

## Sarasota County Schools – Food & Nutrition Services

### Remote Meal Option

#### Procedures

1. Meals will be ordered by parents weekly through your school's meal store on My School Bucks at <https://www.myschoolbucks.com/ver2/getmain?requestAction=home>
2. Meal Ordering will occur Monday through Thursday with the portal closing each week by 5PM on Thursday the week before for the Tuesday Pick Up at Your School.

Order Window Open	Pick Date	Pick Up Time Tuesdays	Breakfast and Lunch
8/31 – 9/3	9/ 8	9:00 – 9:30 AM or 9:30 – 10:00	5 Breakfast and 5 Lunches for 9/8, 9/9, 9/10, 9/11, & 9/14
9/7 – 9/10	9/15	9:00 – 9:30 AM or 9:30 – 10:00	For 9/15, 9/16, 9/17, 9/18, & 9/21
9/14 – 9/17	9 /22	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday
9/21 – 9/24	9/29	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday
9/28 – 10/1	10/6	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday
10/5 – 10/8	10/13	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday
10/12 – 10/15	10/20	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday
10/19 – 10/22	10/27	9:00 – 9:30 AM or 9:30 – 10:00	Dates Tuesday through following Monday

3. Managers will need to download a meal request report each Friday for their school and Charter School if needed. Follow Jeff's Instructions coming soon.
4. Meals will need to be prepared based on student request. Students – must be able to select their own milk choices so orders need to be filled based on milk choice request.
5. **Food Production Records: School will need to fill out paper production records for remote meals.**
6. Students must receive 5 Complete Breakfast and 5 Complete Lunches. Meals must contain:
  - a. Breakfast
    - i. 5 entrees that are either one these items or combinations:
      1. 2 Bread Grains (BG) ie: Pancakes, CiniMinis, Banana Bread, etc.
      2. 1 BG and 1 Meat ie: Cereal and cheese stick, Cinamonroll and a cheese stick, Egg and bread item,
      3. 2 separate 1 BG items ie: cereal & cinnamon roll, cereal and toast
    - ii. 1 cup fruit for each day (Combos include frozen fruit/juice, Fresh fruit / juice, Canned Fruit/ Fresh Fruit, or Frozen Fruit / Fresh Fruit – dried fruit is also okay
    - iii. Milk: Student selected milk choice - 5 servings
  - b. Lunch
    - i. 5 entrees – all must include meat and grain
    - ii. **Fruits – students must receive 10 - (1/2 cup) servings of fruit (no juice for lunch – only fresh, canned, dried, or frozen).**
    - iii. **Vegetables – students must receive 10 - (1/2 cup) servings of vegetables – WE MUST OFFER VEGETABLE SUBGROUPS with the meals served. Use charts for grade groups: Students K through 8 and Students 9-12. If you do not have the items on the chart you must substitute with an item in the same subgroup category (THIS IS A FEDERAL REQUIREMENT - \$\$\$\$\$)**
    - iv. **Milk: Student selected milk choice 5 servings**

7. Meal Service: Meal Service will occur in the designated drive through area at your school.
8. Meals must be stored at proper temperatures to maintain food safety.
9. Each Car needs to receive 5 Breakfast meals, 5 Lunch Meals, and Food Safety and Cooking Instructions
10. Parent or Guardian will need to show proper ID for the student in order to receive the student meals. Proper ID can be one of the following: Birth Certificate, Students ID, Copy of Student Report Card. Students do not need to be in the car to receive meals.
11. Meals are checked on a meal service roster after parent receives the breakfast and lunch meals.
12. Meals must be rung for each day of meal service. For example:

Order date:              Pick up date:              Pick up time:                              Date meals need to be entered into computer

8/31 – 9/3	9/ 8	9:00 – 9:30 AM or 9:30 – 10:00	for 9/8, 9/9, 9/10, 9/11, & 9/14
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13. You must run a transaction log and check computer meal entries against the transaction log. This must be kept with this paperwork daily.
14. Students from other schools:
  - a. You may have a few students from other schools picking up meals at your location. You need to prepare a separate roster. You will need to send that roster to the manager of the school the student attend for recording.
15. All paperwork needs to be kept on file.

**Grades K-8 Lunch Menu Planning Template-Five Day**

<b>Vegetables Minimum 3/4 cup per day</b>		<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Dark Green</b> Weekly minimum: 1/2 cup	Item		Garden Salad		Broccoli	Garden Salad
	Portion in cups		1 Cup ( Counts 1/2C)		½ cup	1 cup ( Counts 1/2C)
<b>Red/Orange</b> Weekly minimum: 3/4 cup	Item	Carrots		Grape Tomatoes		
	Portion in cups	½ Cup		½ Cup		
<b>Beans</b> Weekly minimum: 1/2 cup	Item		Black beans			
	Portion in cups		½ cup			
<b>Starchy</b> Weekly minimum: 1/2 cup	Item			Potato Smiles		
	Portion in cups			½ Cup		
<b>Other Vegetables</b> Weekly minimum: 1/2 cup	Item	Green Beans			Cucumbers	Green Beans
	Portion in cups	½ cup			½ Cup	½ Cup
<b>Other Foods</b>	Item					
	Portion in cups					
<b>Condiments</b>	Item					
	Portion size					

**\*\*Vegetables from any subgroup are creditable as an additional vegetable. Additional vegetable requirements: 1 cup per week for grades K-8.**

Notes
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<b>Daily Milk</b>	<b>White</b>	<b>Chocolate</b>	<b>Strawberry</b>	<b>Other (specify)</b>
Fat content				
Fluid oz.				

**Grades 9-12 Lunch Menu Planning Template-Five Day**

<b>Vegetables Minimum 1 cup per day</b>		<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Dark Green</b> Weekly minimum: 1/2 cup	Item		Garden Salad		Broccoli	Garden Salad
	Portion in cups		1 Cup ( Counts 1/2C)		½ cup	1 cup ( Counts 1/2C)
<b>Red/Orange</b> Weekly minimum: 1-1/4 cup	Item	Carrots		Grape Tomatoes		Marinara
	Portion in cups	½ Cup		½ Cup		½ Cup
<b>Beans</b> Weekly minimum: 1/2 cup	Item		Black beans			
	Portion in cups		½ cup			
<b>Starchy</b> Weekly minimum: 1/2 cup	Item			Potato Smiles		
	Portion in cups			½ Cup		
<b>Other Vegetables</b> Weekly minimum: 3/4 cup	Item	Green Beans			Cucumbers	
	Portion in cups	½ cup			½ Cup	
<b>Other Foods</b>	Item					
	Portion in cups					
<b>Condiments</b>	Item					
	Portion size					

**\*\*Vegetables from any subgroup are creditable as an additional vegetable. Additional vegetable requirements: 1 ½ cups per week for grades 9-12.**

<b>Daily Milk</b>	<b>White</b>	<b>Chocolate</b>	<b>Strawberry</b>	<b>Other (specify)</b>	<b>Notes</b>
Fat content					
Fluid oz.					