



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

NUTRITION SERVICES
ADMINISTRATORS and CLERICAL HANDBOOK
2015-2016

Published August 10, 2015

Table of Contents

MISSION STATEMENT	3
ORGANIZATIONAL CHART	4
SUPERVISOR ASSIGNMENTS	5
BASIC SERVICES PROVIDED	5
IMPORTANT NUTRITION SERVICES DATES	6
GENERAL INFORMATION	
<i>Cafeteria/Kitchen Employees</i>	<i>7</i>
<i>Meal Applications</i>	<i>7</i>
<i>Direct Certification</i>	<i>8</i>
<i>Provision II</i>	<i>8</i>
<i>Community Eligibility Program</i>	<i>8</i>
<i>Wellness Policy</i>	<i>9-11</i>
<i>Meal Program Improvement Efforts</i>	<i>11-12</i>
<i>Healthy Hunger Free Kids Act & OUSD</i>	<i>12</i>
<i>Farm to School</i>	<i>12</i>
<i>Harvest of the Month</i>	<i>13</i>
<i>Fresh Fruit & Vegetable Program</i>	<i>13</i>
<i>Oakland Fresh Produce Markets</i>	<i>13</i>
<i>Competitive Food Sales</i>	<i>13-14</i>
<i>Cafeteria Bank Deposits</i>	<i>15</i>
<i>Meal Serving Times</i>	<i>15</i>
<i>Changes in Meal Service</i>	<i>15</i>
<i>K-12 Breakfast Programs</i>	<i>15-17</i>
<i>K-12 Lunch Program</i>	<i>17</i>
<i>Field Trips & BBQ's</i>	<i>17</i>
<i>K-12 After School Snack Program</i>	<i>17-18</i>
<i>K-12 After School Supper Program</i>	<i>18</i>
<i>Meal Prices</i>	<i>18</i>
<i>A la Carte Pricing</i>	<i>18</i>
<i>Snacks for Testing</i>	<i>19</i>
<i>ECE Meal Program</i>	<i>19</i>
<i>Kitchen Assignments</i>	<i>19</i>
<i>Menu Distribution</i>	<i>19</i>
<i>Special Meals/Diets</i>	<i>20</i>
<i>Meals & School Cafeteria</i>	<i>20</i>
<i>Parents in the Cafeteria</i>	<i>20</i>
<i>Catering</i>	<i>20</i>
<i>Attachments</i>	<i>21-26</i>

MISSION STATEMENT

Provide nutritious meals to satisfied customers.

VISION

Provide nutritious meals to students to support wellness and academic success.

**NUTRITION SERVICES
ORGANIZATIONAL CHART**

		Phone	Pager/Cell
Executive Director	Jennifer LeBarre Jennifer.lebarre@ousd.org	434-3334	(707)853-2521
Assistant Director Equipment	Robert Law Robert.law@ousd.org	434-2253	
Field Supervisors			
Meal Program Supervision	Donnie Barclift Donnie.barclift@ousd.org	434-2258	(209)922-1663
	Sherry Carpenter Sherry.carpenter@ousd.org	434-2256	213-0457
	Cassandra Reed Cassandra.reed@ousd.org	434-2257	593-1121
	Deborah Shahbazzpour Deborah.shahbazzpour@ousd.org	434-2255	846-0456
Supper Program Supervisor	Gwen Taylor Gwen.taylor@ousd.org	434-3334	333-7765
Nutrition Education	Joyce Peters Joyce.peters@ousd.org	434-2251	299-9458
Farm to School Supervisor	Alex Emmott Alexandra.Emmott@ousd.org	434-3334	(617)872-3479
Menu Planning & Training	Amy Glodde amy.glodde@ousd.org		
Support Specialist	Flynn Mirra Ing Flynn.Ing@ousd.org	879-2671	
Office Staff			
Meal Applications	Ana Ponce AnaM.Ponce@ousd.org	434-3334	
Spanish Bilingual			
Vendors	La Juana Lewis LaJuana.lewis@ousd.org	434-3334	
Student Employees			
Accounting			
Accountant III	Zenaida Perea Zenaida.perea@ousd.org	434-2252	
Financial Accountant I	Cristina Magpantay Cristina.magpantay@ousd.org	434-2254	
Accountant I	Leslie Watts Leslie.watts@ousd.org	533-6479	

SUPERVISOR ASSIGNMENTS

Your first point of contact for food service questions should be your Nutrition Services Supervisor. See Supervisor Assignments document. (Attachment A).

BASIC SERVICES PROVIDED

Breakfast, Lunch, and After School Snack &/or Supper Service for K-12 Schools
Breakfast, Lunch, and Snacks for CDC Program
A La Carte Services in Secondary Schools
Nutrition Education
Catering

More details to follow.

IMPORTANT NUTRITION SERVICE RELATED DATES

- August 18th** Direct Certification notices sent to homes of students that do not need to fill out meal applications.
- September 30th **DROP DEAD DATE** for applications from school sites to Nutrition Services to count for State education funding, Title I, eRATE, etc. Please do not hold onto applications, send in as completed. Applications will be accepted year round.
- October 6th** Student status from 2014-2015 school year expires.
- October 31st Applications must be processed by Nutrition Services to count for Title I and other funding.

Cafeteria/Kitchen Employees

Assignments & Supervision: Cafeteria and Kitchen Employees are funded, assigned, trained, supervised, and evaluated by Nutrition Services. Nutrition Services does ask that Site Administrators handle day to day supervision of these employees. However, in the event of disciplinary action, you must contact the Field Supervisor assigned to your site.

