



# Summer Meals Program: General Rules

## DO.....

- Order only one meal for each child who you expect to take a meal.
- Count the meals as they are received before the driver leaves and sign the delivery ticket. After the driver leaves, take the temperature of the milk.
- Check the meals to be sure that you have received all menu items and that none of the items are damaged or spoiled.
- If items are damaged, spoiled, or if you do not receive the right number of meals, call NDS right away.
- Put all refrigerated items away immediately or store on ice.
- All food handling and serving areas must be clean before, during and after meal service.
- Make sure NDS knows what time you serve and only serve during that time.
- Serve the meals according to the State and local health and safety standards.
- Serve any meals left from yesterday before serving today's meals.
- Serve each child all menu items at one time. Serve only one meal to each child at each meal service.
- Count the meals as they are given out using the Point of Service Count Record.
- Fill out the report everyday. Keep it in a safe place away from the children and the weather. Have all reports for the whole summer together and prepared for review by monitors.
- Have report packet ready first thing Monday morning for pick up.
- Encourage the children to try new foods and minimize food waste.
- Serve all eligible children aged 18 and younger.
- Only serve the meals at your site.

## DON'T....

- Don't serve second meals on any day at anytime.
- Don't serve meals with missing components.
- Don't serve meals to parents or other adults from the community.
- Don't allow discrimination against any child because of race, color, national origin, sex, age, or disability.
- Don't forget to have each meal service supervised by a person trained in the operation of the program.
- Don't hesitate to contact NDS if you have concerns or need additional training. It is our job to help you follow the rules. Please use us as a resource.
- Don't forget to call the office to let us know if you are going to be away from your site during your serve time.
- Don't forget to call the office to let us know if you need to change your meal time, the number of meals you need, or dates of service.
- Don't let your inventory build up. Call NDS right away if you have too many meals.
- Don't allow children to take meals home.
- Don't refuse to allow monitors into your site. If we cannot monitor your program, we cannot send you meals.

### These items must be posted at your site:

1. Menus
2. And Justice for All Poster
3. Food That's In When School is Out Poster
4. General Rules
5. Food Safety Rules
6. Share Table Rules