



**2024/2025
AFTERSCHOOL
MEAL
PROGRAM**

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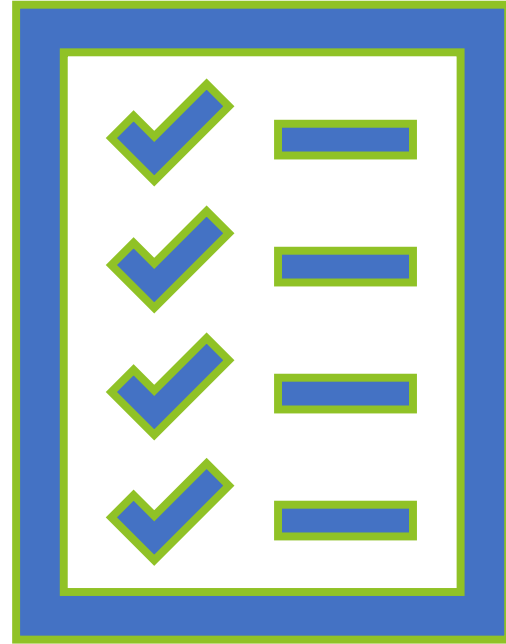
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**Should any changes to assigned areas and Program Monitor staff occur during the school year, affected sites will receive notification as soon as feasible.*

AGENDA

- ▶ Overview/Responsibilities
- ▶ Orders & Deliveries
- ▶ Point of Service
- ▶ Documentation
- ▶ Site Visits
- ▶ Civil Rights
- ▶ Q&A



A NEW APPROACH

- ▶ This year, FLIPANY has modified their outlook on resolving what you can see is an old but familiar issue with a new approach in the following ways:
 - ▶ Introducing new afterschool meal programs to a larger meal at the initial onset of meal services
 - ▶ Encouraging the transition of Snack Only sites to either Supper Only or Supper & Snack daily meal services
 - ▶ Sites with limited staffing and/or program operational hours will be asked to shift to Supper Only as opposed to multiple meal services.
 - ▶ Revising the current menus to meet the needs of the community while being cognizant of all cultural demographics served
 - ▶ Working with Catering partners to identify alternate options and/or resolutions to issues as previously reported by our Site officials
 - ▶ Future: Working with funding partners for future opportunities to provide onsite support in the form of an additional Site Supervisor/Staff to assist with the facilitation of meal services at sites where there is a noticeable need

**NOTE: Sites requesting Snack Only service due to staffing limitations and/or program-related matters will be reviewed upon receipt.*

PROGRAM OVERVIEW

- Serve children 5-18 years old*
- Meal Types:
 - School Day: Snacks and/or Suppers (Hot or Cold)
 - Length of serving time not to exceed 2 hours with a 1-hour gap between meal services
 - Non-school day (TPD, Holiday, Breaks): Lunch and/or Snack
 - Licensed sites may receive meals during approved/listed hours only
- Sites must be either DOH approved or funded by The Children's Trust (TCT)
 - TCT funded sites **must** work with FLIPANY on completing the DOH approval process for their food program
 - TCT funded sites that are not DOH approved, may only receive a 2-component snack for afterschool weekdays. A lunch may be requested for Non-School weekdays as paid for by TCT.
- Sites' Annual Maintenance includes the following:
 - Licensing/Exemption
 - Food Service Documentation
 - Food Permits expire on September 30th
 - **TCT sites send bill to meals@flipany.org**
 - Religious Accreditation

SITE SUPERVISOR RESPONSIBILITIES

Attend sponsor training hosted by FLIPANY

Complete returning site survey

Complete and return a signed Fiscal Responsibility form*

Ensure all staff have completed and returned a signed Provider Agreement upon completion of FLIPANY training.

Ensure civil rights are properly implemented

Communicate any changes to meal service times and/or site staff to Sponsor/Assigned Program Monitor

Always ensure safe and sanitary conditions at the site

Ensure food safety and comply with local health and safety standards

Complete order form on a weekly basis

Receive and account for delivered meals

Ensure that children eat meals on site

Serve meals with ALL required components

Keep accurate meal counts at point of service

Stay at the site for the entire meal service

Clean up after meals and implement trash removal requirements

Plan daily site activities and nutrition education to keep children interested



ORDERS AND DELIVERIES

<https://flipany.org/>



FLIPANY's work is not done until everyone has the opportunity to live a healthy life

HOW TO PLACE YOUR ORDER

Note: "Our Work" header has been updated to "Our Services" effective January 2023

ORDER REMINDERS



- ▶ When placing an order, please be sure to include any special notes to support your request.
 - ▶ i.e. Increased Enrollment, Instructions for Delivery, Modifications to site accessibility, etc.
- ▶ Meal types cannot be changed based on the order form. An official request must be received via the Change Request Form.
 - ▶ Meal type changes will go into effect the 1st Monday of the following month unless advised otherwise.
 - ▶ Sites requesting modifications to Snack Only MUST be reviewed by Management prior to approval.
- ▶ Sites noted as having significant waste/leftovers may be suspended from ordering until all leftovers are utilized.

ORDER DEADLINES

▶ All hot lunch/supper orders of less than 25 per day will automatically be converted to a cold lunch/supper, due to concerns with health food safety and the difficulty in maintaining viable temperatures for smaller volume orders.

▶ FLIPANY reserves the right to modify your order request based on attendance and meals served

Meal Type	Orders Open	Orders Close
ALL ORDERS: Supper and/or Snack	Every Monday at 4pm	Every Wednesday at 12pm (NOON)

NOTE: In case of an emergency ONLY, changes to orders MUST be in by Thursday at 8am. Please be sure to check your site schedules for any upcoming closures, prior to placing an order.

MISSED ORDER/ REDUCTION POLICY

1st missed order: 25% reduction

2nd missed order: 50% reduction

3rd missed order: 0

(Example) Last order 8/21/2023
40 snacks

8/28/23: -10 (Site receives 30)

9/4/23: -20 (Site receives 20)

9/11/23: SITE RECEIVES 0

**NOTE: Meal orders for sites that have not met the training requirement by the provided deadline, will not be honored and the site will be subject to immediate suspension until completed.*

RECEIVING DELIVERIES



FIRST, CHECK THE SITE INFORMATION ON THE INVOICE



MAKE SURE THAT A TEMPERATURE IS TAKEN AT TIME OF DELIVERY AND WRITTEN ON THE INVOICE



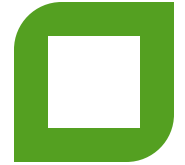
ONLY STAFF THAT **HAVE ATTENDED THE TRAINING** MAY SIGN THE DELIVERY INVOICE.



IF THERE ARE NO ISSUES WITH DELIVERY SIGN AND PROVIDE IN AND OUT TIME.



IF THERE ARE ISSUES WITH DELIVERY WRITE DISCREPANCIES ON THE INVOICE **PRIOR** TO DRIVER'S DEPARTURE AND **CONTACT FLIPANY IMMEDIATELY.**



FOR MULTIDAY DELIVERY, CONDUCT A RANDOM SAMPLE OF MEALS FOR TEMPS AND/OR DAMAGES

Note: All sites receiving 5-component Lunch*/Suppers, **MUST** receive milk. Refusal of milk due to excess leftovers, children preference, etc. is not allowed. If found doing so, site will be suspended until retrained.

