

Sack Lunch Purpose and Procedures

Subject: Sack Lunch Requests for Field Trips/Field Days

I. **Purpose:** The following procedures outline sack lunch requests.

II. Procedures

Performed by:

Action to be taken:

Per the Texas Administrative Review Manual, Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are prepared by Child Nutrition Services and served and consumed as part of a school-related function. A list, roster, or other method of claiming the meals must be used to record the meals students were served.

A sack lunch provided to a student will be charged to the student’s meal account based on meal eligibility status.

1. Communicate sack lunch request requirements to teachers/staff.
2. Post Field Trip/Field Day Sack Lunch Request Form to the RISD website (Foodservice webpage) and disseminate form to school sites.
3. Submit completed Field Trip/Field Day Sack Lunch Request Form to Cafeteria Manager 5 school days prior to event to ensure food items are on hand. If 5 school days notice is not provided, Child Nutrition Services will not be able to accommodate the request.
4. Upon receipt of completed Field Trip/Field Day Sack Lunch Request Form check inventory and order/receive product as needed.
5. Assemble sack lunches as requested and have ready for pick up as indicated on Field Trip/Field Day Sack Lunch Request Form. Ensure sack lunch meets USDA’s meal pattern requirements.
6. Print/provide a classroom student roster to teacher/designee when meals received.
7. The teacher or designated adult shall check mark the students’ name when student accepts a sack lunch. The roster must be returned to the Cafeteria Manager as soon as possible to ensure proper accounting. If students are not returning to campus before 2:30 PM, the completed roster must be returned to Cafeteria Manager before bus leaves campus. Any sack lunches not served must be returned.
8. Upon receiving the completed classroom roster, enter meals served into the point of sales system (must be done on same day as service).
 9. School Year 2021-2022 Sack lunch pricing:
 - Elementary/Intermediate Full Priced Lunch – \$0.00
 - Jr. High & High School Full Priced Lunch - \$0.00
 - Jr. High & High School Reduced Price \$0.00
 - Adult Lunch Meals \$4.00

This institution is an equal opportunity provider.

Sack Lunch Request Form



A minimum of 5 days is required for Sack Lunch orders.

Campus _____

Teacher/Room _____

Date Needed _____

Time Needed _____

Total # of Student Lunches _____

Provide the number of each requested				
Deli Meat & Cheese on Whole Wheat Or Sunbutter & Jelly w/String Cheese		Sides will be provided with each sack lunch: Fresh Fruit, and Fresh Vegetable	White Milk or	
Cheese on Whole Wheat			Chocolate Milk	

To ensure school district reimbursement:

- You must obtain a list of students with ID #s that are requesting a sack lunch for the field trip.
- **The teacher or a designated adult shall be responsible for check marking the students' name when accepting a sack lunch. The roster must be returned to the Cafeteria Manager as soon as possible to ensure proper accounting.** If students are not returning before 2:30 PM, the completed roster must be returned before the bus leaves campus. The sack lunch will be charged to the child's account. Please communicate to your students' parents/guardians about charges. Any refunded charges will be billed to the school.
- Reduced meals are \$.00 (Jr High & High School Only). paid secondary lunches are \$0.00
- All Elementary & Intermediate lunches are \$0.00
- Federal regulations **require** a record of which students selected the sack lunch be kept on file.
- Sack lunches will be available for pick up at the campus kitchen at the time requested above unless other arrangements have been made. Sack lunches must be served no later than 4 hours after the listed pick up time. This is in accordance with HACCP/food safety procedures.

This institution is an equal opportunity provider.

Teacher's Signature _____ Date _____