

Meal Service for Field Trips

BACKGROUND

Every year the superintendent, acting on behalf of the school board, signs an agreement (contract) with the Louisiana Department of Education declaring the EBRP Child Nutrition Program (CNP) to be the sole and exclusive provider of meals for students in the school system. By following the regulations set forth under USDA's National School Lunch Program, the CNP receives federal funds in the form of reimbursement based on the number of student meals served and commodities (free food) through the Federal Commodity Program. Two critical regulations must be followed for the district to receive benefits of this federal program without repayment of funds: 1) The foods and beverages sold and served outside of the school meal program (i.e. "competitive" foods) will meet Smart Snack Guidelines located on the [Louisiana Fit Kids Website](#) and 2) Students receive only one free reimbursable breakfast and one free reimbursable lunch meal per day. The Louisiana Fit Kids website contains the current "Pennington List" that shows approved Smart Snack items.

BOTTOM LINE FOR FIELD TRIPS

It is in violation of the agreement for food from an outside source to be sold to students in lieu of a school meal, whether breakfast or lunch, regardless of whether the students are on or off campus. Assessing and collecting money from students for a special meal, then saying, "students neither complained nor stated they were unable to pay", is in violation of the agreement. Compliance with federal regulations is based on the procedure in place, not on the outcome, when the procedure is not followed.

RATIONALE

Besides violating federal regulations, the selling of competitive student meals in lieu of school meals, undermines the integrity of the EBRP Child Nutrition Program by loss of federal reimbursement for student meals planned but not served. Students eligible for free meals, who are guaranteed those meals every day that school is officially in session, are not receiving those benefits. If the students were unable to pay for a meal from an outside source, then their inability to participate with the rest of the group would result in them being singled out and overtly identified. Additionally, the cafeteria manager must handle an overstock of food ordered, received, and paid for by accounting.

Example: Teachers plan a field day for 200 students who are assessed \$2.00 to purchase pizza for lunch to be delivered and eaten at the zoo. The cafeteria manager is not notified; food, as planned on the central CNP menu, is purchased for those students. Students eligible for free meals may have to tell the teacher that their parents do not have the money to pay for the meal.

HOW TO WORK WITHIN THE REGULATIONS

If school teachers or officials want to provide food for the students, it should be done as follows:

- 1) Request bag lunches from the school cafeteria manager for field trips, field days, etc. A two-week advance notice along with the number of meals needed is required so that fresh bread and all other food items can be purchased.
- 2) Food may be provided by teachers, parents, VIPS, grandparents, etc. for students after they have been to lunch in the school cafeteria or after they have been provided a school meal. All schools must comply with the EBR Wellness Policy concerning food for treats, etc.

CRITICAL TIME OF THE YEAR FOR the CNP – MARCH, APRIL, & MAY

During the months of March, April, and May, CNP managers are carefully planning and purchasing food for meals so that no food is left in the kitchen on the last day of school. **Therefore, the manager must be notified of May field trips or field days by the first day of the third week of April so that food purchases can be adjusted.**

ICE CHEST - Bag lunch items must be packed on ice before the meals are sent out from the cafeteria. The classroom teacher in charge of the field trip must make sure that ice and CLEAN ice chests are provided two days in advance of the trip for the purpose of transporting milk and bag lunches. More than one ice chest will likely be needed. Ice chest will be stored in locked cafeteria storage rooms until they are needed. If a school cafeteria has an ice machine, ice may be provided by the cafeteria.

STUDENT ROSTER – Teachers must provide a roster including the names of all students that will receive a bag lunch meal when the meals are requested. The morning of the field trip, the teacher must verify which students are actually receiving a bag lunch for the field trip that day so the cafeteria manager can claim the meal for the correct students.

MASTER BAG LUNCH MENU

Date: March 23, 2019
Memo To: CNP Managers
Memo From: Child Nutrition Department
Subject: 2019-2020 Master Bag Lunch Menu

The EBR Standardized Master Bag Lunch Menu is attached.

