Early Childhood Education and Care Department

Cabinet Secretary Elizabeth Groginsky

Sponsor Staff Trainings

NEW MEXICO
Early Childhood
Education & Care Department

Agenda

In this presentation we will cover:

- Training Agendas

- Site Operations

- Approved Meal Sites & Service Times

- Recordkeeping/Documentation

- Training Monitor Staff

- Point of Service (POS) Meal Counts

Purpose and Eligibility in the SFSP

Regulation 7 CFR Part 225.1

"The primary purpose of the SFSP is to provide food service to children from needy areas during periods when area schools are closed for vacation."

Site Eligibility

- Open sites – qualified using school or census data for the area of the site

- Closed enrolled sites – qualified using school or census data for the area of the site

Participant Eligibility

- Open sites – any child 1-18 years at the site and in the serving line

- Closed enrolled sites – only enrolled children 1-18 at the site and in the serving line

- Camp sites – all camp enrollees are served but only the meals served to those eligible for free or reduced school meals are reimbursed to the sponsor

Regulation, 7 CFR 225.15(d)(1)

"Each Sponsor shall hold training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these trainings sessions."

IMPORTANT!

Each meal site must always have <u>at least one</u> staff member who has been trained in meal site operations.

First Steps

Attend State Agency (SA) annual training required for Program Directors, Coordinators, Monitors and any supervisory staff

Develop a training agenda for your staff

Assign roles to staff and train accordingly

Document, document, document!

What must a training agenda include?

- Purpose of the Summer Food Program

- Civil Rights

- Meal Site Operations

- Monitor Duties

- Recordkeeping

- Miscellaneous Policies

- Sample Agenda Provided

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN (SFSP)
Sample Training Agenda

PROGRAM EXPLANATION
- Purpose of the Program
  - Provide food service to children in needy areas during the summer
- Site eligibility (qualifying the area)
- Participant eligibility:
  - 18 years & younger
  - At the site
  - In the service line
  - 19 & older if disabled and attend an accredited school for the disabled

CIVIL RIGHTS
- All eligible children:
  - Must be served the same meal on a first-come, first-served basis
  - Must have equal access to facilities
- Non-discrimination poster ("And Justice for All") displayed in a prominent location
- Collection and use of ethnicity and race data
- Complaint procedures
- Conflict resolution
- Customer service
- Compliance Review Techniques
- Resolution of Non-Compliance

MEAL SITE OPERATIONS
- Meal pattern requirements
- Delivery schedule
- Approved meal types
- Approved serving times
- Who to contact about problems
- Adjusting meal orders for the next day
- When to be at the site

MONITOR DUTIES
- Monitor must conduct site(s) visits within 14 calendar days from operation start date
- Monitor must conduct food service review(s) within 28 calendar days from operation start date

RECORD KEEPING REQUIREMENTS
- Daily meal count record and signature
- Acceptance/delivery receipts for vended programs
- Procedure for collection of forms
- Necessity for accurate records

MISCELLANEOUS POLICIES AND GUIDELINES
- Animals at the site
- Adults not following the rules
- Filing a complaint (regarding meal service or Civil Rights)
- Food safety
- Inclement weather; alternate site
- Leftover meals
- Leftover/returned milk
- Maintaining correct temperature for food & milk during meal service
- Meal site violations in the previous year
- Meal site rules
- Meals sold to non-program adults
- Nutrition education (optional)
- Problems with children's behavior
- Program adult meals
- Running out of meals
- Safe site environment
- Sharing box/table
- Trash removal

Site Operations

- Serve children first, adults afterward

- Maintain an organized and supervised meal service

- Ordering meals

- Accurate meal counts

- Share table/box

- Offsite consumption policy

- Food safety before and during meal service

- Notify organizational monitor of any issues, complaints, or needed changes

Approved Meal Sites & Service Times

- Where is the approved meal site located?

- What is the name of the approved meal site?

- What is the approved time frame to serve meals?

- Utilize reports from EPCIS ONLY as it is the most up to date record of approval status for meal sites. If there are any approved changes to mealtimes or locations, please reprint for the most up to date information.

Recordkeeping, Meal Counts and Monitoring Best Practices

- **Utilize sponsor-provided resources** - follow templates, guidance documents, and required forms to ensure compliance.

- **Keep documents organized -** maintain a clear filing system (digital or physical) so records are easy to locate during reviews.

- **Be consistent -** complete forms the same way every day to avoid discrepancies and audit findings

- **Record information in real time -** enter meal counts, delivery logs, and temperature checks as they happen to prevent errors.

- **Maintain required retention timelines -** store all SFSP documentation for the full period required by your state agency.

- **Ensure meal counts reflect point-of-service -** count only eligible meals served at the moment they are given to participants.

