

**LAMAR COUNTY SCHOOLS
CHILD NUTRITION DEPARTMENT
2011-2012**



PRINCIPALS' CHECKLIST 2011-2012

____ Principal shall ensure that Free/Reduced applications will be re-issued to all students on the first day of school.

____ Principal will send all completed applications to the cafeteria manager for the CN Department to process for parents' notification of eligibility status.

____ Principal will ensure that all new students coming into the district shall fill out an application and send to the manager for processing. If students had a previous F/R status in another district, we still require a form completed for this district.

____ Principal will contact CN office of any special circumstances preventing a child from having lunch money and we will do a hardship form.

____ Principal will expedite sending Student Services/Technology Department all new drop/add or transfer forms on a weekly basis.

____ Principal will ensure their CN manager receives the daily absentee report. It is a federal regulation that we staple the daily absentee list to our cash reconciliation sheet.

____ Principal will ensure teachers are following their assigned lunch schedule, punctually arriving and leaving the lunchroom.

____ Principal will have teachers inform CN managers immediately of their Field Trip dates as soon as their plans are completed.

(Refer to Appendix xxvi for notice in Handbook.)

____ Principal will remind teachers to use the Sack Lunch form giving notification ten days in advance of the event. (Refer to Appendix xxvii in Handbook.)

____ Principal should contact your site manager for any catering needs.

Your request must be submitted 15 working days prior to the event.

When requesting the use of a cafeteria, you must adhere to written guidelines. Note: We do not cater on holidays.

(See attached Use of Facility form.)

____ Principals will encourage the use of snack forms for parents which will insure healthy classroom snacks. (See Appendix xxix.)

____ FYI – You must strictly adhere to the Charge Policy adopted by the School Board. I highly recommend that all charges receive a lunch form! Please send those to the cafeteria manager stat.

____ Send Homeless Student Form to Child Nutrition Office.

____ **NEW. Effective, July 1st On-line Free/Reduced applications became available this year! Simply encourage parents to utilize them...save paper and time!**

CHILD NUTRITION PROGRAM – APPLICATIONS AND OPERATIONS (Updated 4/2011)

The goal of the Child Nutrition Program is:

- To provide high quality, nutritious meals to all students in accordance with the Lamar County School District Wellness Policy adopted April, 2006
- To keep the meal price as low as possible for paying students
- To create menus which provide students with approximately one-third of the Recommended Dietary Allowance (RDA) which includes a variety of offerings students will like and eat

Special Diet Requirements:

- Regulations permit substitutions for children with special needs.
- A statement from a physician supporting a student's condition and prescribed substitution **must** be submitted to the Child Nutrition Department as soon as diagnosed.
- A medical statement for milk allergies is **required** for each school year.

FYI for Parents on Free or Reduced Meals:

- Applications are now available online. You can complete the online application after July 1st of each year. Go to the district website: www.lamarcountyschools.org; click on "Lunch Applications" under "Parent Links".
- Due to the large influx of applications received at the start-up of school, participating in the online application during the summer will allow more time for your child's application to be processed.
- If you complete the online application or a paper application during the summer, you **will not** have to fill out the form sent home with all students on the first day of school.
- Your benefits will start for the current year when you receive a confirmation letter from the Child Nutrition Office.
- Your children will eat on last year's meal application status of free/reduced for a grace period of the first ten days of school.
- After the grace period, benefits will be **discontinued** and you will be expected to pay full price for your child's meals if a new lunch application is not received.

FYI for New Families:

We encourage every family to take advantage of the Free and Reduced lunch form which is made available for you.

Requirements for Students eligible for Free or Reduced Meals:

- Fill out only **ONE application per family!** This means **all** children in your home on only one application! List each student on the application.
- Return your form to the school cafeteria if you complete a paper form or it can be done online.
- Include your mailing address and phone number.
- Applications **must** be available throughout the **entire** school year at all District and School offices and cafeterias for any family who has a change of income or who did not apply at school start-up and wishes to do so at a later date. Applications can also be completed online at any time.

