

Food & Nutrition Services

Policies and Procedures

2016-2017

Food & Nutrition Services

Contents

INTRODUCTION	3
ADMINISTRATIVE STAFF	3
SERVICES OFFERED	4
SCHOOL BREAKFAST PROGRAM	4
BREAKFAST IN THE CLASSROOM PROCEDURE	6
SAMPLE BIC TICKET	8
MEMO TO TEACHERS	9
NATIONAL SCHOOL LUNCH PROGRAM	10
SACK LUNCHES	12
MENU CHANGES	15
SATURDAY MEALS	17
AFTER SCHOOL CARE PROGRAM	19
PROCEDURE FOR ORDERING AFTER SCHOOL SNACKS	20
CHILD & ADULT CARE FOOD PROGRAM – AT RISK	23
SPECIAL DIETS	26
PROVIDING SPECIAL MEALS TO CHILDREN WITH DISABILITIES	27
SPECIAL DIETARY NEEDS OF CHILDREN WITHOUT DISABILITIES	27
PROCEDURE FOR REQUESTING SPECIAL DIET MODIFICATIONS	28
SPECIAL EVENT CATERING	31
CATERING REQUEST PROCEDURE	33
OTHER OPERATIONAL ISSUES	41
ADULT MEAL PRICING	44
MCALLEN ISD WELLNESS	46
NUTRITION REQUIREMENTS	48
ORDERING PROCEDURES	49

INTRODUCTION

The Food and Nutrition Programs Division of the Texas Department of Agriculture (TDA) administers the National School Lunch, School Breakfast, Food Distribution, and Child & Adult Care Food Programs in Texas Public schools. This involves the reimbursement of federal program funds to participating school districts for meals served in schools. TDA is responsible for providing special marketing projects and procurement assistance to promote more nutritious eating habits, conducting on-site and off-site compliance monitoring, and coordinating training through the Regional Education Service Centers. The Food and Nutrition Programs Division is located in the William B. Travis Building, 1701 N. Congress Ave., Austin, Texas 78701, (512) 463-9734 and has a presence on the web at www.squaremeals.org

The purpose of this Procedures Manual is to provide administrators and teachers with information regarding the School Breakfast, School Lunch, After School Snack, At-Risk Supper Programs, USDA Competitive Food Regulations, and the guidelines and procedures regarding the Food and Nutrition Services Department.

The Food & Nutrition Services Department appreciates the assistance of administrators and teachers in following these guidelines to ensure compliance with state and Federal requirements. Please feel free to print any of the information and forms offered in this section. This document and any necessary revisions is available on our website at [McAllen ISD Food & Nutrition Services](#). We encourage any comments and suggestions. If you have questions or suggestions please contact the Food & Nutrition Services Department at 632-3226.

ADMINISTRATIVE STAFF

Director:	Alexandra G. Molina, M.S., SNS
Assistant Director:	Mayra F. Lopez, RD, LD
Purchasing Supervisor:	Martha Serrata
Field Supervisor:	Alicia Vigil
Field Supervisor:	Aida Alfaro
Warehouse Supervisor:	Angelita Guerrero
Budget & Cost Specialist:	Sally Meza
Child Nutrition Specialist:	Glorina Flores

SERVICES OFFERED

SCHOOL BREAKFAST PROGRAM

The School Breakfast Program (SBP) is a federally subsidized meal program administered by Texas Department of Agriculture (TDA) and operating in public schools. This program provides nutritionally balanced breakfast meals at no charge to all students each school day through the district's approved participation in community eligibility provision. The program was established under the Food and Nutrition Act of 1966 to ensure all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. Regulations require that all meals meet the recommendations of the *2010 Dietary Guidelines for Americans*. These meals must meet dietary specifications for calories, sodium, calorie, total fat, saturated and trans fat requirements.

ALTERNATE SERVICE METHODS

There's more than one way to serve breakfast! Schools across the nation are serving breakfast in creative ways that meet the needs of their students and community. Some alternative service methods that may work in your school:

- ***Breakfast in the Classroom***
- ***Breakfast after First Period (Mid-morning Nutrition Break)***
- ***Grab 'N' Go***
- ***Breakfast Carts***

McAllen ISD currently implements breakfast in the classroom at the Elementary and Middle School levels, and alternate service methods are implemented at High School levels such as breakfast after first period and grab and go breakfast carts.

How Does Breakfast in the Classroom Work?

Just as the name implies, students eat breakfast in the classroom at the beginning of the day, prior to the start of the instructional day. Choices are offered daily of 2 entrees (hot and cold) to help increase student participation and are pre-ordered by teachers a day in advance to ensure appropriate meals are sent and reduce food waste. Breakfast in the classroom is delivered to the classrooms in ice chests to ensure appropriate food temperatures are maintained by cafeteria personnel. A roster form is provided for each classroom as well as an order form for the next day. Little instructional time is lost, as breakfast only takes 10 to 15 minutes for the student to eat. Many teachers use this time to take attendance, collect homework, deliver announcements, or read to the class. Many teachers feel this is a valuable use of time and that their classes are more productive when students have a healthy breakfast. Students are responsible for clearing away their trash into trash bags provided by the cafeteria. Ice chests, leftover unserved food items, and trash bags are placed outside the classroom for pick up by cafeteria staff.

Why Serve Breakfast in the Classroom?

When breakfast is served in the classroom, more students eat breakfast. Breakfast in the classroom is a great way to reach students who do not have time to eat before school, or who are not able to get to school in time for breakfast. In some cases, schools do not have a space that is available or large enough to serve breakfast. Classrooms are familiar to students and offer a comfortable environment for eating. Students have less distractions from peers and are engaged in classroom interactions that are conducive to the consumption of meals. Breakfast in the classroom is convenient and can be prepared quickly with few staff.

When Does Breakfast in the Classroom Work Best?

The Breakfast in the classroom program works well in many school districts. Here are some qualities that make breakfast in the classroom successful:

- Students are in the same room at the start of each school day
- Buses arrive just before classes begin
- Teachers are supportive of breakfast and realize its importance to learning.

How Does Breakfast after first period work?

Just as the name implies, students eat breakfast in the classroom after the transition between first and second periods. This option works best for older grades and campuses where first period includes electives or other activities where the same students may move classroom to classroom. The process is exactly the same as first period breakfast in the classroom and ensures all students have the opportunity to eat breakfast in a familiar environment

Breakfast from a cart?

A cart with breakfast choices is positioned near bus drop off areas and main hallways in areas where students congregate to allow necessary social interactions with older age students and still encourage the consumption of a healthy breakfast. This allows students to avoid long lines in the cafeteria and have multiple locations on campus to consume a reimbursable breakfast. Each cart is equipped with a point of service tablet that records the students' ID number once a reimbursable meal is taken. This ensures that a student cannot obtain a second meal free of charge and avoids the duplicate counting of reimbursable meals. The tablet counts are reconciled by the point of sale software.

Food & Nutrition Services

BREAKFAST IN THE CLASSROOM PROCEDURE

Listed below are the necessary steps to provide a nutritious breakfast in the classroom to students using proper accountability methods.

Teachers will receive daily order tickets for the week in a sheet protector that goes back and forth to the cafeteria on a daily basis. A ticket must be submitted to the cafeteria manager one day prior to the service of the meal indicating how many hot entrees, cold entrees, juices, fruit, and milk selections are needed for the next morning. Teachers will ask students food preferences based on next day menu and order accordingly. This form must be returned to cafeteria daily in ice chests to reduce food waste.

This daily order ticket will be returned to the classroom along with the breakfast the next morning verifying the order count.

The teacher will then complete the same ticket, filling out items #2-5. The completed ticket will be returned to the cafeteria manager daily, along with any leftover meals. Teachers are responsible for the accurate identification and counting and claiming of a reimbursable meal.

At the same time, a new daily order ticket requesting breakfast for the next day will be submitted. This process will be repeated daily to satisfy accountability requirements.

The Food & Nutrition Services Department will provide ice chests or boxes for the delivery of the food and beverages. Each classroom will get two boxes, one for the cold items and one for the hot items.

According to the count submitted, each classroom will get one full breakfast for each child. If a child refuses the milk or juice, it needs to stay in the ice chest or box to maintain the temperature and return to cafeteria immediately.

In order to be in compliance with state and federal regulations concerning reimbursable meals; a copy of the menu and instructions in memo form will be provided to each teacher to ensure that the components for a reimbursable breakfast are met. Each entrée will meet 2 required components. In order for a breakfast meal to be reimbursable, a student must take 3 components including $\frac{1}{2}$ cup fruit. Student is allowed to take all food items offered. Two options of fruit (juice and fresh/dried fruit) will be offered daily. Non-perishable food items taken by the students may be stored for consumption later in the day. Since a teacher in each classroom is responsible for the counting and claiming of reimbursable meals, they are able to receive one reimbursable meal at no charge to them.

Food and Nutrition service employees, parent volunteers, teachers, teacher aides, and even students can assist in the delivery of boxes to the classrooms.

Food & Nutrition Services

Trash will be bagged and tied, and it will be placed outside of the classroom door together with the boxes and breakfast ticket.

All items will be picked up by assigned personnel or volunteers and sent back to the cafeteria immediately after the service.