You will receive an email from Jennifer LeBarre with information about your lead employee. Assigned employees may change throughout the year due to promotions or if an employee is needed to substitute at a higher position. You will receive notification from Nutrition Services at least two weeks in advance, unless there is an emergency.

Employee Recognition: Nutrition Services believes that excellent employees deserve recognition. In 2008, Nutrition Services implemented the *Employee of the Month* program. We welcome nominations from principals, teachers, parents, and other site staff. Please contact Nutrition Services for a nomination form.

Meal Applications

Students can use their meal eligibility from the 2014-15 school year for the first month of school. **If a student had a Paid status, they must pay for their meals starting on the first day of school.** After **October 6, 2015**, those who have not submitted a new meal application must pay for their meals.

Obtaining properly completed meal applications from parents is sometimes difficult and your help and cooperation is greatly appreciated. The applications are printed in English, Chinese, Spanish, Vietnamese, Arabic, and Cambodian. A 2015-2016 application must be submitted by **September 30, 2015** in order for a student's meal benefits to continue uninterrupted. Applications are accepted throughout the school year.

The meal application counts are used by State & Federal and Fiscal Services to determine Title 1 eligibility and other funding sources. ***Starting with the 2013-14 school year the meal applications will determine a significant portion of your school's funding.*** Due to this, we must get as many applications from parents as possible.

The 2015-16 application is a single page and is clearly marked 2015-16. Do not use applications with any other dates. **Nutrition Services has adopted scannable applications.** Please do not duplicate applications at your school; duplicates cannot be scanned into computer. These delay meal application processing.

It is extremely helpful if school sites list the student's Permanent DISTRICT Identification Number on the meal application before they are submitted to Nutrition Services. Also please write **NEW** on top of applications completed by students new to the District. These will be processed first to ensure students' meal benefits.

Meal Applications will be sent with your registration & back to school materials. Meal application quantities are determined by your enrollment. If you need more applications, please contact Nutrition Services main office. Nutrition Services will also send principals incomplete applications for follow through.

Per Federal Meal Program Regulations, you must send applications to Nutrition Services as they are completed. Nutrition Services must process them within 10 business days of the parents' submission to the school. We will be processing the applications according to the date received.

On-line Meal Applications are available this year in English and Spanish.

If you have questions or need applications, you may contact the Nutrition Services Office at 434-3334 or the Field Supervisor assigned to your site.

Direct Certification

We automatically qualify students for free meals if their names appear on our Direct Certification listing from Alameda County Social Services and CalPADS. In addition we work with the Transitional Families Department to qualify students receiving services from that department. **These students WILL NOT have to submit applications. These students will be eligible for free meals for the entire year.**

Provision II Lunch:

Provision II is a program through which all students eat the designated meal at no charge. In return, the Nutrition Services has less paperwork to process. Additionally the sites only have to collect meal applications during the first or base year. The same meal application percentages are then used for the next three years.

In order to qualify for this program sites must meet the following criteria:

1. Have an existing breakfast program
2. Have at least 85% free/reduced students
3. Have at least 85% free/reduced students participating in lunch
4. In Year 2 or higher of Provision II Breakfast

Nutrition Services will review sites to see if they qualify for this program.

Year 1: Same procedures as regular lunch service. EXCEPTION: no money is collected.

Year 2-4: Same as Year 1. EXCEPTION: modified paperwork. Site then collects LCFF forms instead of meal applications.

Community Eligibility Program

Community Eligibility Program (CEP) is another option that allows Districts to provide breakfast & lunch at no charge to all students. It is a vast improvement on Provision II outlined above. The benefits are:

1. Schools will no longer be required to complete meal applications, although in OUSD LCFF forms will be completed.
2. Head counts can be used for meal counts during the first year eliminating the need for computerized point of sale & checkoff lists (some exceptions apply).
3. There is no renewal process. Program is in place until District elects to stop.

OUSD has enacted this program at 23 schools with hopes of expansion in subsequent school years.

Wellness Policy

On May 28, 2014, the District adopted a revised Wellness Policy to help improve and maintain a healthy learning environment for students. Children who are physically and emotionally healthy are ready to grow, learn, and achieve success. The Wellness Policy is one piece of OUSD's Community Plan for Accountability in Schools (ComPAS). The Wellness Policy encompasses nine distinct but inter-related policy areas:

1. Nutrition (see below for the policy)
2. School Gardens
3. Physical Education and Physical Activity
4. Comprehensive Health Education
5. Positive School Climate
6. Physical School Environment
7. Access to and Coordination of Student Health Services
8. Staff Wellness
9. Assessment and Communication

Nutrition:

Ensure No OUSD Student Goes Hungry: The District shall strive to strengthen its outreach to students and their families to ensure that all eligible OUSD students are enrolled in and utilize the free/reduced meal program. The District shall ensure that OUSD students have access to nutritious meals (breakfast, lunch, snack, and supper) throughout the school year and via the summer meal program.

OUSD Nutrition Guidelines: The District shall develop, maintain, and update OUSD Nutrition Guidelines (Administrative Regulation 5030) for food and beverages that promote good health and meet or exceed all State and Federal requirements.

School Meal Program: All meals (breakfast, lunch, after-school snack, and supper) shall follow nutrition standards and procedures set by the United States Department of Agriculture (USDA) and State of California Legislation. All A La Carte items sold in the cafeteria shall meet or exceed the OUSD Nutrition Guidelines. All A La Carte items sold in the cafeteria shall be sold by, or with approval from, OUSD Nutrition Services.

OUSD Nutrition Services Purchasing and Procurement Practices: OUSD Nutrition Services is committed to following ethical procurement practices that bring benefits to people (including students, families, and staff), the environment, and the economy. The District will strive to develop innovative programs to support these practices, such as lunch-time salad bars and weekly school produce markets.