General Information:

1. Reminder - Be sure to pull the ham needed for bag lunches from the freezer to thaw in the refrigerator in advance so it will thaw before preparing the bag lunches.
2. **Managers must get a roster from the teacher including the names of all students that will receive a bag lunch meal. Managers must check with the teacher, the morning of the field trip, to verify which students are actually receiving a bag lunch for the field trip that day. The verified roster must be attached to the "Daily Deposit Worksheet" on the day of the field trip.**
3. Bag lunches should be ordered two weeks in advance, however, every effort should be made to prepare bag lunches when they are requested unless products are not available and cannot be transferred from another school or picked up from a vendor. For field trips or field days held during the month of May, managers must be notified by the middle of April so that end-of-the-year food orders can be adjusted. Managers must notify principals and teachers of this information at the beginning of each school year and again in February before field trips begin to be heavy in March, April & May.
4. All schools are to follow the master menu as attached for bag lunches. If any changes need to be made to the standardized bag lunch menu, call your CNP Area Supervisor or the CNP Purchasing Coordinator for approval.
5. Bag lunch items must be packed on ice before the meals are sent out from the cafeteria.
 - The classroom teacher in charge of the field trip must make sure that ice and CLEAN ice chests are provided for the purpose of transporting milk and bag lunches.
 - More than one ice chest may be needed.
 - Cafeteria managers must notify the teacher several days in advance of the trip of their need to have ice and CLEAN ice chests available.
 - Cafeteria managers must not accept dirty ice chests for bag lunches.
 - Cafeteria managers must be sure to get the ice and ice chests two days before the bag lunches are needed so they will be on hand the morning that the bag lunches are prepared.
 - Store ice chests in locked cafeteria storage rooms until they are needed.
 - If the ice and ice chests are not provided two days before the bag lunches are needed, then the cafeteria manager must ask the principal for help in obtaining the ice and CLEAN ice chests so they will be available on the day that the bag lunches and milk needs to be packed.
 - If a school cafeteria has an ice machine, ice may be provided by the cafeteria.
6. If bag lunches are for a satellite site, the bag lunches are to be prepared at the preparation site, not the satellite site.

General Packing Details:

1. Use all disposables to pack the bag lunches.
2. Send one brown paper bag or paper boat for each meal provided.
3. Send a napkin and a straw for each meal provided.
4. Send one clean garbage liner per class for trash.
5. Send one packet of mayonnaise and one packet of mustard for each meal provided.
6. Place the following items in small brown paper bags to organize them: napkins, mayonnaise and mustard packets.
7. Count out straws and wrap a rubber band around them.

Bag Lunch Cover Sheet Memo – Continued

8. Place and organize items such as the following in a small CLEAN cardboard box:
paper bags or paper boats, straws, bag with napkins, mayonnaise & mustard packets, clean garbage liners.
9. After making sandwiches, place each one in individual zip top sandwich bag.
10. Wash whole apples thoroughly and place them in a clean bun pan bag and tie the top of the bag. Do not tie the bag too tightly, so the teacher cannot open it when the meals are served to the students. The EBR stock number for the bun pan bags is #071-038-5551. If a small amount of apples are needed, then place them in a zip lock bag rather than a bun pan bag.
11. Place clean fresh baby carrots into individual sandwich bags and then place wrapped carrots into a larger zip lock bag.

