



Summer Meals Program: Share Table Rules

DO.....

- Serve each child a complete meal. A complete meal is everything listed on the menu. Serve only one meal to each child at each meal service.
- Encourage the children to try new foods and minimize food waste.
- Set up a "Share Table" using the signs and ice provided by NDS. Ask NDS for additional ice if needed.
- Allow children to place un-opened items on the share table. These items are called "share table items."
- Encourage children to eat items from the Share Table during the official serve time. (This is the time you gave NDS at the training.)
- All children must be listed in the attendance, including youth who have received meals and those who brought food or refused meals as well as those who used the Share Table.
- Place share table items in a clean basket or bag and put cold foods in the refrigerator them. Label it "Share Table." If you do not have refrigeration, separate these items in a cooler with ice.

At the end of the day:

- At the end of the day, encourage children to take left over Share Table items home.
- All Share Table items need to leave your site at the end of each day. Do not keep Share Table items from day to day.
- If they are not taken by the children, it is acceptable to: give the items to a food cupboard, give them to the homebound or elderly, give them to a family experiencing a food emergency.

DON'T....

- Don't allow ice to completely melt. Add more when needed.
- Don't allow children to take complete "un-served" meals home.
- Don't allow adults to take items from the Share Table.
- Don't allow Share Table items to sit out at room temperature after meal service. Food that sits out at room temperature for too long will spoil. Do not allow food to spoil. Put these items in the refrigerator as soon as possible.
- Don't throw Share Table food away. Be good stewards of the food. Find a home for all items.
- **Do not re-box Share Table food to create more "complete meals."**
- **Don't count or record the children who only eat from the Share Table as "served."**
- Don't put "un-served" meals on the Share Table. These meals should go in the refrigerator and served first the next day. If you do not have refrigeration and you have extra meals, call NDS and we will tell you what to do.

The Summer Meals Program is a federally funded program that is in place to meet the nutritional needs of children. Do your best to encourage the children to eat their meal so they can receive the nutritional benefits of it. Keep cold foods cold at all times, even when on the share table.