No unserved left-over food items be left in the classroom for students that may come in tardy. This is not allowed according to the Health Department rules and regulations. The campus may allow tardy students to pick up a reimbursable breakfast in the campus office or cafeteria.

Adults & Visitors are welcome to participate in the breakfast program. The cost for an adult breakfast is \$2.50. Adults must pre-pay or pay onsite at the time of service.

Food & Nutrition Services

SAMPLE BIC TICKET

Required to be filled out by teacher only, not students.

McAllen Independent School District
Breakfast In the Classroom
Daily Report

Teacher _____ Room _____

Date of Service _____

of Choc Milk _____ Reg. Milk _____

Orange Juice _____ Apple Juice _____

1. Meals ordered Hot _____

Meals ordered Cold _____

2. Student Meals Served _____

3. Adult Meals Served _____

4. Total Meals Served _____

5. Meals left over _____

MEMO TO TEACHERS – THIS IS A SAMPLE MEMO SENT TO TEACHERS ANNUALLY

Breakfast in the Classroom Procedure

In order to receive federal reimbursement for meals served to students, the following guidelines are important to remember when administering the breakfast in the classroom program. Please ensure all staff are shared information below and foodservice staff can be available as needed for in-servicing.

The campus responsibilities for breakfast in the classroom:

- Each teacher will need a roster sheet for their class for the entire week (sample following procedure). As students enroll or withdraw from the classroom, roster is manually updated by staff.
- Each teacher will be acting as the point of sale to ensure a student is receiving a reimbursable meal.

Examples of a reimbursable meal:

Entrée + Juice = OK, Reimbursable Meal
Entrée + fruit = OK, Reimbursable Meal
Entrée + Juice /fruit + Milk = OK, Reimbursable Meal

Examples of a NON reimbursable meal:

Juice or milk only = NOT OK, student must pay \$.35/.50 for each item
Entrée only = NOT OK, student must pay \$1.75
Entrée + milk = NOT OK, student must pay \$2.10

- Teacher must indicate if students take a meal or not. If student selects to not eat or takes an incomplete meal, they should not be counted as having eaten. Teachers cannot hold or store food for students arriving late.
- Each “hot” ice chest will have a Daily Breakfast Report where you will order meals for the next day. Specifically how many hot meals and cold meal options are requested, as well as juice, fruit, and milk. This assists us in reducing food waste and avoiding overproduction.
- Place completed rosters and daily breakfast reports in the hot ice chest and place outside the door for pick up immediately after breakfast. Please do not place roster or reports in cold ice chest as the water will ruin the forms and make them illegible.
- Rosters and a new daily breakfast report will be sent daily back to you in the hot ice chest.
- Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption. Example: cereal w crisps + fresh fruit

The food service responsibilities for the program:

- Ensure all eligibility criteria is met prior to starting service
- Deliver breakfasts in a timely manner based on orders submitted for previous day
- Validate roster meal counts and enter meals into point of service software and complete food production documentation.

NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Program (NSLP) is a federally subsidized assisted meal program administered by Texas Department of Agriculture (TDA) and operated by public schools. NSLP provides nutritionally balanced lunches to students at no charge. Contracting entities (CEs) that choose to participate in the NSLP receive reimbursement from United States Department of Agriculture (USDA) for each lunch they serve. In return, CEs must serve lunches that meet the meal pattern requirements. NSLP lunches must meet the regulations outlined in the final rule (77 FR 4088) titled *Nutrition Standards in the National School Lunch and School Breakfast Programs* as a result of the *Healthy, Hunger-Free Kids Act in 2010* and the *2010 Dietary Guidelines for Americans*. The meal pattern outlined in this rule is food-based and divided by age/grade groups. The meal pattern focuses on specific nutrient standards: calories, sodium, saturated fat and trans fat.

Adopting the meal pattern results in offering meals that offer:

- Required daily servings of fruit
- Required daily serving of vegetables plus a weekly requirement for *Dark Green, Red/Orange, Beans/Pea* (legumes), *Starchy*, and *Other Vegetable* subgroups.
- Increased quantities fruits and vegetables.
- Weekly meat/meat alternate ranges plus a daily requirement.
- Weekly grain ranges plus daily minimum requirements. All grains offered are whole-grain rich.
- Fat-free (unflavored or flavored) milk only.
- Under Offer versus Serve (OVS), the student must select at least ½ cup of the fruit and/or the vegetable component to be considered a reimbursable meal.
- Calorie minimum and maximum levels based on age/grade groups.
- Sodium limits starting SY 2014–2015.
- Limit on saturated fat, elimination of trans fat.

While a smaller portion size is allowable for pre-kindergarten students, McAllen ISD provides all students PK-5 the same portion size to facilitate transitions for younger aged students.

McAllen ISD operates offer versus serve PK-12. This helps reduce food waste by not forcing students to take all five components and allows students to select food items they will consume. At a minimum, students must take 3 components (each entrée provides 2 components) including ½ cup fruit or vegetable. All meals are qualified as reimbursable by a trained cashier at the point of service. In an effort to reduce food waste, McAllen ISD will be offering juice as an option on the lunch meal service for students wanting another beverage besides milk. Potable water is also available in the cafeteria environment.

Food & Nutrition Services

Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption.

Adults/Visitors are welcome to enjoy our lunch program at a cost of \$4.00. Meals must be prepaid or paid at the point of service.

SACK LUNCHES

PROCEDURE FOR ORDERING SACK LUNCHES:

We receive many requests for sack meals to be prepared for field trips and special activity days at school. Sack lunches are also an alternative during testing days when students may eat lunch in the classroom to facilitate testing objectives. This allows us to provide campuses meals for students at no cost to the campus and allows us to maximize our meal reimbursement and reduce food waste. Proper record keeping is required for sack meals as with any other type of meal service. Documentation required includes accurate meal counts taken at the point of service and food production records.

The main objective is to ensure that each student served receives a high quality, safe, reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

Three Weeks in Advance

Teacher in charge will obtain signatures from the campus principal as well as the cafeteria manager upon completing the form in its entirety. This form should be submitted two weeks prior to event to guarantee availability of menu items requested.

Cafeteria Manager Responsibility is to provide a list of foods for the current menu and portion sizes then write in the item being substituted with a list of foods according to the required meal pattern as shown in the box below the signature line. Component Menu box not filled out completely will cause delays in approval of request.

Two Weeks In Advance

The Cafeteria Manager must receive sack lunch requests at least two (2) weeks prior to the scheduled day of service. If a campus notifies food service later than two weeks prior, approval must be received by the assistant director or director and request will be based on food availability and therefore may not be filled. This allows ample ordering time for food supplies. Requests received after the two-week deadline may not be approved.

USDA regulations require that milk be provided as a choice. The student's milk preference will be noted on the Sack Meals Request Form.

If a McAllen ISD bus will be used for the event, it is encouraged that prior arrangements be made by the campus and McAllen ISD Transportation Department to have sack meals picked up at central kitchen facility prior to loading of students at campus to expedite loading/unloading at campuses.

Food & Nutrition Services

Morning Of The Activity

The teacher responsible for the field trip will come to the cafeteria and pick up sack meals. Manager will complete his/her section of the "Request for Sack Lunch/Meals Form". Manager will record the proper food temperature of all food being dispensed. Manager will also provide training to teacher/group sponsor on counting and claiming reimbursable meals. The teacher/group sponsor will ensure that meals are wholesome and eaten within four hours of leaving the cafeteria area. Teacher is responsible for discarding any uneaten food and will return the student roster and id numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal. Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption.

The forms that follow are to be used to ease the process of providing reimbursable sack meals and maintaining the necessary records. Use the forms to order, plan and document meals served, document temperature and to communicate directions to those responsible for transporting and serving the meal.

Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult/visitor rate.

Food & Nutrition Services

McALLEN INDEPENDENT SCHOOL DISTRICT FOOD & NUTRITION SERVICES DEPARTMENT SACK MEALS REQUEST FORM

SCHOOL NAME _____ REQUESTED NUMBER OF MEALS: _____
 GROUP: _____ DATE OF PICK-UP: _____
 TEACHER: _____ TIME OF PICK-UP: _____

PRINCIPAL'S SIGNATURE: _____

In order for request to be approved, the department requires 10 working days advance notice. Orders not meeting this timeline will be denied.

Campus Responsibility

2 Week advance notice is required, request not meeting this timeline will be denied. Person requesting meals assumes the responsibility of providing the cafeteria manager with a student roster and id numbers of all students that were part of this request. Meals should be consumed within four hours from the time the food leaves the refrigerated areas. Adult in charge should ensure that meals are wholesome and free of spoilage during prolonged periods of travel.

FNS Manager Responsibility

Manager Signature _____

CURRENT MEAL COMPONENT	CURRENT MENU	PORTION SIZE	SACK LUNCH COMPONENT	MENU	PORTION SIZE
MEAT/MA			MEAT/MA		
GRAIN			GRAIN		
VEGETABLE			VEGETABLE		
FRUIT			FRUIT		
MILK			MILK		

Time of pick-up _____

Signature of Adult Receiving Meals: _____

Signature of Adult Receiving Meals: _____

MENU CHANGES

PROCEDURE FOR REQUESTING MENU CHANGES

There may be instances when a school or classroom requests that the menu for the day be changed to accommodate a special event or activity. The Food & Nutrition Services Department will gladly grant your request as per the following:

Menu Change Request Form

Requests for menu changes must be made on the Menu Change Request form. A copy of this form is attached. Should you need additional forms, the manager at your school cafeteria can provide you with some.

