Non-operating dates:
6/19/24 & 7/04/24



MEAL SERVICE TIMES



- Breakfast and lunch times provided on Summer Surveys must be adhered to.
- If a revision is needed, you must notify Patty Prida: pprida@dadeschools.net at least 3 days in advance, Changes to meal times cannot be made until approved.
- Review approved times.





MEAL SERVICE PROCEDURES

- ☀ All student/camper meals must be maintained at proper meal temperatures until the time of meal service.
- ☀ All student/camper meals must be served and accounted for in an organized manner and follow meal accountability procedures.
- ☀ Students/campers may consume meals outside of the cafeteria but must remain on site.
- ☀ Designated school/camp personnel must inform Food & Nutrition contact of next day's breakfast and lunch order prior to 1:00 pm. School/camp staff is to make appropriate adjustment of meals ordered for next day.

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 name on the Daily Meal Count Record and submit by 1:00 pm to Food & Nutrition Contact.

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 _____		


FIELD TRIPS

☀️ Field trips must be reported to Alfredo Gonzalez at: 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
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.*

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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

- ☀️ Food & Nutrition (Alfredo Gonzalez) must be notified at least 5 days prior to the field trip with a count of how many meals are needed to allow for food planning and State approval.
- ☀️ Remind your Food & Nutrition contact of upcoming field trip two days before, so that field trip meals can be delivered the day before.
- ☀️ Meals must be transported in coolers to maintain proper temperature of all meal components.



FIELD TRIP MEAL PROCEDURES


- ☀️ 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.
- ☀️ The “...And Justice for All” poster must be visibly displayed where meals are served.
- ☀️ 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 recorded on the Daily Meal Count Record Sheet.

Clear Form Import Data Submit Form



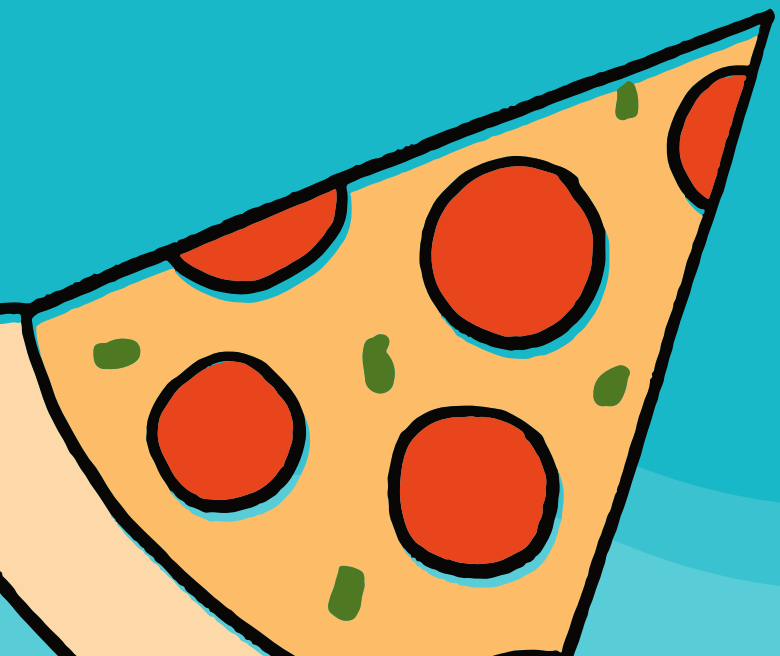
MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF FOOD AND NUTRITION
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
SIGN-IN SHEET FOR WALK-IN PARTICIPATION

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)

SUMMER MENU



A cold breakfast and lunch will be prepared by a production center and delivered for summer school/camp students.



MIAMI-DADE COUNTY SUMMER FOOD SERVICE PROGRAM

2024 – Cycle 1



Breakfast

Weeks of: 6/10/24, 6/24/23, 7/8/24 & 7/22/24

Monday	Tuesday	Wednesday	Thursday	Friday
Honey Grahams Breakfast Kit Craisins	Cinnamon Toast Crunch Breakfast Kit Craisins	Frosted Flakes Breakfast Kit Craisins	Apple Jacks Breakfast Kit Craisins	Cinnamon Toast Crunch Breakfast Kit Craisins
White Milk 1%	White Milk 1%	White Milk 1%	White Milk 1%	White Milk 1%

Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
Bumble Bee Tuna Kit (tuna salad can, crackers peach cup, chocolate chip cookie) Strawberry Yogurt	Turkey, Cheese & Bacon on Bun	Salami, Ham, Bologna & Cheese on Hoagie Roll	Chicken Wrap on Flour Tortilla	PBJ Kit (Uncrustable, cheese stick, Cheez –Its, applesauce & vegetable Juice)
Baby Carrots Citrus Berry Juice	Potato Salad Mini Dill Pickles	Spinach Salad Triple Berry Juice	Salsa Cup Hummus Cup	Spinach Salad
Applesauce	Fresh Fruit (Pear) Apple Juice	Applesauce Fresh Fruit (Orange)	Apple Slices Fruit Blend Juice	Fresh Fruit (Orange)
Ranch Dressing	Mustard/Mayonnaise Packets	Mustard/Mayonnaise Packets Ranch Dressing	Chik'n Dippin Sauce	Ranch Dressing
Chocolate Milk Non-Fat	White Milk 1%	Chocolate Milk Non-Fat	White Milk 1%	Chocolate Milk Non-Fat
	Doritos	Baked Lays	Tostitos	Rainbow Cookie

Non-Discrimination Statement

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; or

Fax:
(833) 256-1665 or (202) 690-7442; or

Email:
Program.Intake@usda.gov



MIAMI-DADE COUNTY SUMMER FOOD SERVICE PROGRAM

2024 - Cycle 2



Breakfast

Weeks of 6/17/24, 7/1/24, 7/15/24 & 7/29/24

Monday	Tuesday	Wednesday	Thursday	Friday
Honey Grahams Breakfast Kit Craisins	Honey Cheerios Breakfast Kit Craisins	Frosted Flakes Breakfast Kit Craisins	Apple Jacks Breakfast Kit Craisins	Cinnamon Toast Crunch Breakfast Breaks Craisins

Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
Bumble Bee Tuna Kit (Tuna salad can, crackers peach cup, chocolate chip cookie) Strawberry Yogurt	Canadian Turkey Ham Sliders	Tex-Mex Shredded Cheddar Cheese & Parmesan Chicken	Italian Turkey/Cheese Flatbread	Hoagie Kit (Hoagie, Applesauce & Vegetable Juice)
Baby Carrots Citrus Berry Juice	Mini Dill Pickles Spinach Salad	Salsa Cup Hummus Cup	Potato Salad Spinach Salad	Baby Carrots
Applesauce	Fruit Blend juice Fresh Fruit (Apple)	Apple Juice Fresh Fruit (Orange)	Apple Slices Fruit Blend Juice	Fresh Fruit (Pear)
Ranch Dressing	Mustard/Mayonnaise Packets Ranch Dressing	Sour Cream/Taco Sauce Packets	Mustard/Mayonnaise Packets Ranch Dressing	Ranch Dressing
Chocolate Milk Non-Fat	White Milk 1%	White Milk 1%	Chocolate Milk Non-Fat	White Milk 1%
	Doritos	Tostitos	Baked Lays	SunChips

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Email:
Program.Intake@usda.gov



STUDENTS MUST BE SERVED THE ENTIRE BAGGED MEAL FOR BREAKFAST AND LUNCH.
ALL MEAL COMPONENTS MUST BE PROVIDED.
THERE IS NO OFFER VS SERVE.

