

# Summer Splash

NUTRITIONAL DEVELOPMENT SERVICES

JULY 2019 | ISSUE 5

As we near the end of the season and the summer meals program, the NDS team wants to share some helpful reminders and rules to keep your program running smoothly.

Keep reading for some tips and strategies to make sure you end the summer strong! **PA Department of Education** staff from Harrisburg will be **visiting sites soon** to check on your compliance with program rules.



Thanks for reading!



# FUN REMINDERS

## for **SERIOUS BUSINESS**

 While taking your milk temp, don't make your driver stay. Just count and sign your ticket, and let him drive away!



### Proper Delivery Procedure

- 1) Remember that your delivery can come any time between your earliest delivery time and your lunch serve time.
- 2) Count all of your components, verify that they are not damaged, and sign the delivery ticket certifying your delivery. Be sure to keep the yellow copy of the ticket.
- 3) Take your milk temperature to make sure the milk is below 45 degrees, then store all of your food until serve time!

### USING YELLOW

#### POINT OF SERVICE FORMS:

- Make sure to cross off AS each child is given a meal, never BEFORE or AFTER he or she is served.

### Call Us!

If you have more than 5 meals left over after serving, please call our office at (215) 895-3470 option 1 **before 1:00 pm** to lower your numbers and avoid a buildup of leftover meals!

### Weekly Paperwork

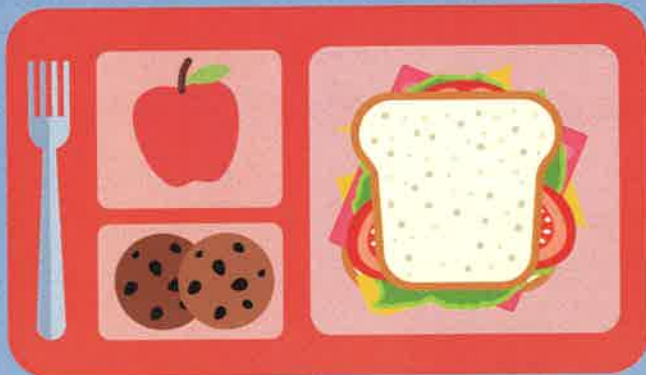
Please make sure that all of your paperwork is accurate and complete for **NDS monitors** to pick up each week. This includes:

- Yellow POS sheets for each day that your site served
- Green Daily Summary Sheet showing meals left over, delivered, served, and remaining for each day
- Blue Weekly Report Checklist

Be sure to keep paperwork for the **WHOLE SUMMER** organized and ready for **state monitors** to review. Please review your Training Packet or call us if you have any questions!

# KEEP YOUR FOOD YUMMY, HEALTHY, AND GOOD TO EAT!

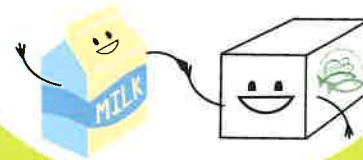
## First In, First Out!



**Remember the rule- F. I. F. O.  
Serve yesterday's meals first today!**

### **Please make sure you understand - milk and lunch go hand-in-hand!**

Always serve a complete meal! Make sure each child receives a white box lunch and a milk. If a child does not want something, instruct them to place it on Share Table after receiving it.



## Temperature Guide



### **Food Storage**

For sites with refrigeration, cold foods should be stored in a refrigerator that is 41 degrees or below at its warmest section.

For sites without refrigeration, keep perishable foods cool with ice and coolers.

Place coolers in a shaded area, off the ground.

Foods that don't need to be refrigerated, like grain items and cereals, should be kept off the ground and in plastic containers safe from rodents or insects.

### **Calibrating your Thermometer**

- 1) Fill a large container with crushed ice, then add clean tap water until full. Mix the ice water well.
- 2) Put the thermometer into the ice water, ensuring the sensing area is under water. Wait 30 seconds or until the reading remains steady.
- 3) Adjust the thermometer by rotating the head until it reads 32 degrees F. This should be done weekly.

# Posted Materials

EACH DAY THAT YOUR SITE IS SERVING, THE FOLLOWING MATERIALS SHOULD BE CLEARLY POSTED:

## "Food That's in When School is Out" poster

This poster must be placed in plain view from the street, to alert the community that your site is a food resource for children. Make sure this poster has your up-to-date serve times.

## Menu

Please post the menu for all meals that you serve.

## "And Justice for All" poster

Post this in a public area for all to see.

## Do's and Don'ts/ Program Rules

These will help your program and meal services run smoothly.

## "All Meals Must Be Eaten on Site" poster

All food must be eaten on site.

## IF YOU NEED REPLACEMENTS, YOU CAN:

- call us (215-895-3470 option 1)
- ask your monitor
- OR visit our website to print what you need!

## CONTACT US

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