Students who wish to purchase more than one lunch or breakfast tray will be required to pay the adult price for the second tray. USDA allows one meal per student for reimbursement. Meal prices are as follows:

Breakfast	\$1.75
Reduced Breakfast	\$.30
Adult Breakfast	\$2.00
Student Lunch	\$2.50
Reduced Lunch	\$.40
Adult Lunch	\$3.25

BOARD POLICY

The Lamar County School District, in compliance with USDA (United States Department of Agriculture) regulations and Wellness Policy standards has adopted the following policies in connection with the Child Nutrition Program:

1. **CLOSED CAMPUS** – Students are not allowed to leave during their lunch break, or are they allowed to send for other purchased food items during lunch. This includes any food related events held prior to 1:00 p.m.
2. In accordance with the Wellness Policy, **NO CARBONATED** beverages (packaged in any form) are allowed in the cafeterias **under any circumstances** by student or adult.
3. Any extra sales offered from the Child Nutrition Department as defined by USDA are: any food items which are nutrient dense, or a part of the daily menu requirement.
 - Milk/milk products (ice cream) must meet USDA standards and are the only extra sales items sold to students without the purchase of a school meal in Middle and High School only.
 - The only extra sales items available to elementary students will be menu components.
 - Extra sales for middle/high school students are allowed only after a meal is purchased (in accordance with USDA standards). All extra sales items which are not part of the meal must be nutrient dense.
 - USDA regulations require all secondary schools to implement the “offer versus serve” provision in which five (5) meal components are offered. Students can choose all 5 of the meal components but must choose a minimum of three (3) meal components in order for it to be considered a reimbursable meal. Students who purchase a tray are allowed to purchase extra items. Students who bring their lunch are allowed to purchase milk and ice cream **ONLY**. Note: Ice cream will be sold **only** to middle and high school students.
 - All Faculty/Adults who purchase a meal and choose to add an extra entrée **will be charged** for an additional entrée.
 - Students/Adults may pay cash on a daily basis or payment may be made in advance by the week, month, or year. Balances for unused meals will rollover until funds have been used.
 - **Charges will not be allowed for breakfast purchases.**
 - **Charges are not allowed for adults and only for students who have misplaced or lost lunch money or parent failed to send.** A Charge Policy has been developed and will be strictly enforced by all school sites. It is parental responsibility to take care of your child’s daily needs at school. One of the most important needs is supplying funds for them to eat breakfast and lunch. *You can’t teach a hungry child.*
 - **Charge Policy:**
 1. Parents will receive written notification from the school office of money owed and are expected to repay the cafeteria within the week.
 2. If a pattern develops, parents will be encouraged to seek Federal assistance as soon as possible.
 3. When charges reach the amount of one week of lunches, a letter will be sent home from the principal; at \$20.00 charges are considered excessive, at this point, the Lamar County School District will send a letter and a possible visit from the Social Worker.
 4. If Parents still refuse to pay and are capable of paying then a letter will be sent to Department of Human Services.
 5. All debts must be paid by the end of the year.

THE FOLLOWING POLICIES ARE STRICTLY ENFORCED IN ACCORDANCE WITH THE LAMAR COUNTY SCHOOL DISTRICT WELLNESS POLICY:

1. All class celebrations are to be held after breakfast and one hour prior to lunch and after the last lunch period is over.
2. Healthy (nutrient dense) food selections are strongly encouraged for snacks, party food, fundraisers, and all food sales.
3. The sale of candy is discouraged, since it is unhealthy.
4. All food sold must be nutrient dense. (See Wellness Policy for guidance.) The district offers advanced pay methods in addition to daily payment of lunch and breakfast prices.

PAYMENT PROCEDURES:

- Personal checks cannot be cashed.
- Checks will be accepted for breakfast and lunch sales only.
- Student ID numbers should be written on each check submitted.
- One check for each child is required.

Please check your calendar for school days before paying weekly, monthly, or yearly!

	<u>LUNCH</u>		<u>BREAKFAST</u>	
	<u>Full-Pay</u>	<u>Reduced Pay</u>	<u>Full-Pay</u>	<u>Reduced Pay</u>
Daily	\$2.50	\$.40	\$1.75	\$.30
Weekly	\$12.50	\$2.00	\$8.75	\$1.50

NOTE:

