

Production Record Requirement for Sponsors Using Offer vs Serve for Meals Served in the Summer Food Service Program (SFSP)

PURPOSE: To clarify the State Agency position regarding the use of Offer versus Serve in breakfast, lunch, and/or supper meals served with the intention of claiming reimbursement in the Summer Food Service Program. There is no provision for Offer versus Serve in snack service.

SCOPE: All sponsors using Offer versus Serve for meals served in the Summer Food Service Program.

DESCRIPTION: All sponsors approved to use Offer versus Serve for meals served for reimbursement in the SFSP (breakfast, lunch, and/or supper) must maintain production records to show that adequate amounts of each required component were available to serve the number of meals claimed. Sample production records can be found attached to this policy and while sponsors are not required to use this format, the information contained within this production record must be included on any production record provided by the sponsor.

In addition, at least one person from each sponsorship must take the online SFSP OvS Quiz found on the IDOE Moodle Training site, pass the quiz at mastery level, train appropriate staff, and maintain documentation of proof (including training agenda and attendance records) in the sponsor's SFSP files for at least 3 years plus the current year. A PowerPoint is provided for review within Moodle and sponsors will be held accountable for the information presented within the PowerPoint even if the sponsor chooses not to view the PowerPoint prior to taking the quiz.

By using the Offer versus Serve method at meals served to eligible participants, sponsors agree to have all components in the planned serving sizes available for every first and second meal claimed for reimbursement. Failure to comply with this policy may result in disallowed meals, disqualification from the ability to use the Offer versus Serve method at sites, and/or termination from the program.

SOURCE: Indiana Department of Education, School and Community Nutrition

DAILY MENU PRODUCTION RECORD

(1) Date: _____ Name of Sponsor: _____

Name of Site: _____

(2) Meal Type & Menu	(3) Meal Component & Serving Size	(4) Quantity Prepared	(5) Amount Leftover	(6) Total Quantity Used
MEAL TYPE: MENU:	Meat/Meat Alt.			
	Vegetable/Fruit:	-----	-----	-----
TOTAL MEALS PREPARED:	Grains/Bread:			
	Milk (8 oz.):			

Standard SFSP Meal Patterns				
<i>Components Required (see Attachment 4 in Admin. Guid. For details)</i>				
	<i>Meat/Meat Alt.</i>	<i>Vegetable/Fruit</i>	<i>Grain/Bread</i>	<i>Milk</i>
Breakfast	1 oz (optional)	1/2 C	1	8 oz
Lunch & Supper	2 oz	2 items total 3/4 C	1	8 oz
Snack	2 of the above 4 components (see Attachment 4 in Admin. Guidance for details)			

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	Vegetable/Fruit:	-----	-----	-----
TOTAL MEALS PREPARED:	Grains/Bread:			
	Milk (8 oz.):			