

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 and food production records.

The main objective is to ensure that each student served received a high quality, safe, reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

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 ate.

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 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 due to prolonged periods of travel.

FNS Manager Responsibility

MEAL COMPONENT	MENU	PORTION SIZE	QTY PREPARED	TEMPERATURE AT TIME OF PICK UP
M/MA				
G/B				
V/F				
V/F				
Milk				

Time of pick-up _____

Signature of Adult Receiving Meals: _____

Revised 9-2011