- It is the parents' responsibility to track their child's pre-pay lunch account balance. Money not utilized during the school year for lunch **"WILL ROLLOVER"** into the student's account for the next academic year. Note this is an annual rollover policy.
- Please check with your principal for breakfast serving times, **WHICH** will be strictly enforced.
- All lunch accounts will be open allowing extra sales to be pulled from a student's account. Parents may request to close the open account for breakfast and lunch only by completing the Closing General Account Form and submitting it to the Child Nutrition Department.
- Funds can be transferred from one child's account to another by submitting the Transfer of Funds Form.
- ***PRE-PAYMENTS** are refundable only in the event the student withdraws from Lamar County School District or the lunch status changes to free and if the account balance is **\$5.00 or more**. The parent or guardian **MUST** complete the Request for Refund from Child Nutrition Department Form. The request and a self-addressed stamped envelope for payment must be submitted to the Child Nutrition Office. Payment will be made pending approval at the next regularly scheduled school board meeting according to State Audit regulations.
- The Child Nutrition Department accepts personal checks for payment of meals; if a check is returned from the bank, for any reason, the check will be re-deposited **one** time only.
- If the NSF check does not clear the bank after being re-deposited or efforts to collect have failed, the amount of the check will be deducted from the student's lunch account.
- All second returned checks will result in loss of checking privileges.
- All NSF checks must be cleared in a timely fashion or the check will be turned over to the bad check unit of the District Attorney's Office.
- Checks will not be accepted in the cafeteria the last two (2) weeks of school.

AUTOMATIC PRE-PAY – MYNUTRIKIDS.COM

Paying for school lunch is now easy and convenient. You may now choose to make automatic prepayments to your child's meal account via internet. Simply log on and use a credit card or check to fund your child's meal account. For your convenience:

- ◆ Prepay with your Visa, Mastercard, Discover, or a check
- ◆ A convenience fee of \$1.75 per deposit.
- ◆ Available 24/7
- ◆ Easy access to your child's account balance
- ◆ No more lost or stolen money
- ◆ Quick, easy and secure
- ◆ E-mail notification when account balance is low
- ◆ No more handing out cash or checks to children
- ◆ Students never have to worry about having money to eat with prepay
- ◆ Rollover balance

HOW TO USE THIS SYSTEM:

1. Simply log on to www.mynutrikids.com
2. Register: login will be your email address and any password you choose
3. Login
4. Click MYKIDS to add a student
5. Enter student ID# (NOT LUNCH NUMBER) and initials
6. Click Deposit Money
7. Enter Deposit Amount and Calculate
8. Click Make Deposit
9. Enter your payment information - enter credit/debit card information or login to your PayPal account (e-check can take 5 -7 days to clear)
10. Review your payment and click Pay Now

TEACHER CHECKLIST

I. FREE & REDUCED APPLICATIONS

- ✓ As lunch applications arrive, please send them directly to the cafeteria manager. If you hold them, it will prevent a student from receiving free/reduced benefits.
- ✓ New students must be given a lunch application. If you are out of applications the manager has some on hand. Urge them to return it as soon as possible.
- ✓ Kindergarten students that have a sibling receiving free/reduced benefits will eat under the same status during the grace period. We can do this **only** if we are aware of their relationship. Therefore, administration, teacher assistants, etc. should notify our Child Nutrition Office/Cafeteria of such relationships. We do not know the students personally; therefore, we depend on you to let us know this information.
- ✓ Any student who received free/reduced benefits last year will have a grace period of ten (10) days. After this period, if they have not completed a **current lunch form, they must pay for their lunch.**

II. DAILY LUNCH PROCEDURES

1. All students and teachers will use their assigned cafeteria pin numbers daily. It does not change. New Kindergarten students will be given numbers to use.
NOTE: We have merged with MSIS. We **MUST** have all **NEW STUDENTS'** MSIS numbers for processing, especially new numbers of students qualifying for free/reduced meals.
2. Elementary (grades K & 1 only) may send advance sales prior to lunch in order to save time. Please use the provided roster. Please encourage our students to pay by the month. This will reduce the amount of cash and time required for all of us.
3. Please review menu selections with your students daily in order to expedite their choices.
4. **Please** be punctual on arriving and leaving. Five minutes late throws the entire lunch schedule off by 20 minutes by the end of the day.
 - All field trips must be cleared with the cafeteria manager so that food orders can be adjusted. (See **Appendix xxvi.**)
 - Sack lunch forms (See **Appendix xxvii.**) are due **15 working days** before the trip.
5. Class celebrations are to be held on ½ days only.
6. **Any variations in the normal day, such as, Book Fairs, Science Fair, PTO, etc. which affect lunch service should be reported to the manager ten (10) days in advance. Principals failing to do so will be billed for food loss.**
7. **Request for use of facility mandate the following:**
 - **Fill out and submit the *Request for Use* form. (See Appendix xxviii.)**
 - **You are responsible for the care of furnishings, cleaning up, and the removal of all trash.**
 - **You must inform us of outside catering. (held liable)**
8. If you have any special classroom events, feel free to contact your manager. You may use the ***Classroom Snack Selections*** information. (See **Appendix xxix.**)
Order forms are available through your cafeteria Manager.
9. Please check with your principal for breakfast serving times, which will be strictly enforced.

