

**S U M M E R
F O O D
S E R V I C E
P R O G R A M
(S F S P)**





SFSP Required Training

- *Purpose of our Feeding Program
- *How is a site eligible to participate
- *Recordkeeping
- *Site Operations to include congregate and non-congregate
- *Meal Component Guideline
- *Monitor Duties
- *Packing Process
- *Delivery Process

Purpose of SFSP



- A federally funded program that provides free, nutritious meals to children when school is not in session. Children need nutritious meals to learn, grow, and thrive, even when school is out.
- The Y has partnered with No Kid Hungry, a national non-profit organization that is committed to stopping hunger. The Y will be providing hundreds of meals to kids in rural communities including Union and Grainger with hopes of expansion next year.
- Our program is open to all regardless of income, race, or social status. Anyone with children 18 and under are eligible to receive FREE Grab n Go meals. No income proof is required.

Site Eligibility



Site Eligibility



Rural Non-Congregate Sites – to determine if your site is rural you will use several geographic maps provided by USDA including the Capacity Builder map. You must also ensure there is no other food program is within ¼ mile of your location.

There is an extensive USDA application process that must be approved prior to starting.

Open Site is a site that provides meals to all children in which poor economic conditions exist, on a first come, first-served basis.

This is a summer program only



Recordkeeping



- SFSP is a federally funded program where meals are reimbursable to the sponsor (YMCA). Records must be kept for 3 years and available within 48 hours of request.
- Recordkeeping includes but limited to ...
 - Daily Meal Counts for each meal (breakfast / lunch) separate from each other
 - Receipts for all items purchased including food, bags, office supplies, warehouse rental, truck rental, and more
 - Menus
 - Activity Sheets
 - Administrative Cost
 - Training Rosters / Agenda for Staff
 - Monitor Visits (Pre-op, 1 week and 4th week)
- The site supervisor is responsible for recordkeeping





Healthy Starts Here ...

Packing Center is located at Beverly Park Place (Hillcrest Nursing Facility)

Packing days – Monday and Tuesday 8am til ...

Delivery Schedule

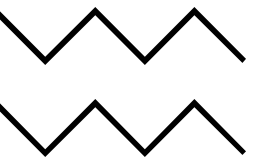
Luttrell Elementary Wednesday's 10am to 12pm

Washburn School Wednesday's 1pm to 2pm

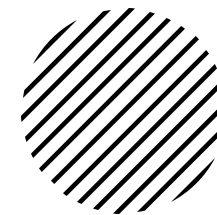
Rutledge Elementary Thursday's 10am to 1pm

