



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



SOP#:	5.1.3.8	Author:	Warren Shelman	Date:	12/24/08
Major Process	Meal Service				
Process	POS				
Sub Process	Service to LAUSD Students at Off-Site Programs				

I. Process/Scope Overview:

The purpose of this process is to outline the procedures for off-site programs that require meal service. This SOP includes guidelines for meal service, meal counting, and required records. A few examples of off-site programs include: continuation high schools, and Central High programs.

II. Policies:

- A. Students attending off-site programs shall be provided meal service, in compliance with all applicable rules and guidelines set forth by the NSLP and/or SBP and according to USDA, CDE and HACCP standards.
- B. The accountability requirements for these programs include the records and reports required to support the meal claim.
- C. Prior to the service of meals at an off-site program, the program must be approved by the Food Service Branch Central Office and the State.
- D. Six weeks advance written notice is requested to gain approval. See “Request to Begin a Program” form.
- E. Point of Service guidelines must be followed and a check-off list with student name and eligibility must be used to document the students who obtained a reimbursable meal.
- F. A roster with current students enrolled must be provided to the Food Service Branch.

III. Procedures:


- A. The Area Food Service Supervisor (AFSS) must confirm that the off-site program has been approved by the State before meal service may begin.
- B. All menus, menu production records, weekly reports, training, monitoring, and meal counting and claiming procedures must be followed.
- C. Program staff and food service staff discuss and agree upon the scheduled time of meal pick-up/delivery, meal service times, service location, and whether there is breakfast and/or lunch service.
- D. Enrollment rosters must be provided to the Food Service Manager, including changes to the roster.
- E. Students must be served a minimum of 3 of the 4 components at breakfast and 3 of the 5 components at lunch.
- F. Meal counts are to be provided to the Food Services Manager at the agreed upon time daily.
  1. The number of meals served may not exceed the daily student attendance.
  2. Meals may be ordered for faculty/staff and must be paid for at the time of service.
- G. All leftovers must be disposed of by the food service staff.

- IV. Responsible Individuals/Department:
  - A. Food Service Manager
  - B. Program coordinator/designee
  
- V. Frequency/Timing:
  - A. Production Records/Daily
  - B. Weekly Report #1
  
- VI. Record Keeping Requirements:
  - A. Form # 38.08 Offsite/Saturday Daily Meal Record must be attached to the weekly Production Record.
  - B. The menu is to be attached to the weekly Production Record.
  - C. Roster/checklist is to be filed (not necessary for vending programs).
  
- VII. Monitoring:
  - A. Ongoing by the Food Service Manager
  - B. Compliance verified by the AFSS through the Record Keeping Checklist.
  
- VIII. Related Training and Recommended Classes:
  - A. Food Service Branch workshops/training classes for off-site programs
  - B. Off-site program coordinators training
  - C. AFSS monthly meetings
  
- IX. Related documents/Reference Material:
  - A. HACCP guidelines
  - B. USDA
  - C. CDE
  - D. Special Diet Request Policy
  
- X. Key Support Contacts:
  - A. Food Service Manager
  - B. Area Food Service Supervisor
  
- XI. Key Words (for Indexing):
  - A. Off-site Meals
  - B. Point of Service

## I. Revision History

Action	Date	Name
A. Created	12/24/08	Warren Shelman
B. Revised	2/13/09	Warren Shelman
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	04/22/09	Stephanie Gillenberg
Added Comments From	04/23/09	S. Gillenberg, E. Gibson
Added Comments From	05/07/09	S. Gillenberg, W. Shelman, J. Gutierrez, A. Marion, C. Saikaly, M. Deglorie
Added Comments From	09/16/09	S. Gillenberg, E. Gibson

## II. LAUSD Approval

Authorized by:   
(Name/Title)

Date: 9/21/09

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(Name/Title)

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