*** SITES ARE NOT TO CONTACT THE CATERER OR DRIVER DIRECTLY FOR ANY ORDER RELATED CONCERNS***

SAMPLE DELIVERY SLIPS

BREAKFAST
 DELIVERY DATE:
 MEAL DATE:

LUNCH AND SNACK
 DELIVERY DATE: 09/08/2022
 MEAL DATE: 09/08/2022

FOOD TEMPERATURE PRODUCTION RECORD AND DAILY DELIVERY TICKET

VENDOR/CATERER
 Quality Culinary Services LLC
 5007 N Hiatus Rd
 Sunrise, FL 33351-8018

DELIVERY SITE/LOCATION
 Site Address → Brilliant Minds Academy
 629 SW 8th street, suite 205
 Miami FL, 33034

VENDOR SECTION		DELIVERY SITE/LOCATION SECTION				
Meal Type/Component	Food Item	Portion Size/ Amount	Total Meal Portions Prepared and Delivered	Food Temperature	Verified Delivery Temperature	Verified Delivery Amount
Breakfast						
Milk Choices:						
Vegetable/Fruit/Juice:						
Grains:						
Meat/Meat Alternates:						
Condiments/Extras:						
Lunch/Supper:						
Milk Choices:	Whole/Lowfat 1% Milk Gallon	8 oz	55	34°F		
Vegetable/Fruit/Juice:	Yuca	½ cup	55	165°F	143°	1pan
Vegetable/Fruit/Juice:	Salad	½ cup	55	34°F		
Grains:	Rice	½ cup	55	165°F	160°	1pan
Meat/Meat Alternates:	Arroz Con Pollo	2 oz	55	165°F	160°	
Condiments/Extras:	Italian Dressing	12 grams	55	RT		
Snack						

↑ Temperatures

Exquisite Catering by Robert
 1800 NE 150th Street
 North Miami, Florida 33181
 Phone: (305)622-3663

Date: 8/16/2022 Time: 2:50 **FLIPANY**

Brilliant Minds Academy
 629 SW 8th street, suite 205
 Miami FL, 33034 Site Address 1

Brkfst:	-	Total	-
Lunch:	20		20
Snack:	20		20

DAILY DELIVERY SLIP

LUNCH MENU		Individual Serving Sizes	Total Amount	Temp at Kitchen	Temp at Site
Entrée:	Taco Seasoned Chicken & Cheese	3oz	20	41°	41°
Veg or fruit:	Salsa, Tomato, Scallion	1/2c	20	41	41°
Veg or fruit:	Pineapple Tidbits	1/4c	20	41	41°
-	-	-	-	-	-
Bread/Bread alt:	WG Tortilla	28g	20		
Milk:	1% or Fat Free Milk	8oz	20	41°	41°
-	-	-	-	-	-
PM SNACK					
Milk/ FV/ MA:	Fresh Fruit	3/4c	20		
Bread/Bread alt:	WG Cheese Cracker	1oz	20		

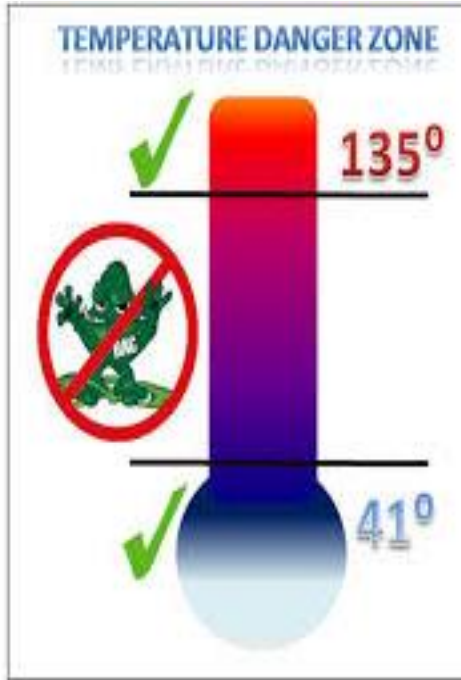
COMMENTS:

[Signature]
 Vendor Representative (Driver)

[Signature]
 SFSP Representative (Camp Rep)

REMINDER: Any notes related to delivery **MUST** be annotated on both the site and driver's copy of the delivery slip at the time of receipt and **PRIOR** to the driver's departure.

TEMPERATURE CHECKS



- ▶ Temperature must be taken for all hot and cold suppers.
 - ▶ NOTE: The temperature for cold items should be taken PRIOR to checking a warm item. If opposite, be sure to recalibrate the thermometer between uses.
- ▶ Check the densest portion of your meal for accuracy.
- ▶ If any meal is out of temperature, contact your Program Monitor immediately (while the driver is present) for additional instructions.
 - ▶ Unsafe temperatures MUST be noted on the delivery slip.

TEMPERATURE CHECK REMINDERS



- ▶ Please remember to calibrate your thermometer upon receipt using the 'ice bath' instructions sent out by your Program Monitor.
- ▶ What to Temp:
 - ▶ ONE dairy/milk-based product
 - ▶ ONE dense hot food item such as meat or casserole-styled dish such as pasta, etc.
 - ▶ ONE dense cold food item such as sandwiches
 - ▶ Items such as salad, cold slaw or muffins **should not** be checked as they are not dense items.

HOW TO CALIBRATE YOUR THERMOMETER

Fill

Fill a glass/cup with water and ice. Let the cup sit for 3-5 minutes.

Place

Place the thermometer probe into the water. Probe must NOT touch the sides or bottom of glass/cup.

