



## **Summer Food Service Program**

2024

### **Congregate Sites**

#### **Meal Service:**

- Children must consume meal at site.
- Only one meal a day can be served as 1<sup>st</sup>'s.
  - 2<sup>nd</sup> meals should be limited.
  - Meals to program adults and non-program adults should be limited.

#### **Meal Counts:**

- Taken daily.
- Form used is daily tik sheet.
- Meal counts are reported every week to FBA using the online reporting link.
  - [https://foodbankofalaska.formstack.com/forms/sfsp\\_fy24\\_site\\_reporting](https://foodbankofalaska.formstack.com/forms/sfsp_fy24_site_reporting)

### **Non-Congregate Sites**

#### **Meal Service:**

- Children can not consume meals at site.
- 7 days of meals can be distributed to each child once a week.
  - \*If Child receives a Meals To You Box they may only receive 2 meals
- No 2<sup>nd</sup> meals may be served.
- No meals to program and non-program adults may be served.

#### **Meal Counts: (Rosters)**

- Meal Count Roster Forms are filled out every day meals are distributed.
- Meal count Rosters are used.
  - Parent or child can sign for meals.
  - Each child receiving meals must be named.
  - If in Meals to You area must ask child if they receive Meals to You or not.
  - Fill out additional rosters for day if more than 30 students receive meals in day.
- Meal Rosters are reported every week to FBA using the online reporting link.
  - [https://foodbankofalaska.formstack.com/forms/sfsp\\_fy24\\_site\\_reporting](https://foodbankofalaska.formstack.com/forms/sfsp_fy24_site_reporting)

## Monitoring Forms

### Initial Site Visit Form: (1<sup>st</sup> Week Site Monitoring form)

- Must be completed in the first week of site operations.
  - Please fill out completely and read all the questions and fill them all out to the best of your ability and honestly.
  - Meal components can be found on Cycle menu and Product Formulation Statements (PFS) sent in approval email.
- Must be completed by the sight monitor.
  - Must be signed by the site monitor and site manager.
- Must be reported with first week's meal counts to reporting link.
  - You will not be able to submit your week's meal count report without submitting this monitoring review.

### Fourth Week site Visit Food Review Form:

- Must be completed in the fourth week of site operations.
  - Please fill out completely and read all the questions and fill them all out to the best of your ability and honestly.
  - Meal components can be found on Cycle menu and Product Formulation Statements (PFS) sent in approval email.
- Must be completed by the sight monitor.
  - Must be signed by the site monitor and site manager of the site.
- Must be reported with fourth week's meal counts to reporting link.
  - You will not be able to submit your week's meal count report without submitting this monitoring review.

### Racial and Ethnic Data Form:

- Must be completed by the sight monitor.
  - Must be signed by the site monitor.
- The sponsor should complete this form for each site under its jurisdiction each year. For all other sites, the sponsor must count the participating children at least once during the site's operation.
- To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting and ethnicity. Ethnicity shall be collected first. Respondents shall be offered the option of selecting one or more racial designations.
- The sponsor must retain racial or ethnic data, as well as documentation for the data, for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.