School Meal Schedules: Students shall have adequate time during the breakfast, lunch, snack, or supper periods to purchase or retrieve a meal, eat a meal without rushing, and to clean up after themselves.

Cafeteria Climate: The District shall provide adequate facilities for students to consume their meals, including age-appropriate seating. The District shall provide adequate adult

supervision during meal service.

Environmental Impact: OUSD Nutrition Services will implement best practices to reduce packaging and food waste in the cafeteria.

Community & Customer Collaboration: OUSD Nutrition Services shall collaborate with community organizations, parents, students, and staff to ensure active participation and input regarding the OUSD school meal services.

Water: Free, clean drinking water shall be made available to all students during school meals. All students may bring drinking water from a designated school water source or home into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

Competitive Foods: A Competitive Food is a food or beverage sold at school other than one served/sold as part of the school meal program. This includes any item sold in vending machines, a la carte, or through fundraising efforts on campus. All competitive foods should meet or exceed the OUSD Nutrition Guidelines, state safety standards, and state and federal requirements. See Board Policy and Administrative Regulation 3554.

Rewards: Non-food items are recommended as incentives and rewards. Food offered to students as incentives or rewards should meet or exceed OUSD Nutrition Guidelines and state safety standards. The withholding of food as punishment for students is prohibited.

Classroom Celebrations: Food served during classroom celebrations should meet the OUSD Nutrition Guidelines. No more than once a month, schools at their discretion may allow classrooms to hold a celebration involving food that does not meet the OUSD Nutrition Guidelines (such as for a birthday or holiday). Celebrations that include food and beverages must occur after the lunch period has ended. School administrators may determine to put further restrictions on celebrations. Food and beverages served must follow state safety standards.

School-Sponsored Events: Food and beverages served as part of a school-wide event (such as Back to School Night, school dances, etc.) should always offer healthy options, such as fruit, vegetables, and water. Soda and candy shall never be served. Food and beverages served at events should follow state safety standards and efforts should be made to meet OUSD Nutrition Guidelines.

Student Personal Possession: Food and beverages may not be taken away from students if consumed during designated eating times, in designated eating areas, and in an appropriate manner.

Advertising Guidelines: The District shall not allow advertising of food and beverage items throughout the school campus that does not meet the OUSD Nutrition Guidelines. This includes posters, signs, and vending machines.

Nutrition Education: OUSD staff and partners will support and promote healthy lifestyles through nutrition education in the classroom, after school programs, and at family events.

Nutrition Services has three goals this school year:

1. Expansion of the school breakfast program by offering universal breakfast district-wide and educating the school community about the impact of school breakfast on student academic performance
2. Increase the amount of locally sourced meals served through California Thursdays initiative.
3. Recipe development to increase amount of freshly prepared meals offered to students.

If you have general questions about the Wellness Policy please contact Jennifer LeBarre via email at jennifer.lebarre@ousd.org or at 434-3334, or Michelle Oppen via email at michelle.oppen@ousd.org or at 273-1676.

Meal Program Improvement Efforts

OUSD Nutrition Services has been working diligently for more than a decade to improve the meal program and school food environment for our students. With the adoption of the Wellness Policy and Nutrition Administrative Regulations in 2006, our efforts and improvements have significantly increased. Check out the work that OUSD Nutrition Services has completed so far:

1. Eliminated the following unhealthy items:

- Soda (Not served and not available in vending machines on school campuses)
- High sodium items
- White bread (We offer whole grain items instead.)
- Trans fats (Any item that contains “partially hydrogenated oil”)
- 2% milk
- Deep fryers from all schools

2. Reduced the frequency of the following items:

- Chocolate milk (low fat and lower sugar content) is offered one time per week (1% and nonfat white milk are offered daily). Not offered in early childhood sites.
- Pizza is offered one day a week in Elementary Schools
- 100% Juice is limited to two days per week in Elementary Schools

3. Processed Food

- Working with students, we developed a High School menu that is 80% scratch cooking.
- Created recipes for Elementary and Middle schools that replace pre-made food.
- Implemented a scratch cooking menu at the following elementary school sites: Bella Vista, East Oakland Pride, Franklin, Garfield, Lincoln, Manzanita Community, Manzanita SEED, Montclair, New Highland Academy, RISE Community School, Esperanza, La Escuelita, East Oakland Pride, and Esperanza/Korematsu.

Note: Only 30 of our 84 cafeterias have full operating kitchens that can be used to prepare fresh food daily for students. The majority of these kitchens are at Middle and High Schools. As such, 73% of all meals served as part of the OUSD meal program are produced at two central kitchens (Oakland High & Prescott).

4. Increased availability of fresh fruit and vegetables through various strategies:

- Fresh Salad Bars are offered at 56 schools.

Note: Approximately 25% of school sites do not have the facility to provide a salad bar and be in compliance with food safety regulations.

- Mondays are now “meatless” at all K-8 schools; only vegetarian options are served. Vegetarian options are offered daily.
- Fresh fruit is offered daily at breakfast.
- Fresh produce is offered daily at lunch at all schools.
- Funding through a Fresh Fruit & Vegetable Grant provides an additional snack of fresh produce four times a week, at 24 elementary schools

5. Nutrition Education

- We continue to partner with Alameda County Public Health Department, Nutrition Services to provide nutrition education at 30 schools. Programs include *Harvest of the Month* along with themed interventions such as *The Importance of Breakfast* and *BeSugar Savvy/Soda Free Summer*.
- At several elementary sites, the County funds nutrition education lessons conducted by trained food service workers. Third grade students learn about the importance of healthy eating & are taught ways to prepare fresh fruits & vegetables.
- Through a grant from the County, 20 after school providers conduct nutrition & cooking education.