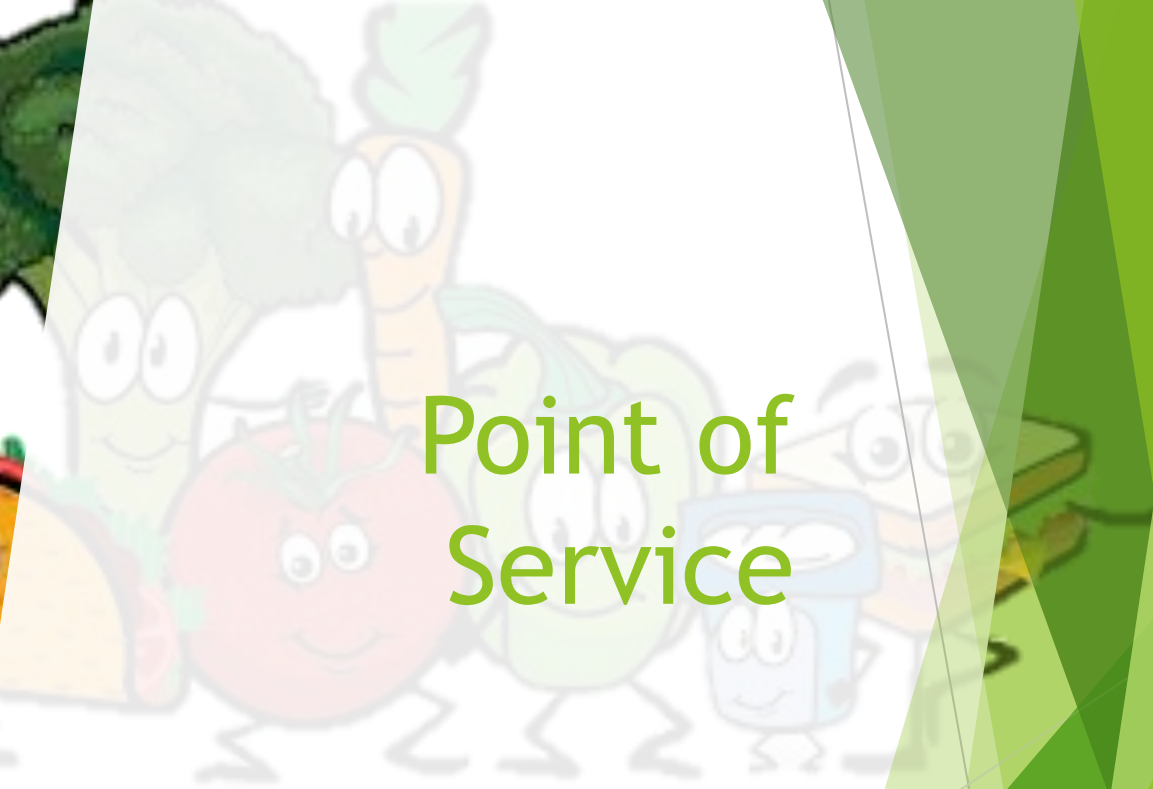
Wait

Wait approximately 30 seconds to check the temperature. Dial should read 32 degrees.

**Please see the Links to Bookmark slide for additional visual support*



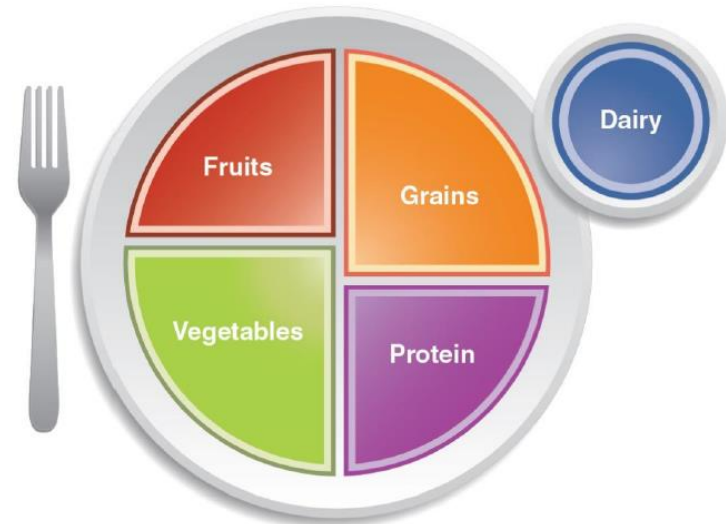
Point of Service



Meal Pattern Requirements

Menu will follow these requirements:

For a Meal to be Reimbursable, it MUST contain:	
Snack	Supper/PowerSnack/Lunch
<ul style="list-style-type: none">• Two food items from different food groups (My Plate)• Juice cannot be served when milk is served.• Water is not considered a component (but is required to have available)	<ul style="list-style-type: none">• Five food items from all food groups (My Plate)• One serving of milk• Two or more servings of vegetables and/or fruit• One serving of whole grains• One serving of meat or meat alternative (i.e. beans)



A 1/2c of vegetables
Must be served. The
Remaining 1/4c can be
a fruit or vegetable

Building For the Future Letter

Building For the Future

Florida Child Care Food Program

NOTICE TO BENEFICIARIES AND PROSPECTIVE BENEFICIARIES

Organization Name: FLIPANY

Facility Name: _____

Phone Number: _____

E-mail: _____

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the Office of the Assistant Secretary for Civil Rights, Center for Civil Rights Enforcement, Program Complaint Division by mail, fax, or e-mail at:

Mail:
United States Department of Agriculture
Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

Fax: (202) 690-7442
program.enr@usda.gov

(5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact the Florida Child Care Food Program by visiting www.floridachildcare.org/cfp, or calling 1-800-345-4323.

This written notice must be provided to you before you enroll in the program or receive services from the program, unless the nature of the services provided, or urgent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be provided to you at the earliest available opportunity.

This institution is an equal opportunity provider.

USDA Beneficiary Notice

Florida Child Care Food Program

NOTICE TO BENEFICIARIES AND PROSPECTIVE BENEFICIARIES

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Mail:
United States Department of Agriculture
Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

Fax: (202) 690-7442
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This institution is an equal opportunity provider.

WIC Flyer

Contact WIC Today!

WIC provides healthy foods that are good for you, your infant, and your child, plus helpful nutrition information—all at no cost. For more details, call your County Health Department, call toll-free 1-800-342-3554, or go to FloridaWIC.org.

WIC serves Women, Infants, and Children:

- Women who have recently been pregnant
- Infants under 12 months of age
- Children under 5 years of age

This institution is an equal opportunity provider.

WIC Income Guidelines
Paises de Ingresos para WIC
Regimen por Nivel WIC

Household Size	Monthly Income*
Tamaño de la Familia	Ingreso Mensual*
Kamita munda ki up ka ka	Ron Mensual*
1.	\$1,794
2.	\$2,286
3.	\$2,780
4.	\$4,384
5.	\$4,776
6.	\$5,168
7.	\$4,164
8.	\$4,888

*Families with a deduction
*Familias con deducción
*Familias con un deducción

Ranked Florida/Florida 4/18/21

Florida Department of Health
WIC Program
FloridaWIC.org

And Justice For All Poster

AND JUSTICE FOR ALL

WIC provides healthy foods that are good for you, your infant, and your child, plus helpful nutrition information—all at no cost. For more details, call your County Health Department, call toll-free 1-800-342-3554, or go to FloridaWIC.org.

WIC ofrece servicios a Mujeres, Infantes y Niños que son elegibles.

• Mujeres embarazadas o que estén dando pecho

• Mujeres que hayan estado embarazadas recientemente

• Bebés menores de 12 meses de edad

• Niños menores de 5 años de edad

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Contáctate WIC jodi a memi!

WIC bay manja ki ben pusu lasante ou, pou ti bébé ou, epi pou ti moun ou, anpil li la se enfòmasyon sou noutrisyon ki lib—tout bagay sa se an san pa pou wou wè kè. Pru plis detay, neta Depatman Lajanmante Floride a owa neta gratis pou 1-800-342-3554 anviwè sit nan FloridaWIC.org.

WIC bay bayis pou famm, ti bébé, ak ti moun ki elegib.

- Famn ki anant mwa k ap bay lèt
- Famn ki lib anant
- Ti bébé ki poko genyen 12 mwa
- Ti moun ki poko genyen 5 an

Enstitiyan sa a ofri tout moun manm opòtina a.

Florida Department of Health
WIC Program
FloridaWIC.org

Required Documents

► The following items MUST be visible during entire meal service.

