

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
FOOD SERVICES DEPARTMENT  
MEAL COUNT AND COLLECTION PROCEDURES  
2021-2022**

The Antelope Valley Union High School District and the Board of Education recognize the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. Under CDE guidance and regulations according to the USDA's Seamless Serving Option, all students enrolled in the Antelope Valley Union High School District are provided two meals per school day at no-charge.

Point of service meal counts are taken at an authorized point-of-service using the student's ID information to identify student's account status and any meal restrictions or accommodations that are required. Due to current social distancing policies, the point of service may be located at the beginning or end of the serving line; Food Services Staff trained in reimbursable meal identification are stationed at the beginning and end of each serving line to verify all required components are taken prior to the student exiting the serving line. In the event of electrical outage, or if the computer becomes inoperative, reimbursable meals will be recorded manually by writing the student's name and/or ID number on paper. The meals will be entered in the system later and lists will be kept as backup.

1. Food Services provides a food-based menu in an "Offer vs. Serve" format. The Food Services Staff ensures students have selected the appropriate number of food components to qualify as a reimbursable meal.
2. In areas without a point of service terminal, meals will be recorded at the time and place when the student receives the meal. Staff must visually identify the student and ensure that the student selects at least the minimum number of food components/items offered prior to placing a checkmark on the roster.
3. For field trips, students receive a sack lunch containing all the required components of a reimbursable meal. The student may decline the milk offering. Sack lunches can be picked up by students in the cafeteria the morning of the field trip or staff with a student roster will deliver meals to the bus loading area. In cases of off-campus service, Cafeteria Manager will provide training to school staff in regards to collection procedures using a pre-approved class roster and food handling practices. After properly accounting for all meals served, school staff will sign and return student roster to the Cafeteria Manager upon returning to campus to record those meals consumed. Any food items not consumed during the trip shall be discarded.

\*See **Attachment I** for Transport Sites.

4. Meal Components - All schools will follow the "offer vs. serve" concept. Trained Food Services Staff shall ensure that a student has selected at least three of the following food components for a reimbursable lunch:
  1. Meat/Meat Alternate – 2 ounce equivalent
  2. Grain – 2 ounce equivalent
  3. Fruit – 1 or more ½ cup servings (at least two varieties offered)
  4. Vegetable – 1 or more ½ cup servings (at least two varieties offered)
  5. Milk - 8 ounces (Choice of 1% or fat free flavored)

**Note: At least one 1/2 cup serving of fruit or vegetable must be selected.**

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At breakfast, students must take at least 3 of the 4 or more required offerings:

1. Grain 1-2 ounce equivalent (Meat/Meat Alternate may also be offered)
2. Fruit / Vegetable – ½ cup servings (at least two varieties offered)
3. Milk – 8 ounces (Choice of 1% or fat free chocolate)

**Note: At least one 1/2 cup serving of fruit or vegetable must be selected.**

**Meal Pricing:**

All meals are provided to enrolled students at no charge. Food Services does provide adult meals and students the opportunity to purchase of a “second” meal at the following price(s)

	<u>Lunch</u>	<u>Breakfast</u>
Student Price	\$3.50	\$2.50
Adult Price	\$4.50	\$3.00

Food Services does not accept cash for Adult or Student’s second-additional meal(s). If you wish charge an Adult or second Student meal(s), you can establish an account through Titan School Solutions. Please go to the following link to establish an account: <https://family.titank12.com/>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442 ; (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider. If someone is dissatisfied with Food Services’ sponsorship, they may contact either orally or in writing the following District official:

Mr. Brian Hawkins, Assistant Superintendent, Business Services  
44811 North Sierra Highway  
Lancaster, CA 93534  
(661) 948-7644

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**Attachment I**

**PROCEDURES FOR TRANSPORTING FOOD TO SCHOOL SITES INCLUDING:**

**AAV- SOAR Prep, Knight Prep, Palmdale Prep  
Desert Pathways  
Desert Winds High School  
Hughes Elizabeth Lakes School District (HELUS)  
Phoenix High School  
R. Rex Parris High School  
SOAR High School**

Trained Food Services Staff shall follow the established Standard Operating Procedures (SOP) for transporting food to remote sites. Temperatures shall be taken with a calibrated thermometer, 41 degrees or below for cold food and 140 degrees or above for hot food before leaving the preparation kitchen and destination. After completing Form B-17 with all required information, Staff shall transport the food and all supplies to the satellite site. Meals are served following the SOP for serving food. Any leftover food that has been held for longer than 4 hours is discarded. Procedures are followed for both the breakfast and lunch periods.

Staff must visually identify the student and ensure that the student selects at least the minimum number of food components/items offered prior to placing a checkmark on the roster. Rosters indicating a student's lunch status are to be kept strictly confidential at all times and must be signed by staff responsible for meal counts. Additionally, Staff also acknowledge the student(s) by name as a medium of exchange.

Meal counts and collection procedures for transport sites using a Point of Service terminal will be the same as other schools in the AVUHSD.

In the event printed rosters are unavailable, the site will provide the following information to Cafeteria Staff:

Date  
Classroom Number  
Full name or ID Number

Hughes Union Elizabeth Lakes Union School District (HELUS): As a non-electronic point-of-service location, classroom rosters are provided to trained staff with the following information: **Rosters shall include classroom number and teacher name, date, first-last name of student with their accompanied lunch selection.** Completed rosters are turned into Cafeteria Manager to transpose meal count "by student" into point-of-service database at main kitchen.

Updated August 6, 2021