

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

FOOD & NUTRITION SERVICE

FOOD & NUTRITION SERVICE GUIDELINE

SUBJECT: **SACK LUNCHES**

DATE ISSUED: April 1985

DATE REVISED: April 2018; September 2019

DATE REVIEWED: January 2019; September 2019

PROCEDURE FOR ORDERING OF SACK LUNCHES:

Two Weeks in Advance:

Sack Lunch Requests (refer to attachment #1) must be received by the cafeteria manager at least two (2) weeks prior to the scheduled field trip. This allows ample time for food supplies to be ordered and received. All requested received beyond the two-week deadline will not be approved.

Day Before Field Trip:

Insulated containers for transporting sack lunches and milk shall be provided to the cafeteria manager no later than 2:30 p.m. the day before the field trip. A minimum of two (2) insulated containers are required for transporting food, depending on the number of sack lunches requested (1 to hold the sack lunches and 1 to hold the milk on ice). Sack lunches will be available for pickup by 8:30 a.m. the morning of the field trip.

Morning of Activity:

The teacher responsible for the field trip shall collect the sack lunches from the cafeteria. The cafeteria manager shall complete the “Quality Meals to Go” form (refer to attachment #2) and provide to the teacher at the time sack lunches are collected. The teacher shall return the following after the field trip:

- “Quality Meals to Go” form
- “Students Attending Field Trip” form
- Unserved meals

SACK LUNCHES:

Sack lunches shall consist of:

- Entrée=Meal Kit or Approved Substitution
- Fruit (Elementary/ Middle School) = Whole, Fresh Fruit OR 100% Fruit Juice
- Fruit (High School) = Whole, Fresh Fruit AND 100% Fruit Juice
- Vegetable (Elementary/ Middle School) = Baby Carrots (1 bag) OR Sliced Cucumbers
- Vegetable (High School) = Baby Carrots (1 bag) AND Sliced Cucumbers
- Milk=Choice of 1% or Fat Free Milk
- Condiment=Ranch Dressing pc with Baby Carrots

Any food item not consumed by children must be returned to the Brownsville ISD FNS cafeteria manager.

QUALITY MEALS TO GO:

A main objective of providing quality meals to go is to ensure that each student served receives a safe, high quality reimbursable sack lunch. The need for continued for safe food handling practices after the meals leave the food service operation is paramount.

Potentially hazardous food to be transported shall be pre-chilled and held at a temperature below 40 degrees F. Insulated containers, such as ice chests, shall be used to maintain food at the proper temperature. Cold packs may be utilized, or food may be placed on ice if there is proper drainage. Food should never be submerged in ice.

Food preparation shall be completed on the day of consumption to reduce the risk of foodborne illness. Food consumption should take place no more than four hours from the time the food leaves the cafeteria. For example, if meals are picked up by school personnel at 8:30 a.m., students should consume their respective meal by 12:00 p.m. For further information regarding safe food handling practices, contact the BISD FNS.

DOCUMENTATION:

The attached forms are to be used by FNS personnel to facilitate the process of providing reimbursable sack lunches while maintaining the required documentation. Cafeteria managers shall use the form (attachment #1) to receive the order; forecast food and nonfood items; document menu items offered; document temperatures; and communicate directions to those responsible for transporting and serving the sack lunches.

Additionally, cafeteria managers will direct the adult advisor to return the "Students Attending Field Trip" form (attachment #3) with signature and any unserved meals. The forms will be filed with the Daily Food Production Record.

If the form is not returned to the cafeteria manager, the campus will be billed the adult meal price per meal served.

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
Food & Nutrition Service

Attachment #1

SACK LUNCH REQUEST

DATE SUBMITTED: _____

SCHOOL: _____

CAFETERIA MANAGER: _____

TEACHER: _____

NUMBER OF SACK LUNCHES NEEDED: Students: _____ Adults: _____

DATE NEEDED: _____

QUALITY MEALS TO GO

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

MEAL COMPONENT	MENU	PORTION SIZE	# PREPARED	# RETURNED
Entree				
Fresh Fruit				
Fruit				
Vegetable (1)				
Vegetable (2)				
Milk				

Federal reimbursement may be claimed for one breakfast and one lunch per child per day. A list of the names of the students (attachment #3) receiving the sack meals must be attached to this form when it is returned to Food & Nutrition Service with the unserved meals.

In order for the school to claim federal reimbursement for meals served, milk must be available (offered) to the students receiving the meals to go. Each milk must be maintained at a safe temperature (40 degrees F. or below) at all times.

MEALS SHOULD BE CONSUMED NO MORE THAN FOUR HOURS FROM THE TIME THE FOOD LEAVES THE REFRIGERATED AREAS

I have read the information above. I understand the importance of maintaining potentially hazardous foods at a safe temperature and serving them within a safe time period. I recognize that the meals served to students listed on the attached sheet will be claimed for federal reimbursement. I will take care to list only the names of students who receive a reimbursable meal and return any unserved meals to FNS.

Signature of Adult Receiving Meals: _____

THANK YOU FOR SUPPORTING SCHOOL FOOD & NUTRITION SERVICE!

STUDENTS RECEIVING A REIMBURSABLE MEAL AT FIELD TRIP

SCHOOL: _____

DATE: _____

TEACHER: _____ TO: _____ CAFETERIA MANAGER

The following students received a reimbursable meal today:

STUDENTS NAME:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.