Standard Operating Procedure

Meal service for non-present students

USDA regulations require that a person serving a National School lunch or breakfast verify that the student received the meal.

School staff may facilitate the meal service for students who do not personally pick up their meals at the point of service. School staff may pick up meals for non-present (at the point of service) students in the kitchen using the following procedure. School staff may not pick up meals for non-attending students. Students may not pick up meals for other non-present students.

Procedures:

1. School staff informs the kitchen manager that they will pick up meals for students at breakfast and/or lunch.
2. School staff records the students' first and last names and their ID numbers, the date, and the type of meal picked up in the kitchen. The cashiers will provide a generic roster upon request.
3. School staff must check off the meals being claimed daily (at breakfast and at lunch) as they distribute the meals to the students and return the roster to the kitchen. Staff members must sign and date the roster acknowledging that they delivered the meals listed. Staff must return the signed roster to the cashier after each meal period so that the cashier can account for the meal(s) in the computer.
4. The cashier will account for the meals in Skyward, on the day of service. The cashier will staple the signed roster to the Skyward day end report, on the day of service.
5. An **example** follows

School: LWES

Date: 9 / 4 / 2015

Student name	Student ID #	breakfast	lunch
John Miller	123456	✔	
Adam Smith	121212		✔
Bill Clinton	232323	✔	✔
Clara Kidd	343434	✔	✔
Jose Ramirez	454545		✔
Juan Martinez	676767		✔

This is to certify that I distributed the meal(s) to the students listed above.

Anna Teacher

_____

Print the full name of the staff that picks up the meal for the student

_____

 Signature   **date**

School: _____
Date: _____

Student name	Student ID #	breakfast	lunch

This is to certify that I distributed the meal(s) to the students listed above.

_____
Print the full name of the staff that picks up the meal for the student

_____
Signature   **date**