FOOD & NUTRITION SERVICE GUIDELINE
SACK LUNCH/MEALS

PROCEDURE FOR ORDERING SACK LUNCH/MEALS:

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, meal pattern requirements and food production records.

The main objective is to ensure that each student served received a high quality, safe, reimbursable sack meal that meets the USDA meal pattern and nutrition standards. 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.

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 new 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 Food & Nutrition Service must receive sack lunch requests at least two (2) weeks prior to the scheduled field trip. 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.

Morning Of The Activity
The teacher responsible for the field trip will come to the cafeteria and pick up sack meal, if required to be packed in ice, Manager will provide the insulated ice chest. Manager will complete her section of the “Request for Sack Lunch/Meals Form”. Manager will record the proper food temperature of all food being dispensed. The teacher 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 an reimbursable meal.

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.
PLEASE FAX ORDER TO 618-7347

FOOD & NUTRITION SERVICES
REQUEST FOR SACK LUNCH/MEALS

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

_____________________________________________________
SIGNATURE OF PRINCIPAL/PROGRAM ADMINISTRATOR

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____________________________________

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<thead>
<tr>
<th>CURRENT MEAL COMPONENT</th>
<th>CURRENT MENU</th>
<th>PORTION SIZE</th>
<th>SACK LUNCH COMPONENT</th>
<th>MENU</th>
<th>PORTION SIZE</th>
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<tbody>
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Time of pick-up____________

Signature of Adult Receiving Meals: ________________________________

FNS Director approval: ________________  Revised 9-2011

Revised 9-2012