POLICY for FEEDING CHILDREN with NO LUNCH REVENUE
(revised October 2009)

OBJECTIVE:

- To provide all children the opportunity to receive a lunch meal regardless of ability to pay.
- To create a program that will put the responsibility of assistance back on the parents of the child without revenue.
- To provide funds to cover the expense for lunch when the student does not pay.
- Breakfast charges will not be allowed.
- To be in compliance with Mississippi State Audit Department Guidelines. (See State and Federal Policy.)

The Child Nutrition Department takes great pride in providing breakfast and lunch for our students. Therefore, making sure that no child is left behind from a meal takes a team effort. The Child Nutrition Department is available anytime to answer questions about payment from a parent or your office. Thank you in advance for your help.

QUALIFICATIONS FOR MEAL ASSISTANCE

We strongly encourage all parents to consider advance payment or www.MyNutriKids.com preferably by the week, month, or year. This will help to avoid daily handling of money by students.

Students will only be able to receive assistance in the following cases:

- Lost, misplaced or stolen lunch money
 - Parent failed to send money
1. The students will report to the school office immediately following morning roll call and acknowledging that he/she has no lunch money. In the case of younger students, a teacher or assistant may intervene.
 2. If a pattern develops, parents will be encouraged to seek Federal assistance as soon as possible.
 3. When charges reach the amount of one week of lunches,
 - a. a letter will be sent home from the principal;
 - b. at \$20.00 charges are considered excessive, at this point, the Lamar County School District form letter will be sent by the school and a possible visit from the Social Worker. (If the family is deemed a hardship, then the Principal and Social Worker will do a brief narrative and sign the lunch form. It will then be forwarded to the Child Nutrition office. The family will immediately receive free lunches.)

NOTE: If at any time the Principal sees a hardship need, he/she is strongly encouraged to submit a hardship application before charges become excessive.
 4. If Parents still refuse to pay and are capable of paying then a letter will be sent to Department of Human Services.
 5. All debts must be paid by the end of the year.

The goal of this collection procedure is to assure the following:

- The Principal's office and the Child Nutrition Department will have a clear line of communication with parents.
- Principal offices will not have to actually handle money collected.
- Principal's office will assure all collection procedures are followed. Thus assuring at the end of the school year, the Principal Account will be left in balance of original deposit and rolled over into the next school year.
- Child Nutrition Department will assure that all student accounts are current.
- Child Nutrition Department will provide training to all school office personnel annually, and provide record keeping materials.
- Through working jointly the Principals and Child Nutrition Department will hold parents accountable for bad debts and prevent excessive charging.

PRINCIPAL'S PROCEDURES for MEAL ASSISTANCE:

(revised 3/2010)

1. Principal must secure funds for Principal's assistance.
2. A clearing account, School Lunch Account has been set up in your activity account. This must be funded by donations from PTO, clubs or fundraiser. The District is not allowed by State Statute to deposit money into this account. This must be treated as a club account. Child Nutrition will not debit this account until all efforts to collect student charges have been made and it is deemed necessary to "write off" charge.
3. By August 1st of each school year, each school's bookkeeper should write a check to Lamar County Child Nutrition in the following amounts:

Alternative School	-- \$50
Baxterville Attendance	-- \$200
Purvis Lower Elementary	-- \$100
Purvis Upper Elementary	-- \$200
Purvis Middle School	-- \$200
Purvis High School	-- \$200
Oak Grove Primary	-- \$750
Oak Grove Lower Elementary	-- \$750
Oak Grove Upper Elementary	-- \$300
Oak Grove Middle School	-- \$500
Oak Grove High School	-- \$500
Sumrall Elementary School	-- \$500
Sumrall Middle School	-- \$200
Sumrall High School	-- \$200

Additional funds may be needed as necessary.

