

Early Childhood Education and Care Department

Cabinet Secretary Elizabeth Groginsky

Meal Site Operations



NEW MEXICO

Early Childhood

Education & Care Department

Agenda

In this presentation we will cover:

- The definition and responsibilities of a Site Supervisor
- Mandatory postings
- Cleaning a meal site
- Meal site locations
- Ordering meals
- Serving first, second and complete unitized meals
- Documenting meal counts correctly



Site Supervisor Definition

The individual on site for the duration of the meal service who has been trained by the sponsor and is responsible for all administrative and management activities of the site including but not limited to:

- Maintaining documentation of meal deliveries
- Ensuring that all meals served are safe
- Maintaining accurate Point of Service meal counts



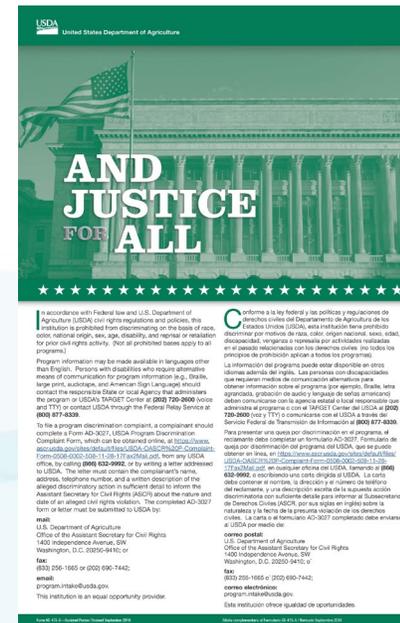
Site Supervisor Responsibilities

- Maintains control of the meal site
 - Verifies that all meals meet Federal regulations
 - Records accurate meal counts at the Point of Service
 - Ensures food safety and sanitation before, during, and immediately after meal service
 - Primarily responsible for determining the number of meals for the next day
 - Represents the organization and the Summer Food Program
- 

Site Supervisor's Supply List

A site supervisor needs the right supplies to keep a well run, safe and welcoming meal site.

- Daily Meal Count Forms
- Clipboard
- Calculator
- Pens/Pencils
- Complaint Forms
- Thermometer
- Cleaning Supplies
- List of Contacts
- Meal Site Rules
- Notice of Meals Sold to Adults
- Cash Report Form (if meals are sold)
- “And Justice for All” Poster



Mandatory Postings

What and where to post?



“And Justice For All” posters should be displayed at the meal service and all eating areas



Off-Site Consumption postings should be displayed at the meal service and all eating areas



Notice of Meals Sold (if applicable) should be displayed at the meal service area

How to display your postings

- At the meal service line
- Sandwich board or ‘A’ frame board
- Display board
- Doorway to serving area
- Wall
- Tree

Meal Site Locations

- All locations must be approved by the State Agency where meals can be served to attending children
- Kitchens can serve as a meal preparation facility and as a meal service location

Cleaning Before, During and After Meal Service

1

Meal site must be clean before meal service and as needed during the meal service

2

Children must dispose of their trash appropriately

3

Site Supervisors must dispose of trash according to Sponsor policy

Approved Meal Service Times

- Begin meal service promptly at the approved start time and ensure it ends exactly as scheduled. Strict adherence to these time frames is essential.
 - Meals served before or after the approved meal service time are NOT eligible for reimbursement
 - Meal service time can be extended or shortened if needed
 - Site Supervisors can recommend meal service time changes to their Monitor
 - Changes must be requested by sponsor in the EPICS portal and approved by State
- 

Organized and Supervised Meal Service per Federal Regulation

7 CFR, Part 225.6(g)(1)(i)

- Plan how and where at the site to serve the children/parents
- Serve meals in an organized manner
- Do not let participants serve themselves
- Supervise children while they eat
- If serving adults, ensure all children are served first
- Remember, the Site Supervisor is in control of the site and is not to be pressured or influenced in any way

What must children do to receive a meal?

- Children must be at the site
- All children must be in line, as all meals are first come first served
- Children ages 1-18 and under can receive free meals at designated open sites

Serve Complete and Unitized Meals

- Complete – Each meal served must contain the food components and portion sizes as required by the established USDA meal pattern, 7CFR Part 225.16(d)
- Unitized – All required food components must be served at the same time



