

Child Nutrition Program

Policy and Procedures

2021-2022

Child Nutrition Program

Contents

INTRODUCTION	3
ADMINISTRATIVE STAFF	3
SCHOOL LUNCH PROGRAM	4
LUNCH PROCEDURE IN ROOM	6
MEMO FOR TEACHERS	7
SAMPLE TALLY SHEET	8
NATIONAL SCHOOL MEAL PROGRAM	9
SACK LUNCHES	10
MENU CHANGES	13
MEALS ON SATURDAY	15
CHILD AND ADULT CARE FOOD PROGRAM	
- AT RISK	15
SPECIAL DIETS	18
PROVIDE SPECIAL MEALS TO CHILDREN WITH DISABILITIES	18
SPECIAL DIETARY NEEDS OF CHILDREN WITHOUT DISABILITIES	19
PROCEDURE FOR REQUESTING SPECIAL DIET MODIFICATIONS	20
SPECIAL EVENTS CATERING	23
CATERING REQUEST PROCEDURE	23
OTHER OPERATIONAL ISSUES	35
ADULT MEAL PRICING	37
MCALLEN ISD WELLNESS	38
NUTRITION REQUIREMENTS	40

Child Nutrition Program

INTRODUCTION

McAllen ISD Child Nutrition Program provides breakfast, lunch, and supper to students during the school year through operational guidance and meal reimbursement provided by Texas Department of Agriculture (TDA). This involves the reimbursement of federal program funds to participating school districts for meals served in schools.

The purpose of this Procedures Manual is to provide program staff, campus administrators and teachers with information regarding the School Breakfast, School Lunch, and At-Risk Supper Programs, USDA Smart Snacks Regulations, and the guidelines and procedures regarding the McAllen ISD Child Nutrition Program.

The Child Nutrition Program appreciates the assistance 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 are available on our website at [McAllen ISD Child Nutrition](#). We encourage any comments and suggestions. If you have questions or suggestions, please contact the Child Nutrition Program at 632-3226.

ADMINISTRATIVE STAFF

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Child Nutrition Program

SCHOOL BREAKFAST PROGRAM

The School Breakfast Program (SBP) is a federally subsidized meal program. 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, total fat, saturated and trans. fat requirements.

ALTERNATE SERVICE METHODS

There is 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. With the exception of PK, choices are offered daily of 2 entrees to help increase student participation. Cafeteria managers work collaboratively with teachers to ensure appropriate meals are sent and reduce food waste. Breakfast in the classroom is delivered to the classrooms in insulated chests to ensure appropriate food temperatures are maintained by cafeteria personnel. A roster form is provided for each classroom. Little instructional time is lost, as breakfast only takes 10 to 15 minutes for the student to eat. Many teachers use this time to review materials, collect homework, deliver announcements, or read to the class. This is a valuable use of time as 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. Insulated chests, leftover unserved food items, rosters, and trash bags are placed outside the classroom for pick up by cafeteria staff.

Why Serve Breakfast in the Classroom

Child Nutrition Program

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.

When Does Breakfast in the Classroom Work Best

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 and Administrators 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. Cafeteria Managers work collaboratively with teachers to determine student food preferences under Offer versus Serve. 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.

Breakfast from a cart

At the High School level, breakfast is served in breakfast carts, immediately after moment of silence at the start of 2nd period. Breakfast carts with multiple breakfast options are located in the hallways. Teachers escort the students outside the classroom while cafeteria staff count and claim the meals. Teachers escorting students ensures that a student cannot obtain a second meal free of charge and avoids the duplicate counting of reimbursable meals. Students consume the meals in the classroom and students are responsible for clearing away their trash into trash bags provided by the cafeteria.

