

Providing Food on Field Trips

The United States Department of Agriculture (USDA) requires that meals reimbursed under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must be consumed on site unless they are served on school-supervised field trips that are part of the curriculum, as defined by CSDE. Field trips cannot be extracurricular events.

Food service staff and non-food service staff involved with field trips must understand the USDA's requirements for off-site reimbursable meals. To ensure compliance, the following operating procedures must be followed.

1. Meals must be available to all students, regardless of eligibility for free, reduced-price, or paid meals.
2. Meals must be offered at regular meal prices.
3. If necessary, students with food allergies must be accommodated.
4. Food Service Director must be notified of the field trip and need for meals thirty (30) days prior to planned event date.
5. Meals must be served between 10:00am - 2:00pm.
6. Meals must contain all meal components in the minimum required amounts. Offer vs Serve (OVS) should not be implemented.
7. Meals must meet the meal patterns and USDA's weekly dietary specifications.
8. Every meal must include $\frac{1}{2}$ cup of fruit and $\frac{3}{4}$ cup of vegetables for K-8 grade group, and 1 cup of fruit and 1 cup of vegetables for the 9-12 grade grouping.
9. Meals must always include milk in at least two different varieties. Juice or water may not be offered as a substitute instead of milk unless a child has a disability.
10. Meal counts for all grades must be determined at the point of service. Option #1) students may come through the cafeteria serving line and purchase a bag meal at the point of service prior to leaving for the field trip. Option #2) Field trip supervisor(s) should utilize an attendance roster of the students on the field trip during meal time to check off the student's name after verifying that the student has received all of the components for a reimbursable meal. The supervisor(s) must return the completed roster to the cafeteria after the field trip for the cafeteria manager to review and add the number of field trips meals to the school's lunch counts for that day. Field trip attendance, student orders, or the number of meals sent do not count as appropriate methods for meal counting and claiming.
11. All employees with responsibility related to the operation of school nutrition programs and distribution of meals must complete annual training (Civil rights, Food safety plan, Meal counting, Meal claiming).

12. Meals and meal service must comply with HACCP procedures with particular concern for potentially hazardous foods (PHF) including but not limited to milk and milk products; meat; shell eggs; cut melons; cut tomatoes; cut leafy greens; baked potatoes; cooked rice, beans, and vegetables; tofu or other soy proteins; and sprouts/sprout seeds. Staff must follow applicable HACCP procedures during preparation and storage of field trip meals including but not limited to taking and recording holding temperatures; ensure that students eat meals at the appropriate time to ensure correct implementation of time and temperature controls for food safety; washing hands prior to distributing meals; using clean disposable gloves or utensils when distributing any unwrapped or unpackaged ready-to-serve food; ensure students thoroughly wash their hands before receiving meals and eating; discard all leftover food items.