Packing of Ice Chest:

1. Layer milk and sandwiches in CLEAN ice chests in the following manner:
 - Put a layer of ice in the bottom of the ice chest.
 - Place SLIGHTLY Icy but not frozen milk on top of the ice.
 - Put a CLEAN piece of cardboard on top of the milk.
 - Place a new, CLEAN garbage liner on top of the cardboard.
 - Place individually wrapped sandwiches into the clean garbage liner and tie the top of the liner.
 - Place some ice around the bag of sandwiches, being careful not to crush the sandwiches.
 - Close the lid of the ice chest and place it in walk-in cooler if teacher is not there to pick up the meals yet. If no walk in cooler is available, then place the ice chests in a cool place until the teacher comes to pick them up.
2. Layer apples and baby carrots in CLEAN ice chests in the following manner:
 - Put a layer of ice in the bottom of the ice chest.
 - Place clean whole apples that are in a bun pan bag, on top of the ice.
 - Place zip lock bag of baby carrots on top of apples.
 - Sprinkle more ice over top of all items in chest covering them partially with ice. Do not cover carrots and apples totally with ice causing them to freeze.
 - Close the lid of the ice chest and place in walk in cooler if teacher is not there to pick up the meals yet. If no walk in cooler is available, then place the ice chests in a cool place until the teacher comes to pick them up.

Food Safety and Presentation:

Food Safety and Presentation are very important when preparing bag lunches. All effort should be taken to produce safe high quality bag lunches that teachers and students will like so they will request them for each field trip. For safe and high quality bag lunches follow the information listed:

- Follow HACCP procedures in preparing and storing bag lunches and complete the HACCP log.
- Use new refrigerated ham; do not use leftover ham for bag lunches.
- Do not heat the ham before making sandwiches.
- Shave the ham very thin for sandwiches so they are attractive.
- Do not use ends of loaves of bread to make sandwiches. Use ends of bread for breakfast toast.
- Always use fresh products to produce the bag lunch. Make sure that the bread is fresh and soft.
- Make sure that the carrots are not dried out.
- Apples should be fresh and firm.

CNP Managers and staff are the key to producing a high quality bag lunch that students and teachers will request over and over. If you have any questions, call the CNP purchasing department or an area supervisor.

Approved:

Nadine L. Mann

Dr. Nadine Mann, Chief Financial Director
Child Nutrition Program
East Baton Rouge Parish School System

2.28.19

Date

EAST BATON ROUGE PARISH CHILD NUTRITION PROGRAM MASTER BAG LUNCH MENU

Bag Lunch Menu	MENU ITEMS	RECIPE NUMBER	GRADES PK-5	GRADES 6-8	GRADES 9-12
1.	Ham and Cheese Sandwich (Shave Ham very Thin)	SD7A- 1 1/2 M/MA SD7E - 2 M/MA	Ham 1M/MA Cheese 1/2 M/MA	Ham 1M/MA Cheese 1M/MA	Ham 1M/MA Cheese 1M/MA
2.	Whole Grain Hamburger Bun	BG18H	1 each 2 oz. eq. WG	1 each 2 oz. eq. WG	1 each 2 oz. eq. WG
3.	Whole Apple OR Other Fruit Equal to 1 cup serving	FVJ32	1 whole = 1 cup (125 ct) FR	1 whole = 1 cup (125 ct) FR	1 whole = 1 cup (125 ct) FR
4.	Fresh Baby Carrots	FVJ21E	3/4 cup RO	3/4 cup RO	1 cup RO
5.	Individual Mayo & Mustard	SC2- mayo SC2A-mustard	1 pkg. of each	1 pkg. of each	1 pkg. of each
6.	<u>Choose One Below for the Menu:</u> -Whole Grain Snack Cookies OR -Whole Grain Graham Squares OR -Whole Grain Mini Graham Bites OR -Whole Grain Cinnamon Graham Crackers	SNK 9 OR BG4B OR BG17 OR SNK7	1 pkg. 1 oz. eq. WG	1 pkg. 1 oz. eq. WG	1 pkg. 1 oz. eq. WG
7.	Milk Choice	MILK LUN	8 fluid ounces MK	8 fluid ounces MK	8 fluid ounces MK

Meal Component Key: M/MA: Meat/Meat Alternate FR: Fruit DG: Dark Green Veg. MK: Milk ST: Starchy Veg. OV: Other Veg.
oz. eq. WG: Ounce Equivalent Whole Grain RO: Red/Orange Veg. AV: Additional Veg. BP: Beans/Peas Veg.

