

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Food Services Division

TO: Principals

DATE: May 24, 2016

FROM: Laura Benavidez, Co-Director *LB*
Timikel Sharpe, Co-Director *TS*
Food Services Division

SUBJECT: UPDATE ON BREAKFAST IN THE CLASSROOM (BIC) AND SHARING TABLES

Background

The Food Services Division has recently undergone an internal audit of the cafeteria program operations. Audit findings raised concerns in the following areas:

1. BIC meals consumed by adults other than the classroom teacher;
2. Food waste that has the potential to be donated verses discarded;
3. Parent Centers receiving and redistributing school food items or acting as a food storage area.

Based on the audit findings, the following reminders are being sent to ensure the District is in compliance with State and Federal regulators of the school meal program (*California Department of Education Nutrition Services, and United States Department of Agriculture (USDA)*).

Breakfast Service

Per Federal regulations, the Breakfast in the Classroom meal program allows for one breakfast to be served to each student and the teacher at no cost. No other adults are permitted to receive a BIC meal.

Food Waste

In an effort to minimize food waste within the all of the meal programs, the regulations allow for alternative measures to discarding food when it has been deemed safe for donation and consumption. The following are the approved food waste reduction alternatives for breakfast and lunch meal services:

Common/Sharing Table: The common/sharing table can be designated ***in the classroom during BIC*** and in ***the meal service area during lunch***. Unwanted food and/or drink items may be placed on this table(s) for any student to consume. **Only students** are allowed to place items from their own breakfast/lunch on the designated table and only students are allowed to take items from these tables.

Any leftover items on the common/sharing table must be disposed of once the specific meal service is over. Food items **not served** to students must be returned to the cafeteria; cafeteria staff will evaluate and handle appropriately per proper safe food handling measures.

Food Donation Program: The Food Donation program allows approved non-profit agencies to receive leftover food items that they in turn provide to their clients in the community. Agencies may contact the Food Services Division for assistance in applying for the program or can visit our website at <http://cafe-la.lausd.net/> and click “Food Donation Program” to review and download the application materials.

A list of approved agencies can also be found on the Café LA webpage. If a particular non-profit agency is not currently on the list, principals are welcome to have the agency apply and participate in the program for their school site.

A Note about Parent/Family Centers: Parent/Family Centers are integral partners in our school community. However, they cannot function as a non-profit agency or organization in the Food Donation program because they do not have 501(c)(3) status. Please share the following information with your Parent Representatives to ensure compliance with, and integrity of the donation program:

- Only approved non-profit organizations may pick up and redistribute leftover food items.
- Parent Centers cannot collect, store, or redistribute any food leftovers from school meal programs such as BIC, National School Lunch, or Supper programs.
- Parent/Family Centers should not be used to store leftover meals at any time.

You may choose to distribute the attached BIC/Food Donation Program reminders to your staff as you deem appropriate. If you have any questions, please contact your Area Food Services Supervisor or you may contact our office at 213-241-2993 for assistance.

Thank you for your partnership in the school meal program service.

LB:amm

Attachments

c: Alma Peña-Sanchez
Dr. Thelma Meléndez de Santa Ana
Local District Superintendents
Local District Administrators of Operations
Rowena Lagrosa
Danna Escalante
Regional Food Services Managers
Branch HR Manager, Food Services Division
Area Food Services Supervisors
Food Services Nutrition Specialists
Food Services Managers

Updates on Breakfast in the Classroom (BIC) & Sharing Tables



2015-16
Los Angeles Unified School District
Food Services Division

The intent of this document is to provide Administrators, Teachers, Parent/Family Center Directors and adult volunteers with talking points and updates to the Breakfast in the Classroom (BIC) Program.

In order to protect the health of students and comply with California Department of Education (CDE) and United States Department of Agriculture (USDA regulations), the following must be implemented during BIC:

Breakfast Meals

- BIC meals are provided for students and one (1) teacher in the classroom.
- Students are approved to receive one (1) breakfast meal per USDA BIC guidelines.
- One (1) teacher is provided a meal at no cost per classroom.
- No other adults are permitted to receive a BIC meal at no charge since federal funds are distributed to schools for reimbursable breakfast meals served to students only.