Child Nutrition Program

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 review menu with students and determine how many of each of, the entrees, juices, fruit, and milk selections are needed based on menu and provide feedback to cafeteria on student preferences for meals. This allows a reduction of food waste as cafeterias prepare food based on student preferences provided.
- The Child Nutrition Program will provide insulated totes for the delivery of the food and beverages. Each classroom will get two totes, one for the cold items and one for the hot items.
- Each classroom will get one full breakfast for each student. If a student refuses any component (example: the milk or juice), it needs to stay in the tote to maintain the temperature and return to cafeteria.
- In order to comply 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 ½ cup fruit. Students are allowed to take all food items offered. Two options of fruit (juice and fresh fruit) will be offered daily. Non-perishable food items taken by the students may be stored by student for consumption later in the day.
- Teachers are responsible for the accurate identification and counting and claiming of a reimbursable meal. Since a teacher in each classroom is responsible for the counting and claiming of reimbursable meals, they are able to receive a reimbursable meal at no charge to them.
- Each classroom will receive a trash bag. Trash will be bagged and tied, and it will be placed outside of the classroom door together with the totes and meal roster.
- All items will be picked up by assigned personnel and sent back to the cafeteria.
- No unserved left-over food items may be left in the classroom for students that may come in tardy. This is not allowed according to Health Department rules and regulations. The campus may allow tardy students to pick up a reimbursable breakfast in the campus office or cafeteria.
- Adults, other than those indicated above wishing to participate can do so at a cost of \$2.50. Payment must be made at time of service or pre-payment is available.

Child Nutrition Program

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 receive the information below. Child Nutrition cafeteria staff can be available as needed for in-servicing.

The campus responsibilities for breakfast in the classroom:

- Each teacher will be acting as the point of sale to ensure a student is receiving a reimbursable meal. Teacher must indicate if students take a meal or not. A check mark indicates student takes a meal. 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.

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

- Each classroom will receive a “hot” insulated tote and a “cold” insulated tote with all meal components. Coordinating menu options for each classroom requires fluid communication with cafeteria manager. Specifically, the quantity of meal entrees being requested, as well as juice, fruit, and milk. This assists us in reducing food waste and avoiding overproduction.
- Each teacher will receive a strike out sheet daily. As a student receives a reimbursable meal, a strike out will be done on the corresponding tally sheet. Adults will not be counted on tally sheet. Adults are documented in CNP employee section.
- Place completed tally sheet in the outside pocket of the hot ice chest and place outside the door for pick up immediately after breakfast. Please do not place in cold ice chest as the water will ruin the forms and make them illegible.
- Tally sheets will be sent daily from cafeteria in the front pocket of the hot ice chest.
- Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption.

Child Nutrition Program



Classroom #: _____

Reimbursable Meal Tally Sheet

School: _____

Instructions: Strike a number for every student that takes a reimbursable meal.

Monday _____ Reimbursable Meals Served: _____ CNP Employees Served: _____

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Tuesday _____ Reimbursable Meals Served: _____ CNP Employees Served: _____

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Wednesday _____ Reimbursable Meals Served: _____ CNP Employees Served: _____

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Thursday _____ Reimbursable Meals Served: _____ CNP Employees Served: _____

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Friday _____ Reimbursable Meals Served: _____ CNP Employees Served: _____

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
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Child Nutrition Program

NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Program (NSLP) is a federally subsidized meal program administered by Texas Department of Agriculture (TDA) and operated by public schools. NSLP provides nutritionally balanced lunches to students at no charge. McAllen ISD receives reimbursement from United States Department of Agriculture (USDA) for each lunch served that meets the meal pattern requirements. The meal pattern outlined in this rule is food-based and divided by age/grade groups. The meal pattern focuses on specific nutrient standards including 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 of fruits and vegetables.
- Weekly meat/meat alternate ranges plus a daily requirement.
- Weekly grain ranges plus daily minimum requirements. Majority of grains offered must be whole-grain rich.
- Fat-free or low fat (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
- Limit on saturated fat and elimination of trans fat.

McAllen ISD operates offer versus serve K-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 a minimum of 2 components) including ½ cup fruit or vegetable. All meals are qualified as reimbursable by a trained cashier at the point of service. Water is also available in the cafeteria environment.

The PK meal pattern requires all food items be served only for this age group.

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 \$4.50. Meals must be prepaid or paid at the point of service.

Child Nutrition Program

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, and appealing reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area 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 will be based on food availability and therefore may not be filled due to ordering lead time needed 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.

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

Child Nutrition Program

and eaten within four hours of leaving the cafeteria area. Teacher is responsible for discarding any uneaten food and will return the student tally sheet 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.