4. Student will be asked to call home for lunch money.
5. Child Nutrition will carry your deposit on account as a Principal Fund. This will assure State/Regulation Statutes are being met at any time. All collection of charges will be sent to the cafeteria manager to be cleared. School offices will not handle money.
6. Child Nutrition will print a report daily of students that have charged and the accrued balance of charges, print letters as needed reflecting money owed and send to the Principal's Office.
7. The Principal's Office will be responsible for sending out charge letters daily and contacting parents. All monies for charges will be collected through the Cafeteria. As monies are paid into a student's lunch account, charges will be paid first – as noted in the student handbook.
8. A parent letter, which includes child's name, date, and total accrued amount to be repaid within the week, shall be sent and/or a School Messenger telephone call made.
 - a. When charges reach the amount of \$10.00 (one week of lunches), a letter will be sent home from the principal;
 - b. At \$20.00 charges are considered excessive. The Principal will then send a request in writing to the CN office. At that time the Lamar County School District form letter that informs them that the Department of Human Services may be contacted if neglect is suspected will be mailed. (If the family is deemed a hardship, then the Principal and Social Worker will do a brief narrative and sign the lunch form. It will then be forwarded to the Child Nutrition office. The family will immediately receive free lunches.)
9. As agreed at the last Charge Policy Meeting, when charges at your school reach your deposited amount and remain there consistently, the Principal's Account will be debited the total amount charged and the students accounts cleared. At this time your school office will be responsible to collect those charges. This will mean the steps to avoid this action has not been followed. Please note: we feel that if all steps are taken appropriately these steps will not have to be taken and will wash out at the end of the year.



SACK LUNCH REQUEST FORM



DATE: _____
 DATE OF FIELD TRIP: _____
 GRADE: _____

Typical Menu:
 Ham & Cheese Po-boy
 Fresh Fruit, Chips & Cookie
 Juice & Milk

Teachers, you may select a sack lunch menu from the manager's menu planner if you request early enough. You may purchase extra cookies and juice to take for a snack which consists of a 6 oz. juice and two (2) cookies for \$1.00.

NUMBER OF STUDENTS @ \$2.50 _____ NUMBER OF ADULTS @ \$3.25 _____

STUDENT NAME & NUMBER:

- | | |
|-----------|-----------|
| 1. _____ | 17. _____ |
| 2. _____ | 18. _____ |
| 3. _____ | 19. _____ |
| 4. _____ | 20. _____ |
| 5. _____ | 21. _____ |
| 6. _____ | 22. _____ |
| 7. _____ | 23. _____ |
| 8. _____ | 24. _____ |
| 9. _____ | 25. _____ |
| 10. _____ | 26. _____ |
| 11. _____ | 27. _____ |
| 12. _____ | 28. _____ |
| 13. _____ | 29. _____ |
| 14. _____ | 30. _____ |
| 15. _____ | 31. _____ |
| 16. _____ | 32. _____ |

 Teacher Signature

 Manager Signature Date

NOTE: A faculty member must accompany students for pick up.
****Must be submitted 10 working days prior to trip!****

NOTICE

To: Cafeteria Manager

From: _____

Date: _____

Re: Field Trip

We will be going on a field trip on: _____

Departure time: _____ **Return time:** _____

The following number of students will be attending: _____

Number of sack lunches needed: _____

Homeroom classes going:

Teacher(s) responsible:

DATE: July 25, 2011

TO: Principals

FROM: Becke Bounds

RE: Catering

If you choose our department for catering this year, please see your manager who will have current information on menus and pricing. Your request and purchase order must be submitted fifteen days prior to the function. Meal prices are firm and non-negotiable.

If you wish catering before school start-up, special arrangements must be made. Submit the request and purchase order by July 22nd .

We look forward to assisting you with catering this school year. Dr. Burnett must initial any catering request submitted without a purchase order before we proceed.

Approved by Dr .Burnett.

ITEMS or SERVICES YOUR C N DEPARTMENT OFFERS . . .



