



MEAL COUNT AND ACCOUNTABILITY PROCEDURES 2023-2024

Everyone in Food Services is looking forward to providing breakfast and lunch to your student(s) throughout the 2023-2024 school year at **NO CHARGE** under California's new Universal Meal Program

Point of service (POS) meal counts are taken at the register, located at the last point in the meal service line. Cashiers enter the food components/items selected by students into the touch screen register and the accounting system automatically determines if a reimbursable meal is being served. In addition, all cashiers are trained to recognize a reimbursable meal. Customers utilize their student ID cards/numbers as either a debit (cash on account) or for free and reduced priced meals. Students have no way of knowing whether another student's transaction is for a free, reduced priced or prepaid meal. 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 that students have selected the appropriate number of food components to qualify as a reimbursable meal.
2. In areas without a POS 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 the minimum number of food components/items required prior to placing a checkmark on the roster.
3. Field Trip - Off Campus Meals: Each student participating in an off-campus event during the school day shall receive a sack breakfast, and, or lunch containing all the required components of a reimbursable meal determined by the timeline of the event. 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 the 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 2 – varieties offered)
 4. Vegetable – 1 or more ½ cup servings (at least 2 – 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.

Students must take at least 3 of the 4 or more required offerings for a reimbursable breakfast:

1. Grain 1-2 ounce equivalent (Meat/Meat Alternate may also be offered)
2. Fruit / Vegetable – ½ cup servings (at least 2 – 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.

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 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

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
176 Holston Drive Lancaster, CA 93535
(661) 948-7655

Meal Pricing:

While all meals are provided to enrolled students at no charge. Food Services does allow the purchase of a “second” meal.

Pricing for AVUHSD & HELUSD:

	<u>Lunch</u>	<u>Breakfast</u>
Student-Full Price	\$3.50	\$2.00
Adult Price	\$6.00	\$4.00

Attachment I

PROCEDURES FOR TRANSPORTING FOOD TO SCHOOL SITES INCLUDING:

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

Trained Food Services Staff shall follow the SOP for transporting food to remote sites.

Temperatures are taken with a calibrated thermometer, 41degrees or below for cold food and 135 degrees or above for hot food. After completing State Form B-17, the food service employee will transport the food 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 thrown away. These procedures are the same for the breakfast and the lunch periods.

Staff must visually identify the student and ensure that the student selects the minimum number of components required prior to entering the meal in the POS or placing a checkmark on the roster. In Addition to using the students’ name as the medium of exchange, all student eligibility information shall be kept confidential.

In the event printed rosters and/or POS are unavailable, the site shall provide Food Services with a class roster including full name and ID number of all students receiving a meal for the day.

Updated: 8/11/2023