

# Summer Site Guide

## Seamless Summer Option (SSO)



ORDERING	Stand Alone	Hub Site	Hub Receiver
Communicate meal counts needed for Hub Receiver programs			
Complete EZ Steps for all menu plans assigned to site for total number of meals needed			
Place orders for all products needed in CMS			

RECEIVING	Stand Alone	Hub Site	Hub Receiver
Complete all receiving tickets in CMS			
Receive and store deliveries according to FIFO			

PRODUCTION	Stand Alone	Hub Site	Hub Receiver
Create and complete production records in CMS daily			
Record "Prepared Amount" for on-site service on production worksheet			*
	*Record on Transport Record		
Prepare meals according to SSO menu and recipes.			*
	*Prepares meals at Hub Site		
Record "Amount Leftover" from on-site service on the production worksheet			*
	*Leftovers discarded at site		
Record the amount of meals delivered to Hub Receiver separately in the "Comments Section" for Breakfast & Lunch			
Record the amount of meals delivered to RAP separately in the "Comments Section" for Lunch			
Record the amount of meals delivered to Hub Receiver separately in the "Comments Section" for BTB Non-Reimbursable Supper			
Complete the online meal count survey for Hub Receiver sites for all meal services daily			

SERVICE	Stand Alone	Hub Site	Hub Receiver
Follow Offer versus Serve (OVS) guidelines during breakfast and lunch service			
Use Newton POS to record reimbursable meals			
Record amount of meals served on the "Daily Meal Count Form"			
Program staff will assist with the "Daily Meal Count form"			

FORMS	Stand Alone	Hub Site	Hub Receiver
Prepare and complete an "A la Carte Sales and Inventory Worksheet" form			
Prepare and complete the "Summer Daily Meal Transport Record" form for each program receiving transported meals			
Return completed forms to the HUB Site, retain a copy on site			
Prepare a "Summer Daily Meal Transport Record" for BTB Supper			
Complete all HACCP records			

OVERSIGHT & COMPLIANCE	Stand Alone	Hub Site	Hub Receiver
Ensure the quality, safety, and oversight of the meals being served			
Audit the program(s) compliance along with the AFSS by observing daily meal services			
Ensure mileage is properly tracked, recorded and claimed for transported food			
Follow record retention guidelines			