* This institution is an equal opportunity provider.

Bag Lunch Packing Slip

{When this packing slip is complete, file it with your daily paperwork.}

Date Bag Lunches Needed: _____ Teacher's Name: _____

Number of Bag lunches prepared and included: _____

CNP Manager- Initial to show that you have received and verified the roster of all students who received a bag lunch on the morning of the field trip. _____

Employees packing bag lunches must check off and initial each item below as they are packed to be sent on the field trip, to be sure all items are included:

- _____ Brown paper bags or paper boats – one for each meal provided
- _____ Napkins – one for each meal provided
- _____ Straws – one for each meal provided
- _____ Garbage liners – one per class for trash
- _____ Mayonnaise packets – one for each meal provided
- _____ Mustard packets – one for each meal provided
- _____ Sandwiches
- _____ Fruit Choice
- _____ Fresh Baby Carrots
- _____ Prepackaged Whole Grain: Snack Cookies, Graham Squares, Mini Graham Bites
Or Cinnamon Graham Crackers
- _____ Milk – slightly icy, but not frozen milk

CNP Comments: _____

Date Bag lunches picked up: _____ Time Bag lunches picked up: _____

Signature of persons picking up bag lunches: _____

One of these Pick Up Slips must be taped to each Ice Chest or Box being sent for each teacher.

Bag Lunch Pick Up Slip

{Give this Pick Up Slip to the Person Picking up the Bag Lunches}

Date Bag Lunches Needed: _____ Teacher's Name: _____

Number of Bag lunches prepared and included: _____

TEACHERS:

- Items included for bag lunches:
- *brown paper bags or red and white cardboard boats for students to put food items in
 - *straws, one per meal requested
 - *napkins, one per meal requested
 - *garbage liners for trash, one per class
 - *mayonnaise and mustard packets, one each per meal requested
 - *sandwiches, one per meal requested
 - *fruit choice, one per meal requested
 - *fresh baby carrots, one serving per meal requested
 - *prepackaged cookies, one per meal requested
 - *milk, one per meal requested

Teacher - Suggested Meal Service Set Up While on Field Trip

-Line up items in the order given below and have students pick up items in the order they are placed. Students will put the items in their paper bag or cardboard boat as they pick them up.

-Paper Bags or			Mayonnaise	Mustard	Whole	Baby		Packed	
Cardboard Boats	-Napkins	-Straws	Packets	Packets	Apples	Carrots	Sandwich	Cookies	Milk

Note:

-DO NOT RETURN ANY ITEMS LEFTOVER TO THE CAFETERIA.

Cut on line below, fold & staple and return to Child Nutrition Program Sherwood Office

How's our Service?

EBRPSS Child Nutrition Program - Bag Lunch Evaluation

The EBR Child Nutrition Program strives to provide a high quality bag lunch for all students. We hope the bag lunches you received today were acceptable and that you did not have any problems. Please let us know if the bag lunches you received for your students were acceptable or how we can improve our service concerning bag lunch meals. Please complete the brief evaluation below. We value your comments.

School: _____ **Date Bag Lunches Received:** _____

Please let us know if the bag lunches you received for your students were acceptable or how we can improve our service concerning bag lunch meals.

_____ Meals were Acceptable
 _____ Improvement is needed – How can we improve? What problems did you have? Other

Signature of Teacher completing survey (Optional): _____

Return Survey to the Child Nutrition Office – Purchasing Coordinator by using one method below:

- Return Option #1: Return to the school cafeteria manager who will send it to the CNP Office – Purchasing Coordinator OR
- Return Option #2: Return in EBR PONY MAIL TO CHILD NUTRITION OFFICE – SHERWOOD FOREST DRIVE, OR
- Return Option #3: Return by U. S. Mail to EBRP Child Nutrition Program, 3000 North Sherwood Forest Drive, Baton Rouge, La. 70814
ATTENTION: CNP Purchasing Coordinator