PowerSnack!
FLIPANY Afterschool Menu
March 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Breakfast: Raisin Bran Cereal, Milk, Fruit 2. Lunch: Turkey, Swiss Cheese Sandwich, Fruit, Milk 3. Dinner: Beef Stew, Mashed Potatoes, Green Beans, Milk	1. Breakfast: Raisin Bran Cereal, Milk, Fruit 2. Lunch: Turkey, Swiss Cheese Sandwich, Fruit, Milk 3. Dinner: Beef Stew, Mashed Potatoes, Green Beans, Milk	1. Breakfast: Raisin Bran Cereal, Milk, Fruit 2. Lunch: Turkey, Swiss Cheese Sandwich, Fruit, Milk 3. Dinner: Beef Stew, Mashed Potatoes, Green Beans, Milk	1. Breakfast: Raisin Bran Cereal, Milk, Fruit 2. Lunch: Turkey, Swiss Cheese Sandwich, Fruit, Milk 3. Dinner: Beef Stew, Mashed Potatoes, Green Beans, Milk	1. Breakfast: Raisin Bran Cereal, Milk, Fruit 2. Lunch: Turkey, Swiss Cheese Sandwich, Fruit, Milk 3. Dinner: Beef Stew, Mashed Potatoes, Green Beans, Milk

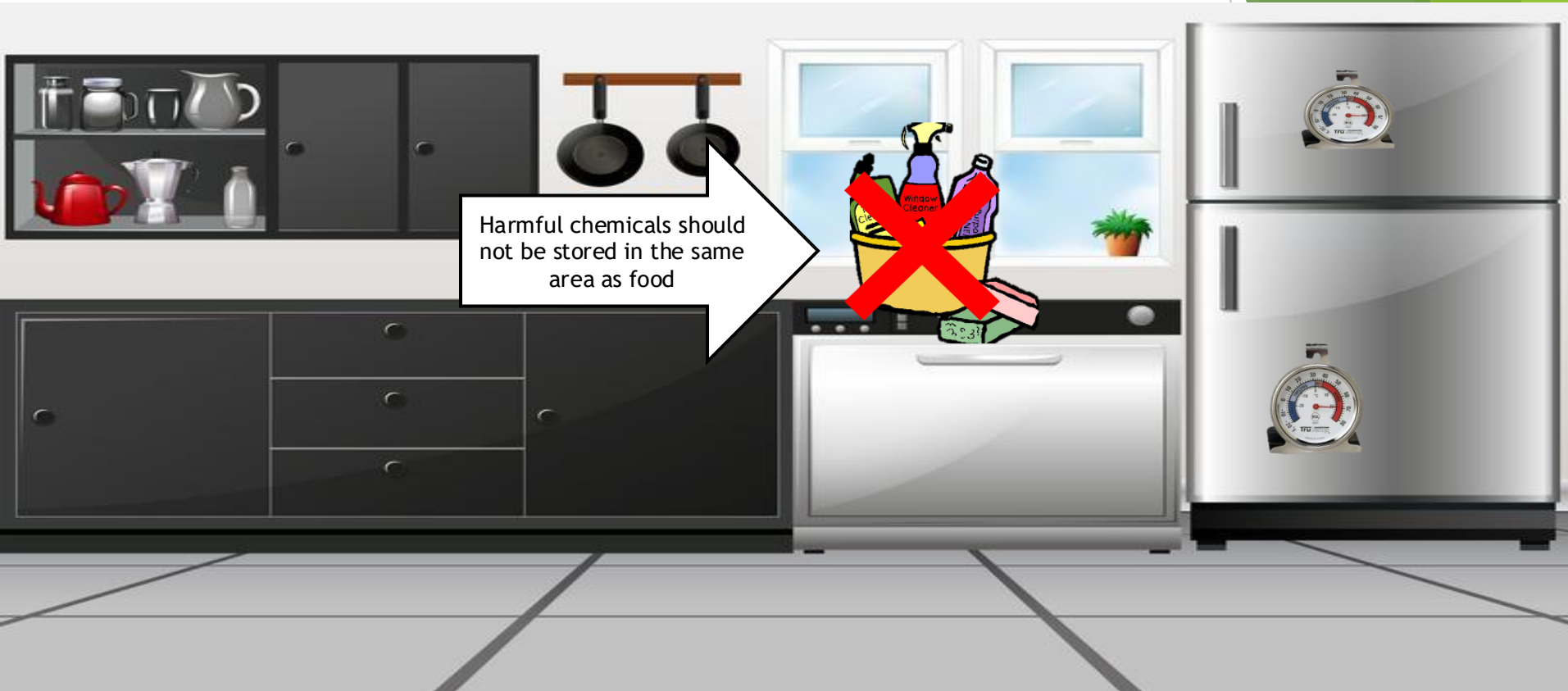
Prior to On Site Service



Site must have soap and running water at all times for proper hand washing

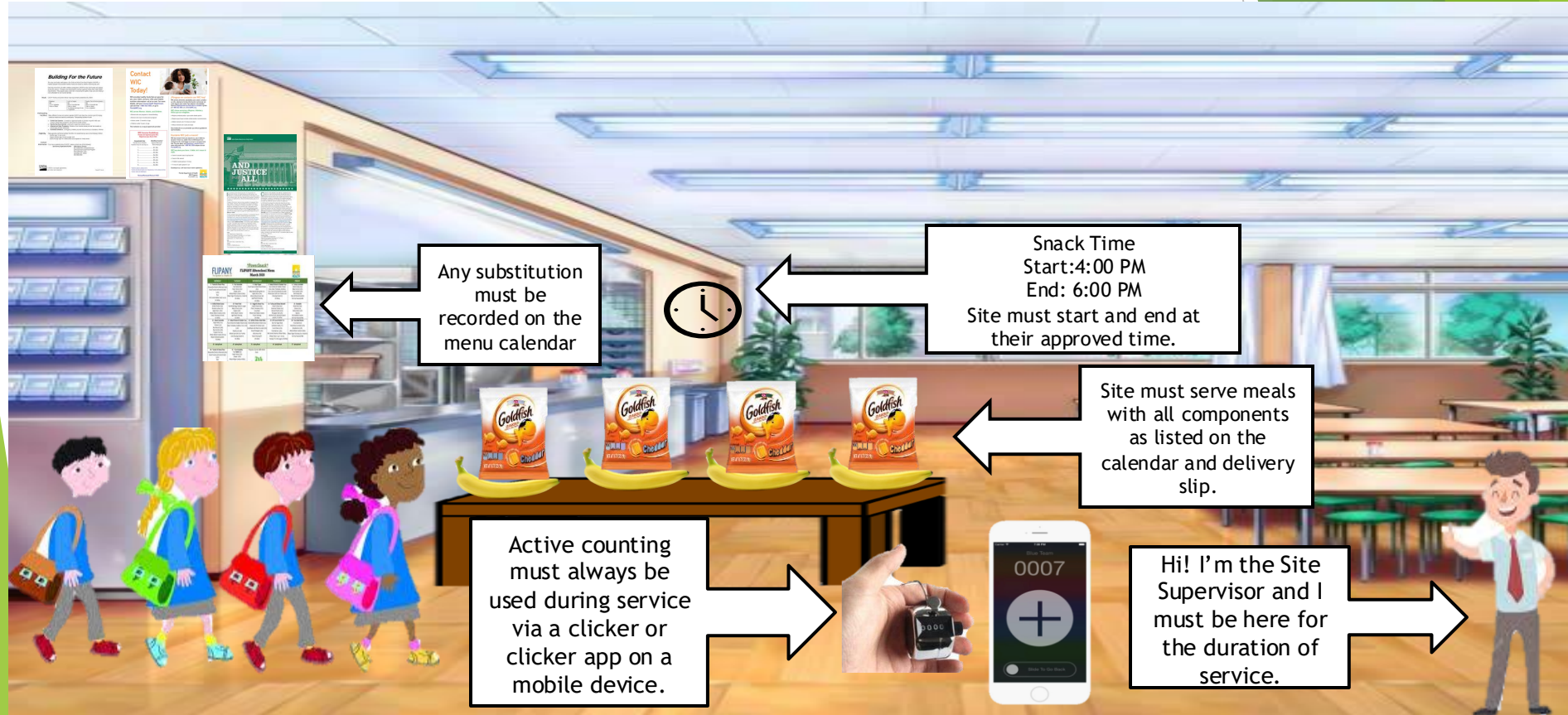
Hand sanitizer should not be used as a form of handwashing.