During the 2015-16 school year, OUSD Nutrition Services will continue to:

- Implement our local produce purchasing policy (see Farm to School for more details)
- Continue implementation of California Thursdays including development of new freshly prepared recipes.
- Implement new menu standards outlined in the Healthy Hunger Free Kids Act

Healthy Hunger Free Kids Act & OUSD

This school year more improvements abound, most notably the phasing in of new standards for school meals. Championed by the First Lady as part of her Let's Move! campaign and signed into law by President Obama in 2010, the Healthy, Hunger-Free Kids Act (HHFKA) raises the standard of the school meal program for the first time in more than fifteen years! Fortunately, many of the advances to the meal program stipulated in the HHFKA have already been standard practice in Oakland schools, including:



- ensuring students are offered both fruits and vegetables every day of the week;
- increasing offerings of whole grain-rich foods;
- offering only fat-free or low-fat milk varieties; and
- increasing the focus on reducing the amounts of saturated and trans fats, and sodium.
- changes in the foods & beverages that can be sold in schools through a la carte sales and fundraisers

To count as a “complete lunch” the HHFKA requires students to take at least three items, one of which must be half a cup of fruits or vegetables. To count as a “complete breakfast” the HHFKA requires students to take at least three items one of which must be half a cup of fruit.



Farm to School Programs connect farms with school cafeterias and classrooms. These programs can include everything from farm field trips to nutrition education in the school garden to farm-fresh salad bars. The programs come in all shapes and sizes, but they fall into two main categories: Farm to School Education and Farm to School Produce Distribution. A comprehensive Farm to School program puts both elements together-- fresh, locally-grown produce appears on the school menu, while students learn about local agriculture. Farm to

School programs are sprouting up across the country. Check out www.farmtoschool.org to see for yourself! Nutrition Services has a long-standing commitment to farm to school; we currently source between 50-80% of our produce from within a 250 mile radius of Oakland and are working to expand other local purchases.

We are implementing & expanding Farm to School on many fronts:

1. Requiring produce companies to ensure that at least 25% of the produce we serve to our students is local & tracking the locality of produce purchases monthly.
2. Expanding our purchases from small family-owned farms under 500 acres. In 2013-14 we supported over a dozen small family farms.
3. Tracking our non-produce purchases and expanding purchases from California companies. Currently, 40% of our non-produce purchases come from California companies.
4. Making connections between school gardens and the cafeteria through Oakland Eats Garden Fresh Program, Harvest of the Month, and by sponsoring Food Corps Service Members.
5. Developing “Know Your Farmer” campaign and tools to connect students to the farmers that grown the produce they eat.
6. With help from a USDA Farm to School grant, implementing California Thursdays program which highlights a freshly prepared lunch sourced entirely from within the state once per week.
7. Expanding professional development opportunities for our frontline staff as we expand scratch cooking.
8. With our partners at School Food FOCUS & the Community Alliance with Family Farmers, sourcing and serving local chicken raised without the use of antibiotics.



Each month over 12,000 students and teachers in district schools and child development centers participate in Harvest of the Month nutrition education provided by Alameda County Health Department Nutrition Services and Cooperative Extension's Nutrition Education Training Academy. Students in Harvest of the Month schools taste test a seasonal fresh fruit or vegetable in the classroom. To reinforce these lessons, each month the Harvest of the Month is featured in school meals, in produce stands, and school gardens, whenever possible. Look for visible signs of this homegrown coordination of resources as the OAKLAND EATS GARDEN FRESH logo sprouts everywhere. For more information, contact Joyce.Peters@ousd.org



This school year, 24 district schools were awarded Fresh Fruit and Vegetable Program grants from the California Department of Education. Each week these schools receive 3-4 fresh produce snacks in the classroom. We strive to provide the best available, local, seasonal produce. Nutrition education occurs as children and teachers taste and discuss local favorites like jicama with chili and lime, tropical fruits, pomelo and delicious berries. For more information, contact Joyce.peters@ousd.org



The Oakland Fresh School Produce Markets Program was created to build a school-based local food system that increases access to fresh, healthy and affordable food for Oakland residents and promotes healthy school environments for our children and families.

Oakland Fresh is a network of 18 school produce markets throughout Oakland Unified School District that sell fresh, mostly locally grown and pesticide-free fruits, vegetables, eggs, nuts, honey and other healthy foods at public schools. The majority of schools have student populations of which more than 70% qualify for free/reduced school meals, and are located in neighborhoods that have an abundance of liquor stores and corner stores. Produce is purchased from local family farmers and produce distributors, and sold by parents and students during after-school hours every week at each school site. Oakland Fresh School Produce Markets are open to parents, students, staff and community residents. For days & hours, consult our website, www.ousd.org/page/937.

During the 2013-14 school year, we sold over \$130,000 of produce, supported eight (8) family farms, & engaged over 150 parents and community members as volunteers. If you are interested in a market at your school please contact Alexandra Emmott, Farm to School Supervisor via email at Alexandra.emmott@ousd.org

Competitive Food Sales

New Regulations reflecting changes to the Wellness Policy and the HHFKA are pending. Existing regulations are still in place.

Competitive Food Sales are sponsored by groups outside of the Nutrition Services before and during school, specifically not when the cafeteria is selling meals. The District's Administrative Regulation 3554 outlines the requirements and procedures regarding competitive food sales.

The AR dictates the following:

Grades K-8

1. Food being sold during school hours shall be from the list of nutritious foods provided in Education Code 38085.
2. An elementary school may permit the sale of food items that do not meet the standards & beverages only if the items are sold by students of the school and the sale takes place off school premises or at least one-half hour after the end of the school day.

3. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)
4. No foods of minimal nutritional value (gum, candy, soda, etc.) shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)
5. The student organization may sell one food item per sale.
6. The specific nutritious food item is approved by the Superintendent or Deputy Superintendent of Business Services.
7. The food sales do not begin until after the close of the regularly scheduled midday food service period.
8. The sales during the regular school day are not of food items prepared on the premises.
9. There are no more than four such sales per year per school.
10. The food sold is a dessert-type food, such as pastry, ice cream or fruit.
11. The food sold is not one sold in the district's food service program at that school during that school day.

High & Middle Schools

In high schools and junior high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts food sales on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or Deputy Superintendent of Business Services.
3. The sales during the regular school day are not of food items prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

Please note that the sales of candy and soda are NOT permitted under any circumstances due to the District's Food Policy passed in December 2001as well as State Law. Soda and candy should not be sold OR given away at any time and/or anywhere.

The Wellness Policy Adopted by the Board in 2006 provides further requirements for fundraising efforts:

1. All foods and beverages sold or served as part of a District or school fundraising effort shall meet the nutrition guidelines of the Wellness Policy and CalCode (health and safety law) standards.
2. Fundraisers that promote good health habits shall be encouraged.
3. Food sold as part of the fundraiser during the school day must differ from the meals offered by the District reimbursable and a la carte meal programs.
4. Fundraisers shall not impair student participation in the district's food service program.
5. Fundraisers involving food shall occur on no more than four school days per year in each school, and each organization selling food shall sell no more than one (elementary schools) or three (middle / high schools) types of food or beverage per sale.

The Health & Safety Standards state that:

1. Food sold/served to students cannot be made in homes.
2. Food sold/served to students must be prepared in a commercial kitchen with a health permit.
3. Food sold/served to students must be prepared in a commercial kitchen with manager/lead with current food safety certification.

More information will be provided in the Wellness Guide along with tools for healthy fundraising.

Cafeteria Bank Deposits

Our daily deposits are secured in your office safe for most school sites. We ask that you work with our staff to ensure the deposit is secured in the school safe as soon as it is brought by the Nutrition Service employee. Please note that the Nutrition Service employee will request a signature from the employee placing the money in the safe. If any problems come up regarding bank deposits, do not hesitate to contact the Nutrition Services Office so we can work with you to resolve the problem. If deposits are missing, please contact the Nutrition Services Supervisor assigned to your site and the Oakland Police Department at (510) 777-3333 to file a theft report.

Meal Serving Times

Please confirm any changes to serving times with the Manager or server as early as possible. Sometimes changes are made and the cafeteria staff is not informed. Keeping the cafeteria staff informed of any changes helps eliminate confusion and delays in service and prevent loss of food and funds.

Nutrition Services provides staffing based on the typical number of meals (breakfast, lunch & snack) served at your school, not the enrollment. Therefore, meal times must be scheduled to within the time allotted. We will make every effort to support your meal times but may ask for additional funding from your site budget to cover expenses.

If your schedule does not follow the published District calendars, it is imperative that you notify the site Nutrition Service staff. We plan the menu, food orders, and staffing according to the District calendars. We can accommodate your change in scheduling, but we need to know in at least two weeks in advance. It would be helpful for the Nutrition Services staff at your school to receive a monthly schedule of planned minimum days, assembly schedule days, and field trips.

Changes in Meal Service

The Nutrition Service Managers and servers order their food a week in advance. If you have special needs such as bag lunches or need to change the serving area to the classroom or playground, please let the Manager or server know as soon as possible, but no later than one school day before the change. We can change a menu to fit your needs as long as we have adequate notice.

If you do not inform the cafeteria in time to make necessary changes, your site will be billed for the meals the cafeteria was unable to serve.

K-12 Breakfast Program

“Breakfast is the most important meal of the day.”

From the California Food Policy Advocates www.foodpolicyadvocates.org



You've heard that saying for years, but did you know it's true? Research shows that eating breakfast helps kids grow up healthy and strong and do better in school.

A nutritious, well balanced breakfast means kids won't eat unhealthy snacks later in the day. They'll concentrate better in class and go to the school nurse less frequently. Most importantly, they'll start to develop the habit of eating a healthy breakfast—a habit that will help them throughout their lives.

Schools benefit from high rates of breakfast eating too: test scores will rise, behavior will improve and the community will thrive.

Since the 2010-11 school year all students at schools with breakfast programs receive breakfast at no charge.

Traditional Breakfast

Breakfast is served in the cafeteria before the first bell. Meal times are set by the principals and are usually start 15-20 minutes prior to first bell.

Nutrition Services will provide at least one employee to prepare, cook, and serve breakfast. Sites must provide supervision for students. This service is not provided by Nutrition Services as our employees are not trained on how to handle student disciplinary issues/situations. This is a good opportunity for parent volunteers to participate in the school site's cafeteria. The Nutrition Services will provide training, at no charge, to parent volunteers interested in assisting students in the morning.

Students will choose from 1-2 entrées (2 in elementary and 2 in secondary schools). Entrée choices can include cold cereal with milk, scrambled eggs, breakfast muffin sandwich, pancakes w/turkey sausage. Students will also be able to select from sides of 1% or non-fat white milk, 100% fruit juice, and/or fresh fruit. For breakfast, students must take an entrée and ½ cup of fruit or juice to meet the Federal requirements. Depending on the site, students will either serve themselves or be served by a Nutrition Services employee.

At the end of the meal line, Nutrition Services employee(s) will collect student's names and/or ID #'s or just take a head count. The collection procedure will vary by site.

