



## Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Theophilos Okuribido	Date:	09/30/2016
Major Process	Breakfast in the Classroom (BIC)				
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Sub Process					

### I. Process/Scope Overview:

The purpose of this process is to outline the procedures for serving children the Breakfast in the Classroom (BIC) program.

### II. Policies:

- A. All breakfast meals provided under the SBP must follow the LAUSD Food Services breakfast menu.
- B. A Civil Rights Poster (11x 17 size) must be posted at the SBP facility kitchen area prominently displayed in view of parents, staff and children.
  - i. Must be posted in each participating classroom in view of parents, staff and students.
- C. A “Save it for Later” poster (11 x 17 size) will be given to each classroom by the FSM to post in a prominently displayed location in view of staff and children (E.g. classroom). Monthly breakfast menu is inserted in the blank slot of the poster.
  - i. Menus must be printed by the FSM and posted monthly in each classroom.
- D. The breakfast menu must be posted at the SBP facility in the kitchen area and in view of the parents, Food Services staff and children.
- E. Students with special dietary needs must fill out a “Request for a Special Diet” form. Requires signature from attending physician.
  - i. A parent/guardian must complete the substitute for milk portion in order to provide soy milk to a student who has a medical or dietary need (does not require a doctor’s signature).
  - ii. Copies must be maintained at school site.
- F. Copies of all Daily Meal Records must be completed and maintained in the cafeteria.
- G. Food Temperature Logs must be completed daily for the BIC program and maintained in the cafeteria.
- H. Calibration Logs, Daily Refrigerator and Freezer Logs must be completed and maintained in the cafeteria.
- I. Daily Production Records are completed within CMS process.
- J. Meal Counts for BIC must be completed within the CMS Daily Entry Screen daily.
- K. 5-day line class rosters must be completed daily and filed weekly in the cafeteria.
  - i. Updates are required when a student’s name is manually added.
- L. Meal service hours have been established and requires that breakfast must be served the first 10 -15 minutes after bell.
  - i. Some exceptions may apply on an individual basis due to different bell schedules.
  - ii. All other times must be approved by Regional Manager.

- M. Breakfast in the Classroom requires that the Food Service Staff shall periodically assess the classrooms while the meals are being served to ensure that the established process is being followed.
  - N. The Area Food Service Supervisor and the Food Services Manager must attend and complete the annual SBP training.
  - O. Food Services Manager and /or Area Food Service Supervisor must train all staff participating in the SBP program annually and ongoing as needed.
    - i. This includes Food Service Staff and participating classrooms.
  - P. PA announcements have been provided as an additional resource to encourage student participation. Food Service Managers can provide these scripts to school administrators to announce daily.
  - Q. All procedures and guidelines must be followed within the SBP requirements.
- III. Procedures:
- A. FSM ensures that each BIC bag is labeled with a room number.
    - i. A prearranged designated pick up location must be established.
  - B. The Food Service Manager (FSM) will provide breakfast meals according to SBP menu.
  - C. A 5-day line classroom roster provided by Food Services accompanies the meals. This lists each of the student's name and is used to count and record all meals served.
  - D. Food Service staff will prepare quantities of each menu item as indicated on the SBP menu in the forecasted amounts needed for each classroom, based on participation.
  - E. One meal has been included for the teacher, if they are participating.
    - i. Participating teacher must provide their name on the 5-day line classroom roster.
  - F. All participating student's and the teacher will select a minimum of 3 menu items, with 1 of the selected items being a fruit. Once a minimum of 3 items have been selected, the student /teacher or designated person will check off (  $\checkmark$  ) the name using the line class roster provided with the BIC bags.
  - G. Designate a breakfast "sharing table" in classrooms
    - i. Items already selected by students to meet the reimbursable meal requirements may be placed here for others wishing to have seconds.
    - ii. Items on the sharing tables may be selected by others students to eat at a later time on campus
    - iii. All items left on sharing table after breakfast meal service must be discarded and not saved or returned to the cafeteria.
  - H. The 5-day line classroom roster must be returned at the end of meal service period, along with the BIC bags containing any leftover **unserved** food items.
  - I. In order to participate each student is required to select a minimum of 3 items, with 1 of which being a fruit.
  - J. The pre-selection of meals and placing them on desks is not allowed.
  - K. The line classroom roster must be completed for each student listed:
    - i. **Participating** student are indicated on roster with a **check mark** (  $\checkmark$  ).
    - ii. **Non participating** or **absent** student indicated with a **dash mark** ( — ).
    - iii. There should be **no blank areas** across from any student's name.
    - iv. Manually add any student's name that does not appear on the roster.
  - L. Food services staff is required to record, analyze and maintain the history of menu items served and leftover according to each classroom.

- M. In order to minimize any food waste, the FSM will make adjustments to food orders based upon the history of usage in each participating classroom.
- N. Returned unserved menu items will be monitored for quality and temperature.
- O. The Healthy Students, Healthy Families, and Healthy Communities Resolution allows the district to donate excess food that meets federal regulations, to needy families and children through non-profit organizations.
  - i. Donations are limited to packaged food items that have not been served to children.
  - ii. Non-profit agency must be approved by LAUSD Food Services Division

IV. Responsible Individuals/Department:

- A. FSM is to implement procedures, distribute meals and is responsible for record keeping.
- B. FSM is responsible for maintaining accuracy in meal counts and distribution of meals to the classrooms.
- C. FSM will be required to monitor the program, follow Food Services HACCP guidelines.
- D. Principal to communicate to any teacher's areas of concerns.
- E. AFSS meets with Principal and FSM to discuss.

V. Frequency/Timing:

- A. At the beginning of each school year and as needed.

VI. Record Keeping Requirements:

- A. All records are stored for 3 years plus the current school year.
- B. Production Worksheets must reflect the meals served.

VII. Monitoring:

- A. Ongoing by the Food Service Manager
- B. Verified compliance by the AFSS Recordkeeping Checklist

VIII. Related Documents / Reference Material:

- A. Food Services Website / BIC Resources
- B. Food Services HACCP guidelines
- C. USDA guidelines within Code Federal Regulation
- D. Special Diet Request Form
- E. Parent /Guardian Request for Soy Milk signature form
- F. BIC Best Practices Sheet
- G. LAUSD Food Donation Program application

IX. Key Support Contacts:

- A. BIC Team
- B. AFSS

X. Key Words (for Indexing):

- A. BIC

### I. Revision History

Action	Date	Name
A. Created	mm/dd/yy	
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	mm/dd/yy	
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### II. LAUSD Approval

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_