Ordering Meals

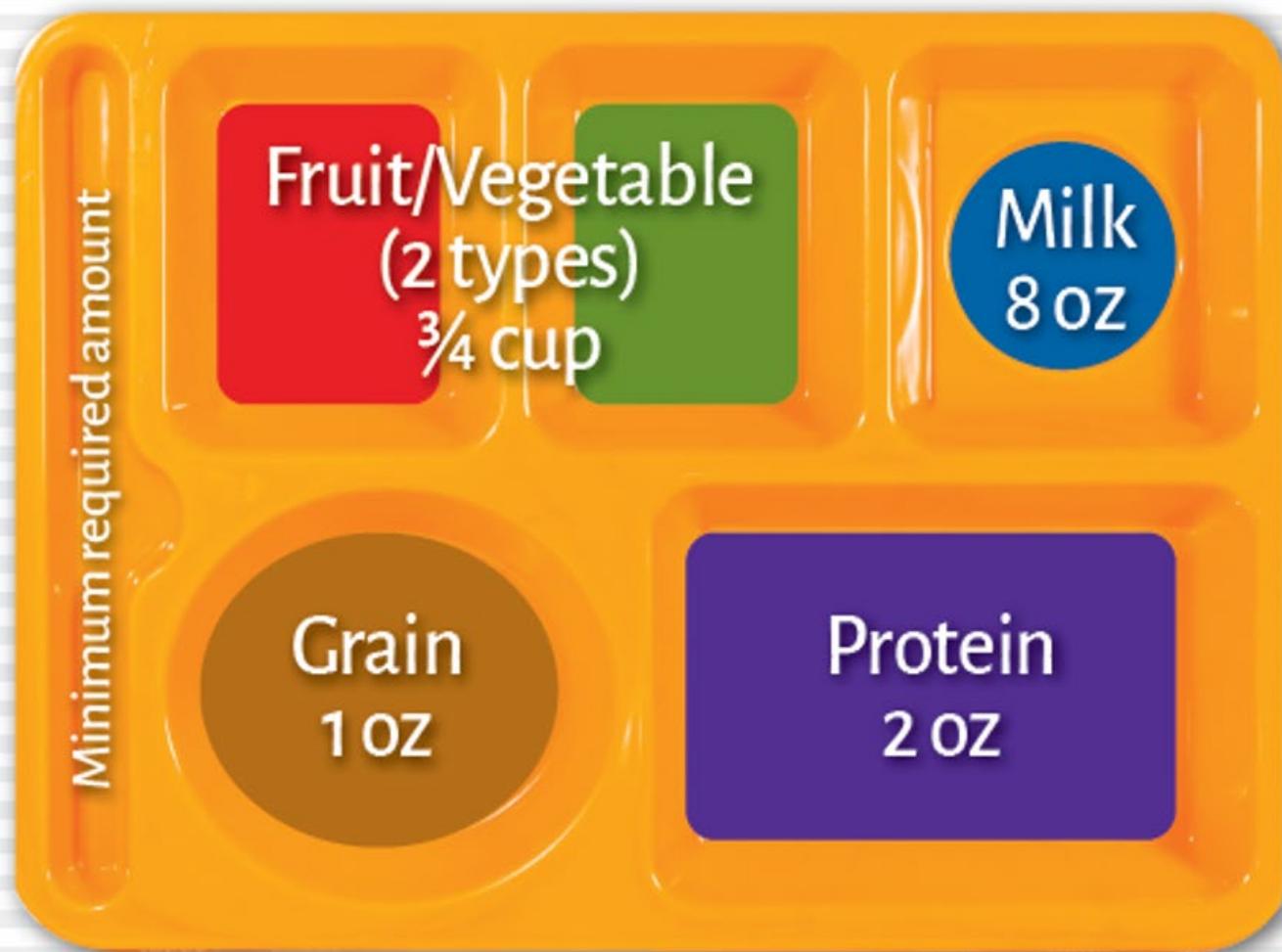
- Site Supervisors must plan, prepare or order meals with the objective of providing one meal per child at each meal service, per Regulation, 7 CFR Part 225.15 (b) (3)
 - DO NOT plan for leftovers or second meals
 - Work to identify participation patterns at the site
 - Who normally attends the meal site
 - Find out who may be coming the next day
 - Find out what may affect participation
 - Contact the Monitor to place the meal order for the next day



Example of a complete unitized meal



HOW TO MAKE A TRAY FOR SFSP LUNCH



Documenting Meal Counts Correctly

- A legible slash, circle or a tick mark must be placed through each number to indicate a meal was served
- Each of the numbered sections of SFSP form 6.4 represents a specific category of meal
 - 1st Eligible
 - 2nd Meals
 - Meals to non-program adults (Sales)
 - Meals to program adults – Staff directly involved in the preparation and service of meals

Point of Service (POS) Meal Counts

- I. As a Federal Requirement each meal must be served at the Point of Service, as each participant receives a complete and unitized meal
- II. Each meal type served must be recorded on the SFSP Daily Meal Count Form 6.4 →
- III. Counting meals at the Point of Service ensures accuracy