Second Chance Breakfast:

Breakfast is served in the cafeteria after the start of the school day but BEFORE 10:00 am. Meal times are set by the principals and usually occur during morning break.

Nutrition Services will provide at least one employee to prepare, cook, and serve breakfast. Sites must provide supervision for students. This service is not provided by Nutrition Services as our employees are not trained on how to handle student disciplinary issues/situations. This is a good opportunity for parent volunteers to participate in the school site's cafeteria. The Nutrition Services will provide training, at no charge, to parent volunteers interested in assisting students in the morning.

Students will choose from 3-5 entrées (3 in elementary up to 5 in secondary schools). Cold cereal with graham crackers will always be an option. Other entrée choices include, scrambled eggs, breakfast muffin sandwich, pancakes w/turkey sausage. Students will also be able to select from sides of 1% white milk, 100% fruit juice, and/or fresh fruit. For breakfast, students must take an entrée and one side to meet Federal and State Regulations. Depending on the site, students will either serve themselves or be served by a Nutrition Services employee.

At the end of the meal line, Nutrition Services employee(s) will collect student's names and/or ID #'s. The collection procedure will vary by site.

The Nutrition Services can also provide a modified a la carte offering if so desired by the school site.

If the site has Traditional and Second Chance breakfast, those students who ate during the first breakfast service will be required to pay \$1.25 at Elementary and \$1.50 at Secondary for their second meal.

Breakfast in the Classroom:

Breakfast is delivered to the classroom. Designated students, usually 5th graders or leadership students, pick up breakfasts for each classroom from the cafeteria. Breakfast is delivered immediately after the first bell.

Students serve themselves from thermal bags. Because the meal is being served in the classroom, a modified menu consisting of one entrée, 1% white milk, and either 100% fruit juice or fresh fruit will be served.

Teachers or designated students complete paperwork and make sure students get a complete meal. The paperwork consists of making hash marks on daily report provided by cafeteria. NO money is collected.

To qualify the school site must meet the following criteria:

1. Schedule the school day so that the classroom service does not take away from instructional minutes. This is handled by the principal.
2. Have approval of the site's Executive Officer
3. Be able to provide student or parent volunteers to deliver/pick up wagons.
4. Be in year 2 or higher of Provision II

Grab 'n Go Breakfast:

Students pick up bagged breakfasts in locations throughout campus and eat meals either before class starts or in classroom. Breakfast is made available before school or for Second Chance Breakfast.

At the end of the meal line, Nutrition Services employee(s) will collect student's names and/or ID #'s or take a head count. The collection procedure will vary by site.

K-12 Lunch Program

It is mandatory that all schools sites with Free and Reduced students provide lunch service. OUSD meets this requirement.

During lunch we provide multiple entrees and sides (all five food groups) for students to choose from. In order for the Nutrition Services to receive reimbursement for the meals served, each student participating in lunch must take a complete meal, in other words, at least 3 food groups one of which must be ½ cup of fruit or vegetables. For example a complete meal can be milk, carrots, & bread. Entrees generally count as 2 food groups. However, cafeteria employees encourage children to take other items, but this cannot be mandatory. Students can take up to one entrée and one of each side.

Field Trips & BBQ's

Because OUSD participates in the National School Lunch Program, school sites must provide lunches for Free & Reduced price students while on field trips scheduled during regular lunch service.

To accommodate this need, Nutrition Services prepares sack lunches for field trips. Sack lunches should be ordered at least two (2) weeks in advance through the Field Trip Approval Process with the Legal Department. We will try to accommodate later requests, but this can't be guaranteed. Arrangements for pick up should also be discussed. We ask that Reduced price students purchase their sack lunches and Paid students are required to purchase their sacks lunches (***Meal Prices*** for rates).

Nutrition Services can also provide alternative meals like BBQ's for special occasions. As with sack lunches, orders should be made with your cafeteria manager or server (see Attachment B) and we ask that Reduced price students purchase their meals and Paid students are required to purchase their BBQ meals. Typically Nutrition Services will not provide staffing for these events. Due to this principals should secure parent or teacher volunteers.

K-12 After School Snack Program

- Public Law 105-336 amends the NSLP to provide reimbursement for snacks to school operating approved after school care programs for children up to age 18 and children with disability regardless of age.
- To be eligible, school program must:
 - Be designed to provide after school care for these children:

Include educational or enrichment programs

- Schools whose students are at least 50% free and reduced all snacks will be served free of charge and be reimbursed at the free reimbursement rate.
- School site program managers must:
 - Attend annual After School Snack training
 - Fill out an annual After School Snack Request Form and fax to Food Services Office
 - Provide completed roster of all students participating weekly.
 - Complete & turn in After School Snack Menu Production Worksheet on a daily basis Communicate daily with Food Services staff for number of snacks needed
 - Provide proper storage for snack i.e. refrigeration
- If you are interested in participating in this program, please contact Gwen Taylor at gwen.taylor@ousd.org

K-12 After School Supper Program

Through this program, Nutrition Services is able to provide a free supper to children 18 years and younger. Suppers are provided up to 5 days per week and are usually hot meals. Depending on the school site, meals are either prepared on site by Nutrition Services employees or delivered by a partner agency. The program can elect to only serve supper or can serve both snack and supper. In order to have this program schools must:

1. Have after school program
2. Have agreement by after school program provider to host program & take on certain responsibilities which vary by site.
3. Serve, on average, at least 75 suppers per day.