**McALLEN INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION PROGRAM
SACK MEALS REQUEST FORM**

Child Nutrition Program

SCHOOL NAME: _____ REQUESTED NUMBER OF MEALS: _____
 GROUP: _____ DATE OF PICK-UP: _____
 TEACHER: _____ TIME OF PICK-UP: _____
 PRINCIPAL'S SIGNATURE: _____

Campus Responsibility

2-week advance notice is required, request not meeting this timeline may 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. Failure to accurately count and claim meals will result in adult meal pricing for meals served to be billed to campus.

CNP 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		

CNP Operations approval: _____

Time of pick-up _____

Signature of Adult Receiving Meals: _____

Rev. 07/2020

MENU CHANGES

PROCEDURE FOR REQUESTING MENU CHANGES

Child Nutrition Program

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 Child Nutrition Program 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 them.

USDA Requirements

Please keep in mind that certain USDA requirements must be met. All menu changes must comply 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 Child Nutrition Program must be notified one-day prior to the scheduled event. Failure to notify the Child Nutrition Program will result in the school serving the alternate menu and/or being billed for the alternate menu

McALLEN INDEPENDENT SCHOOL DISTRICT CHILD NUTRITION PROGRAM REQUEST FOR MENU CHANGE

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

Campus Responsibility

2-week advance notice is required, request not meeting this timeline may be denied. Menu changes must meet reimbursable meal pattern requirements. Failure to do so would result in a charging of meals to campus at the adult/visitor rate.

CNP Manager Responsibility

Manager Signature _____

CURRENT MEAL COMPONENT	CURRENT MENU	PORTION SIZE	MEAL SUBSTITUTION COMPONENT	MENU	PORTION SIZE
MEAT/MA			MEAT/MA		
GRAIN			GRAIN		

Child Nutrition Program

VEGETABLE			VEGETABLE		
FRUIT			FRUIT		
MILK			MILK		

CNP Operations approval: _____

Rev. 07/2020

SATURDAY MEALS

PROCEDURE FOR REQUESTING SATURDAY MEALS

2021-2022 Saturday Meals will not be available

Child Nutrition Program

CHILD & ADULT CARE FOOD PROGRAM AT-RISK

The U.S. Congress originally established the Child and Adult Care Food Program (CACFP) in 1968. 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 supper meal.

McAllen ISD offers at-risk suppers as requested at campus's offering extended day activities and at non for profit unaffiliated public entities requesting suppers. Pre-packaged meals are prepared 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. Water is also available in the cafeteria/ feeding environment.

To receive at-risk supper meals, a campus must complete the attached form and provide information on number of suppers 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.

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.

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 sponsor must document attendance of students in program in sign in sheet or roster. This documentation must be provided to cafeteria staff.
- 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 dinner per day.

Child Nutrition Program

If above campus responsibilities are not met, campus / site will be invoiced planned supper participation at the cost of \$4.50 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 supper at a cost of \$4.50. Meals must be pre-paid or paid at the point of service.

Child Nutrition Program

McALLEN INDEPENDENT SCHOOL DISTRICT CHILD NUTRITION PROGRAM REQUEST FOR AT RISK SUPPERS

SCHOOL / UNAFFILIATED AGENCY: _____

CONTACT PERSON: _____ PHONE: _____

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 may be denied and/or delayed. Federal reimbursement may be claimed for one supper per child per day. A list of names of the students, age, and corresponding ID #s receiving the meals must be returned to the cafeteria after the service. Meals served without required documentation will be billed to the campus/Entity at the rate of adult meal prices (\$4.50)

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

SIGNATURE OF PRINCIPAL/PROGRAM ADMINISTRATOR:

DATE FORM COMPLETED

CNP OPERATIONS APPROVAL

Rev. 07/21

Child Nutrition Program

SPECIAL DIETS

CHILDREN WITH SPECIAL DIETARY NEEDS

In recent years, we have seen increasing emphasis on the importance of ensuring children with disabilities and/or life-threatening allergic reactions 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 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 Federally funded meal programs 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 recognized medical authority licensed in the United States.

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 recognized medical authority licensed in the United States.

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:

- 1) 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.