AWARDS BREAKFAST

Healthy Choice Donut and Milk (full service) \$1.00

Healthy Choice Donut and Milk (you pick up) \$.80

or

Cinnamon Bun and Milk (full service) \$1.10

Cinnamon Bun and Milk (you pick up) \$.90



AWARDS LUNCH

Personal Pizza, fruit, and milk (full service) \$2.25

Personal Pizza only (you pick up) \$1.50

We also offer Specialty Breakfast Menus to include:

MUFFINS for MOM

4 oz. Gourmet Muffin (assorted)

Fresh Fruit Bowl

Coffee/Milk/Orange Juice

Cost: \$3.00

DO-NUTS for DAD

Large Do-nut or Sausage Biscuit

Fresh Fruit Bowl

Coffee/Milk/Orange Juice

Cost \$3.00

MICKEY/MINNIE PANCAKES

Pancakes w/Syrup

Fruit Faces

Milk

Cost \$1.75

Contact the Cafeteria Manager or the Child Nutrition Office at 601-794-8994 for details.

<u>SITE</u>	<u>MANAGER</u>	<u>EXT.</u>
BAX	Susan Saucier	2121
PLES	Carol Colby	3011
PU/M/H	Dale McVeay	3940
OGPS	Beth Berry	4157
OGES	Debbie Yawn	4869
OGMS	Linda Hayes	5018
OGHS	Amanda Smith	6186
SES	Helen Watts	7559
SM/H	Barbara Clinton	7809

DATE: July 25, 2011

TO: Principals

FROM: Becke Bounds

RE: Child Nutrition Start-up Info

Welcome back! As we begin another year, we look forward to serving our Students, Faculty, and Staff. One thing new this year will be that students and adults will be able to pick up to 4 fruits and vegetables. We have added some new menu items, as usual, on the healthy side, i.e. Fish Nuggets and Shrimp Popper Basket, Philly Steak on Hoagie Bun, Breakfast for Lunch (quarterly), Chicken Parmesean, Sweet and Sour Chicken with Oriental Fried Rice, Taco Soup, Whole Wheat Chicken Quesadilla, and Tamale Pie. We have also added some new breakfast items like the Parfait and the Breakfast Cookie. **DON'T FORGET about our online application. Parents may click on the Registration section, or they can see the icon on our web page.**

As we all prepare for our students' return, please emphasize our Wellness Policy featuring the new State guidelines. You can check our web page (www.lcsdcn.com) for current operational procedures and new information.

IT IS IMPORTANT THAT EACH SCHOOL OFFICE RELAY CORRECT and CONSISTENT INFORMATION REGARDING PROCEDURES OF THE CHILD NUTRITION DEPARTMENT.

We wish each of you a successful start-up and thank you for your continued support of our program.

“We think food because, students can't think without it.”

“All of us are born for a reason, but all of us don't discover why. Success in life has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others.”

Danny Thomas

CLASSROOM SNACK SELECTIONS

Revised July, 2011

School	Date
Teacher	No. of Students
Name of Function	Grade
Name of Function	Date of Function

Teachers, you may select from the following items. Please state the amount of each item you choose. Please check with your cafeteria manager for prices. Prices are subject to change per market.

Item # (Mgr's use only)	Description	Packaging	Cost
97	Frozen Fruit Juice Bar, Cherry	72/3.1 oz	\$.35
98	Frozen Fruit Juice Bar, Sour Watermelon	72/3.1 oz	\$.35
99	Frozen Fruit Juice Bar, Blue Raspberry	72/3.1 oz	\$.35
100	Frozen Fruit Juice Bar, Fruit Punch	72/3.1 oz	\$.35
209	Crackers, Animal Shaped Cookie	100/1 oz	\$.35
210	Crackers, Graham (2/2)	200/2 ct	\$.30
211	Crackers, Toast Cheddar	120 ct	\$.35
212	Crackers, Toast Peanut Butter	120 ct	\$.35
213	Crackers, Cheese, Peanut Butter Filled	120 ct	\$.35
216	Snack Crackers, Cheese Animal Shaped	60/2 oz	\$.35
221	Snack Mix	104 ct	\$.35
414	Pudding, Vanilla Fat Free	48/4 oz	\$.55
415	Pudding, Chocolate Fat Free	48/4 oz	\$.55
613	Apples, Red Delicious, Fancy	113-125 ct	\$.55
614	Bananas, Small	110-120 ct	\$.55
	Ice Cream Cups (Van, Straw, Choc)	36 ct	\$.60

Order must be turned in 10 to 14 days prior to service.

CLASSROOM SNACK ORDER LIST

Revised July, 2011

School	Date
Teacher	No. of Students
Name of Function	Grade
	Date of Function

Teachers, you may select from the following items. Please state the amount of each item you choose. Please check with your cafeteria manager for prices. Prices are subject to change per market.