USDA Requirements

Please keep in mind that certain USDA requirements must be met. All menu changes must still be in compliance with meal pattern requirements. This includes a choice of milk for all students and proper accountability of meals served.

Cancellations

Should a cancellation occur, the Food & Nutrition Services Department must be notified one-day prior to the scheduled event. Failure to notify the Food & Nutrition Services Department will result in the school being billed for the alternate menu.

Food & Nutrition Services

McALLEN INDEPENDENT SCHOOL DISTRICT FOOD & NUTRITION SERVICES DEPARTMENT REQUEST FOR MENU CHANGE

SCHOOL NAME _____ REQUESTED NUMBER OF MEALS: _____
 GROUP: _____ TODAY'S DATE: _____
 TEACHER: _____ MENU DATE: _____

PRINCIPAL'S SIGNATURE: _____

In order for request to be approved, the department requires 10 working days advance notice. Orders not meeting this timeline will be denied.

Campus Responsibility

2 Week advance notice is required, request not meeting this timeline will be denied. Person requesting meals assumes the responsibility of providing the cafeteria manager with a student roster and id numbers of all students that were part of this request.

FNS Manager Responsibility

Manager Signature _____

CURRENT MEAL COMPONENT	CURRENT MENU	PORTION SIZE	SACK LUNCH COMPONENT	MENU	PORTION SIZE
MEAT/MA			MEAT/MA		
GRAIN			GRAIN		
VEGETABLE			VEGETABLE		
FRUIT			FRUIT		
MILK			MILK		

Signature of Adult Receiving Meals: _____

FNS Director Approval: _____

Food & Nutrition Services

PROCEDURE FOR ORDERING SATURDAY MEALS:

We receive many requests for Saturday meals to be prepared. Proper record keeping is required for Saturday meals as with any other type of meal service. Texas Department of Agriculture allows for reimbursement of breakfast and/or lunch meals but no snacks on Saturdays. Documentation required includes accurate meal counts taken at the point of service and food production records.

The main objective is to ensure that each student served received a high quality and safe reimbursable meal.

Two Weeks In Advance

The Food & Nutrition Service office must receive the Saturday meal requests at least two (2) weeks in advance. This allows ample ordering time for food supplies. Requests received after the two-week deadline may not be approved.

Day Of the Activity

The teacher or administrator responsible for Saturday tutoring will bring students to the cafeteria to get their meal(s). Manager or assigned staff will have children go through the serving line, students will punch in their id number into the keypad of the point of sale service. If no point of sale service is available, Teacher will provide a student roster with id numbers of students consuming reimbursable meals. If meal counts are not accurately completed, the campus will be billed for meals provided at the rate of \$2.50 for each breakfast and \$4.00 for each lunch.

Food & Nutrition Services

McALLEN INDEPENDENT SCHOOL DISTRICT FOOD & NUTRITION SERVICES DEPARTMENT SATURDAY MEALS REQUEST FORM

SCHOOL NAME: _____ BREAKFAST MEALS: _____
 GROUP: _____ LUNCH MEALS: _____
 DATE OF PICK UP: _____ TIME OF PICK-UP: _____

PRINCIPAL'S SIGNATURE: _____

In order for request to be approved, the department requires 10 working days advance notice. Orders not meeting this timeline will be denied.

Campus Responsibility

2 Week advance notice is required, request not meeting this timeline will be denied. Person requesting meals assumes the responsibility of providing the cafeteria manager with a student roster and id numbers of all students that were part of this request. Meals should be consumed within four hours from the time the food leaves the refrigerated areas. Adult in charge should ensure that meals are wholesome and free of spoilage during prolonged periods of travel.

FNS Manager Responsibility

Manager Signature _____

CURRENT MEAL COMPONENT	CURRENT MENU BREAKFAST	PORTION SIZE	CURRENT LUNCH COMPONENT	CURRENT MENU LUNCH	PORTION SIZE
MEAT/MA			MEAT/MA		
GRAIN			GRAIN		
VEGETABLE			VEGETABLE		
FRUIT			FRUIT		
MILK			MILK		

Time of pick-up _____

Signature of Adult Receiving Meals: _____

AFTER SCHOOL SNACK

Public schools operating the National School Lunch Program (NSLP), may also choose to participate in the Afterschool Care Program (ASCP).

Students participating in afterschool activities in a school setting may be eligible to receive free snacks. There is no federal requirement for after-school care sites operating under this provision to have either federal, state, or local licensing or approval as a condition of eligibility. However, to qualify under this provision, these programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. The program does not have to occur daily to be considered as regularly scheduled. While eligible programs would not need to establish formal enrollment procedures, they must have a means of determining that children are present on a given day. Documentation could include a roster or sign-in sheet.

Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Any extracurricular activities, such as the school choir, debate team, drama society, and homework / credit recovery / tutoring can qualify to participate under this provision if the basic purpose is to provide after school care as defined above and be open to all students. A site is allowed to limit participation for space and security concerns but not for other reasons. A program that includes supervised athletic activity along with education or enrichment activities may participate as long as the program is open to all and does not limit membership for reasons other than space or security considerations. If students are participating in scholastic and competitive interscholastic sports teams, a snack may be offered only if an accompanying enrichment activity is occurring on campus.

Afterschool care programs that are designed to accommodate students with special needs or that have other limiting factors may be eligible to participate in the ASCP. Special needs may include programs targeted to children who have learning disabilities or programs for academically gifted.

PROCEDURE FOR ORDERING AFTER SCHOOL SNACKS

We receive many requests for after school snacks. Proper record keeping is required for all afterschool snacks offered just as other programs administered by Food & Nutrition Services Department. These requirements include: meal counts taken at the point of service, food production records, and student's rosters reflecting participation in afterschool activities. Documentation required includes accurate counting and claiming procedures.

The main objective is to ensure that each student served received a high quality and safe reimbursable after school snack. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

TIMES OF OPERATION

The Afterschool Care Program applies to schools that provide care for children after their school day (instructional day) has ended. Under no circumstances may snacks be reimbursed in programs operated before or during the child's instructional day. Reimbursement may not be claimed for snacks served on Saturdays, weekends, and vacation periods.

CONTENT OF SNACKS

Snacks served under this provision must meet the meal pattern for snacks. Snacks shall contain two different components from the following four components:

- A serving of fluid milk as a beverage, or on cereal;
- A serving of meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data;
- A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component;
- A serving of whole-grain bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or a serving of cooked whole-grain pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur, or corn grits; or an equivalent quantity of any combination of these foods.

OTHER MEAL SERVICE INFORMATION

- There is no offer versus serve.
- Both components must be offered in full portions.
- It is recommended that sweet items be served no more than twice a week.
- Special attention should be given to the fruit/vegetable/juice component, because of the portion size, which is 3/4 cup.

Food & Nutrition Services

RECORD KEEPING

At a minimum, school districts participating under this provision must maintain these records.

- If all snacks are claimed free, documentation that the site has at least 50 percent of the enrolled students certified eligible for free or reduced-price meals or is physically located in the attendance area of an eligible school.
- Meal counts (total number of meals qualifying for free reimbursement for all children for area-eligible; meal counts by type for non-area eligible sites).
- Documentation of individual children's attendance on a daily basis (roster or attendance record).
- Documentation of compliance with meal pattern requirements (production records).
- Documentation of on-site reviews conducted at each snack site.

Campus Responsibilities:

- Campus must submit a request form 10 days prior to commencing a program and include days of service, time of service, and projected counts. It is the campuses responsibility to advise cafeteria staff when counts increase or decrease.
- Afterschool sponsors must submit sign in rosters and meal count forms for previous day service to the cafeteria manager for counting & claiming purposes and they are responsible for ensuring students participating receive only 1 snack per day.
- Afterschool sponsors must return all leftover snack items promptly to designated place in the cafeteria.

If above campus responsibilities are not met, campus will be invoiced planned snack participation at the cost of \$1.50 per snack.

Food Service Responsibilities:

- Ensure all eligibility criteria is met prior to starting service.
- Prepackage reimbursable meal items daily to facilitate counting & claiming.
- Enter into point of sale software reimbursable snacks from prior day and complete food production documentation.

Adults / visitors are welcome to participate in ASCP snacks at a cost of \$1.50. Meals must be pre-paid or paid at the point of service.

Food & Nutrition Services

McALLEN INDEPENDENT SCHOOL DISTRICT Food & Nutrition Service Department After School Snack Request Form

SCHOOL NAME _____ REQUESTED NUMBER OF SNACKS: _____
 GROUP: _____ START DATE: _____
 ADULT ADVISOR: _____ END DATE: _____

Note: If there is a gap in dates, a new form must be submitted to begin the snack program again.

MEAL COMPONENT	MENU	PORTION SIZE	PREPARED	RETURNED
Fluid Milk		8 oz.		
Meat/Meat Alternate		1 oz.		
Juice or Fruit or Vegetable		¾ cup		
Bread and or Cereal		1 slice or 1/2cup		

Federal reimbursement may be claimed for one p.m. snack per child per day. Of the meal components above at least 2 must be offered and taken by the student. An after school snack menu is available for review.