Child Nutrition Program

- 2) 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, non-life threatening allergies, cultural dietary restrictions) requiring food substitutions or modifications, may request that the Child Nutrition Program 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 licensed in the United States.

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 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 or written by doctor 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. Water is also available in all cafeterias.

If you have any questions concerning this matter, please do not hesitate to call Lizlette Quintanilla, Menu & Education Specialist at the Child Nutrition Program office at 956-632-3226.

Child Nutrition Program

PROCEDURE FOR REQUESTING SPECIAL DIET MODIFICATIONS

- Parents of children requiring special diet modifications, may obtain a special diet form from the Child Nutrition Program or the campus nurse's office.
- The special diet form is to be filled out by the child's physician or recognized medical authority licensed in the United States.
- 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.
- The campus nurse will forward completed form to the Child Nutrition Program office via fax at **618-7347** or email to Lizlette.quintanilla@mcallenisd.net
- Once a completed special diet form is received by the Child Nutrition Program, a special diet will be formulated by our registered and licensed dietician within 10 days and will be provided to the campus cafeteria staff for implementation. 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.
- Campus cafeteria staff will be trained by menu specialist and campus cafeteria staff shall make food substitutions or accommodations for students with those disabilities as outlines in the special diet order form and corresponding menu.
- Under no circumstances is school cafeteria staff to revise or change a diet prescription or medical order.
- The campus cafeteria manager shall ensure that children with special dietary needs are served the appropriate diet as outlined in special diet form and corresponding menu.
- When uncertainty arises or the menu substitution is requested, the manager shall notify the Menu and Education Specialist for updated special diet modifications.
- If the parents of returning students cannot provide the Child Nutrition Program 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 McAllen ISD Special Diet Request Form and have a recognized medical authority licensed in the United States sign the document.
- If special diet is caused by olfactory reaction, not just consumption, this must be indicated on special diet prescription or form.

Diet Modification Request Form - Eating and Feeding Evaluation

(To be filled out by student's physician)

Child Nutrition Program

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"/>
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.			
If child has severe food allergy, does exposure only (olfactory) trigger reaction?			
Parent's Signature			Date:
Physician or Medical Authority's Signature:			Date:

Child Nutrition Program

Student Information Card <i>(To be filled out by District Dietitian)</i>	
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

Child Nutrition Program

SPECIAL EVENT CATERING

McAllen ISD Child Nutrition Program 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.

2021-2022: Catering will be limited this year due to increased department needs

CATERING REQUEST PROCEDURE

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

1. Submit a Child Nutrition Catering Request through the Skyward Business Warehouse 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 Child Nutrition Program office received it.

Email and phone requests will still need to be placed in the Skyward Business Warehouse 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 Skyward Business Warehouse system.

3. The following items must be included on the Child Nutrition Program 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 Child Nutrition Program to set-up the service of meal shall be included in arrangements.

5. In order not to financially hamper the Child Nutrition Program, 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. Some caterings can be done with shorter notice but these must be prearranged and preapproved by Department Secretary (astrid.garza2@mcallenisd.net)

8. Billing questions can be directed to Budget & Cost Specialist (Maricela.meza@mcallenisd.net).

Child Nutrition Program

Changes to the Child Nutrition Program Catering Request must be called into the Child Nutrition 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 Astrid Garza, Child Nutrition Director Secretary at 956-632-3226
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 Skyward Business Warehouse system.

It is highly recommended that follow up via phone call or email be done to ensure timely and accurate delivery of services since Skyward Business Warehouse system can have glitches in the approval paths which would result in unfilled orders.

Child Nutrition Program

PLACING A CATERING OR SPECIAL EVENT ORDER

You must first log into the Skyward Business Warehouse system

MCALLEN
INDEPENDENT SCHOOL DISTRICT

MCALLEN ISD, TX

Username

Password

Sign In >

[Forgot your Username or Password?](#)