If you are interested in participating in this program, please contact Gwen Taylor at gwen.taylor@ousd.org

Meal Prices

	Breakfast	Lunch	Supper
Elementary Students:			
Full Price	no charge	\$2.50	no charge
Reduced Price	no charge	\$.40	no charge
Milk w/o Meal	\$.40	\$.40	\$.40
Secondary Students:			
Full Price	no charge	\$3.25	no charge
Reduced Price	no charge	\$.40	no charge
Milk w/o Meal	\$.40	\$.40	\$.40
Adult Meals:	\$3.50	\$4.50	\$4.50
Milk Only	\$.85	\$.85	\$.85

A la Carte Prices

A published list is available at each school offering A la Carte service.

Snacks for Testing

The Nutrition Services provides snacks during testing periods. Sites who would like to participate in this program can email Sherry Carpenter at sherry.carpenter@ousd.org. There is a charge for this program. The per snack cost will be published at a later date. We also encourage you to implement Breakfast in the Classroom or Second Chance Breakfast during this time since the service will be provided for free to the school.

ECE Meal Program

The Nutrition Services provides Breakfast, Lunch, & Snack for all ECE sites and breakfast or lunch/ snack for all Pre-K sites.

The reimbursement we receive is meant to cover all costs associated with meals (labor, food, supplies, indirect costs, etc.). Unfortunately this reimbursement does not always cover the costs so the ECE Department pays a per meal price for this difference. The difference in meal cost and reimbursement is seen for reduced and paid meals. Usually this difference is paid for by students or parents. Because the ECE does not charge parents for the meals provided, the ECE pays for the difference.

Based on the meal application status of students enrolled in ECE sites for the month of October, a percentage for Free, Reduced, and Paid categories is determined. For October 2015 -September 2016 meal claims, the same percentage is applied to the total meal counts provided by the sites. This determines how many meals we can claim by category (free, reduced, and paid) for each meal served.

Just because the student is low income does not mean they qualify for free meals. Site Administrators need to keep in mind that the income qualifications for the ECE program are not the same as the food program. Additionally, there are a number of reasons why low income students would not qualify for free meals:

1. they did not fill out & turn in a meal application
2. the meal application they did turn in was incomplete therefore we were unable to process it
3. they did not include all the family members on the application (status is based on income & household size)

Kitchen Assignments

There are several different ways in which sites receive their meals. Most sites receive their food from Central Kitchens (Prescott & Oakland High). At the Central Kitchens food is prepared, cooked, packaged, counted out for each site, and sent using District delivery trucks. Some schools, or **satellites**, receive food hot and ready to eat. Most satellites receive their food cold the day before service which is then reheated on the day of service.

Other sites (cooking sites), the majority of which are Middle and High Schools, complete the entire process in their kitchen. Food is delivered by vendors and then prepared, cooked, & served at the site that day.

The decision for the type of service a site receives is based on several issues. The two top issues are facilities and budget.

Posted menus differ based on the different ways that sites prepare meals. For example, cooking kitchens may serve a different menu than satellite sites. Menus also reflect the different meal requirements of age groups served.

Menu Distribution

In order to conserve resources, both financial and environmental, Nutrition Services has elected to no longer print monthly menus. All menus will be available online at www.ousd.org/page/937. Menus are updated monthly. Also available at this site are carbohydrate counts, food allergen information, and nutritional information.

Special Meal/Diets

All sponsors of child nutrition programs are required to offer meals to children with disabilities and children with special dietary needs whenever meals are served. Whenever a child is unable to eat or drink one or more of required meal components, we must have a medical statement signed by a physician. For participants with food allergies and food intolerance, we will make substitutions when supported by a statement signed by a recognized medical authority. Please see Attachment C for Medical Statement to Request Special Meals and/or Accommodations.

Meals Should be Consumed in the School Cafeteria/ECE site/on school grounds

School meals are intended to be consumed in the meal service area during the established meal service period. However, due to the limited amount of time students may receive to consume their meals, and the increased amount of fruits and vegetables required in reimbursable meals, students may wish to save some food items to eat at a later time.

The USDA allows students to save food items for consumption outside of a meal service area as long as the food items do not require cooling or heating. Examples of acceptable food items to consume later are a whole piece of fruit or a bag of baby carrots.

This policy is intended to assist with removing constraints that may prevent students from eating their entire meal in the foodservice area, and not for students to take meals home.

There is also a Food Safety issue when meals are taken off site to be consumed at a later time. The District will not and cannot be responsible for meals improperly handled once taken off site.

EXCEPTION: School sponsored field trips.

Parents in Cafeteria

California Education Code (ECS) 38082 and Title 7 of the Code of Federal Regulation for the National School Lunch Program and School Breakfast Program-Part 210 states that parents are not allowed in the cafeteria during meal service. The codes also state that meals can be served or sold only to students enrolled in the school and only to adults who work for the District.

Nutrition Services recognizes how important parents are to the school community and often parents want to be involved during meal service. To encourage parent participation we suggest that the school develop a Parent Volunteer Cafeteria Program. Parents enrolled in this program would assist both cafeteria employees and students during meal service. This is a great way for parents to be a part of the school community and has been successful at several Elementary sites throughout the District. If you are interested in this, please contact Jennifer LeBarre at 434-3334

Catering

Nutrition Services provides Catering Services for several types of events. Information is available on the Employee Intranet under Catering. For more information, contact Donnie.barclift@ousd.org

ATTACHMENTS

- Attachment A: Supervisor Assignments
- Attachment B: BBQ Order Form
- Attachment C: Special Diet/Meals Form