Reimbursable Breakfast

2 Bread/Grain, Fruit & Milk

Reimbursable Lunch

Bread/Grain, Meat/Meat
Alternate, Fruit,
Vegetable & Milk



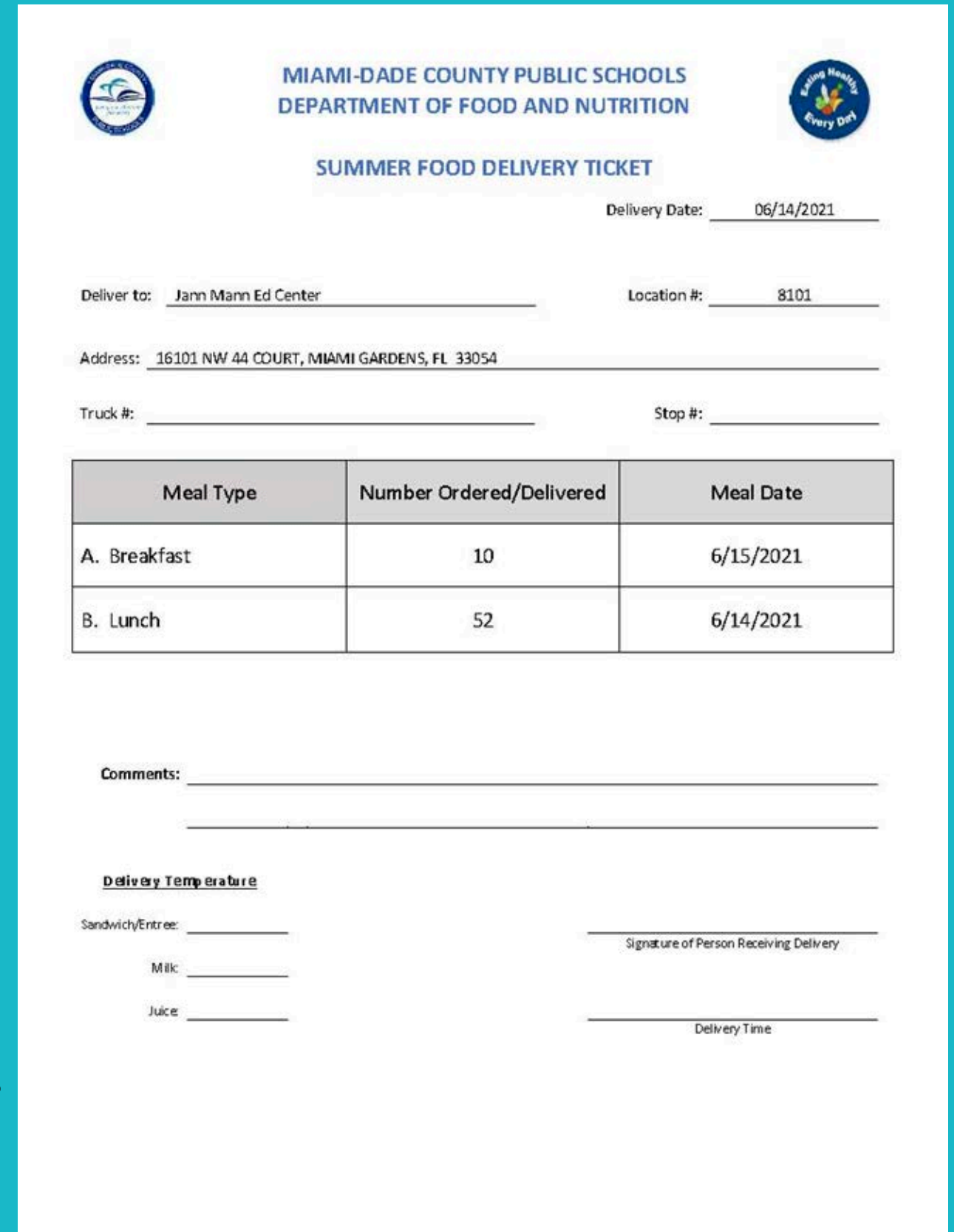
ORDERING MEALS

- ☀ Breakfast will be delivered the prior day. On 6/6/24, sites will receive breakfast for service of 6/10/24. After that, delivery will be just one day before.
- ☀ Order for 6/10 breakfast must be placed on Monday 6/3/24 and for 6/11 on Thursday 6/6, after that two days before.
- ☀ Lunch will always be delivered on the same day of service. Lunch for 6/10 must be ordered on 6/5. After that, place order the day before service.
- ☀ Every day by 1:00 pm you must call your Food & Nutrition contact to place your order for breakfast and lunch.
- ☀ If additional meals are needed after order has been placed, advise your contact immediately to adjust meals. Delivery &/or pickup will be arranged.

DELIVERY TICKET

- ☀️ Delivery ticket must be signed and dated at time of delivery.
- ☀️ Temperatures must be documented on delivery ticket at time of delivery.
- ☀️ Write a comment if there is a discrepancy in delivery amount ie: shortage/overage/damaged

Thermometers will be provided, if needed.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF FOOD AND NUTRITION

SUMMER FOOD DELIVERY TICKET

Delivery Date: 06/14/2021

Deliver to: Jann Mann Ed Center Location #: 8101

Address: 16101 NW 44 COURT, MIAMI GARDENS, FL 33054

Truck #: _____ Stop #: _____

Meal Type	Number Ordered/Delivered	Meal Date
A. Breakfast	10	6/15/2021
B. Lunch	52	6/14/2021