DAILY MEAL COUNT FORM Summer Food Service Program

CIRCLE ONE: Breakfast Lunch Supper Snack

Site Name: _____

Day and Date: _____, ___/___/___

Check One: ___ Urban ___ Rural

Check One: ___ Congregate ___ Non-congregate

NUMBER OF MEALS: Received OR Prepared: + _____

Transferred in FROM Another Site: + _____

Delivery Time: _____ : _____

Transferred out TO Another Site: - _____

Supervisor: _____

TOTAL MEALS: = _____

Meal Service Time: _____ : _____ to _____ : _____

Number of Children Who Were Served ONE 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

Number of Children Who Were Served a SECOND 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

Number of Adults Who Purchased a Meal (Non-Program Adult):

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

Number of Site Staff Adults Who Were Served a Meal (Program Adult):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

NOTICE: Record each child individually when they receive ALL COMPONENTS by circling the number or placing a slash through the number. EACH number represents a child that has received a complete and unitized meal with the required USDA meal pattern and portion sizes.

Damaged/Incomplete Meals: + _____

Ineligible Meals: + _____

Leftover Meals: + _____

Comments:

TOTAL MEALS ACCOUNTED FOR = _____
(Must match Total Meals on top of page)

I certify that the information on this form is true and accurate. I also understand that this information is being given in connection with the receipt of Federal funds, and deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I further understand that the program must be made available to all children regardless of race, color, national origin, sex, gender identity, sexual orientation, age, disability or reprisal or retaliation for prior civil rights activity.

Site Supervisor's Signature

Serving First Meals

- First eligible meals are defined as the first meal a participant receives
- First eligible meals must be complete and unitized
- Count separately on Daily Meal Count Form

DAILY MEAL COUNT FORM
Summer Food Service Program

CIRCLE ONE: Breakfast Lunch Supper Snack

Site Name: _____ Day and Date: ____/____/____

Check One: ___ Urban ___ Rural
Check One: ___ Congregate ___ Non-congregate

Delivery Time: _____

Supervisor: _____

Meal Service Time: _____ to _____

NUMBER OF MEALS: Received OR Prepared: + _____
Transferred in FROM Another Site: + _____
Transferred out TO Another Site: - _____
TOTAL MEALS: = _____

Number of Children Who Were Served ONE 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

Serving Second Meals

- Ensure all in attendance have been served one meal before any second meals are served, typically 10 – 15 min before end of meal service
- All second meals served must be complete and unitized
- Count separately on Daily Meal Count Form

Number of Children Who Were Served a SECOND 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

Number of Adults Who Purchased a Meal (Non-Program Adult):

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

Number of Site Staff Adults Who Were Served a Meal (Program Adult):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Properly Documented Meal Count Form



DAILY MEAL COUNT FORM Summer Food Service Program

CIRCLE ONE: Breakfast **Lunch** Supper Snack

Site Name: Sunset Park

Day and Date: Tuesday, 6/25/2024

Check One: Urban Rural

Check One: Congregate Non-congregate

Delivery Time: 11 : 50

Supervisor: Frank Quintana

Meal Service Time: 12:00 to 1:00

NUMBER OF MEALS: Received OR Prepared: + 40

Transferred in FROM Another Site: + 0

Transferred out TO Another Site: - 0

TOTAL MEALS: = 40

Number of Children Who Were Served ONE 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

Number of Children Who Were Served a SECOND 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

Number of Adults Who Purchased a Meal (Non-Program Adult):

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

Number of Site Staff Adults Who Were Served a Meal (Program Adult):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

NOTICE: Record each child individually when they receive ALL COMPONENTS by circling the number or placing a slash through the number. EACH number represents a child that has received a complete and utilized meal with the required USDA meal pattern and portion sizes.

Damaged/Incomplete Meals: + 0

Ineligible Meals: + 0

Leftover Meals: + 3

Comments:

TOTAL MEALS ACCOUNTED FOR = 40

(Must match Total Meals on top of page)

I certify that the information on this form is true and accurate. I also understand that this information is being given in connection with the receipt of Federal funds, and deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I further understand that the program must be made available to all children regardless of race, color, national origin, sex, gender identity, sexual orientation, age, disability or reprisal or retaliation for prior civil rights activity.

Frank Quintana
Site Supervisor's Signature

DAILY MEAL COUNT FORM
Summer Food Service Program

CIRCLE ONE: Breakfast Lunch Supper Snack

Site Name: Sunset Park

Day and Date: _____, 6 / 24 / 2024

Check One: Urban Rural

Check One: Congregate Non-congregate

NUMBER OF MEALS: Received OR Prepared: + _____

Transferred in FROM Another Site: + _____

Delivery Time: _____

Transferred out TO Another Site: - _____

Supervisor: Debbie

TOTAL MEALS: = 25

Meal Service Time: _____ to _____

Number of Children Who Were Served ONE 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
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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

Number of Children Who Were Served a SECOND 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

Number of Adults Who Purchased a Meal (Non-Program Adult):

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

Number of Site Staff Adults Who Were Served a Meal (Program Adult):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

NOTICE: Record each child individually when they receive ALL COMPONENTS by circling the number or placing a slash through the number. EACH number represents a child that has received a complete and utilized meal with the required USDA meal pattern and portion sizes.

