# Seamless Summer Option Training Plan

Use this plan as a guide for training SSO site staff at non-school locations. Where applicable fill in your specific site information. Adjust the content to reflect how this site will operate. This guide may also be adjusted for training school site staff.

## General Information:

1. Purpose - ensure that students in low-income areas continue to receive meals during the traditional summer vacation periods and, for year-round schools, during school vacation periods longer than 10 school days.
2. Site Eligibility (choose one):
	1. Area Eligible – Eligibility is based on location. This site is in the attendance area of a school with 50% or greater students approved for free and reduced price meals.
	2. Enrolled Students – Eligibility is based on the students enrolled at this site. Only those students who are enrolled may receive a meal.
3. Sponsor Agreement – it is imperative that the site agreement be followed. This includes serving meals at the times and locations that have been set. This information has been sent to USDA to allow parents and their children the ability to find this site.
4. Record Keeping – it is extremely important that accurate records are kept and maintained, especially meal counts.
5. Who to contact about problems (name and phone number)

## How the Program Operates:

1. How meals will be provided –
	1. Types of meals to be served (provide menu)
	2. The delivery schedule (if applicable) – provide the exact times
2. Counting Meals:
	1. Students - meals served to students must be counted as the student received their meal.
	2. Second Meals:
		1. Breakfast - sites that offer breakfast may allow children to take a second breakfast and claim it for reimbursement. The number of second breakfasts counted must be documented and separated on meal count records.
		2. Other Meals - sites may not claim second suppers, lunches or snacks for reimbursement
	3. The primary purpose of the program is to provide meals to children. Adults may receive a meal, however children should be served first.
		1. Program Adults – work directly with the meal service at the summer site as either a volunteer or an employee. Meals may be served free to Program Adults. Meals served to Program Adults cannot be claimed for reimbursement and must be documented separately on the meal count record.
		2. Non-Program Adults - do not work in any direct way with the meal service
		at the site. For example, parents or guardians are Non-Program Adults.
		These adults may be offered a meal; however, they must pay for it or it must
		be covered using non-program funds (i.e. the general fund or other source).
		Again, this must be recorded on the meal count record and cannot be claimed for reimbursement.
3. Meal Requirements – Meals are planned to meet specific requirements. All children must be offered the same menu. It is imperative that you (serve or offer) the meal as written.
	1. Lunch and Supper – 5 food groups are offered to students in age appropriate quantities. The food groups are fruit, vegetable, milk, grains and meat/meat alternate.
	Meat/meat alternate includes peanut butter, yogurt, cheese, nuts, seeds, tofu, etc.
	2. Breakfast – 3 food groups are offered to students in age appropriate quantities.
	The food groups include grains, fruit and milk. Vegetables may be substituted for fruit and meat/meat alternate may be offered provided it accompanies a grain.
	3. Snack – 2 food groups are served to students in specific quantities. Students must take both components. Fruit and Vegetable are counted as one food group. Milk and juice may not be served together.
	4. Offer vs. Serve or Serve (choose one):
		* 1. Offer vs. Serve – For breakfast, lunch, or supper) the site allows students to pick what they want to eat. At a minimum, students must take ½ cup of fruit or vegetable and 2 other items.
			2. Serve – Children must take all food items in the portion provided.
	5. Consumption of Meals – meals must be consumed on-site. The only exception is that children may take one fruit, vegetable or grain off-site for later consumption.
	6. Completing the transport record Include your district’s procedure
4. Food Safety Requirements:
	1. Taking Temperatures – temperatures must be taken when the food is received to ensure it is still safe to eat.
	2. What to do if correction is necessary? Include your district’s procedure

## Daily Recordkeeping Requirements:

1. Meal Counts – Student, Program Adult and Non-Program Adult meals must be maintained.
Meal count documentation must be provided to the School District in order to claim meals.
2. Production records and/or transport records - must be completed and maintained.
	1. Note: if seconds are served this must be recorded separately. On the production record the amount (if any) leftover.
3. Collection of Daily Records – describe how you will collect daily records

## Civil Rights Requirements:

1. And Justice for All Poster – must be posted prominently where students can see it
2. Meal Service –
	1. Open Sites - meals must be provided to all students in the specified quantities on a first come first serve basis
	2. Enrolled Sites – meals must be provided to all enrolled students in the specified age appropriate quantities
3. Complaints – if a complaint is received it must be documented and sent to (provide name and contact information). Civil Rights complaints are documented and sent to USDA for investigation.

## Other polices/issues you may want to include:

1. Describe the procedure in extreme heat if the site is located outside. Will and alternate location be available inside or will students be allowed to take food off-site (must be approved by State Agency)
2. Site will be monitored at least once during operation to ensure compliance.