Point of Service: Proper Storage



Harmful chemicals should not be stored in the same area as food

Traditional On-Site Service



SHARE TABLE

- ▶ Each child must receive all components of a meal at point of service.
- ▶ If a child does not want a component of the meal, the child or site staff can place item on share table. (i.e., orange)
- ▶ Another child can pick the orange from the share table.
- ▶ Items on share table are not to be counted on the MMCR, after initial served count.
- ▶ Share table items should be placed neatly on a table to allow ease of pickup by another child

Active Counting



Site **MUST** use a Clicker, Clicker App or Tally Sheet to actively count meals being served.



For a meal to count as served, it must contain all the components for the meal type being served (e.g., snack-2 components, lunch/supper -5 components)



If meal services are done in multiple classrooms, each classroom will need to complete separate meal counts and consolidate totals at end of meal service.



Within an hour of completing meal service, served amounts must be noted in the Monthly Meal Count Record.*

**This will be reviewed further in the next section.*

DOCUMENTATION



AFTER SERVICE: Recording Count

Contractor Name: **FLIPANY** Month/Year: _____

Site Name: _____

AFTERSCHOOL MEALS PROGRAM MONTHLY MEAL COUNT RECORD (for catered/satellite sites)

Instructions: Record next to each date the number of snacks and/or meals DELIVERED (D) and SERVED (S) to eligible participants.

Date	D = DELIVERED				S = SERVED				Date	D = DELIVERED				S = SERVED					
	# Snacks		# Meals		# Snacks		# Meals			# Snacks		# Meals		# Snacks		# Meals			
	D	S	D	S	D	S	D	S		D	S	D	S	D	S	D	S		
1	20	18			12				23										
2					13				24										
3					14				25										
4					15				26										
5					16				27										
6					17				28										
7					18				29										
8					19				30										
9					20				31										
10					21														
11					22										TOTAL	20	18	0	0

Month/Year & Site Name
must be completed

Meal Tracking Record Cheat Sheet

- # Snacks: Please list number of snacks delivered (D) and served (S) for the respective date
- # Meals: Please list number of supper/lunches delivered (D) and served (S) for respective date
- Number of snacks or meals served cannot exceed the number of children present on your Attendance Roster for the respective date.
- Totals must be calculated for each meal type at the bottom of the page

✓ Meal counts must be recorded within one hour of meal service.

✓ Children must be served the required food components (2 for snack, 3 for breakfast, 5 for lunch/supper). Note: Offer versus Serve may be implemented for meal types other than snack.

✓ At the end of each month, add up the snacks and/or meals served for the month. These numbers will be reported on the Claim for Reimbursement.

✓ Attach your menus for the month to this form and keep on file.

MONTHLY MEAL COUNT RECORD

The purpose of the Monthly Meal Count Record is to determine the number of snacks and/or meals that were distributed.

This is **NOT** a count of children, but rather food.

Only snacks and meals that are served to children are allowable (ages 5-18) and must contain all components for that meal type.

DO NOT count share table or incomplete meals

Only one snack and/or meal per child, per day.

Snacks/meals served should **NEVER** be higher than number of children in attendance.



Snack/Meal counts must be recorded on the MMCR within 1 hour after meal service.

If counts are kept in multiple classrooms, they must be consolidated onto the MMCR within 1 hour of completion of meal service.

Snack delivered amounts are noted **DAILY**, as what was available for each day.

ATTENDANCE RECORD

For present enter X, for present but not receiving a meal enter Z, for absent enter A, for holiday enter H, for weekend enter *

Enrollment 101=0 102=0 103=0 Participation 101=0 102=0 103=0

Name (last name, first name)	Eligible Category	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	X	A	Z	H	*	
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25																																						
TOTAL Present X																																						
TOTAL Absent A																																						
TOTAL Present but not receiving a meal Z																																						
TOTAL Holiday H																																						
TOTAL Weekend *																																						
TOTALS																																						

Staff must record attendance daily on DOH Attendance record sheet.

Sign-in sheets are not acceptable.

Only codes to be used on attendance record are X for present, A for absent, T for terminated, H for holiday and * for weekends.

If multiple pages are used, there **MUST** be a cumulative total, created on the bottom of the last sheet. (total of all pages), ensure that the totals at the bottom are accurate.

MENUS: Edits & Substitutions

- ▶ Any change to the snack/meal menu needs to be edited on the menu.
 - ▶ Notes on calendar are ONLY to reflect actual service of the day that is being edited: arrows and notes are acceptable.
 - ▶ Make sure that the calendars correspond to the service provided.
 - ▶ Print calendar(s) corresponding to the caterer and meal type for your site. (i.e. Snack by 2 Taste Catering)
 - ▶ If the caterer has made a substitution, cross out the item listed and write in the substituted item (e.g. apples instead of bananas)
- ▶ Carry-over snacks used on another date must be added to the calendar in order to count it on the Monthly Meal Count Record as a snack served.
 - ▶ If the number of snacks served is greater than the number of snacks delivered, then the calendar should reflect that difference.



Snack Menu

EZ Meals – Afterschool May 2023



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>1</u> 100% Juice (3/4c) WGR Cheddar Goldfish (.75oz pkg = 1oz)	<u>2</u> IW Cheese Slices (serve 2) WW Brioche Roll (2oz) +2 Juice +2 Goldfish	<u>3</u> Cheese Stick (1oz) WGR Fruit Muffin (2oz) 100% Apple juice	<u>4</u> Fresh Apple (1) WGR Pretzels (.75oz pkg = 1oz)	<u>5</u> 100% Juice (6oz) WGR Honey Grahams (1oz)
<u>8</u> 100% Juice (3/4c) WGR Cheddar Goldfish (.75oz pkg = 1oz)	<u>9</u> IW Cheese Slices (serve 2) WW Potato Roll (2oz)	<u>10</u> Cheese Stick (1oz) WGR Fruit Muffin (2oz)	<u>11</u> Fresh Apple (1) WGR Cheese Crackers (1oz)	<u>12</u> 100% Juice (6oz) WGR Animal Crackers (1oz)
<u>15</u> 100% Juice (3/4c) WGR Cheddar Goldfish (.75oz pkg = 1oz)	<u>16</u> IW Cheese Slices (serve 2) WW Potato Roll (2oz)	<u>17</u> Cheese Stick (1oz) WGR Fruit Muffin (2oz)	<u>18</u> Fresh Apple (1) WGR Pretzels (.75oz pkg = 1oz)	<u>19</u> 100% Juice (6oz) WGR Animal Crackers (1oz)
<u>22</u> 100% Juice (6oz) WGR Honey Grahams (1oz)	<u>23</u> IW Cheese Slices (serve 2) WW Brioche Roll (2oz)	<u>24</u> Cheese Stick (1oz) WGR Fruit Muffin (2oz) +1 cheese slice +1 Roll	<u>25</u> Fresh Apple (1) WGR Cheese Crackers (1oz)	<u>26</u> 100% Juice (6oz) WGR Savory Crackers (1oz)
<u>29</u> CLOSED	<u>30</u> IW Cheese Slices (serve 2) WW Brioche Roll (2oz)	<u>31</u> Cheese Stick (1oz) WGR Fruit Muffin (2oz)	<u>1</u> Fresh Apple (1) WGR Pretzels (.75oz pkg = 1oz)	Apple <u>2</u> 100% Juice (6oz) WGR Honey Grahams (1oz)

