

Summer Fun Café Frequently Asked Questions (FAQ)

San Diego Unified School District Food Services Department
Summer Lunch Program Site Training Information

What is the Summer Food Service Program (SFSP)?

- The Summer Food Service Program (SFSP) is a program for children. It allows meals to be served free of charge to children, 18 years and under, from low-income areas. All Park and Recreation Centers will operate as “open sites” where all children ages 2-18 in the community may eat for free.

What meals will be served in the SFSP program this summer?

- San Diego Unified School District Food Services will provide lunch and an afternoon snack daily.
- The lunch will be a cold sack lunch served with chocolate or white milk. The afternoon snack has two items.
- Menus are subject to change.

How do I order meals?

- You will receive the same amount of lunches and snacks each day unless you call and change your order. All order changes must be called in before 1:30 P.M. for the next day. If this is not possible, leave a detailed message with your contact number on the answering machine.
- Meal counts may be changed without notice by the preparation kitchen if excessive waste occurs.

How often should I change my meal count?

- Meal counts must be changed as the need changes. Do not continue to receive 50 lunches if only 40 are served.
- There is no limit on the number of times you can change your meal count.

What about field trips?

- All lunches must be eaten on site unless an off-site event has been prearranged.
- If you know in advance of planned field trips, fill out the form and return it in the plastic envelope to the preparation kitchen.
- The final count of the number of lunches requested for a field trip must be turned in to the preparation kitchen one week before the field trip.
- The field trip sack lunch will be chicken salad with snack crackers, applesauce cup, animal crackers, kiwi-strawberry juice and milk.
- Field trip lunches will be packed and labeled separately from the other lunches.
- A foam chest and blue ice will be provided for the milk.
- Cross off the number of field trip lunches served on the Meal Count form.
- Indicate on the Meal Count form as a comment, the total number of lunches served on the field trip.

How is food delivered to my location?

Milk and Juice

- Hollandia Dairy will deliver milk and juice products directly to all sites. The volume of the program will determine delivery days. Deliveries will be made in the morning and coordinated with the site custodian.
- The invoice received with the delivery must be returned in the plastic envelope with the meal count forms daily.
- Milk and juice must be stored in the refrigerator before and after meal service.

Lunches and Snacks

- All lunches will be completely bagged and ready to serve.
- The sack lunches will be delivered in Styrofoam chests packed with blue ice.
- The snacks will be delivered in bulk bags.
- Delivery times will be coordinated with the site custodian.
- The site custodian must sign for the lunches and snacks upon receipt.
- The site custodian must store lunches and snacks in an appropriate secure location.

What equipment am I responsible for?

- Sack lunches will be delivered daily to the park and recreation sites in foam chests with blue ice. Each day when the meals are delivered the delivery driver will pick up the previous day's foam chests and blue ice along with the plastic envelope (with the paperwork) from the previous day and any leftover lunches and snacks.
- Foam chests and the blue ice must be stored in a secure location accessible to the delivery driver.
- Milk chests will be provided by Food Services if necessary. Milk chests need to be stored in a secure location.

How do I keep the food safe to serve?

- Keep cold food COLD. Refrigerate foods at 41 degrees or below. Do not let hot/cold food stand at room temperature.
- Keep sack lunches in the Styrofoam chests with the blue ice until serving time.
- Keep all milk and juice in the milk cooler or refrigerator when not serving.
- Sight, taste or odor cannot determine food safety. If there is any doubt regarding a food product, throw the food item away and notify the preparation kitchen immediately.
- Do not prepare or serve food if you are sick or have cuts or a skin condition.
- Clean all surfaces before service and after service.
- Good personal hygiene is a critical protective measure against food borne illness. Food handlers MUST wash their hands:
 - After using the restroom.
 - Before and after handling raw foods.
 - After touching hair, face or body.
 - After sneezing, coughing or using a handkerchief or tissue.
 - After eating, smoking or drinking.
 - After using any cleaning or polishing agents.
 - After touching dirty trays or cleaning tables.

- After touching clothing or aprons or anything else that may contaminate the hands such as equipment, work surfaces or dirty towels.
- When gloves are used they should be changed frequently, especially if they become damaged. Wash your hands each time you change gloves.

How do I serve the food?

Lunch

- Hand out sack lunches to the children in an organized manner. If possible, place milk cooler in the serving area so that students can pick up their own milk after they received their sack lunch; otherwise a staff member must serve milk to the children.
- All meals served must be eaten at the Park and Recreation center unless an off-site event has been prearranged. See section on field trips for more information.

Snacks

- Serve both food items on the snack menu to the children. A child may decline one of the items, but it must be the child's decision (be sure that every child is offered both.)

What should I do with leftover lunches and snacks?

- Leftover lunches and snacks must be returned to the preparation kitchen. Do not give leftover food to adults.
- Adjust your meal counts to avoid having too many leftovers.

What paperwork do I complete daily and how do I do it?

Lunch

- Count all sack lunches and milk prior to meal service. Write the number on the Daily Meal Count form.
- Cross off number on the Daily Meal Count form as each child receives a meal.
- Ensure that all children receive a complete lunch before serving a second lunch.
- Cross off the number of second lunches served on the bottom of the Daily Meal Count form.
- Record all meals served on the Daily Meal Count form (green).
- Count all unused sack lunches after the meal service.
- Subtract your unused sack lunch count from your beginning sack lunch count. This number should equal the number of sack lunches served.
- Fill out the Daily Meal Count form completely and sign and return to your prep kitchen via your delivery driver.
- Meals are for children ages 2-18 years. Meals are not to be served to adults. Parents are not allowed to eat their child's meal.
- Change meal counts often to avoid running out or having too many leftovers.

Snack

- Prior to serving the snack, count both food items offered as the snack. You must have equal amounts of both food items available.
- After snack service, count both food items remaining.
- Write down the beginning and remaining amounts of each food item on the bottom of the Daily Meal Count form (pink).
- Fill out the Daily Meal Count form completely and sign and return to your prep kitchen via your delivery driver.

- Snacks are for children ages 2-18 years. Snacks are not to be served to adults. Parents are not allowed to eat their child's snack.
- Change snack counts often to avoid running out or having too many leftovers

Field Trips

- Cross off the number of field trip lunches served on the Daily Meal Count form.
- Make a comment on the Daily Meal Count form as to how many lunches served were for a field trip.

What should I do with the “Justice for All” poster?

- The poster must be posted in all Parks and Recreation sites during the time of meal/snack service.
- The poster must be placed in a site visible to all children.
- After meal service, remove the poster and keep in a secure location.
- If you need additional posters, please call Food Services Central Office at (858) 627-7320.

What else do I need to know about the SFSP?

- Return the completed Daily Meal Count Form using the plastic folder provided every day. The delivery driver will pick up the plastic folder when the next day's food is delivered.
- Meals and snacks are for children (ages 2-18) only. Adults, including parents and staff, are not allowed to consume the meals.
- San Diego Unified School District Food Services Central Office staff will review all Daily Meal Count Forms.
- Staff from the central office will make periodic unannounced site visits; this review is a requirement of the program. Some of the items reviewed will be the site's compliance with meal ordering, meal counting, meal claiming and making sure that food is served only to children.
- Outdoor banners that have been provided by the Food Services office will need to be returned at the conclusion of the program.