



Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Stephanie Gillenberg	Date:	5/13/09
Major Process	Emergency Procedures				
Process	Food Supply to Schools Designated as Red Cross Shelters				
Sub Process					

I. Process/Scope Overview:

The purpose of this process is to outline the guidelines for the supply of food items to schools designated as a Red Cross Shelter.

II. Policies:

- A. During times of emergency, schools within LAUSD may be become designated as Red Cross Shelters.
 - 1. Current mission of the Red Cross is to “provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.”
- B. If a District school site is designated as a shelter by the Red Cross, the Red Cross team will provide food and supplies.
- C. Food Services Division can provide meal items if requested by the administrators of the Red Cross program. These items will be billed directly to the Red Cross Foundation.

III. Procedures:

- A. The Food Services Manager will keep records regarding any inventory supplied to the Red Cross
- B. All food and beverage items must be accounted for and documented
- C. The Food Services Manager must complete a Cafeteria Invoice, listing all the items provided to the Red Cross.
 - 1. The Food Services Manager will provide the invoice to the Finance Section at the Central Office for billing
- D. The Food Services Division will bill the Red Cross directly for any food/beverage items used
- E. Students in attendance outside of the shelter will follow current USDA eligibility guidelines and pricing at the school site

IV. Responsible Individuals/Department:

- A. Food Services Manager
- B. Area Food Services Supervisor
- C. Food Services Division Financial Section

V. Frequency/Timing:

- A. As needed.

VI. Record Keeping Requirements:

- A. Form 38.97?
- B. Form 38.102?
- C. Form 38.98

- VII. Monitoring:
 - A. Area Food Services Supervisor
 - B. Food Services Manager

- VIII. Related Training and Recommended Classes:
 - A. Monthly Meetings with Area Food Services Supervisor

- IX. Related documents/Reference Material:


- X. Key Support Contacts:
 - A. Food Services Manager
 - B. Area Food Services Manager

- XI. Key Words (for Indexing):
 - A. Red Cross Shelter
 - B. Shelter
 - C. Food Supply

I. Revision History

Action	Date	Name
A. Created	05/13/09	Stephanie Gillenberg
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	1/8/10	L. Benavidez

II. LAUSD Approval

Authorized by: 
(Laura Benavidez/Deputy Director)

Date: 1/8/10

Authorized by: _____
(Name/Title)

Date: _____