SNACK PACK DOCUMENTATION

- ▶ Monthly Meal Count Record
- ▶ Attendance Roster
- ▶ Delivery Slips (Signed, dated, temped)
- ▶ Menu (with any changes)

Snack Pack documentation is to be uploaded via the online portal by the **FIRST of each month and available for pickup by the Program Monitors scheduled date.*



[Donate](#)

FLIPANY's work is not done until everyone has the opportunity to live a healthy life

HOW TO SUBMIT A SNACK PACK

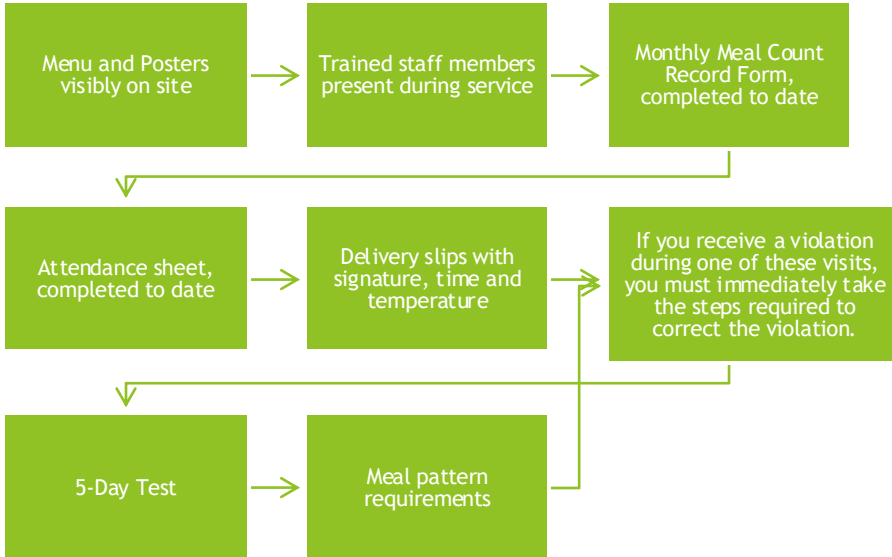
Note: "Our Work" header has been updated to "Our Services" effective January 2023

OFFICIAL MONITORING & VISITATION

FLIPANY will conduct a minimum of
3 unannounced visits per school
year

*Note: Additional visits may be conducted if
deemed necessary by your assigned Program
Monitor and/or the State*

What Sponsor/Program Monitor is looking for during visit:



Contractor Name: _____ Month/Year: _____

Site Name: _____

AFTERSCHOOL MEALS PROGRAM MONTHLY MEAL COUNT RECORD (for catered/satellite sites)

Instructions: Record next to each date the number of snacks and/or meals DELIVERED (D) and SERVED (S) to eligible participants.

	D = DELIVERED				S = SERVED					
	# Snacks	# Meals			# Snacks	# Meals				
Date	D	S	D	S	Date	D	S	D	S	
1					12					23
2					13					24
3					14					25
4					15					26
5					16					27
6					17					28
7					18					29
8					19					30
9					20					31
10					21					
11					22					
TOTAL	0	0	0	0						

- ✓ Meal counts must be recorded after the close of each service.
- ✓ Children must be served the required food components (2 for snack, 3 for breakfast, 5 for lunch/supper). Note: Public school districts have the option of implementing after versus serving for meal types other than snack.
- ✓ Snacks and/or meals must be eaten on site.
- ✓ At the end of each month, add up the snacks and/or meals served for the month. These numbers will be reported on the Claim for Reimbursement.
- ✓ Attach your menus for the month to this form and keep on file.

Revised 8/2013 0-00010

Attendance Record

Weekly Attendance of Meals
(Site Name) (Date)

Attendance	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	
Meals Served																																
Meals Delivered																																
Meals Consumed																																

5-DAY TEST

50. Meal count on day of review 35

Record meal counts for the same meal type observed on the day of the visit for each of the previous 5 consecutive meal service days.

30	+	30	+	31	+	33	+	35	=	159	Meal Count Total	Divided by 5 =	32	Average for 5 days	X .85 =	27
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Dates: 10/27 10/28 10/29 11/1 11/2

51. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes X No
 If "Yes", the site "passed" the 5-Day test. If "No", obtain an explanation.

52. If #51 was answered "No," was the explanation provided adequate? Yes (Site "passed" 5-Day Test)
 No (Site "failed" 5-Day Test, CAP and follow-up is required)

N/A

MONITORING & VISITATION (continued)...

- Sites found in violation of program guidelines may receive a Technical Assistance or a Corrective Action Plan (CAP)
- Examples of noncompliance related issues include, but are not limited to:
 - Serving outside of approved mealtime
 - Failing to complete MMCR within 1 hour after service
 - False reporting on MMCR and order forms
 - Failing 5-day test during a site review
 - Failing to provide requested documentation during Monitoring
 - Failing to submit monthly snack pack on time
 - Civil rights violations
 - Meal disallowances

Types of deficiencies
Meal count not recorded within 1 hour after service.
Meal counts recorded before served
Serving meals at a time different approved meal times
All or partial records not available (Attendance records, Menu, MMCR, including Consolidated MMCR and Meal count by name when applicable.)
Sponsor representative is denied access to site/record

Remember:

- ✓ Serve only during approved times
- ✓ Serve children 5-18 years of age, unless the child has a disability
- ✓ Serve each child the entire meal at once
- ✓ Keep accurate and timely records
- ✓ All participants are served the same snacks and there is no discrimination during food service
- ✓ All meal consumption takes place onsite
- ✓ If there are any leftover cold meals, they must be served first the following day. After 24 hours, they must be discarded.
- ✓ All hot food should be discarded at the end of meal service.



Remember:

- Ensure all staff involved in meal service have been trained by a member of the FLIPANY meals team
- Communicate any changes to Site Supervisors and/or Alternate Supervisor to your Program Monitor as soon as possible
- Place your orders during the designated window each week
- Review the Civil Rights Presentation as emailed after training is completed
- Sign and return the Provider Agreement to meals@flipany.org



LINKS TO BOOKMARK

[VIDEO] [How to Place Your Order](#)

To be used as a resource for how to complete the weekly order form

[VIDEO] [How to Upload Your Snack Pack](#)

To be used as a resource for how to upload your monthly snack park documentation

[VIDEO] [How to Calibrate a Probe Thermometer](#)

[How to Calibrate a Digital Thermometer](#)

To be used as a resource for how to calibrate a digital or probe thermometer

LINKS TO BOOKMARK

Weekly Order Form (By County)

[Miami Dade](#) | [Broward](#) | [Palm Beach](#)

To be used to place meal orders on a weekly basis between Monday at 4pm and Wednesday at 12pm (Noon)

[Change Request Form](#)

To be used when requesting a change to any of the following: (1) Serving Times, (2) Earliest Delivery Times, (3) Site Supervisors/Alternates, and/or (4) Meal Types

[Snack Pack Submission Tool](#)

To be used to submit a digital copy of the Monthly Snack Pack in addition to the required printed copy by the 5th of every month.

