

## Secondary Meal Service Plans

Meal service is compliant with National School Lunch Program and School Breakfast Program regulations. Student meal eligibility (free, reduced, full pay) applies for all meal service plans.

Breakfast costs \$2.00 (elementary) and \$2.25 (secondary). Lunch costs \$3.50 (elementary) and \$3.75 (secondary). Reduced price is \$.40 for lunch and breakfast is FREE! Visitor or non-student prices are breakfast \$3.75 and lunch \$5.50.

Per NSLP regulations, water is to be offered. State of AK applied for USDA waiver. Water will be available at the condiment/ala carte line upon request. Hot water pots will not be available.

### Mitigating Risk Efforts:

- All food and beverage items are sealed or individually wrapped
- Sanitizer station for customer use will be located at the beginning of the serving areas
- Social distancing floor decals will be placed in serving area and extend out past sanitizer station
- Pin pads will be used by customers and the cashier will sanitize it between each customer
- Plastic barrier to surround the cashier computer
- We cannot refuse to take cash/checks therefore we will implement:
  - Establishing more cashless points of service at schools with multiple serving areas
  - Cashiers will have a cash/check “drop bin/box” so the cashier can process all payments at one time instead of individually for each customer
  - Encourage the use of SchoolCafé in order to lower cash transactions
  - Increase cashless lines where applicable - TAN, RSM, LTH, etc.
- Will highly recommend that staff and students who appear for meals properly wear a facial mask.

### Reasoning for the plan:

- Limited amount of staff available and no funds to hire additional staff
- Ensure a familiar process for staff and students
- Same process for green and yellow risk
- Significant amount of additional equipment costs for other serving systems
- Give students an opportunity to get a little exercise and break from the classroom environment

### Breakfast

- Full menu will be available with potential modification to packaging on certain items
- Students will stop by the serving area to pick up a meal prior to the start bell.
- Students will pick up meals and be allowed to eat in approved areas – cafeteria, non-traditional areas (e.g. hallway), classroom
- Ala carte items will be distributed by cashier upon request
- Condiment & spork packets will be distributed by the cashier

## Lunch

- Schools with multiple serving lines and the ability for lines to be moved, lines will be spaced to better help with social distancing.
- Serving areas will be sanitized between lunch periods.
- Full menu will be available with potential modification to packaging on certain items.
- Ala carte items will be distributed by cashier upon request.
- Condiment & spork packets will be distributed by the cashier OR a separate condiment & utensil station will be created and staffed.
- Students will pick up meals and be allowed to eat in your approved areas – cafeteria, non-traditional areas (e.g. hallway), classroom.

## School in session - students 100% e-learning (e.g. parent choice, quarantine)

- Students must be enrolled in a brick & mortar school which is participating in the School Breakfast Program and/or National School Lunch Program.
- Students may pick up meals at their enrolled “home” school on a daily basis.
- Households with enrolled children at more than 1 school can choose to pick up students' meals at one of their child's schools. Parents will have to contact the Nutrition Services Admin Office to work out pick up details to ensure program compliance.
- Meals will not be cooked but sent with cooking and safe food handling instructions.
- Distribution will be determined in coordination with the kitchen manager, the District visitor policy, and principal
- The student's meal status will apply (e.g. free, reduce, full pay).
- Funds (if required) must be available on the child's account in order to receive meals.
- Upon approved USDA waiver, parent/guardian pick up for student meals will be available. Parents are able to pick up meals for eligible students and may appoint 1 designated adult to pick up meals in the event they cannot. Parents are required to contact the kitchen manager or the NS Admin Office via email or phone to designate an alternate adult.

Building level Nutrition Services staff will coordinate with the school office to receive a list of 100% e-learning students and provide one-on-one parent contact to discuss:

- Meal program requirements - meals eligibility application, account payment, etc.
  - How to place orders
    - Done via email if at all possible
    - Email must be received by 8 AM the business day PRIOR to service/pick up
    - Email must include the student name(s), ID # or DOB, school, and grade
    - What meals are being ordered e.g. breakfast, lunch, and for which student(s)
    - If students are not picking up meals, the adult picking them up must be listed
    - Email address to use
  - Student account balance & when it will be checked for funds (manager checks student's meal account balance after lunch is served the day PRIOR to pick up)
  - Breakfast and lunch menus
- Meals will be picked up during a defined time period to limit interruptions for staff and to provide consistency for customers. Those who miss distribution will have to contact the school's kitchen manager.

## Hybrid: School in session on site/students have e-learning days (Take Away Meals)

### 6/24/2020 NOTE - TAKE AWAY MEAL PLAN IS BASED UPON THE MOST CURRENT SCHEDULE PRESENTATION WHICH HAS ELEMENTARY ATTENDING 5 DAYS/WEEK AND MIDDLE/HIGH ATTENDING 2 DAYS/WEEK

- Students must be enrolled in a brick & mortar school which is participating in the School Breakfast Program and/or National School Lunch Program.
- Meals will not be cooked but sent with cooking and safe food handling instructions.
- Students will order meals directly with the school kitchen manager during the day but no later than their lunch period.
- The student's meal status will apply (e.g. free, reduce, full pay).
- Funds (if required) must be available on the child's account in order to receive meals.
- Meals will be distributed on Mondays and Tuesdays in a central location (coordination between building administration and the kitchen manager) during school dismissal.
- If a student is absent on distribution day, accommodations will be made by:
  - Parent calling the kitchen manager or NS Administrative Office and arrangements made for meal pick up
  - Student coordinates with the kitchen manager on the next attendance day
- Meals will be produced at Central Kitchen & stocked in the warehouse
  - Managers will order hot packs from the NS warehouse
  - Schools will prepare fruit and veggie items onsite
  - No Offer vs. Serve - all components are served
- Managers will:
  - Use Patron Participation with Patron Name as an Report Option to record:
    - Students who ordered "take away" meals
    - Document students who actually take meals so they can be sold at a later time
  - Complete production records and meal tally records manually and enter into Primero at a later date (USDA NSLP requirement)

Updated July 28, 2020