THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Food Service
Summer Program 2026

Program Guidelines and Training Confirmation

- The program coordinator must submit an initial enrollment list (roster) of students to the Division of Food Services, which must be kept on file at each school location.
- Food Services will not provide meals when schools are closed (i.e. when students are absent).
- No other agency or school staff may have access to the kitchen or refrigeration to store, heat, or serve meals.
- Meals must be served in the cafeteria. Any request to serve meals outside the cafeteria, transport meals within the school building, or create an additional serving area other than the cafeteria must be approved by the summer food service monitor assigned to the location.
- Meals are not to leave the building, except field trip meals. All meals must be consumed at the school. The Office of Food Service must supply all meals. No outside company, caterer, or service can supply food for any program using a School District building.
- No after-school snacks, twilight meals, or Saturday meals will be provided during summer programs. There will be no a la carte sales provided for summer programs.
- The Office of Food Service will staff programs based on the number of meals served. Locations that serve over and above 150 meals (breakfast/lunch combined per day) will be staffed by the Office of Food Service. Food Service staff may be removed from summer program (s) if participation drops below the required number of meals served. If the program doesn't meet minimum meal participation requirements, on-site summer program staff or designees will be responsible for distributing meals and ensuring that the required meal components and Point of Service are administered correctly. They must also complete the required training. The summer program coordinator or designee will provide the daily attendance and meal counts to the food service summer monitor each day.
- For questions, contact Summer Program Coordinator Lawanda Spratley at foodsetup@philasd.org
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Programs with less than 150 meals per day (Non-District Sponsors Only)

- The food service summer monitor will review meal regulations, deliveries, and paperwork needed with the on-site program coordinator or designee.
- The on-site program coordinator or designee will accept, sign for, and store the daily food deliveries in refrigeration.
- The on-site program coordinator or designee will pick up the refrigerated pre-packaged breakfast and lunch from the cafeteria (from the designated refrigerator). These meals must remain under refrigeration until serving time.
- The on-site program coordinator or designee will record meal counts at the point of service using a tally Sheet , checking off the meals as they take a reimbursable meal.
- The on-site program coordinator or designee will ensure students receive the necessary meal components.
- All leftovers must be returned to the designated refrigeration.
- The summer program coordinator or designee will provide the meal counts to the food service summer monitor each day.

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Office of Food Service Summer Meal Service Guidelines

- **Meal components offered at each meal:**
  - Breakfast- Meat/Meat alternative, Grain, Milk, and Fruit
  - Lunch-Meat/Meat alternative, Grain, Vegetable, Fruit, and Milk
- **Summer Required Meal Components- What counts as a meal?**
  - *Breakfast*- Students are required to select at least ½ cup of fruit with each breakfast meal. Students may not refuse bread or a protein- milk is optional.
  - *Lunch*- Students are required to select a ½ cup of fruit or vegetable component with each lunch meal. Students may not refuse the bread or a protein- Milk is optional.
- **Point of service:**
  - All meal components are to be placed on the serving line. As students select a reimbursable meal, the meal is checked off on the meal tally sheet. (one meal tally for each serving period B/L)
  - Point of service is the point where meals are claimed (checked off on the roster)- at the END of the serving line.

Other Guidelines

- **Meal Deliveries:** Deliveries are made daily for service the following day. Meals must be refrigerated upon delivery. Food service staff, On-site program coordinator, or designee is required to sign the delivery ticket.
- **Paperwork:**
  - Meal Tally Sheets- **One meal tally for each serving period B/L**
  - Delivery tickets- Must ensure all items listed on the delivery ticket are delivered to the school- If an item(s) is missing, the food service summer monitor must be notified immediately or e-mail foodsetup@philasd.org. A signature is required, and the date and time are noted. Delivery tickets will be given to the food services summer monitor.
  - The on-site program coordinator or designee must provide daily attendance to food service staff.
  - Program enrollment—If enrollment increases and additional meals are needed, the program coordinator or designee must upload an updated roster to food services via the website. The coordinator or designee must also communicate meal increases OR decreases to the food service summer monitor.
  - Next-day meal adjustments cannot be accommodated; our system requires 72 hours to deliver adjustments to the schools.

I have read and understand the regulations and guidelines of the Office of Food Services Summer Meal Program. I understand my responsibilities regarding the program. I understand that disregarding the Office of Food Services policies may result in canceling our participation in the program.

Signature:_____ Date:_____