CIVIL RIGHTS POLICY

► Each contractor must have a policy consisting of an assurance that: “All participants are served the same snacks, regardless of race, age, sex, color, disability, or national origin, and there is no discrimination in the course of food service.”



FULL NONDISCRIMINATION STATEMENT

PLEASE READ AT YOUR LEISURE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

A close-up, low-angle photograph of the Statue of Liberty against a clear blue sky. The statue's right arm is raised, holding the torch, and its head is turned slightly to the right. The green patina of the statue is clearly visible.

Civil Rights

in the
Child Care Food Program
(CCFP)

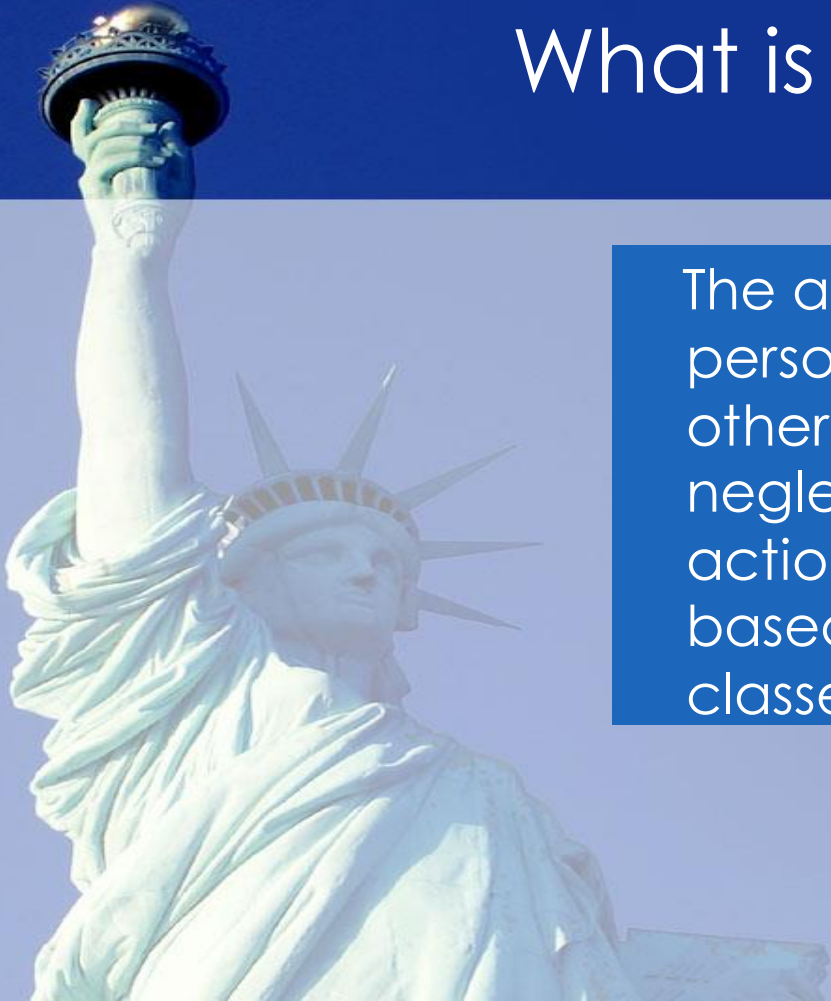
The background of the slide features a low-angle, close-up photograph of the Statue of Liberty. The statue is shown from the waist up, holding the torch aloft in her right hand. The image is semi-transparent, allowing the blue background to show through. The top of the slide is a solid dark blue band.

Why is Civil Rights important?

Ensures equal access to the
Child Care Food Program

What is Discrimination?

The act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes



The background of the slide features a large, semi-transparent image of the Statue of Liberty. The statue is shown from the waist up, holding the torch in her right hand and the tablet in her left. The image is set against a dark blue background at the top, which transitions into a lighter blue background for the rest of the slide. The title "Six Protected Classes" is written in white, sans-serif font in the upper right quadrant.

Six Protected Classes

- Race
- Color
- National Origin
- Age
- Sex (including gender identity and sexual orientation)
- Disability

The Statue of Liberty is shown in a light blue, semi-transparent overlay on the left side of the slide. It is holding a torch in its right hand and a tablet in its left. The background is a solid dark blue.

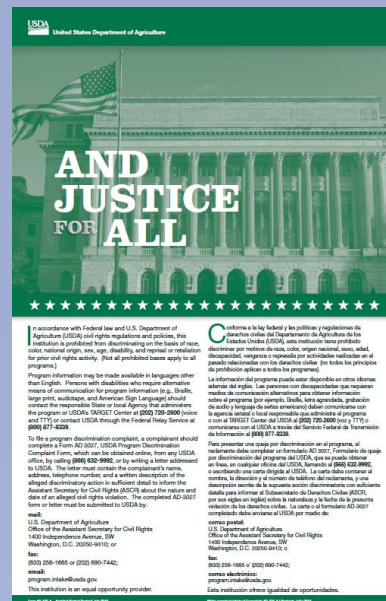
Civil Rights Assurances

A civil rights assurance is incorporated in all agreements between the state agency and contractor in order to ensure that ALL children have access to the child nutrition programs.

Agreements between sponsors and their facilities also include civil rights assurances.

Public Notification System

Display in a prominent place the
“**And Justice For All**” poster
(Does not pertain to day care home providers)
Request Posters from our Tallahassee
office by calling 850.245.4323



The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch. The image is set against a blue gradient background.

Public Notification System

Program Availability

Inform participants and prospective participants of their program rights and responsibilities and the steps necessary for participation.

The Statue of Liberty is shown in a light blue, semi-transparent overlay on the left side of the slide. It is holding the torch in its right hand and a tablet in its left. The background is a solid dark blue.

Public Notification System

Nondiscrimination Statement

Include the nondiscrimination statement on all publications, including websites, that inform the public about the CCFP.

(Examples of where the statement is found: News Release, “And Justice for All” poster, “Building for the Future” letter, any CCFP materials provided to the public)

The image shows the upper portion of the Statue of Liberty, including her crown and the hand holding the torch, set against a clear blue sky. The statue is rendered in a light, almost white color.