Comments: _____

Delivery Temperature

Sandwich/Entree: _____ Signature of Person Receiving Delivery _____

Milk: _____

Juice: _____ Delivery Time _____

CONTACTS



TO ORDER MEALS AND SCAN/EMAIL DAILY MEAL COUNT RECORD SHEET :

CARIDAD PANDO: 786-275-0415 OR C8PANDO@DADESCHOOLS.NET

JENNY PIERRE-LOUIS: 786-275-0417 OR JPIERRELOUIS@DADESCHOOLS.NET

SHEILA MINCEY: 786-275-0450 OR SMINCEY@DADESCHOOLS.NET



CARIDAD PANDO

786-275-0415 OR C8PANDO@DADESCHOOLS.NET

- ☀️ New World School of the Arts - 6/10-6/14
- ☀️ North Dade Middle - 6/10-7/26
- ☀️ Eugenia B Thomas K-8 - 6/10-7/26
- ☀️ Norwood ES - 6/17-7/26
- ☀️ Mast @ Key Biscayne - 6/10-8/2
- ☀️ North Twin Lakes ES - 6/10-8/2
- ☀️ S3C @ Parkway Educational
- ☀️ South Dade Middle - 6/10-6/21
- ☀️ Fairlawn ES - 6/20-7/26
- ☀️ Robert Renick Educational Center - 6/24-7/26
- ☀️ Paul Bell - 6/10-6/21
- ☀️ Redland MS - 6/10-7/26
- ☀️ S3C @ Lindsey Hopkins

JENNY PIERRE-LOUIS

786-275-0417 OR JPIERRELOUIS@DADESCHOOLS.NET

 Myrtle Grove K-8 - 6/10-8/2

 Miami Gardens ES - 6/10-8/2

 Orchard Villa - 6/10-7/31

 Miami Beach Nautilus - 6/17-8/2

 West Miami MS - 6/10-7/26

 Campbell Drive K-8 Center -
6/10-6/21

 Paul Dunbar K-8

 Jan Mann Educational Ctr - 6/10-8/2

 Blue Lakes ES - 6/10-8/2

 Henry Reeves K-8 Center - 6/10-6/21

 Citrus Grove K-8 - 7/15-7/26

 Hubert O Sibley K-8 Academy - 6/10-6/21

 Miami Lakes Middle - 6/10-6/14

 S3C @ Robert Morgan Sr

SHEILA MINCEY

786-275-0450 OR SMINCEY@DADESCHOOLS.NET

 Holmes ES - 6/10-7/31

 Fulford ES - 6/10-7/12

 North County K-8 - 6/17-7/26

 Horace Mann MS - 6/10-7/26

 Francis R. Tucker ES - 6/10-8/2

 Henry S. West Lab - 6/10-8/2

 Shadowlawn - 6/10-7/10

 Coral Gables Sr - 6/10-8/2

 Dr. Charles Drew K-8 - 6/10-6/21

 Highland Oaks ES - 6/10-6/14

 Gateway Environmental K-8 - 6/10-6/21

 Ruth K Broad/Bay Harbor K-8 - 6/10-8/2

HACCP/FOOD SAFETY

[Click to Watch: Food Safety Video](#)



RECORD KEEPING

The following documentation must be completed, kept on file and readily accessible to provide upon request

- ☀ Delivery Tickets
- ☀ Attendance Log/Roster (schools and camps)
Sign-In Sheet for Walk-In Participation, if applicable
- 🍍 **Meals served cannot exceed number of students/campers in attendance & Walk-Ins**
- ☀ Daily Meal Count Records



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





DEPARTMENT OF FOOD & NUTRITION 2024 SUMMER TRAINING SIGN-IN

NON-CAFETERIA PERSONNEL

First & Last Name:

E-mail Address: Cell Phone #:

Name of program/camp:

School where your program/camp will be held:

****If your program/camp is held at several schools, fill out a sign-in sheet only for the location where you will be working at****

CERTIFICATION OF TRAINING STATEMENT

The Site Supervisor and Alternate must be present for both breakfast and lunch meal services. **Sign-In sheet must be submitted at the end of the training, otherwise, training will not be valid.** By signing below, you certify that you are the person who has filled out this form and 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. **Failure to follow Department of Food and Nutrition procedures and guidelines will result in the suspension of meal services.**