Common/ Sharing Table

- The sharing table may also be referred to as the common table at some school sites.
- This table is found inside of the classroom during BIC.
- The food and/or drink items on this table are permitted only for students to share and consume.
- Only students may place items from their own breakfast on the table, and only students may take items off the table.

Leftovers:

- Food items left on the sharing table or not served to students must be returned to the cafeteria. They are evaluated by the cafeteria staff and handled appropriately.
- Cafeteria staff will determine if food items not served to students may be donated to an approved non-profit agency.

Food Donation Program

- This program allows certified, non-profit facilities to participate in receiving leftover items to serve to their clients.
- A list of approved agencies for food donations can be found on the Café LA website at <http://cafe-la.lausd.net/>
- If you would like information on setting up a new non-profit agency for food donations at your schools, contact the agency of your choice and have them contact Food Services to apply.

Parent Center

- Only approved non-profit organizations may pick up and distribute leftover food items.
- Parent/Family Centers do not qualify as an approved non-profit per LAUSD Food Donation Policy because they do not have 501(c)(3) status.
- Parent Centers cannot collect, store, or distribute any food leftovers from LAUSD Food Services Programs such as BIC, National School Lunch, or Supper programs.
- Parent/Family centers should not be used to store leftover meals at any time.



FOOD Donation Policy

In April, 2011, the LAUSD Board of Education passed the “Healthy Students, Healthy Families, and Healthy Communities” Resolution allowing the District to donate excess food from the school meal program to needy families and children in our school communities. Non-profit organizations may apply to the program to receive the donated food which is limited to packaged food items that have not been served to our students.

Setting Up a Food Donation Program at a School Site

Option 1: Selection of an **Existing Approved Non-Profit Agency*

**Agencies have applied, received approval and have current eligibility to pick-up at a LAUSD participating school site*

- School administrators can view the list of **approved** non-profit agency/agencies participating in the program by visiting the Food Donation section on the Food Services Division (FSD) website [http://achieve.lausd.net/Food Donation](http://achieve.lausd.net/Food%20Donation)
- School administrators, community liaisons or Food Services Managers may contact an agency on the approved list to inquire if the agency would like to add the school as a location pick-up.
- Upon agreement of the school principal and agency, the agency will provide written notification to the Food Services Division Central office to request and update the agency’s information to include the additional school pick-up location(s).
- A confirmation from the FSD Central office will be emailed to the principal, approved non-profit agency representative, and the Food Services Manager. The email provides verification that the agency meets approval to pick up at the specific school location and that arrangements can be made through the agency and FSD Manager. Documentation of the previously approved Food Donation Agreement for the specific agency will be forwarded to all parties.
- Please note:
 - In the event that multiple agencies request the same school location, the principal will have final authorization of the approved non-profit agency designated for that campus.
 - Participation is voluntary. Approved agencies are not **required** to pick-up donations solely based on a school’s request; but may pick-up donations based on the agency’s availability and transportation schedules.

Option 2: Requesting a *New Non-Profit Agency Pick-Up for a School Site*

Application Procedures

- Principals may recommend a non-profit agency for the Donation Program.
- Non-profit agency personnel, school administration, or community liaison may download the *Food Donation Agreement* form from the FSD website [http://achieve.lausd.net/Food Donation](http://achieve.lausd.net/Food%20Donation).
- The potential **non-profit donation agency will apply by completing and submitting**
 1. **Food Donation Agreement**
 2. **Satisfactory liability insurance (Certificate of Liability document)**
- Each of the following LAUSD offices will perform an application review to determine approval. Review process is two or more weeks from FSD’s receipt of agency’s documents.
 - **Office of Risk Management** will review the organization’s liability insurance to ensure it meets the requirements.
 - **Office of Inspector General (OIG)** will review the submitted documents and approve or deny the donation agreement.
- Once an agency is approved, the school principal, Food Service Manager and the non-profit agency will receive a written notification by the Food Services Division Central Office.
- The Food Service Manager will set up a donation pick up schedule with the non-profit agency and start the donation process.
- Organizations not on the approved list or arriving late to pick-up food items must be referred to the Food Services Division Central Office to resolve. The School Administration has the right to deny an agency access to the campus.

All agencies must receive approval from the LAUSD Nutrition Services Division to obtain permission to receive donated food and arrive on school campus. School-site Parent Centers are not designated as non-profit agencies; therefore, may not participate as an approved agency in the Food Donation Program.