A list of names of the students & ID numbers receiving the snack must be submitted to the Food Service manager on a daily basis along with rosters reflecting attendance. Failure to follow procedures indicated in previous page, may result in a charge of \$1.50 / snack served since meals will not be able to be claimed for reimbursement. Sample menu follows.

Signature of Adult Receiving Meals: _____

Signature of Campus Principal: _____

F&N Services Approval _____ **Date:** _____

CHILD & ADULT CARE FOOD PROGRAM AT-RISK

The U.S. Congress originally established the Child and Adult Care Food Program (CACFP) in 1968 as the Child Care Food Program. The purpose of the program is to help the CACFP contracting entities (CE) integrate nutritious meals with organized child care services. Initially, the CACFP provided reimbursement for meals served to children in day care centers, settlement homes, and recreational centers in low-income areas where large numbers of working mothers resided. The program was later extended to day care provided in child and adult care centers. At-risk afterschool care centers and schools can participate in the CACFP through a contract directly with TDA (known as an independent center) or under the auspices of a sponsoring organization (sponsor) already participating in other federally funded nutrition programs. All organizations, whether an independent center or sponsor, are referred to as contracting entities (CE). By signing the agreement to participate in the CACFP, CEs accept final administrative and financial responsibility for the operation of the CACFP, and CEs that are sponsors also accept final administrative and financial responsibility for the sites they sponsor.

The at-risk afterschool care center component of the CACFP is intended to provide a safe place for school aged children to go after school that includes educational/enrichment activities and minimizes the risk of those children becoming involved in counterproductive and potentially dangerous activities; with the additional benefit of providing an afterschool snack and/or supper meal.

McAllen ISD offers at-risk suppers as requested at campus's offering extended day activities and at public entities requesting suppers. Pre-packaged meals are prepared at the central kitchen facility and sent to feeding sites as reimbursable meals following the approved CACFP meal pattern requirements. McAllen operates offer versus serve PK-12 where additional fruit and milk components are offered but not required for students to take. This helps reduce food waste by not forcing students to take all five components and allows students to select food items they will consume. At a minimum, students must take 3 components (each prepackaged entrée provides 3 components) All meals are qualified as reimbursable by a trained cashier at the point of service. Potable water is also available in the cafeteria/ feeding environment.

To receive at-risk supper meals, a campus must complete the attached form and provide rationale as to why suppers are needed and the enrichment activities that will take place at the campus. Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Any extracurricular activities, such as the school choir, debate team, drama society, and homework / credit recovery / tutoring can qualify to participate under this provision if the basic purpose is to provide after school care as defined above and be open to all students. A site is allowed to limit participation for space and security concerns but not for other reasons. A program that includes supervised athletic activity along with education or enrichment activities may participate. If students are participating in scholastic and competitive interscholastic sports teams, a supper may be offered only if an accompanying enrichment activity is occurring on campus.

Food & Nutrition Services

Afterschool care programs that are designed to accommodate students with special needs or that have other limiting factors are eligible to participate. Special needs may include programs targeted to children who have learning disabilities or programs for academically gifted.

RECORD KEEPING

At a minimum, school districts participating under this provision must maintain these records.

- If all snacks/suppers are claimed free, documentation that the site has at least 50 percent of the enrolled students certified eligible for free or reduced-price meals or is physically located in the attendance area of an eligible school.
- Meal counts (total number of meals qualifying for free reimbursement for all children for area-eligible; meal counts by type for non-area eligible sites).
- Documentation of individual children's attendance on a daily basis (roster or attendance record).
- Documentation of compliance with meal pattern requirements (production records).
- Documentation of on-site reviews conducted at each site.

Campus/ Site Responsibilities:

- Campus must submit a request form 10 days prior to commencing a program and include days of service, time of service, and projected counts. It is the campuses responsibility to advise cafeteria staff when counts increase or decrease.
- Afterschool sponsors must accompany students to the cafeteria and encourage students to participate in the program. Sponsors are also responsible for ensuring students participating receive only 1 snack/dinner per day.

If above campus responsibilities are not met, campus / site will be invoiced planned supper participation at the cost of \$4.00 per dinner.

Food Service Responsibilities:

- Ensure all eligibility criteria is met prior to starting service.
- Prepackage reimbursable meal items daily to facilitate counting & claiming.
- Ensure each student receives a reimbursable meal at the point of service and maintain legible and accurate food production record and meal count and claiming document that reflects meals served.

Adults / visitors are welcome to participate in snacks at a cost of \$4.00. Meals must be pre-paid or paid at the point of service.

Food & Nutrition Services

PLEASE FAX ORDER TO 618-7347

**FOOD & NUTRITION SERVICE
REQUEST FOR AT RISK DINNER**

SCHOOL: _____ **PHONE:** _____

SCHOOL CONTACT PERSON: _____

APPROXIMATE NUMBER OF STUDENTS: _____

TIME MEALS WILL BE SERVED: _____

ENRICHMENT ACTIVITY SUPPORT REQUEST: _____

DATE PROGRAM WILL BEGIN: _____

DATE PROGRAM WILL END: _____

School Responsibility

Requests for at-risk supper meals require 10 working days advance notice prior to implementation. Orders not meeting this timeline will be denied and/or delayed. Federal reimbursement may be claimed for one dinner per child per day. A list of names of the students and corresponding ID #s receiving the meals must be submitted returned to the Food Service Manager after the service. Meals served without required documentation will be billed to the campus at the rate of adult meal prices (\$4.00)

Signature acknowledges agreement with the above terms and conditions of this request.

SIGNATURE OF PRINCIPAL/PROGRAM ADMINISTRATOR:

DATE FORM COMPLETED

FNS Approval

SPECIAL DIETS

CHILDREN WITH SPECIAL DIETARY NEEDS

In recent years, we have seen increasing emphasis on the importance of ensuring children with disabilities have the same opportunities as other children to receive an education and education-related benefits, such as school meals.

Congress first addressed this concern in The Rehabilitation Act of 1973, which prohibits discrimination against qualified persons with disabilities in the programs or activities of any agency of the Federal Government's Executive Branch or any organization receiving Federal financial assistance.

Subsequently, Congress passed the Education of the Handicapped Act (now, the Individuals with Disabilities Education Act), which requires a free and appropriate public education be provided for children (ages 3 through 21) with disabilities, and the Americans with Disabilities Act, a comprehensive law that broadens and extends civil rights protections for Americans with disabilities.

One effect of these laws has been an increase in the number of children with disabilities who are being educated in regular school programs. In some cases, the disability may prevent the child from eating meals prepared for the general school population.

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation, as well as the regulations governing the National School Lunch Program (NSLP) and School Breakfast Program (SBP), make it clear that substitutions to the regular meal must be made for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.

In most cases, children with disabilities can be accommodated with little extra expense or menu modification. The nature of the child's disability, the reason the disability prevents the child from eating the regular school meal, and the specific substitutions needed must be specified in a statement signed by a licensed physician.

Food & Nutrition Services

PROVIDING SPECIAL MEALS TO CHILDREN WITH DISABILITIES

Prior to making any diet substitutions or diet changes for any child with a disability, school officials **must** ensure that the following two steps are completed:

The parent/guardian must obtain a statement from the child's physician and provide it to school officials. The statement must state the following:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability; and
- The food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

Evaluate the physician's statement to see if it includes the required information above and meets Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Many schools refer to this simply a "504". If the child's physician statement does include the required information and the disability is included in these Acts, the school **must** develop an Individualized Education Plan (IEP) for the child or include the physician's statement in the child's existing IEP.

SERVING THE SPECIAL DIETARY NEEDS OF CHILDREN WITHOUT DISABILITIES

Children without disabilities but with special dietary needs (such as lactose intolerance, allergies, cultural dietary restrictions) requiring food substitutions or modifications, may request that the Food and Nutrition Services Department meet their special nutrition needs.

McAllen ISD will decide these situations on a case by case basis. Documentation with accompanying information must be provided by a recognized medical authority.

While School Food Authorities are encouraged to consult with recognized medical authorities where appropriate, schools **are not required** to make meal modifications based on food choices of a family or child regarding a healthful diet. Special diet modifications will be completed for children with diagnosed medical conditions and life threatening allergic reactions.

FLUID MILK GUIDELINE

McAllen ISD will no longer make substitutions for fluid milk for non-disabled students who cannot drink fluid milk due to medical or special dietary needs such as lactose intolerance, dairy allergies and/or cultural dietary restrictions. Lactose free milk will continue to be offered to a student with a disability (504) when a licensed physician submits a statement that the substitution is necessary due to a disability. This year, juice will be offered on both breakfast and lunch meal services to all students to provide an alternate beverage choice.