- **Document any issues immediately -** note shortages, late deliveries, corrective actions, or site concerns on the appropriate forms.
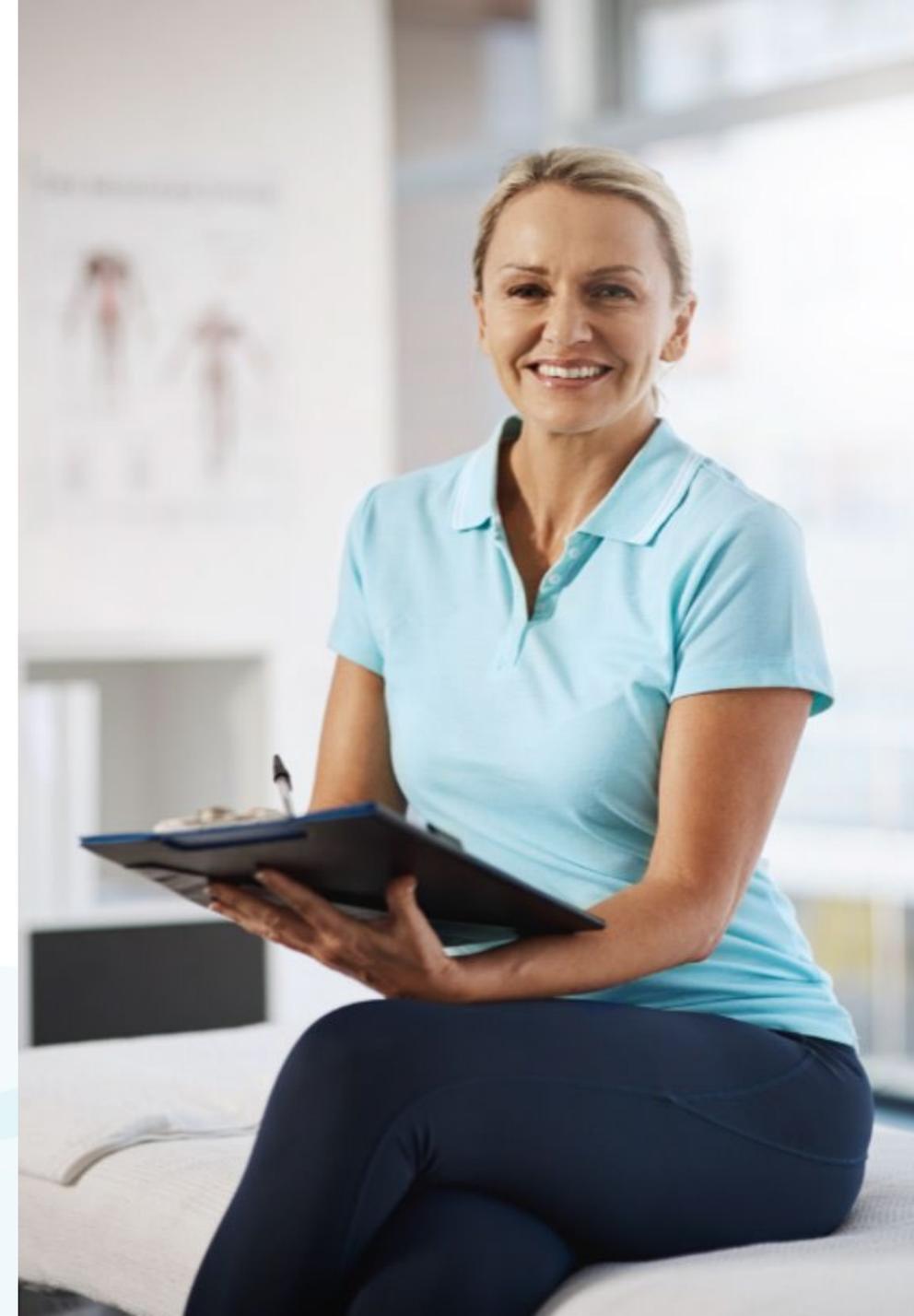
Training Monitor Staff

- Site Monitors are an administrative position and the organization monitor = State Reviewer
- Hold more responsibility than other staff
- Eyes and ears for the organization
- Primarily tasked with overseeing and assessing program operations and compliance
  - Site supervision and meal service requirements
  - Civil Rights training of participants
  - Can easily identify a non-reimbursable meal
  - Knowledge of site locations and delivery
  - Consider holding a more in-depth training for Monitor staff