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

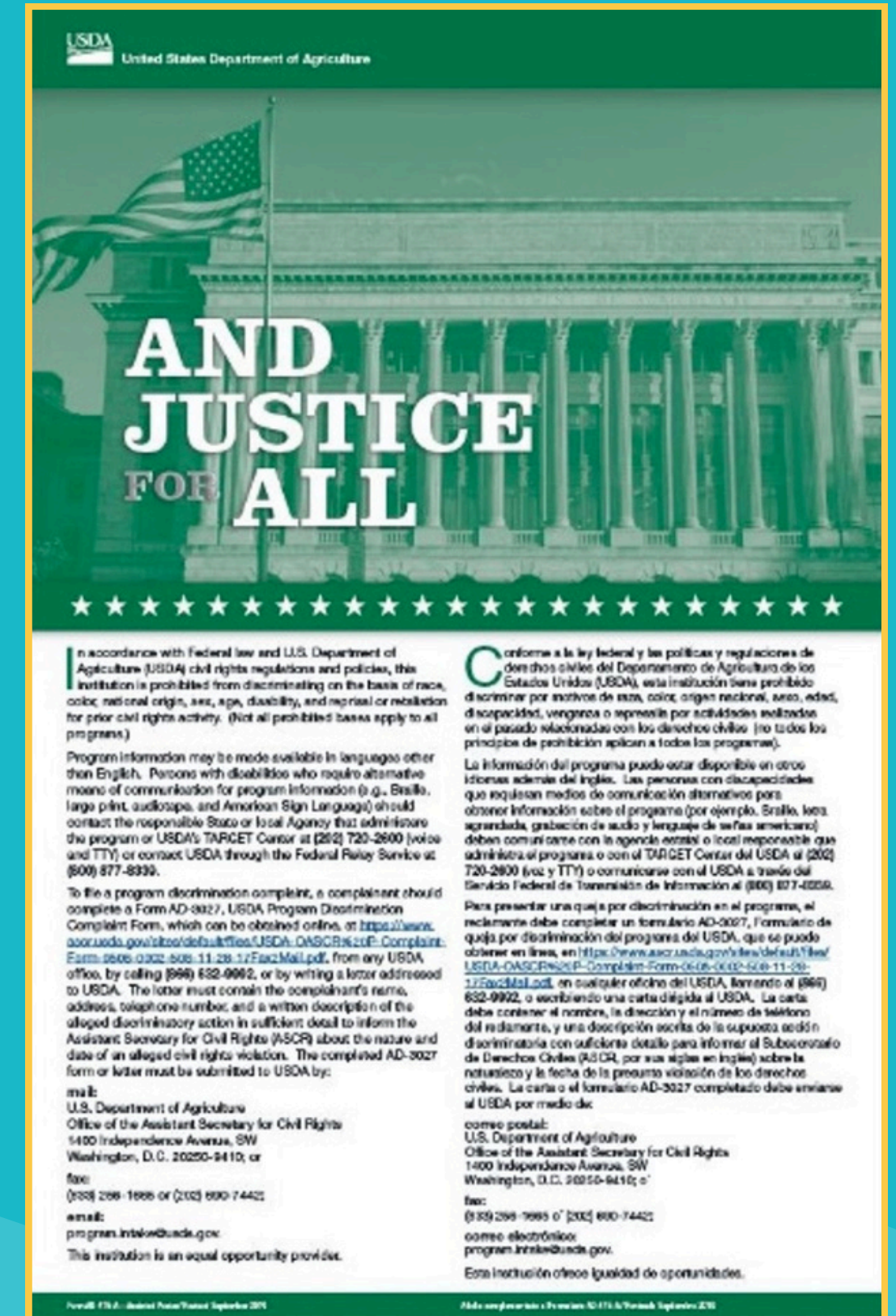
All employees must be trained on Civil Rights Compliance

- ☀️ Civil Rights training will be emailed to participants following this training.
- ☀️ Civil Rights training is also available on F&N website.
- ☀️ Submit Professional Standards Training Roster to joseantigua@dadeschools.net. after viewing training.



CIVIL RIGHTS COMPLIANCE

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





Thank you!

DO YOU HAVE ANY QUESTIONS?

PATRICIA PRIDA, DISTRICT DIRECTOR
786-275-0445 or pprida@dadeschools.net

JOSE ANTIGUA, SR PROGRAMMER ANALYST
786-275-0409 or joseantigua@dadeschools.net

