

**Richland One School District ES, MS & HS Breakfast, Lunch, Snack, and R.O.A.D.
Menu Change/Substitution Notice**

Week/Menu Day: September 6, 2019		Planned Menu/Menu Item	Changed/Substituted Menu Item
BREAKFAST	Elementary/ Middle/ High	Pancake Sausage on Stick	Yogurt Parfait w/ Peaches
	BIC	Pancake Wraps	Maple Waffles
LUNCH		Laycee's Pita Pocket Pizza	Teriyaki Chicken
		Garden Salad w/ Dressing	Vegetable Egg Roll
		Cool Tropics Kiwi Strawberry	WGR Vegetable Brown Rice
			Pineapple Tidbits
	2nd choice Middle/High	Cheeseburgers	Nacho Supreme
SNACK		WGR Cheddar Goldfish	Blueberry Bread
		Orange	Milk
SUPPER		Cheese Pizza	Turkey and Cheese on Flatbread
		Baked Potato Fries	RF Doritos Cool Ranch (optional)
		Broccoli Florets	Garden Salad
		Ranch Dressing	Orange Pineapple Juice
		Orange Wedges	

Instructions for completion of the Breakfast, Lunch & Snack Menu Change/Substitution Notice (B&FMCSN):

1. The Manager and/or Designee must:

- Collaborate with the Quality Technician, manager, production manager, and/or crew leader to identify all menu or menu item changes daily.
- Record the "Date" that the substituted menu or menu item that will be served in the "Date" section.
- Record the "Week" and "Menu Day" of the menu or menu item change/revision in the Menu Day/Week" section.
- Record the original planned menu or menu item in the "Planned Menu/Menu Item" section.
- Record the menu or menu item change/substitution in the "Changed/Substituted Menu Item section.
- Highlight the substituted menu and/or menu items in **bold print**.
- Email a copy of **Menu Change/Substitution Notice** to each schools' cashier and principal as soon as it is determined that a menu change/substitution has to made but no later than 8:00 a.m. the day that menu will be served.
- The Manager or designee must revise the Production Ship-out sheet to include the menu change/substitutions. **If the production Ship-out sheet for the meal is at the school the cashier must make the change.**

2. The Cashier will:

- Print a copy of the **Menu Change/Substitution Notice**" and review it with the food service operator(s)

3. The Food Service Operator(s) will:

- Prepare the menu items as listed on the revised Production Ship-out sheet