Consider Multiple Training Sessions

- Admin Staff and Monitors
  - All aspects of Program Operations
- Site Supervisors
  - Meal Site Operations
- Food Service Staff
  - Food Production Amounts and Components
  - CN Labels
- Utilize separate training sign in sheets
  - SFSP Form 8.2 – Directors, Coordinators, Monitors
  - SFSP Form 8.2 – Site Supervisors
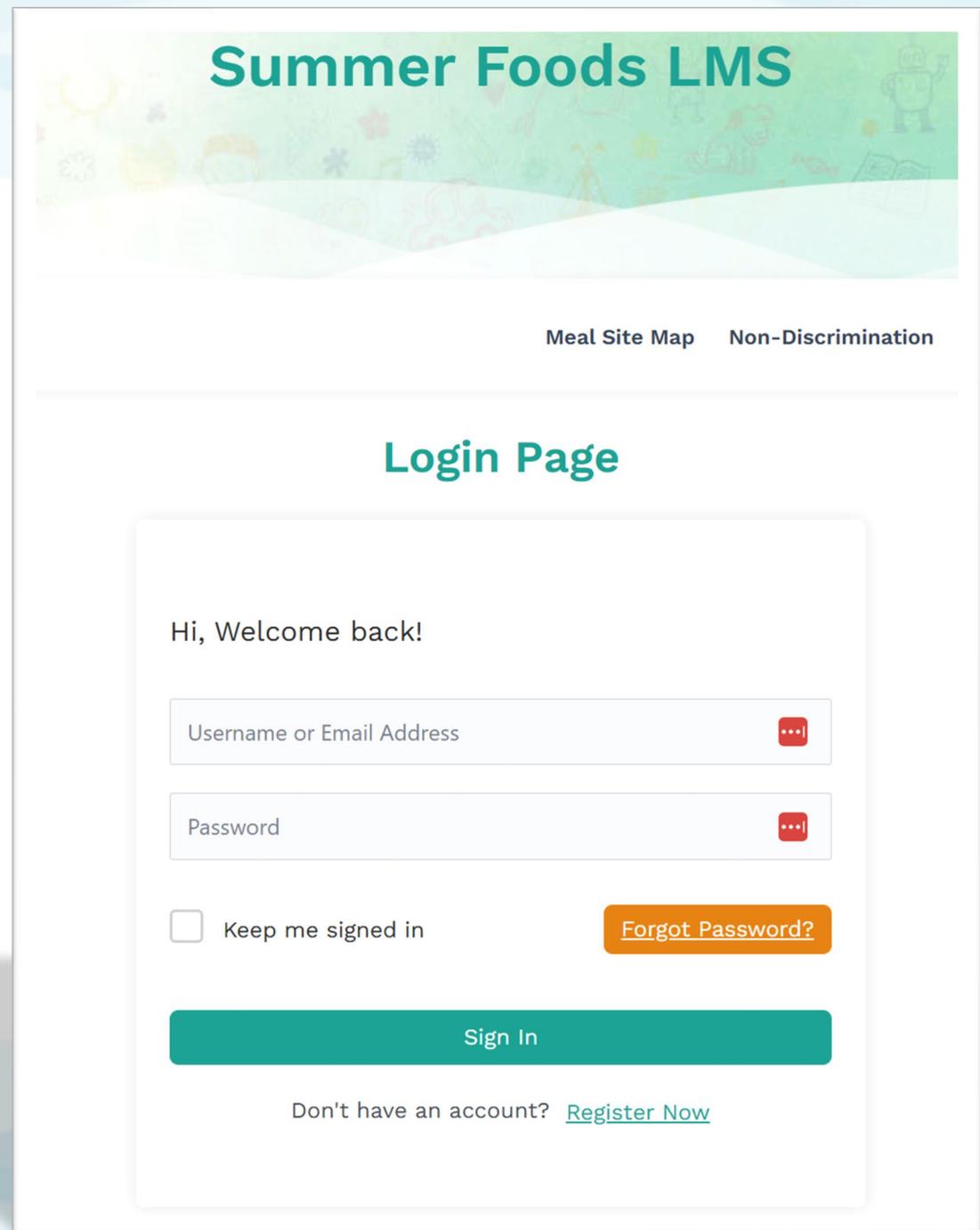 - SFSP Form 8.4 – Food Service Staff

POS and Documenting Meal Counts Correctly

- Each of the numbered sections of SFSP form 6.4, represents a specific category

  - 1st eligible   **Number of Children Who Were Served ONE Meal:**

  - 2nd meals   **Number of Children Who Were Served a SECOND Meal:**

  - Meals to non-program adults (NPA)   **Number of Adults Who Purchased a Meal (Non-Program Adult):**

  - Meals to program adults   **Number of Site Staff Adults Who Were Served a Meal (Program Adult):**

- A legible slash, circle or tick mark must be placed through each number to indicate a meal was served   1 ② 3 4 5 6 7

- Point of service (POS) Meal counts – Each meal type served must be recorded on the form as the meal is given out

- Counting meals at the POS ensures accuracy

New this Summer!

Our new **Learning Management System (LMS)** is coming soon, giving sponsors an easy, user-friendly way to train their staff. Courses are simple to navigate, and completion **certificates can be printed** for your binders and records.

LMS Explainer
EnhancedAudio

Summer Foods LMS

Meal Site Map   Non-Discrimination

Login Page

Hi, Welcome back!

| Username or Email Address | ... |

| Password | ... |

☐ Keep me signed in   **Forgot Password?**

Sign In

Don't have an account? Register Now

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

https://summerfoodnm.org/sponsors/program-resources

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

More information about the New Mexico Early Childhood Education and Care Department-*Programs for Parents and Professionals*
https://nmececd.org