Item #	Description	Packaging	Qty	Cost
97	Frozen Fruit Juice Bar, Cherry	72/3.1 oz		\$.35
98	Frozen Fruit Juice Bar, Sour Watermelon	72/3.1 oz		\$.35
99	Frozen Fruit Juice Bar, Blue Raspberry	72/3.1 oz		\$.35
100	Frozen Fruit Juice Bar, Fruit Punch	72/3.1 oz		\$.35
209	Crackers, Animal Shaped Cookie	100/1 oz		\$.35
210	Crackers, Graham	200/2 ct		\$.30
211	Crackers, Toast Cheddar	120 ct		\$.35
212	Crackers, Toast Peanut Butter	120 ct		\$.35
213	Crackers, Cheese, Peanut Butter Filled	120 ct		\$.35
216	Snack Crackers, Cheese Animal Shaped	60/2 oz		\$.35
221	Snack Mix	104 ct		\$.35
414	Pudding, Vanilla Fat Free	48/4 oz		\$.55
415	Pudding, Chocolate Fat Free	48/4 oz		\$.55
613	Apples, Red Delicious, Fancy	113-125 ct		\$.55
614	Bananas, Small	110-120 ct		\$.55
	Ice Cream Cups (Van, Straw, Choc)	3 oz./36 ct.		\$.60

Order must be turned in 10 to 14 days prior to service.

CHILD NUTRITION USE OF FACILITIES FORM

You have requested the use of the Child Nutrition facilities at _____ on _____.

_____ Campus
_____ guidelines:

_____ Date

- Provide an outline of who is using the facility and name of the function.
- Food should not be prepared and brought into the cafeteria from home. Instead, it should be prepared on site under the direction of a Child Nutrition manager as recommended by the Health Department, or a licensed caterer, or a restaurant.
- No use of home canned goods in preparing foods. (Health Department statute)
- You must sign a release form and have a sample of every food item sold. This is a process done daily by all of our departments, in case of an outbreak of food poisoning. The manager or a child nutrition employee will help you with this. (Health Department statute)
- Food brought in to be prepared will be accepted after 1:00 on the day of the event. Any refrigerated items can be placed in the pass throughs. (New Health Department standards prevent us from storing in our permanent cooler /freezer area.)
- No sick person will be allowed in the food preparation area.
- All tables and chairs moved must be returned to original location.
- Entire floor must be swept. If there are any spills, it must be mopped.
- All brooms, mops and mop buckets are to be cleaned and returned to original places.
- All tables and chairs are to be wiped down if food is served.
- All serving line equipment is to be cleaned thoroughly if used.
- Ice is available if needed for the function.
- If any bun pans, pots, etc. are used, they must be washed, dried, and put back.
- All parties are responsible for their own garbage. Do Not Leave It!
- Please do not allow students to sit on tables or child nutrition equipment.
- NO students/children are allowed in the serving line area, or the kitchen area, at any time.
- All keys are to be returned to the child nutrition department or the Principal's office the next morning unless other arrangements are made.
- NO one is to move or touch computer equipment.
- All parties will be billed for any missing items.

Name of Function: _____

We _____ are solely responsible for the

_____ Responsibility Party

preparation of _____ served on _____

_____ Meal Served

_____ Date

If there is an outbreak of food borne illness, the Lamar County School District shall not be held responsible in any manner. We will be responsible for any broken or damaged equipment and for the total facility clean-up.

Signature of person(s) making request

Date

Signature of Principal

Date

Return to the Child Nutrition Manager ten (10) days prior to the function.

DATE: July 25, 2011

TO: Principals

FROM: Becke Bounds

RE: Pre-Game Meals

I have enclosed pre-game menus. Please mark the menus and dates you wish to serve, and all other pertinent information. In order to receive food for games in August, we must have your choices by **August 15th .**

Please call me if you have questions or need a special request.

cc: Managers

MEALS for ATHLETES

\$7.25 PER MEAL

Additional Power Aid \$1.00

PLEASE SUBMIT PURCHASE ORDER NUMBER: _____

DATES TO SERVE: _____

BAKED CHICKEN BREAST (6-8 oz.)

RICE & GRAVY or POTATOES & GRAVY (3/4 c.) (circle your choice)

GREEN BEANS (3/4 c.)