If you have any questions concerning this matter, please do not hesitate to call Mayra Lopez, Assistant Director or Alexandra Molina, Director at the Food & Nutrition Services Department office at 956-632-3226

PROCEDURE FOR REQUESTING SPECIAL DIET MODIFICATIONS

- Parents of children requiring special diet modifications, may obtain a special diet form from the Child Nutrition Department or the campus nurse's office.
- The special diet form is to be filled out by the child's physician.
- Parents should bring form back to the campus nurse or cafeteria manager.
- The campus nurse will forward completed form to the Food & Nutrition Services Department office via fax at **618-7347** or email to **Mayra.Lopez2@mcallenisd.net**
- Once diet is received by the Department's Dietitian, special diet will be formulated within 10 days and will be provided to the Child Nutrition Program (CNP) school staff. A copy will also be forwarded to the campus nurse to be sent to the parent of the child and a copy placed in student's file.
- CN staff shall make food substitutions or accommodations for students with those disabilities as outlines in the special diet order form.
- Substitutions for students with disabilities shall be based on a prescription written by a licensed physician.
- Under no circumstances is school CNP staff to revise or change a diet prescription or medical order.
- The CNP manager shall ensure that children with Special Dietary Needs are served the appropriate diet from the Special Diets Manual.
- When uncertainty arises or the diet cannot be located, the manager shall notify the Child Nutrition Director and the Dietitian so that a diet plan may be formulated.
- If the parents or students cannot provide the CNP with a current statement, a special diet shall not be provided unless the parent is in the process of obtaining the current diet prescription.
- A school nurse may initiate the request if it is in the student's best medical interest. The school nurse will complete a MISD Special Diet Request Form.
- Verbal requests must be followed by a written request with a licensed physician signature within five (5) business days.
- In accordance with USDA's regulations for substitutions or modifications in school meals for children whose disabilities restrict their diet, all diets orders must be updated every year.
- This documentation is required to justify that the modified meal is "reimbursable", as defined by federal guidelines, and to ensure any meal modifications meet nutrition standards that are medically appropriate for the student

Food & Nutrition Services

Diet Modification Request Form - Eating and Feeding Evaluation

(To be filled out by student's physician)

PART A			
Student's Name			Age
Name of School	Grade Level	Classroom Teacher	
Does the Child have a Disability? If Yes, describe the major life activities affected by the disability.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a licensed physician.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the child is not disabled, does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a recognized medical authority.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the child does not require special meals, the parent can sign at the bottom of this form and return the form to the school food service.			
PART B			
List any dietary restrictions or special diet.			
List any allergies or food intolerances to avoid.			
List foods to be substituted.			
List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All".			
Cut up of chopped into bite size pieces:			
Finely ground:			
Pureed or Blended:			
List any special equipment or utensils that are needed.			
Indicate any other comments about the child's eating for feeding patterns.			
Parent's Signature			Date:
Physician or Medical Authority's Signature:			Date:

Food & Nutrition Services

Student Information Card

(To be filled out by District Dietitian)

Student's Name	Teacher's Name
Special Diet or Dietary Restrictions	
Food Allergies or Intolerances	
Food Substitutions	
Foods Requiring Texture Modifications: Chopped: Finely Ground: Pureed or Blended:	
Other Diet Modifications:	
Feeding Techniques:	
Supplemental Feedings:	
Physician or Medical Authority: Name: Telephone: Fax:	
Additional Contact: Name: Telephone: Fax:	Additional Contact: Name: Telephone: Fax:
Food and nutrition Representative/Person Completing Form: Title: Signature:	Date

Food & Nutrition Services

SPECIAL EVENT CATERING

McAllen ISD Food & Nutrition Services proudly provides catered meals and snacks to facilitate trainings, meetings, and other operational needs. Menus are updated on a regular basis on our website and pricing quotes can be provided for specialty items. Catering is an easy and convenient way to get the foods & beverages you need for your events and support the district by keeping McAllen ISD dollars in the district. Special diet requests associated with catering events can also be accommodated with advance notice.

CATERING REQUEST PROCEDURE

Campuses and Departments requesting catering service shall adhere to the following procedure:

1. Submit a Child Nutrition Catering Request through the Sungard ordering system.
Note: Delays in the approval process may affect event scheduling or your event being denied if not approved within the 10 day advance notice. Plan in advance and do follow up on your order to ensure that the Food & Nutrition Services office received it.
Email and phone requests will still need to be placed in the Sungard system
2. The order must have all the appropriate departmental approvals and budget account numbers. The estimated cost of the catering can be acquired by referring to the Catering Price List in the Sungard system.
3. The following items must be included on the Food & Nutrition Services Catering Request:
 - Time set-up should be ready for service
 - Items requested
 - Number of meals and/or servings
 - Name and telephone/extension number of contact person.
 - Special instructions (china/ flatware / etc.)
4. The person initiating the request shall coordinate the meeting room with the appropriate department. Time for Food & Nutrition Services Department to set-up the service of meal shall be included in arrangements.
5. In order not to financially hamper the Food & Nutrition Services Department, charge to departments is based on calculated cost for service following USDA paid equity standards.
6. Departments will be charged for quantities ordered and guaranteed up to 48 hours in advance of event. Prices indicated include condiments, napkins, cups, utensils, all utensils are disposable unless specified. There is an additional charge for the use of china, stemware, linen napkins and table covers.
7. Special menu requests through the Food & Nutrition Services Office require 2 weeks' notice. Some caterings can be done with shorter notice but these must be prearranged and preapproved by Budget & Cost Specialist (Maricela.meza@mcallenisd.net).

Changes to the Food & Nutrition Services Catering Request must be called into the Food & Nutrition Services office and shall be followed by a written notice of change. A late fee may be added to all changes received less than 48 hours prior to the event.

For questions regarding orders, changes, last minute additions or special menus, please contact Martha Serrata, Purchasing Supervisor or Maricela Meza, Budget & Cost Specialist at 956-632-3226

Food & Nutrition Services

Labor shall be charged at the average rate of a CN employee for regular working hours and an average of Overtime rate for any hours worked after their regular working hours.

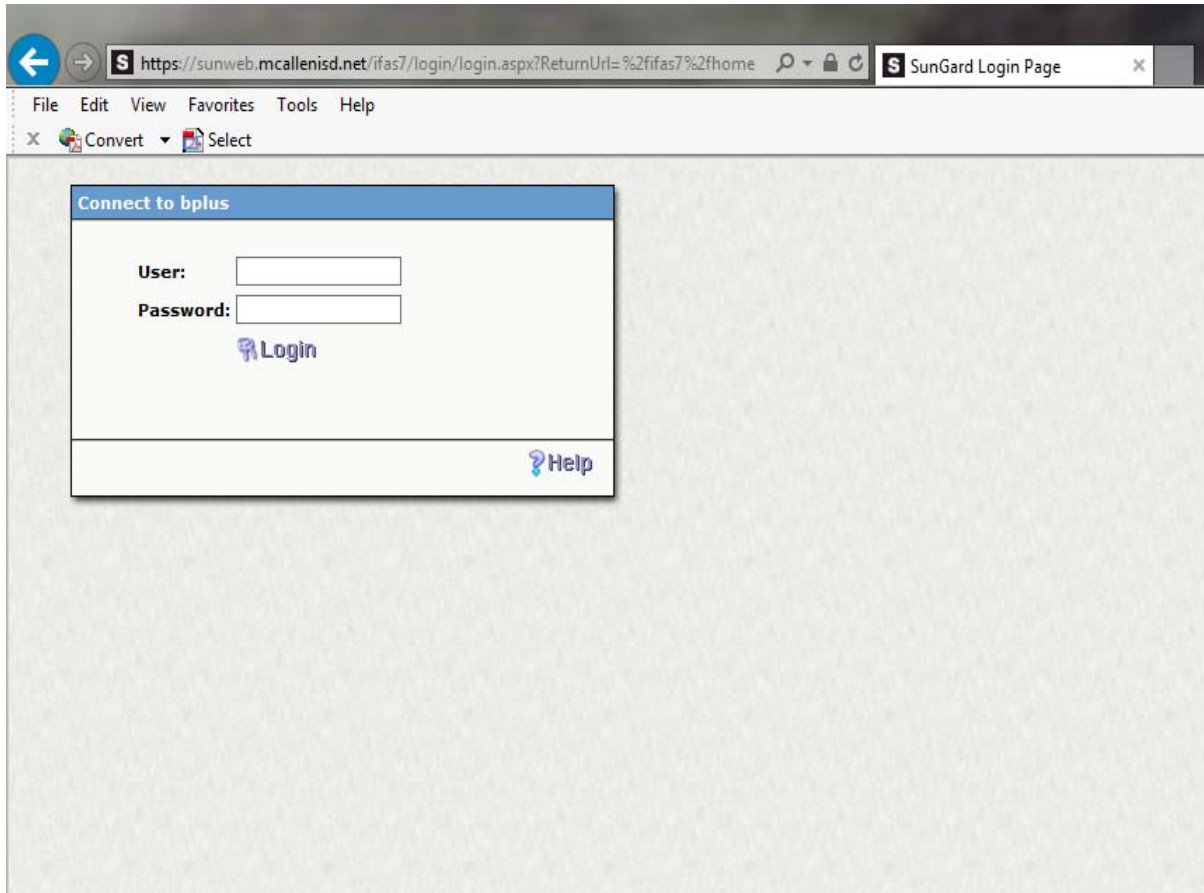
Prices are subject to change due to increases in raw food/supply cost.

Screen shots are included in following pages to facilitate entering of orders in the Sungard system. It is highly recommended that follow up via phone call or email be done to ensure timely and accurate delivery of services since Sungard can have glitches in the approval paths which would result in unfilled orders.

