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 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

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## II. LAUSD Approval

Authorized by: [Signature]
(Laura Benavidez/Deputy Director) 

Date: 1/8/10

Authorized by: [Signature]
(Name/Title) 

Date: _____