ROLLS (2)

BANANA, APPLE or ORANGE (circle your choice)

BOTTLED WATER

POWER

AID (20 oz.)

DATES TO SERVE: _____

HAMBURGER STEAK (8 oz.)

POTATOES & GRAVY or RICE & GRAVY (3/4 c.) (circle your choice)

GREEN BEANS (3/4 c.)

ROLLS (2)

JUICE BAR, BANANA, APPLE or ORANGE (circle your choice)

BOTTLED WATER

POWER AID (20 oz.)

DATES TO SERVE: _____

HAMBURGER (1/4 lb.)

FRENCH FRIES (1 c.)

TRIMMINGS

APPLE, ORANGE or BANANA (circle your choice)

COOKIES (2 large)

BOTTLED WATER

POWER AID (20 oz.)

NUMBER TO PREPARE FOR: _____ TIME TO SERVE: _____

Program Funds and Use of Funds

The basic premise for the Office of Child Nutrition's position on the use of funds is found in the federal regulations:

Revenues received by the nonprofit school food service in any School Food Authority shall be used only for the operation or improvement of such food service: Provided, however, that such revenues shall not be used to purchase land or buildings or to construct buildings. The regulations define revenue as: "... all monies received by or accruing to the nonprofit school food service in accordance with the Office of Child Nutrition's established accounting system including, but not limited to, student's payments, earnings on investments, other local revenues, State revenues, and Federal cash reimbursements."

The State Agency's position is that Child Nutrition Program funds can be used for all program purposes, except as noted by USDA, FNS Instruction 796-1 Rev. 2:

- Bad debts
- Fines and penalties
- Interest and financial costs
- Legislative expense or executive direction (salaries and expenses of city councils, school boards, etc.)
- Contingency reserve contributions
- Direct labor costs for administrative personnel above the school food service employee level without direct program responsibility
- Donations of cash, services, and goods
- Capital expenditures for:
 - Land or construction
 - Facilities
 - Repairs that materially increase the value or useful life of capital assets (rebuilt)
 - Other capital asset purchases (including passenger automobiles and other equipment)
 - Interest
 - Renovations
 - Lease equipment
- Occupancy by contractual agreements that are classified as rental-purchase or leased with an option-to-purchase
- Cost associated with sales or service of adult meals and other extra food sales

Capital expenditures, within certain parameters, are allowable expenditures from Child Nutrition Program funds. These are expenditures made for improvements to existing structures; however, no expenditures shall be made to add new square footage to an existing structure.

Federal Policy for Determining and Verifying Eligibility

Appendix D

Disclosure Chart by What May be Released

All Eligibility Information		
Recipient of Information	Information that May be Disclosed to Recipient	Required Notification and Consent
<i>Child Nutrition Programs</i> under the National School Lunch Act or Child Nutrition Act (NSLP, SBP, SMP, CACFP, SFSP, and WIC)	All eligibility information	Prior notice and consent not required
<i>Federal, State or local law enforcement officials</i> investigating alleged violations of any of the programs under the NSLA and CNA or investigating violations of any of the programs authorized to have access to names and eligibility status	All eligibility information	Prior notice and consent not required
<i>Comptroller General</i> of the United States for purposes of audit and examination	All eligibility information	Prior notice and consent not required
<i>Medicaid</i> or the <i>State children's health insurance programs (SCHIP)</i> , administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children	All eligibility information, unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information disclosed
Eligibility Status Only		
Recipient of Information	Information that May be Disclosed to Recipient	Required Notification and Consent
<i>Federal/State or local means tested nutrition programs</i> with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
<i>Federal education programs</i>	Eligibility status only	Prior notice and consent not required
<i>State education programs</i> administered by a State agency or local education agency	Eligibility status only	Prior notice and consent not required
<i>State health programs</i> other than Medicaid/SCHIP, administered by a State agency or local education agency	Eligibility status only	Prior notice and consent not required
No Eligibility Information, Unless Parental Consent Is Obtained		
<i>Local education programs</i>	NO eligibility information, unless parental consent is obtained	Must obtain parental consent
<i>Federal health programs</i> other than Medicaid/SCHIP	NO eligibility information, unless parental consent is obtained	Must obtain parental consent
<i>Local health program</i>	NO eligibility information, unless parental consent is obtained	Must obtain parental consent