Food & Nutrition Services

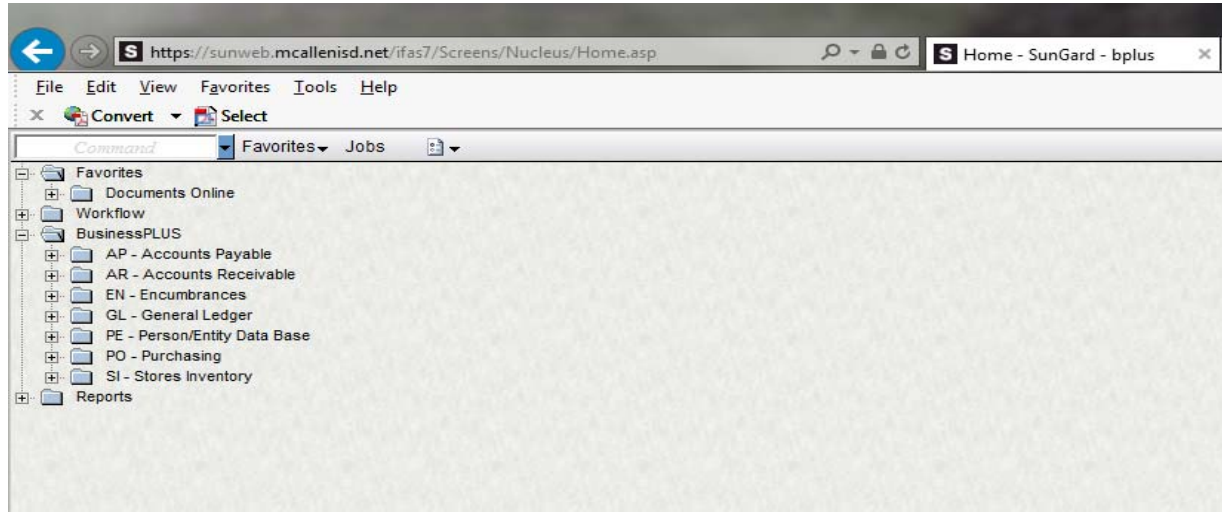
PLACING A CATERING OR SPECIAL EVENT ORDER

You must first log into the system at the following website: <https://sunweb.mcallenisd.net/ifas7>

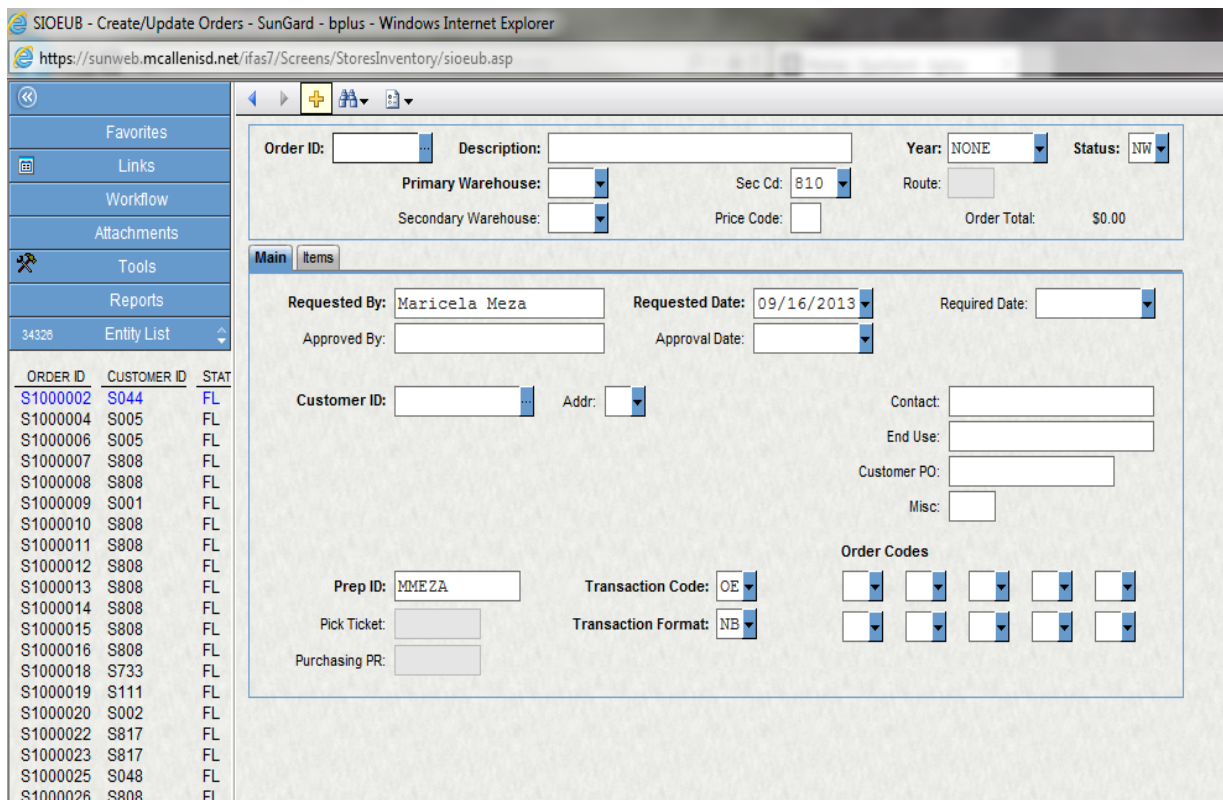


Once you are logged in you will be taken to the home page of the system.

Food & Nutrition Services



In the command box, you will type in **SIOEUB**, which stands for Stores Inventory, Order Processing, Create/Update Orders and press enter.



Go into add mode. It will be necessary to complete the main tab before pressing enter to access the items tab.

Food & Nutrition Services

SIOEUB - Create/Update Orders - SunGard - bplus - Windows Internet Explorer
 https://sunweb.mcallenisd.net/ifa7/Screens/StoresInventory/sioeub.asp

Order ID: S1400881 Description: REGULAR BD MTG-09/09/13 5PM X Year: NONE Status: NW
 Primary Warehouse: FOOD Sec Cd: 702 Route: Price Code: 01 Order Total: \$214.60
 Secondary Warehouse:

Requested By: Cynthia A Araguz Requested Date: 09/04/2013 Required Date: 09/09/2013
 Approved By: BSI Approval Date: 09/12/2013

Customer ID: S703 Addr: S1 Contact: C ARAGUZ/618.6094
 BOARD OF TRUSTEES End Use: DELIVER TO BD ROOM
 2000 N 23RD STREET Customer PO: BY 4:00 PM
 MCALLEN TX 78501 Misc:

Prep ID: CARAGUZ Transaction Code: OE Transaction Format: NB
 Pick Ticket: Purchasing PR:

ORDER ID	CUSTOMER ID	STAT
S1400881	S703	NW
S1400899	S200	NW
S1400959	S714	NW
S1400975	S730	NW
S1401015	S714	NW
SI028232	S802	FL
SI028549	S703	FL
SI028776	S817	FL
SI028807	S730	FL
SI029088	S802	FL
SI029091	S802	FL
SI029092	S802	FL
SI029093	S802	FL
SI029096	S802	FL
SI029158	S802	FL
SI029178	S703	FL
SI029224	S703	FL
SI029554	S730	FL
SI029571	S701	FL
SI030319	S703	FL

Required fields:

- Order ID – Click on the ellipse button to access auto seed for the order number.
- Description – Enter a general description for the entire order.
- Year – Will default to none or current year if routes defined.
- Status – Will default to NW for new order.
- Primary Warehouse – Will need to select **FOOD**.
- Requested by – Will default based upon user login.
- Requested date – Will default to current date
- Required date – Date of event.
- Contact – Person the department needs to refer to for any questions
- End use – Delivery location, specify “deliver to library”.
- Customer PO – Time of delivery, specify “deliver at 6:30 pm”.
- Customer ID – Enter department or campus customer ID number. If customer ID is not known, click on ellipse button, click on lookup, filter by PE ID and enter *S, click on apply and a list of all campuses will be displayed. Click on the appropriate customer ID.

When all required fields are entered, simply press **enter** to save the record.

The items tab is where the user will indicate quantity and the product that is being ordered.

Food & Nutrition Services

SIOEUB - Create/Update Orders - SunGard - bplus - Windows Internet Explorer
 https://sunweb.mcallenisd.net/ifa57/Screens/StoresInventory/sioeub.asp

Order ID: S1400881 Description: REGULAR BD MTG-09/09/13 5PM X Year: NONE Status: NW
 Primary Warehouse: FOOD Sec Cd: 702 Route:
 Secondary Warehouse: Price Code: 01 Order Total: \$214.60

Main Items

ORDER ID	CUSTOMER ID	STAT
S1400881	S703	NW
S1400899	S200	NW
S1400959	S714	NW
S1400975	S730	NW
S1401015	S714	NW
SI028232	S802	FL
SI028549	S703	FL
SI028776	S817	FL
SI028807	S730	FL
SI029088	S802	FL
SI029091	S802	FL
SI029092	S802	FL
SI029093	S802	FL
SI029096	S802	FL
SI029158	S802	FL
SI029178	S703	FL
SI029224	S703	FL
SI029554	S730	FL
SI029571	S701	FL

Line Number: 0001 Sequence:
 Line Status: CM
 Warehouse: FOOD
 Units: EA
 Quantity Ordered: 2
 Product ID: FSLD0006 FRESH FRUIT SALAD PLATE
 Account: GL 199 41 6499 00 702 Y 99 T 00
 Price Code: 01
 Quantity Available: 999,967
 Unit Price: \$6.38
 Total Price: \$12.76
 Record 1 of 12

Required fields:

- Qty ordered – Enter the quantity for the item being ordered.
- Product ID – Use ellipse button to access lookup to find product code. For catering items sort by PEID and enter f*, click on apply and all food items will be displayed. Click on the appropriated food item.
- Account – GL will default, enter the appropriate account number.