FIELD SUPERVISOR ASSIGNMENTS

Attachment A

<p>Donnie Barclift Cell (209)922-1663</p>	<p>Cassandra Reed Cell 593-1121</p>	<p>Sherry Carpenter Cell 261-9306</p>	<p>Deborah Shahbazpour Cell 846-0456</p>	<p>Gwen Taylor Cell 333-7765</p>
<p>Elementary Hoover Lafayette MLK Prescott Special Programs/Charters ASCEND CSCE EAP Envision Gateway Global Family/LWL Oakland Community Day Young Adult Street Academy West Oakland Middle/KIPP CDC's Tubman</p>	<p>Elementary Bella Vista Chabot Cleveland Emerson Hillcrest Joaquin Miller Kaiser Lincoln Piedmont Ave Thornhill Middle Westlake Montera High Bunche Impact McClymonds Oakland High Oakland International Oakland Tech CDC's Alice St. CDC Bella Vista CDC Centro Main CDC Yuk Yau Main</p>	<p>Elementary Allendale & Pre-K Bridges Glenview ICS/TCN Laurel ManzanitaCommunity/SEED Melrose Leadership Academy Montclair Munck Redwood Heights Sequoia & CDC Middle/High Bret Harte Claremont Edna Brewer Elmhurst/Alliance Fremont Frick Roosevelt Skyline Sojourner Truth/Rudsdale/Bay Tech UPA CDC's Hintil CDC Manzanita CDC International CDC Laurel CDC</p>	<p>Acorn/Encompass & CDC Brookfield Burbank Burckhalter CUES/Futures EOP & CDC Esperanza/Korematsu Franklin Fruitvale & Pre-K Garfield & Pre-k Grass Valley Greenleaf Horace Mann Howard & Pre-k La Escuelita/Met West Madison Upper & Lower Campus Markham New Highland/RISE Parker Reach & Pre-k Sankofa & Pre-k Middle/High United for Success/Life Castlemont/LPS Charter CCPA/ROOTS Dewey CDC's Highland CDC Stonehurst CDC Lockwood CDC</p>	<p>LUNCH PROGRAMS Crocker Highlands Peralta SUPPER PROGRAMS Acorn Woodland/Encompass Alliance/Elmhurst ASCEND Bella Vista Burckhalter Castlemont/LPS Charter CUES/Futures Edna Brewer Franklin Fremont Frick Madison Manzanita/SEED Markham McClymonds MLK Jr Oakland High Parker PLACE & Prescott Roosevelt ROOTS/CCPA United for Success/Life</p>

Nutrition Services BBQ

Order

Site Name: _____	Delivery Date: _____
Ordered by: _____	Number of Students: _____
***Orders must be placed at least one week in advance	
Place quantity next to item	
<u>Entree</u>	<u>Vegetable (choose one)</u>
Hot Dogs _____	Carrot Sticks _____
Hamburgers _____	Baked Beans _____
	Potato Salad _____
	Green Salad _____
<u>Fruit (choose one)</u>	<u>Extras</u>
Watermelon** _____	Chips _____
Cantalope** _____	
Honeydew** _____	
Whole fruit _____	
**Seasonal	
<u>Special Requests:</u>	

**MEDICAL STATEMENT TO REQUEST
SPECIAL MEALS AND/OR ACCOMMODATIONS**

1. SCHOOL/AGENCY	2. SITE	3. SITE TELEPHONE NUMBER											
4. NAME OF PARTICIPANT		5. AGE OR DATE OF BIRTH											
6. NAME OF PARENT OR GUARDIAN		7. TELEPHONE NUMBER											
<p>8. CHECK ONE:</p> <p><input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. A licensed physician must sign this form.</p> <p><input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, or registered nurse must sign this form.</p>													
9. DISABILITY OR MEDICAL CONDITION REQUIRING A SPECIAL MEAL OR ACCOMMODATION:													
10. IF PARTICIPANT HAS A DISABILITY, PROVIDE A BRIEF DESCRIPTION OF PARTICIPANT'S MAJOR LIFE ACTIVITY AFFECTED BY THE DISABILITY:													
11. DIET PRESCRIPTION AND/OR ACCOMMODATION: <i>(PLEASE DESCRIBE IN DETAIL TO ENSURE PROPER IMPLEMENTATION)</i>													
<p>12. INDICATE TEXTURE:</p> <p style="text-align: center;"> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed </p>													
<p>13. FOODS TO BE OMITTED AND SUBSTITUTIONS: <i>(PLEASE LIST SPECIFIC FOODS TO BE OMITTED AND SUGGESTED SUBSTITUTIONS. YOU MAY ATTACH A SHEET WITH ADDITIONAL INFORMATION)</i></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; text-align: center; border: none;">A. Foods To Be Omitted</td> <td style="width:50%; text-align: center; border: none;">B. Suggested Substitutions</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>				A. Foods To Be Omitted	B. Suggested Substitutions	_____	_____	_____	_____	_____	_____	_____	_____
A. Foods To Be Omitted	B. Suggested Substitutions												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
14. ADAPTIVE EQUIPMENT:													
15. SIGNATURE OF PREPARER*	16. PRINTED NAME	17. TELEPHONE NUMBER	18. DATE										
19. SIGNATURE OF MEDICAL AUTHORITY*	20. PRINTED NAME	21. TELEPHONE NUMBER	22. DATE										

* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or registered nurse must sign the form.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal law and U.S. Department of Agriculture policy, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**MEDICAL STATEMENT TO REQUEST
SPECIAL MEALS AND/OR ACCOMMODATIONS**

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, the "exclude fluid milk."
B. Suggested Substitutions: List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

DEFINITIONS*:

“A Person with a Disability” is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

“Physical or mental impairment” means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

“Major life activities” are functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

“Has a record of such an impairment” is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.

(*Citations from Section 504 of the Rehabilitation Act of 1973)