LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Use of Alternate Meals in Food Service Facilities

NUMBER: BUL 4888.0

ISSUER: Dr. James Morris
Chief Operating Officer

DATE: October 28, 2009

ROUTING
Superintendent
Chief of Staff
Local District Superintendents
Chief Operating Officer
Principals
All Food Service Employees

POLICY: All students who qualify for full-price meals, but who do not have money available for their school meals will be given alternate meals as outlined in the Food Services Division's Standard Operating Procedure (SOP) for alternate meals.

GUIDELINES: I. PROCEDURE

The Alternate Meal Policy applies only at Pricing Schools.

The Alternate Meal Policy does not apply at Provision 2 Base Year or Year 2, 3, 4 schools as there is no money required within these programs.

The Alternate Meal Policy does not apply to students who qualify for a free or reduced price meal. Students qualifying for the National School Lunch Program will receive a replacement ticket for a meal from the regular menu.

The Alternate Meal Policy only applies to a full price student who forgot his/her lunch money.

Full price students will receive an alternate meal at the designated "replacement ticket window." The alternate meal will consist of a half cheese sandwich and a four ounce fruit juice. Modification to the alternate meal will be made for students who have a Special Diet Request on file documenting an allergy to a component of the alternate meal.

Students will be informed that they will receive an alternate meal when they come through the line, if they must pay for their meal and do not have a pre-paid meal ticket or money for the meal. The total number of alternate meals served will be tracked on the production records under a separate line that states "Alternate Meals." These meals are not counted or claimed as a reimbursable meal; Foods Services does not receive any funding to pay for these meals.

After three alternate meals are served to the student, a letter from the Food Services Division will be provided to the parents along with a meal application, and the student will be referred to the school office for follow-up. Food Services requests that the school administration follow-up with the student and his/her parents to determine extenuating circumstances or if assistance is needed with

filling out an application for free and reduced price meals.

It is the responsibility of each Food Services Manager to review and implement this policy.

For further assistance, Food Services Managers are to consult with their Area Food Services Supervisor.

II. RESPONSIBLE INDIVIDUALS/DEPARTMENTS

Food Services Division – Food Services Managers and Area Food Services Supervisors and all other Food Services Division employees to continue to provide students with a meal.

III. FREQUENCY/TIMING

This policy must be followed at all times until modifications or revisions are made.

IV. RELATED DOCUMENTS

Recipe for Alternate Meal
Food Services Division's Standard Operating Procedure – Alternate Meals

V. RECORD KEEPING REQUIREMENTS

Food Production Record

VI. REFERENCES

Nutrition Services Division Management Bulletin, USDA-SNP-01-2008

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs and the Handling of Unpaid Meal charges

AUTHORITY: The Food Services Division has been identified as the District-authorized agent for food safety and federal, state and regulatory compliance.

ASSISTANCE: For assistance or further information, please contact Director of Food Services Division or designee at (213) 241-3366.