When all of the required fields are entered, simply press enter to save the record. Make sure the “record accepted” message is displayed at the top of the screen. Additional items may be entered if needed following the same procedure under the items tab.

After the order has been entered and the record has been accepted, you must click on the workflow icon and approve so that the order will be routed to your department head for approval. The end user will click on the green check mark to route to the department’s head supervisor. The department’s supervisor will be alerted by an email that there is an order that has been placed and needs approval. Once all approvals have been done, the order will be routed to the Food & Nutrition Services Department; without proper approval the order will never reach our Department. Once the order has been received by the Food & Nutrition Services Department, the Food & Nutrition Services Director will have the final approval. If the request is denied, the order will be routed back to the original user. Please send an email to Maricela Meza with the order number to avoid the order being missed due to workflow congestion. An email will be sent out to the end user for confirmation that we have received your order.

Food & Nutrition Services

On occasions, other entities may request catering functions related to school business but with no access to Sungard. An example could be a PTO / staff event to recognize staff where PTO officers / administrator do not have access to Sungard or will be using personal monies and will be paying through personal check. The form below must be used for those requests.

Food & Nutrition Services

**McALLEN INDEPENDENT SCHOOL DISTRICT
FOOD AND NUTRITION DEPARTMENT
SPECIAL EVENT REQUEST FORM – NON-SUNGARD REQUESTS**

DATE OF REQUEST: _____

NAME OF ORGANIZATION: _____
(Responsible for payment)

ACCOUNT NUMBER: _____
(For billing purposes)

P.O. NUMBER: _____ **CONTACT PERSON:** _____

DATE/TIME NEEDED: _____
PLACE OF DELIVERY: _____

NUMBER OF PERSONS: _____

DESCRIPTION OF FOOD ITEM(S) REQUESTED:

Use this form when paying through activity funds or any fund not in the Sungard system. A paper invoice will be mailed to you.

This form must be received in the Food & Nutrition office at least two weeks before the event. Please fax to the Food and nutrition office at 618-7347. Thank you.

Food & Nutrition Services

City of McAllen Health Department requires all venues offering or serving food to the public (parents/staff/students) to have a health permit and certified food handler onsite. McAllen ISD cafeterias all have health permits for day to day operations. However, other events unrelated to Food & Nutrition Services operations require obtaining a temporary health permit and having certified food handlers onsite. As events are planned on campuses it is important that these requirements are completed ahead of time to prevent food being disposed of by Health Department and associated fines. If the campus is planning an event after school hours, they can use the attached Request for Cafeteria Use Form to allow the cafeteria to be used as the venue for the activity. This will allow no additional health permits but will require that food remain in the cafeteria and that at a minimum, one cafeteria worker is hired to serve and prepare foods at the event.

If food items are to be prepared in the cafeteria for these events and/or potentially hazardous foods are to be offered or served, a certified food manager must be onsite. The same form may be used but must indicate that a manager is required. Examples of potentially hazardous foods includes but is not limited to:

- Items requiring heating or refrigeration (temperature control)
- Cut fruit
- Non-shelf stable items

**Food & Nutrition Services
After School Use / Weekend Use of
Kitchen Facilities**

REQUEST FORM

SCHOOL REQUESTED _____

CONTACT PERSON: _____

PHONE #: _____ FAX #: _____

PRINCIPAL SIGNATURE _____

Event/Organization _____

Date of Event _____

Beginning Time _____

Ending Time _____

Names of Food & Nutrition Services Staff Working _____

Pay Source _____

(activity funds, principal account, private pay)

All policy guidelines for after school use of kitchen facilities are the responsibility of the campus. Failure to comply may be subject to City of McAllen Health Code Violations. Fax form to 618-7347 Attn: Director

Departmental Approval _____

OTHER OPERATIONAL ISSUES

SNACKS FOR TESTING DAYS

The Food and Nutrition Service Department does not receive funding for snacks served to students during the school day during testing days such as STARR or for Pre-K Daytime Snacks. A principal requesting snacks to be served to students before or after taking a test or during the school day, will need to place a special event request for snacks. Snacks for testing are generally billed at \$1.00-2.00 depending on the item being ordered.

MENU CHANGES FOR TESTING DAYS

Menu change requests to accommodate a campus during testing day's needs to be submitted 10 days in advance for approval. The Food and Nutrition Department does not automatically change a menu due to testing but does work diligently to ensure a combination of convenience foods and conventional foods are available during the week to facilitate testing needs at a campus. All requests are reviewed to ensure they meet federal guideline and that food items are available in our warehouse. Cafeteria Managers do not have the authority or the resources needed to change a menu.

EQUAL ACCESS FOR ALL STUDENTS

When planning for special functions, parties, field trips, etc. The Food and Nutrition Services should be involved in the process to ensure that students are not denied meals and that meals claimed for reimbursement meet requirements. For instance, when field trips are planned, the Food and Nutrition Services can provide sack lunches for those students who request one. By allowing all students to request a lunch if desired, overt identification by income status is prevented. All cafeterias must have available Justice for All Posters as well as a complaint form in case of a complaint involving discrimination based on age, race, national origin, sex, and disability. If a student feels they have been discriminated against, cafeteria manager must have student complete form. That form must be forwarded immediately to Food & Nutrition Services Director, who in turn, must submit to Texas Department of Agriculture.

DENIAL OF MEALS AS A DISCIPLINARY ACTION

USDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school participating in the Food and Nutrition program. Disciplinary action which indirectly results in the loss of meals is allowable (e.g., a student is suspended from school). When the withholding of meals is the disciplinary action or if the disciplinary action directly results in the loss of meals, it is inconsistent with the law and is not allowable. Teachers and volunteers must be trained that students must be allowed access to all meal items offered regardless of behavior or conduct. Students in ISS eating in a different location or during a different time as the rest of the student population, may receive an alternate menu meeting all Federal meal requirements but may not be denied meals.

Food & Nutrition Services

REGULATIONS REGARDING DISCIPLINARY ACTION

When considering a disciplinary action against any student, school officials must ensure that such action is consistent with the above policy and must make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

OFFER VERSUS SERVE IN DISCIPLINARY SITUATIONS

If the meal is prepackaged, the offer versus serve provision does not apply. However, students must be allowed to choose from a selection of at a minimum 2 different milk types (example: fat free plain and fat free chocolate milk).

MEAL ACCESS FOR IN-SCHOOL SUSPENSION (ISS) STUDENTS

All students, including ISS students, must have equal access to foodservice (all lines and meal types) if they are allowed to go to the cafeteria to receive meals during regular meal periods. If ISS students are allowed access to the cafeteria, either before or after regular serving times, they may be limited to only one reimbursable line or meal type. In such a situation, the ISS students would have to be able to receive and consume their meals prior to, or after, the regular meal periods for other students.

ADEQUATE MEAL SERVICE PERIODS

USDA encourages schools to make every effort to establish meal periods that are long enough for children to fully consume their meals and to provide an environment conducive to eating those meals. It is important, both nutritionally and socially, to give children sufficient time, a conducive atmosphere, and a safe environment to eat nutritious meals. At a minimum students be given 10 minutes after meal service to consume breakfast and 20 minutes after meal service to consume lunch.

MEAL TIMES FOR BREAKFAST, LUNCH, SNACK

Regular times specified in regulations for the National School Lunch Program have been identified as 10 a.m. to 2 p.m. Breakfast hours would be identified as meal service prior to 10 a.m. in most circumstances. All campuses are encouraged to allow students to eat breakfast when they are late arriving at school. However, this is not a requirement. Snacks to be claimed in the Afterschool Care Program (ASCP) are to be served at the end of the student's school day. The snack program has no ending time frames.

MEAL SERVICE FOR OFF-SITE CONSUMPTION

NSLP and SBP authorizing legislation and regulations clearly intend that reimbursable meals prepared under the programs are to be served and consumed in the cafeteria or other designated eating areas. Therefore, meals may not be prepared for off-site consumption for children or adults.

Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are served and consumed as part of a school-related function. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage.

Food & Nutrition Services

NSLP regulations state that midday means between 10 a.m. and 2 p.m. and that reimbursable lunches would normally need to be served between these hours. It is further specified that evening meals cannot be considered lunch and that such meals should not be reimbursed.

EQUIPMENT USE

Equipment used for the Food and Nutrition Programs shall be used by the School Food Authority in the program(s) that it was acquired for as long as needed. When equipment is no longer needed for the program, the equipment may be used in other USDA programs, provided the use will not interfere with the work/program for which the equipment was originally acquired. First preference shall be given to other USDA programs for use. If acquiring replacement equipment, the SFA may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Use of cafeterias and associated equipment by others who are not employed by Food & Nutrition Services Department is strictly prohibited. In the event a cafeteria or associated equipment must be used, the campus must submit a Cafeteria Request Form and provide a budget account number to reimburse Food & Nutrition Services the labor cost incurred by having a trained and certified food service employee present during the event.