Site Operations





SFSP Team



Tonya
Sr Director

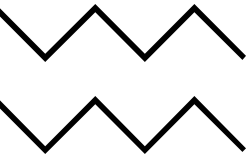


Lynne
Childcare Admin

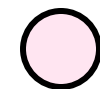
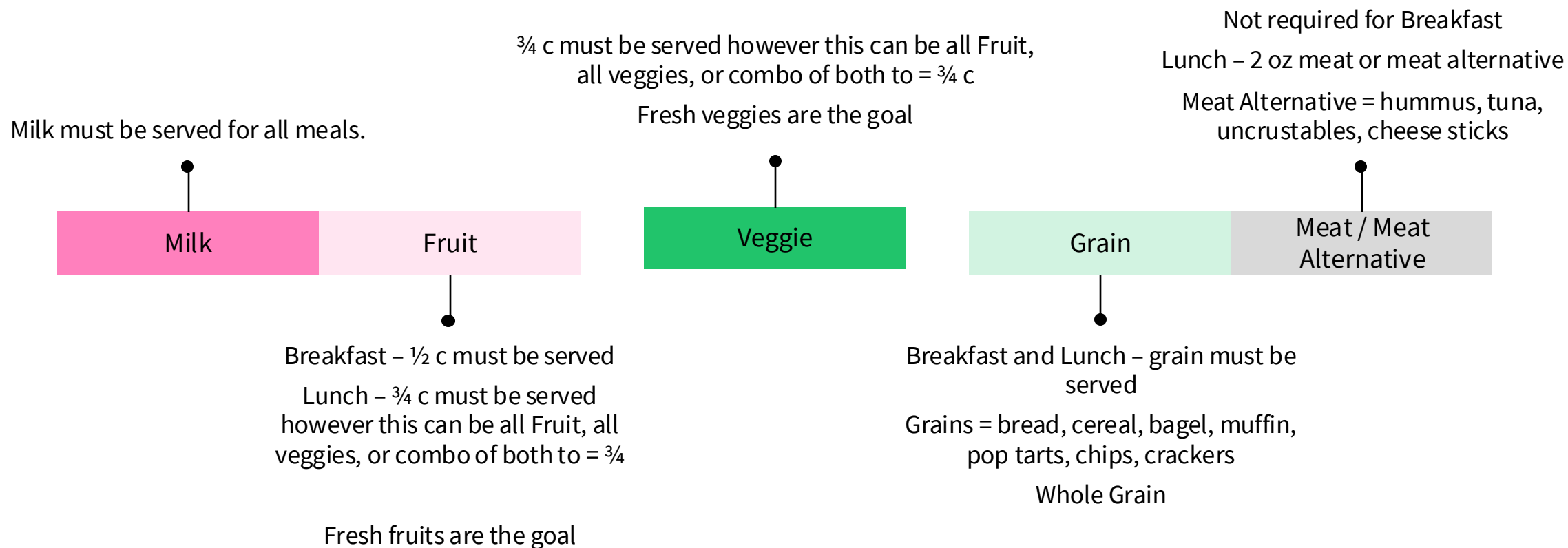
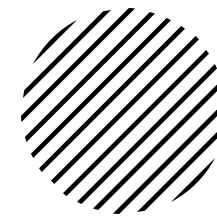


Lexie
Teacher SPED





Meal Components



Monitor Duties



- Monitor can not assist with food packing or food delivery on designated monitoring day (May 29 / June 18)
- Monitor is overseeing the operation making sure that ...
 - All Meal Components are served
 - Food Safety is being used while preparing foods
 - Delivery process is fluid moving cars quickly
 - Required forms are available and posted
 - Meal Count sheet is completed correctly at the POS
 - Staff are trained and following set procedures



Packing Days (Monday / Tuesday)

A teams meeting will be held each morning to go over the weekly menu, process, count, etc

7-day breakfast / 7-day lunch meals will be bagged for each child

Food items for each bag will be posted and hung on wall showing number of each item for bag

14 milks will be bagged separately for each child

Veggies / Fruit may need to be measured and bagged depending on weekly menu

All food items will be bagged using an assembly line process



Delivery Process

We will have at least 4 people at the delivery site each day including the site supervisor. The monitor will NOT be included in these 4 staff/volunteers. All sites operate at single times and do NOT overlap allowing Tonya Creed and/or Lynne Blanco to carry out their assigned roles. If additional service numbers are required and approved, more staff and/or volunteers will be added as necessary to ensure program fidelity and smooth delivery.

Tonya Creed is the Site Supervisor EXCEPT on monitoring days. On monitoring days, Tonya Creed will be the site monitor, and Lynne Blanco will assume the Site Supervisor role and has been trained on these duties as of today May 20, 2025. Ms. Creed has completed the required training for both the monitor and site supervisor roles.

We will have a teams meeting before families begin picking up – we will cover each person’s role for the day and the process for pick up.

Person 1 – greets family, checks pre-registration roster and highlights name, places sticky note on car with number of meals receiving and if 3-day or 7-day meal. If the family is not pre-registered they will be given a slip of paper to complete.

Person 2 – takes sticky note and gets correct number of meal bags

Person 3 – takes sticky note and gets correct number of meal bags

Person 4 – completes the POS meal count sheet – there are two sheets, front and back. One for 7-day breakfast on the front side and 7-day lunch backside. Sheet two for 3-day breakfast on the front side and 3-day lunch on the backside. This person will also be responsible for comparing the student’s names for summer learning participation to ensure they receive the correct 7 day or 3 day meal packs. These summer learning sheets are being provided by the school administrator.



**T h a n k y o u
f o r
v o l u n t e e r i n g**

With your help we will
help put a stop to
hunger in our
community!

**Healthy Starts Here
... with YOU**