OR

**Sign In with
Email/Office 365 Login**

SKYWARD
Version: 1.191.1.9281

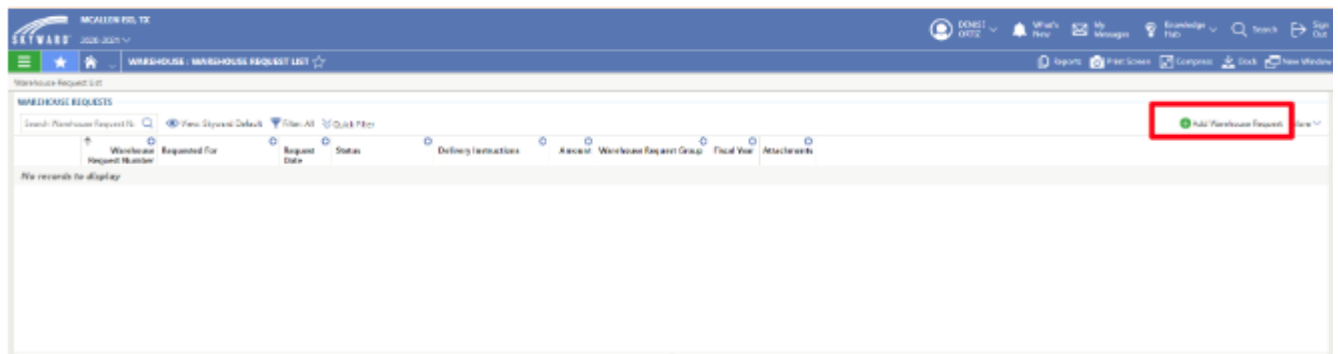
Once you are logged in you will be taken to the home page of the system.

Child Nutrition Program

Select the warehouse module and warehouse request option. If you are authorized to submit requests for product or services for items listed above and do not have the warehouse access shown below, reach out to the Technology department.



Click on Add Warehouse Request. All previously entered warehouse requests with their approval status will also appear on this screen.



Select the Warehouse Request Group FOOD: to enter requests for catering orders filled by the Child Nutrition Program

Child Nutrition Program

Add Warehouse Request
Enter Warehouse Request Details

Save & Add Detail Save Cancel

WAREHOUSE REQUEST DETAILS

*Warehouse Request Group: FOOD-810 FOOD-FOOD SERVICES ADMIN

*Fiscal Year: View Skyward Default (Modified) Filter: Active More

*Delivery Instructions: Warehouse Request Group Code Warehouse Request Group Description

Select	Warehouse Request Group Code	Warehouse Request Group Description
Select	FOOD-810	FOOD-FOOD SERVICES ADMIN
Select	PRNT-810	PRNT-FOOD SERVICES
Select	TRIP-810	TRIP-FOOD SERVICES

*Requested For

*Request Date

50 Total Records

Enter the Delivery Instructions. All orders placed must include and delivery location, date and time. All other fields on this screen will auto-populate. Select Save & Add Detail to continue your order.

Add Warehouse Request
Enter Warehouse Request Details

Save & Add Detail Save Cancel

WAREHOUSE REQUEST DETAILS

*Warehouse Request Group: FOOD-810 FOOD-FOOD SERVICES ADMIN

*Fiscal Year: 2020-2021

*Delivery Instructions: Delivery Location: Room 207
Delivery Date: 01/05/2021
Delivery Time: 7:30 a.m.

*Requested For: ORTIZ, DENISE ARIANA

*Request Date: 01/01/2021 Friday

Enter the item code for the item you wish to order and select the appropriate item

Child Nutrition Program

The screenshot shows the 'Add Warehouse Request Detail' form. At the top, there are buttons for 'Save & Submit', 'Save & Add Another', 'Save', and 'Cancel'. Below these are fields for 'Warehouse Request Number' (7), 'Requested For' (ORTIZ, DENISE ARIANA), 'Request Date' (01/01/2021), 'Status' (U - Unsubmitted), and 'Delivery Instructions' (Delivery Locations: R). The main section is titled 'WAREHOUSE REQUEST DETAIL DETAILS' and shows a 'Warehouse Request Total' of 0.00. A dropdown menu for '*Item' is open, showing 'FALA0002' selected. The dropdown list includes: 'FALA0002', 'Item Description A LA CARTE-HOMESTYLE MUFFIN', 'Item Category FOOD - FOOD', 'Stock Unit of Measure EACH', 'Stock on Hand 725.00000', 'Unfulfilled Quantity 0.00000', 'Available Quantity 725.00000', 'Back Ordered Quantity 0.00000', and 'Average Unit Cost 1.45000'. There is also a 'Project' field with a dropdown arrow.