SECOND SERVINGS OR MEALS TO STUDENTS

Federal regulations governing the National School lunch and Breakfast Programs prohibit the reimbursement for second meals. The regulation states that production and participation records must be planned with the objective of providing one reimbursable breakfast and lunch per child per day. Therefore, all students may purchase a second tray at the full price or purchase second servings at the a la carte prices.

LEFTOVER FOOD

Employees, students, school personnel, and parents shall not consume leftover prepared food from another person's tray. Consumption is prohibited to prevent spread of infection or disease through served leftover food from one person to another. All perishable food and beverage items must be dispositioned immediately at the completion of each meal service. All leftover items must be documented on food production records and then dispositioned. At no time may any district employee take leftover food items from school meal programs home. Managers may refer to the Texas Food Establishment Rules regarding re-service. USDA does permit non-perishable food items served to students as part of regular meal service to be taken by the individual student for consumption later in the day.

Food & Nutrition Services

ADULT MEAL PRICING

Federal commodities and federal reimbursement funds are designated to provide meals for students only. The federal government sets reimbursement rates for student meals only. It does not provide funds or USDA Food Commodities for adult meals. Therefore, we must charge adults the full cost of a meal in order not to compromise food and nutrition program funds. At a minimum, the adult/visitor price must be greater than the free reimbursement plus the sum of commodity entitlement value

Meals for adults are as follows:

For the 2016-2017 school year the adult, visitor, staff, and student second meal price is:

At- Risk Supper:	\$4.00
Lunch:	\$4.00
Breakfast:	\$2.50
Afterschool Snack:	\$1.50

Food & Nutrition Services

NUTRITION EDUCATION

It is the aim of the Food and Nutrition Services Department to promote nutrition and encourage better eating habits among all students in the District. To fulfill this goal, the Food and Nutrition Services Department will provide the following:

- Nutrition Education Resource Library. Materials will be available for use by all school personnel.
- The development of nutrition lessons and nutrition information for students, parents, and M.I.S.D. personnel.
- Activities involving the School Health Advisory Council (SHAC).
- Involving parents and students in the development of the school menus

ICE REQUESTS

The following procedure shall be followed to assure that the product in Ice Makers is not contaminated as a result of improper handling. Proper handling of ice is essential to prevent the spread of contagious diseases.

Ice requested for any purpose will be billed at \$1.50 per bag at the campus and \$1.50 + 16% serving charge if delivered.

- Ice shall be requested from the cafeteria manager only. Personnel shall bring clean containers with lids.
- Ice chests, containers, thermos, etc., shall be sanitized prior to use. Instructions follow.
- Ice shall not be handled with bare hands.
- Utensil, tong, or scoop shall be sanitized prior to use.
- Ice must be bagged and tied at all times.
- Ice will be provided for all field trips to ensure food safety during transport.

Food & Nutrition Services

MCALLEN ISD WELLNESS

Several Board policies address McAllen ISD's efforts to support student and staff wellness. Healthy Hungry Free Kids Act of 2010, 2014, and 2016 all address provisions for foods offered in schools, nutrition education and promotion, nutrition guidelines, physical activity, and other school based activities.

All staff should become familiar with the following policies to remain in compliance with board policy:

[http://pol.tasb.org/Policy/Download/637?filename=FFA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/637?filename=FFA(LOCAL).pdf)

[http://pol.tasb.org/Policy/Download/637?filename=CO\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/637?filename=CO(LOCAL).pdf)

[http://pol.tasb.org/Policy/Download/637?filename=FJ\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/637?filename=FJ(LOCAL).pdf)

All school districts must have a local wellness policy and a wellness regulation that specifies how the district will implement and measure FFA board policy.

All campus administrators are strongly encouraged to become familiar with the McAllen ISD Wellness Regulation.

DEFINITIONS:

School Day: USDA defines it as midnight to 30 minutes after the end of instruction. Enrichment period is included as part of instruction.

Instructional Day: The time of instruction at the schools. Normally the bell schedule is used to determine beginning and end of instructional day

Competitive Foods: Foods and beverages sold or made available to students during the school day and therefore compete with the school's operation of reimbursable meals and snacks. This definition includes, but is not limited to, foods and beverages sold or provided in vending machines, in school stores, or as part of school fundraisers.

School Fundraisers: Competitive foods and beverages sold through direct or indirect sales by school administrators or staff (principals, teachers, coaches, etc.), students or student groups, parents or parent groups, or any other person, company, or organization.

A la Carte: Individually priced food and beverage items provided by the school food authority during meal times. These items may or may not be part of the reimbursable meal. Examples include baked chips, v8 splash, pizza, etc.

School Food Authority: McAllen ISD Food & Nutrition Services Department that provides meals reimbursed under the National School Lunch Program, which includes

Food & Nutrition Services

Seamless Summer Option & Afterschool Care Program, School Breakfast Program, USDA Food Distribution Program, and Child and Adult Care Program.

All elementary campuses must ensure scheduling so students have recess first and then a designated lunch period of at least thirty minutes. State law requires 20 minutes to eat after meal service is provided.

No competitive food or beverage items may be offered or sold to students, including through direct or indirect sales, during the instructional day at any campus. Any food or beverage items offered or sold to students during the instructional day must meet state and Federal guidelines (effective 7/2014) and also be provided by the school food authority (McAllen ISD Food & Nutrition Services). This does not restrict a parent or custodial guardian from bringing food or beverages for their own child(ren) consumption. However, these food and beverage items may not be shared with other students. If campuses are finding non-compliances with sharing of outside food and beverage items brought in by parents, they may implement stricter guidance.

All food and beverage items offered or sold to students at any campus before the start of the instructional day until 30 minutes after the end of the instructional day (defined as the school day), must be procured through the school food authority. This allows the district to maintain a central location for all labeling requirements of foods and beverages sold or offered to students during the school day.

It is recommended that all on and off campus fundraisers focus on non-food and beverage related sales. However, if fundraisers do include food & beverages they must comply with state and Federal guidelines (effective 7/2014) whether they are sold through direct or indirect sales with the exception of 6 preapproved events after the end of the school day and/or weekends. Examples of indirect sales include catalogue sales, discount cards, tickets for food items that are not consistent with established guidelines.

All a la carte food and beverages offered to students must meet state and Federal guidelines (effective 07/2014) and also not include soft drinks and energy drinks (defined under competitive foods). Additionally, elementary campuses a la carte sales are limited to only beverages.

EXEMPTIONS:

The following exemptions are made to assist implementation district wide:

- 1) Each organization/club will provide six days to campus administrator where after the end of the school day or on weekends a fundraiser will take place that includes selling of food items not meet Smart Snack Requirements. Campus administrator will compile a calendar for the year indicating these fundraisers and provide a copy to Food & Nutrition Services. During these events after the end of the school day, any food and beverage items may be sold or offered. The campus still must meet all City of McAllen regulations concerning health permits for the event and comply with health department regulations.

Food & Nutrition Services

- 2) Food and beverage sales at UIL sponsored activities (example concession stands) occurring after the end of the school day. During these events, any food and beverage items may be sold or offered to students.
- 3) Fieldtrips not occurring on McAllen ISD campuses are exempted from this wellness regulation.
- 4) School nurses providing treatment to students with an identified special diet need (see special diet section of manual) or requiring specific foods and beverages as part of an established Individualized Education Plan are exempted from this wellness regulation during the school day.

NUTRITIONAL REQUIREMENTS FOR FOOD & BEVERAGE ITEMS:

In order for a food item to meet the nutritional requirements to be offered as a fundraiser or to be procured through the school food authority to be offered or sold to students during the school day, it must undergo a two-step process. Accompaniments such as cream cheese, salad dressing, and butter must be included in the nutrient profile as part of the food item sold.

- 1) The food item must meet ONE of the following:
 - a) Be a whole grain rich grain product: 51% or more must be made with whole grain product and the rest of the grains must be enriched.
 - b) Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food.
 - c) Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable

2) Once the food item has met one of the above criteria it them must meet several nutrient requirements (must meet all of the below):

- a) Calorie limits:
 - i. Snack items \leq 200 calories
 - ii. Entrée items \leq 350 calories
- b) Sodium limits:
 - i. Snack items \leq 230 mg
 - ii. Entrée items \leq 480 mg
- c) Fat limits:
 - i. Total fat \leq 35% of calories
 - ii. Saturated fat $<$ 10% of calories
 - iii. Trans fat: zero grams
- d) Sugar limit:
 - i. \leq 35% of weight from total sugars in foods

ORDERING PROCEDURES FOR ITEMS MEETING SMART SNACK REQUIREMENTS:

Campuses can order using the same Sungard procedures explained in pages 31-39 of this manual. PTOs and other organizations and groups may order using the manual process with checks payable to McAllen ISD. Cafeteria managers do not have these products readily available at their cafeterias for same day events. If 10 day lead time is not adhered to, products may not be available for scheduled event. Please place order and follow up via phone call or email to confirm order receipt. All efforts will be made to process events as quickly as possible. Email requests to department Child Nutrition Specialist (Maricela.meza@mcallenisd.net) will help expedite delivery. Additional items such as pizza, burgers, fresh fruit cups, individual pieces of fruit, and other compliant items are also available and pricing is based on volume ordered as some of these items are seasonally priced. Communication with the Food & Nutrition Department will facilitate the timely arrival of necessary food and beverage items.