Damaged/Incomplete Meals: + _____

Ineligible Meals: + _____

Leftover Meals: + _____

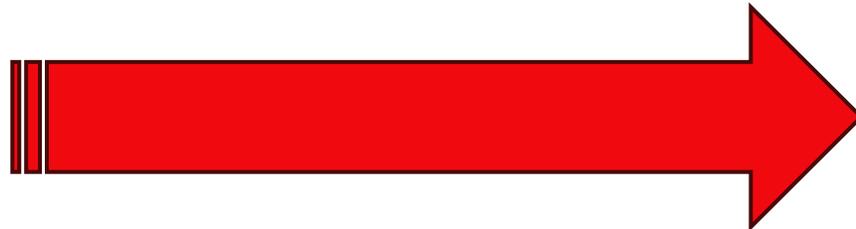
Comments:

TOTAL MEALS ACCOUNTED FOR = 25
 (Must match Total Meals on top of page)

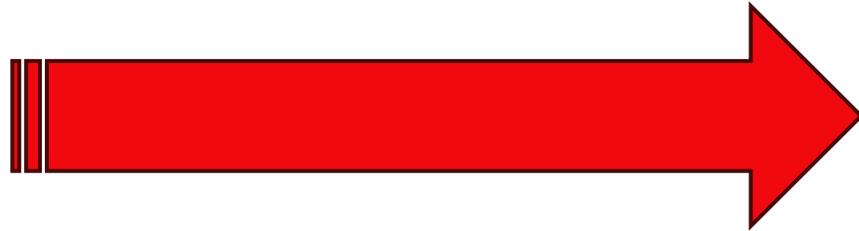
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Site Supervisor's Signature

Improperly Documented Meal Count Form Example 1



Improperly Documented Meal Count Form Example 2



DAILY MEAL COUNT FORM Summer Food Service Program

CIRCLE ONE: Breakfast Lunch Supper Snack

Site Name: Sunset Park

Day and Date: Monday, ___/___/___

Check One: ___ Urban ___ Rural

Check One: ___ Congregate ___ Non-congregate

NUMBER OF MEALS: Received OR Prepared: + _____

Transferred in FROM Another Site: + _____

Delivery Time: _____

Transferred out TO Another Site: - _____

Supervisor: Debbie

TOTAL MEALS: = 25

Meal Service Time: 11 : 30 to 1 : 30

Number of Children Who Were Served ONE 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

Number of Children Who Were Served a SECOND 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

Number of Adults Who Purchased a Meal (Non-Program Adult):

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

Number of Site Staff Adults Who Were Served a Meal (Program Adult):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

NOTICE: Record each child individually when they receive ALL COMPONENTS by circling the number or placing a slash through the number. EACH number represents a child that has received a complete and utilized meal with the required USDA meal pattern and portion sizes.

Damaged/Incomplete Meals: + _____

Ineligible Meals: + _____

Leftover Meals: + _____

Comments:

TOTAL MEALS ACCOUNTED FOR = 25
(Must match Total Meals on top of page)

I certify that the information on this form is true and accurate. I also understand that this information is being given in connection with the receipt of Federal funds, and deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I further understand that the program must be made available to all children regardless of race, color, national origin, sex, gender identity, sexual orientation, age, disability or reprisal or retaliation for prior civil rights activity.

DC

Site Supervisor's Signature

Unacceptable Meal Counting Practices

- Counting number of meals prepared or received as being served
- Counting 2nd meals served as 1st meals
- Counting leftover meals or 2nd meals
- Counting damaged or incomplete meals as 1st meals or 2nd meals
- Counting adult meal sales or program adult meals as 1st meals or 2nd meals
- Not counting meals at the point of service

Summer Food Service Program

For more information about the New Mexico Early Education and Care Department
Programs for Parents and Professionals

<https://nmececd.org>

Program Resources for SFSP Sponsors

<https://summerfoodnm.org/sponsors/program-resouces>



NEW MEXICO
Early Childhood
Education & Care Department

Early Care, Education, and Nutrition Division

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Program Resources for SFSP Sponsors-

[https://summerfoodnm.org/sponsors/
program-resources](https://summerfoodnm.org/sponsors/program-resources)

More information about the New Mexico
Early Childhood Education and Care
Department-*Programs for Parents
and Professionals*

<https://nmececd.org>