Enter the quantity of items you wish to order. The unit cost and amount will auto populate based on your quantity entry.

The screenshot shows the 'Add Warehouse Request Detail' form with the 'Warehouse Request Total' updated to 145.00. The '*Item' dropdown is now 'FALA0002 - A LA CARTE-HOMESTYLE MUFFIN'. The 'Stock Unit of Measure' is set to 'EA' (with 'EACH' also visible). The '*Stock Quantity' field is highlighted with a red box and contains the value '100.00000'. The '*Unit Cost' is 1.45000 and the '*Amount' is 145.00.

Enter the account string you will use to expense the purchase. As you begin typing the account string your options will narrow down to match your entry. Click on Select once the desired account string has been located. Ensure you have sufficient available funds in the selected account.

Child Nutrition Program

The screenshot shows the 'Add Warehouse Request Detail' form. At the top, there are buttons for 'Save & Submit', 'Save & Add Another', 'Save', and 'Cancel'. Below these are fields for 'Warehouse Request Number' (7), 'Requested For' (ORTIZ, DENISE ARIANA), 'Request Date' (01/01/2021), 'Status' (Unsubmitted), and 'Delivery Unit' (Delivery Unit). The 'WAREHOUSE REQUEST DETAIL DETAILS' section includes 'Warehouse Request Total' (145.00), 'Item' (FALAO002 - A LA CARTE HOMESTYLE MUFFIN), 'Stock Unit of Measure' (EA), and 'Stock Quantity' (100.00000). A table below shows account selection options:

Select	Account	Available Funds	Account Description	Qty
Select	101 E 35 6341 00 810 0 99 0 00	415,855.75	FOOD JNDST FOOD	
Select	101 E 35 6341 00 810 0 99 C 00	83.32	FOOD JNDST FOOD	

Below the table, there is a dropdown menu with '101 E 35 6341 00 810' selected, and a 'Total Records' field.

Select one of the following based on your order needs

Save & Submit: This will submit your order with the items entered. Once an order has been submitted it cannot be edited by the individual entering the request. All edits would need to be made by the individuals in the approval workflow.

Save & Add Another: This will allow you to add an additional item to your order

Save: This will allow you to save your current order so that it may be retrieved and edited later

Cancel: This will cancel your order

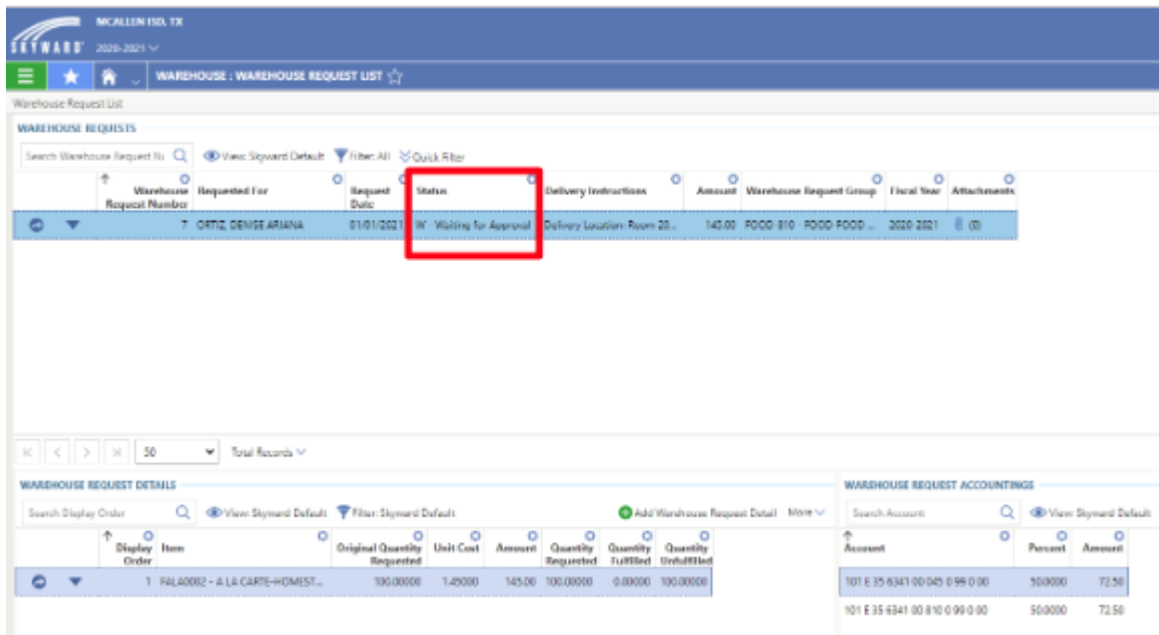
The screenshot shows the 'Add Warehouse Request Detail' form with the 'Save & Submit', 'Save & Add Another', 'Save', and 'Cancel' buttons highlighted in a red box. The form fields are the same as in the previous screenshot. Below the 'ACCOUNT DISTRIBUTION' section, there is a table with the following data:

