



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Nutrition Center

Barbara Jellison, Food Service Director

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Phone (510) 307-4580 • Fax (510) 233-1805

DATE: July 31, 2012
MEMO TO: All Elementary and Secondary Principals
FROM: Barbara Jellison
Food Services Director
RE: **State Meal Mandate**
Study Trip Lunch Request Procedure

The State Meal Mandate (Ed Code 49550) requires that one nutritionally adequate meal must be provided to all eligible needy pupils in grades kindergarten through twelve. In compliance with said State Meal Mandate, all Study Trip events, are mandated to follow procedures set forth:

- After a study trip has been approved through the District, a lunch request form (#818 attached) is faxed from the school’s secretary to the Food Services office (Fax # 233-1805) no less than 14 days prior to the study trip departure date. **Make a follow up call (307-4580 x 25400) after faxing the request to make sure F.S. office received the study trip request.**
- The bag lunches delivered to the school site will be accompanied by the Class Roster Check Off List which the teacher or her designated helper will check/mark off at the Point of Service (as each bag lunch is handed to the student).
- **Before the study trip leaves, the teacher determines the number of students who will partake of the bag lunches and immediately return to the cafeteria/kitchen the extra bag lunches.**
- **The Class Roster Check Off List must be returned to the Food Service employee/Manager at the site (kitchen/cafeteria) no later than the next day after the study trip.**

- All unserved bag lunches will be returned to the food service cafeteria .
- Cancelled study trips are to be faxed to F.S. Office one week before scheduled trip.

Consistent observance of this procedure is enjoined to ensure District compliance with State Regulations.

Please call for any question or clarification.

For immediate implementation.

bj/JG08/10