

Fort Worth ISD Child Nutrition Services
Sack Lunch Order Form
Submit form minimum 2 weeks in advance of pick up

Campus: _____ Teacher: _____
 Number of Student Lunches: _____ Number of Adult Lunches: _____
 Date Needed: _____ Time Needed: _____

Do any students have life threatening allergies? YES NO

Name of Student	Allergy	Substitution Needed Yes/No

ONLY LIST NAMES OF STUDENTS WITH ALLERGIES AT THIS TIME

A complete list of students receiving sack lunches will be required at the time lunches are picked up in order to ensure proper accounting.

Entrée Selection	Fruit & Vegetable	Milk <u>Enter quantity needed for each milk</u>	
		Turkey and Cheese Sandwich	Varies according to menu Elem/MS – sack has 2 veg. + 1 fruit serving
Turkey Ham & Cheese Sandwich	Fat Free Chocolate		
Sunbutter & Jelly Sandwich	High – sack has 2 veg + 2 fruit servings		

All lunches will include a sandwich, fruit, vegetable and milk.

Pre-K students must receive white milk only

Do you have an insulated cooler for cold items? YES NO

Insulated coolers must be used to transport milk and items that need temperature control.

Sack lunches will be available for pick-up at the site kitchen at the time requested above unless other arrangements have been made.

If lunches are removed from school grounds, they must be kept at proper temperature. Use insulated coolers or boxes with ice. The Field Trip Temperature Log and class roster MUST be completed and returned to Cafeteria Manager after field trip for record keeping. It is the responsibility of the teacher to ensure foods are kept at optimal temperatures for the safety of the students. Please contact dietitians at 817-814-3500 (dietitians@fvisd.org) if there are any questions.

Teacher's Signature: _____ Date: _____

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.