*Account	Amount	*Percent	
101 E 35 6341 00 810 0 99 0 00	72.50	50.0000	Remove Account Distribution
101 E 35 6341 00 045 0 99 0 00	72.50	50.0000	Clear Account Distribution

There is also an 'Add Account Distribution' button at the bottom left of the table.

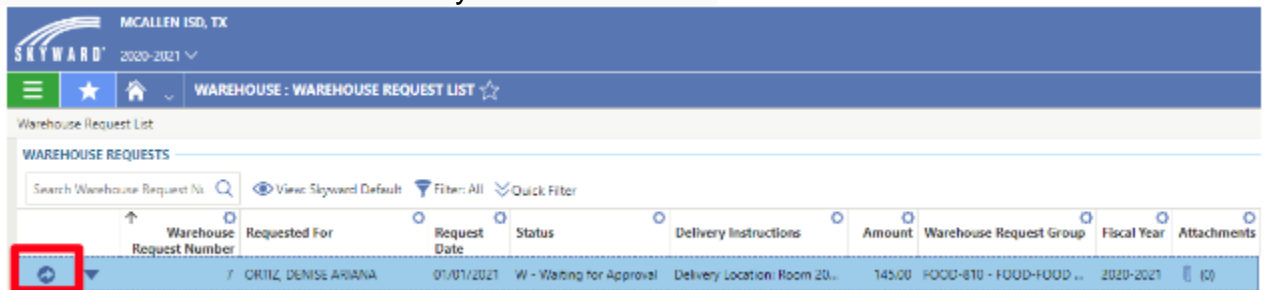
Child Nutrition Program

Once your order has been submitted you can track the order status under the Warehouse Request List.



You can check where your request is at on the approval workflow by following the next steps.

- Select the arrow for the order you wish to review



- Click on Approvals. This will allow you to see how many approvals are still pending.

Child Nutrition Program

WAREHOUSE : WAREHOUSE REQUEST DETAILS

Warehouse Request list > Warehouse Request Details

Warehouse Request Number: 7
Requested For: ORTIZ, DENISE ARIANA
Request Date: 01/01/2021
Status: W - Waiting for Approval
Delivery Instructions: Delivery Location: Room 287 ...
Amount: 145.80
Warehouse Request ID: FOOD-818 - FOOD-P

WAITING FOR APPROVAL

General

Warehouse Request Details

Account Summary

Approvals

Type	Description	User Name
S - Assigned To	2 : CNP Director Secretary	DAIZA, ASTRID
V - Available To	3 : CNP Spec Budget & Cost	MEZA, MARCELA

APPROVAL HISTORY

Date/Time	Status	Level	Level Description	Approver/Submitter	Comment
1/5/2021 3:41:39 PM	W - Waiting	2	CNP Director Secretary		
1/3/2021 3:41:39 PM	A - Approved	1	Director	ORTIZ, DENISE ARIANA	
1/5/2021 2:37:17 PM	S - Submitted		Submitted for approval	ORTIZ, DENISE ARIANA	

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

Child Nutrition Program

**McALLEN INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION PROGRAM
SPECIAL EVENT REQUEST FORM – NON-SUNGARD REQUESTS**

DATE OF REQUEST: _____

NAME OF ORGANIZATION: _____
(Responsible for payment)

AUTHORIZED CHECK SIGNER NAME OR OFFICER:

(For billing purposes)

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 Child Nutrition office at least two weeks before the event. Please fax to the office at 618-7347 or email to astrid.garza2@mcallenisd.net. Thank you.