Public Notification System

Nondiscrimination Statement

Full Nondiscrimination Statement (Updated 5-2022):

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](https://www.usda.gov/programs-discrimination-complaint-form), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

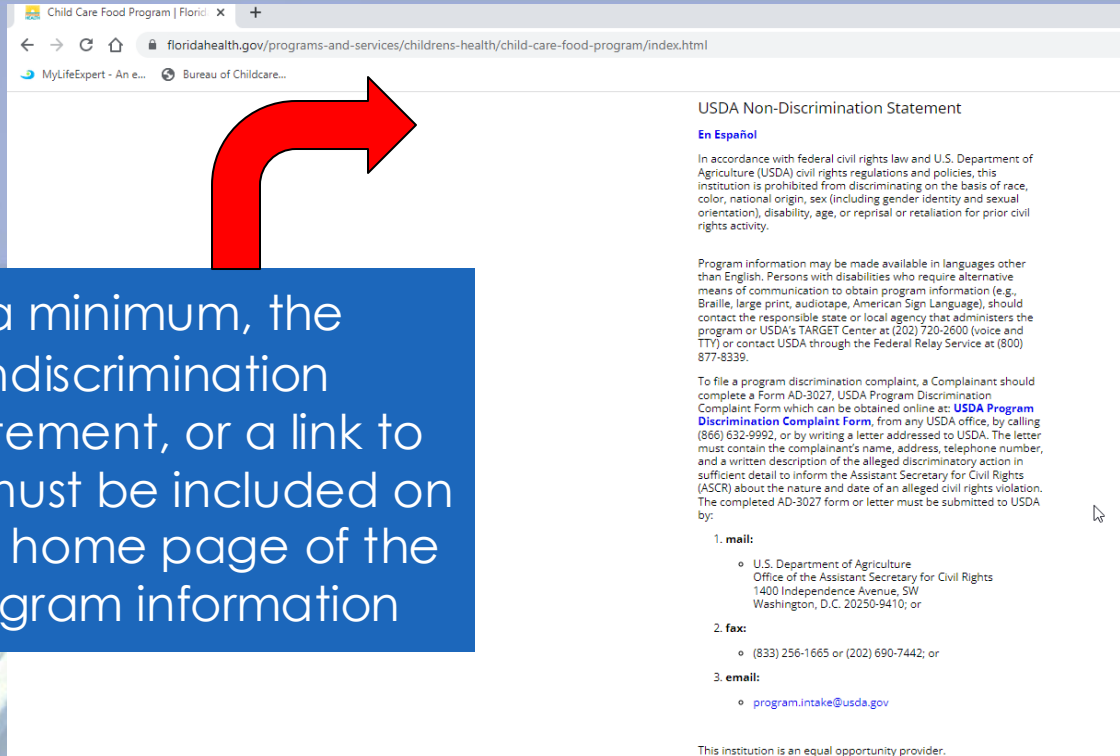
1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
USDA-ASCR@USDA.gov

This institution is an equal opportunity provider.

Public Notification System

Nondiscrimination Statement

At a minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information



Child Care Food Program | Florida x +

floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/index.html

MyLifeExpert - An e... Bureau of Childcare...

USDA Non-Discrimination Statement

[En Español](#)

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- 3. email:**
 - program.intake@usda.gov

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The Statue of Liberty is shown in a low-angle shot, appearing to rise from the bottom left corner. The top of the statue, including the crown and the torch, is visible against a dark blue background. The rest of the statue is faded into a light blue background.

Public Notification System

Complaint Information

Participants must be advised of their rights and the complaint procedures including how to file a complaint

A large, semi-transparent image of the Statue of Liberty is positioned on the left side of the slide, extending from the top to the bottom. The statue is shown from the waist up, holding the torch in its right hand and the tablet in its left. The background of the slide is a solid blue color.

Handling Complaints

Right to File a Complaint:

Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

Complaints:

- Can be written or verbal
- Anonymous complaints should be handled as any other complaint
- State agencies can develop complaint forms, but the use of such forms cannot be a prerequisite for acceptance of a complaint

The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch. The image is set against a blue gradient background.

Handling Complaints

A complaint can be made to
any CCFP staff

All civil rights complaints must be
forwarded by CCFP staff to the
appropriate Regional or FNS Office
of Civil Rights Director

CCFP contractors must notify the state
agency of a civil rights complaint
immediately

Handling Complaints

The USDA Program Discrimination Complaint Form can be found next to this presentation on the CCFP website, or at:

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf

The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch. The image is set against a blue gradient background.

Compliance Reviews

Civil rights compliance must be evaluated during:

- Pre-approval Reviews
(Question on the pre-approval form and observation of practices)
- Post-award or Routine Compliance Reviews
(Site, Sponsor and Provider Review forms)

The Statue of Liberty is shown on the left side of the slide, holding the torch aloft. The background is a solid blue color.

Resolving noncompliance

Noncompliance is a factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction or guidelines, is not being adhered to by a contractor or its sponsored facilities

Noncompliance may be the result of:

- A review of civil rights compliance during routine reviews
- A special review or
- An investigation

Once noncompliance is determined, steps must be taken to immediately obtain voluntary compliance

Continued noncompliance may lead to suspension or final termination

The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch. The image is positioned on the left side of the slide, extending from the top to the bottom.

Data Collection and Reporting

Each contractor is required to collect racial/ethnic data and maintain the data on file for five years plus the current year

This information is reported on site/provider information forms

Data Collection and Reporting

The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her right arm raised holding the torch and her left arm holding the tablet. The image is set against a blue gradient background.

The purpose is to:

- Determine how effectively FNS programs are reaching potential eligible persons and beneficiaries
- Identify areas where additional outreach is needed
- Complete reports, as required

The background of the slide features a faded, light blue image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch.

Language Assistance

Contractors have a responsibility to take steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

LEP describes individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Some translated forms and documents are available from MIPS or the CCFP office

The Statue of Liberty is shown on the left side of the slide, holding the torch aloft. The background is a gradient from dark blue at the top to light blue at the bottom.

Reasonable accommodations for persons with disabilities

Americans with Disabilities Act - prohibits discrimination based on a disability in all services, programs, and activities provided to the public by

State and local governments, except public transportation services. This means that agencies must ensure persons with disabilities have:

- Program accessibility (phone, mail, etc.)
- Effective communication with agency staff
- Easy access to the building itself

The background of the slide features a close-up, low-angle shot of the Statue of Liberty's right arm, holding the torch aloft. The statue is set against a clear, bright blue sky. The lighting is bright, highlighting the texture of the copper and the folds of the robe.

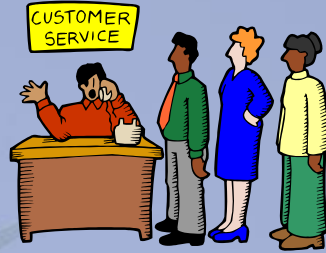
Equal opportunity for religious organizations

Ensures a level playing field for the participation of faith-based organizations and other community-based organizations (FB/CBO) in USDA programs

Creates new opportunities to serve more people in need

USDA is working to ensure that FB/CBO have equal access to USDA funding opportunities, especially those groups that have not partnered with the government before

Good Customer Service



Providing good customer service is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions

The image shows the upper portion of the Statue of Liberty, including her head with the crown and her right arm raised holding the torch. The background is a clear blue sky.

Resolving conflict

Conflict comes about from differences - in needs, values and motivations. Sometimes through these differences we complement each other, but sometimes we will conflict

Conflict is not a problem in itself - it is what we do with it that counts

For more information on strategies to resolve conflicts

- <http://www.crnhq.org>

The background of the slide features a large, semi-transparent image of the Statue of Liberty, showing her head with the crown and her right arm raised holding the torch. The image is set against a dark blue gradient background.

Civil Rights Training

All staff must receive training on all aspects of civil rights compliance on an annual basis, including:

- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Collection and use of racial/ethnic data
- Requirements for language assistance
- Requirements for reasonable accommodation of persons with disabilities
- Customer service
- Conflict resolution