Rev. 07/20

SPECIAL EVENT CATERING

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 Child Nutrition 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 the serving of food 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.

Child Nutrition Program

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 food 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

- Heating of items in crock pots

Child Nutrition Program

**Child Nutrition
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 cafeteria staff requested to work (If unknown CNP will assign qualified staff)

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: Secretary or email form to Astrid.Garza2@mcallenisd.net

CNP Production Approval _____

REV. 07/20

Child Nutrition Program

OTHER OPERATIONAL ISSUES

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 Child Nutrition Program 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 guidelines and that food items are available in our warehouse. Cafeteria Managers can facilitate these menu changes with 2 weeks notice.

EQUAL ACCESS FOR ALL STUDENTS

When planning for special functions, parties, field trips, etc. The Child Nutrition 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 Child Nutrition Program can provide sack lunches for the trip. By allowing all students to receive a lunch in addition to other meals that may be provided at a cost to campus or student, 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 Child Nutrition 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 federally funded meal programs. 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.

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

Child Nutrition Program

If the meal is prepackaged, the offer versus serve provision does not apply. However, students must be allowed to choose from a selection of 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. McAllen ISD administrative regulation supports that at a minimum, student be given 10 minutes after meal service to consume breakfast and 20 minutes after meal service to consume lunch.

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.

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 Child 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

Child Nutrition Program

who are not employed by Child Nutrition Program 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 Child Nutrition 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 disposed immediately at the completion of each meal service. All leftover items must be documented on food production records and then disposed. 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.

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 2021-2022 school year the adult, visitor, staff, and student second meal price is:

Lunch & At- Risk Supper: \$4.50

Breakfast: \$2.75

Child Nutrition Program

NUTRITION EDUCATION

It is the aim of the Child Nutrition Program to promote nutrition and encourage better eating habits among all students in the District. To fulfill this goal, the Child Nutrition Program 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 McAllen ISD personnel.
- Activities involving the School Health Advisory Council (SHAC).
- Involving parents and students in the development of the school menus

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.

Child Nutrition Program

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 Child Nutrition Program that provides meals reimbursed under the National School Lunch Program, which includes Seamless Summer Option & Afterschool Care Program, School Breakfast Program, USDA Food Distribution Program, and Child and Adult Care Program.

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 with the exception of two days. One being the last Friday before winter break and the second to be determined by the campus principal and submitted to Associate Superintendent or designee. If second day is not submitted by last Friday in December, it will default to last day of school. No competitive food or beverages made be served in school cafeterias or during established meal services.

Any food or beverage items offered or sold to students during the instructional day must meet state and Federal guidelines (effective 7/2014) except as noted above and also be provided by the school food authority (McAllen ISD Child Nutrition). 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 with the exception noted above. 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. Campus principals must submit calendar of fundraisers involving food outlining the 6 days to Associate Superintendent or Designee.

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

Child Nutrition Program

(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 meeting Smart Snack Requirements. Campus administrator will compile a calendar for the year indicating these fundraisers and provide a copy to Associate Superintendent or Designee. 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.
- 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.
- 5) Offering and/or selling of competitive food items during the day on two days. One the last Friday before winter break and the other designated by principal and submitted to Associate Superintendent or designee. If second day is not submitted by last Friday in December, it will default to last day of school. This allows for a reduction in food preparation and therefore food waste.

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. For assistance in determining if food or beverage meets nutritional requirements, individual may contact Lizlette Quintanilla at (956) 632-3226 or Lizlette.quintanilla@mcallenisd.net

- 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.

Child Nutrition Program

- 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 then 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 Skyward Business Warehouse system procedures explained in pages 30-34 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 Director Secretary Astrid Garza (astrid.garza2@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 Child Nutrition Program will facilitate the timely arrival of necessary food and beverage items.