

**Caroline County Public Schools  
Department of Food and Nutrition Services  
Standard Operating Procedure**

<b>Subject: Alternate Meals</b>	<b>SOP A-07</b>
<b>Date: 3/10/17</b>	
<b>Revised: New</b>	
<b>Subtopic:</b>	

**Purpose:** An alternate meal procedure is in place for elementary school students who have reached the maximum charge limit of \$10.00 on their school meal account. This procedure is in effect to limit outstanding meal charges and to ensure that no child goes without eating at lunch time. It also provides an effective means of following up with parents/guardians when a student comes to school for several consecutive days without a bagged lunch or money to purchase a meal.

**Procedure:**

1. A maximum charge limit of \$10.00 has been established for student meal accounts. The \$10.00 charge limit allows students to charge up to 4 meals before an alternate meal will be provided.
2. Only meals or milk are charged to a student's account, never a la carte items such as ice cream or chips.
3. Once the student has reached the \$10.00 maximum charge limit, an additional meal may not be charged to the account and the student receives the alternate lunch meal instead of the published menu meal.
4. The alternate meal consists of a cheese sandwich and white milk. The student may not select any additional items (such as fruit or vegetable) to go with the meal. The cheese sandwiches are to be made daily with fresh sliced bread or a hamburger bun using **three** slices of cheese. Sandwiches and milk must be held/served at  $\leq 40^{\circ}$  F. Mayonnaise packets are to be available. The meal is to be served on a regular meal tray.
5. Students who are PAID or REDUCED status must be provided with the regular published menu meal if they have the money in hand to pay for the meal.
6. Students who are currently FREE status must receive the regular published menu meal regardless of any outstanding charges. These students cannot be denied access to the benefit they are approved for. Negative balance notices should be sent home with these students for collection of the money that is owed.
7. When the alternate meal lunch is provided, the **Alternate Meal** key is to be used to record the meal. This key is the first key located under **Lunch a La Carte** on the point of sale computer. The Alternate Meal key has a \$0 charge but must be used to record which students receive the alternate meal.

8. Follow-up: The Food and Nutrition Services manager is to inform the school principal or designee about any students who receive the alternate meal for three consecutive days or five total days. This step is very important to ensure that the student's parent/guardian is contacted to determine why the student is coming to school without a packed lunch or money to purchase a lunch.
9. Production Records: All cheese sandwiches and milk used for alternate meals must be documented on the daily production record. Any discarded sandwiches must be recorded on the Damaged or Discarded Product Log.
10. Debt Notices: Low balance notices (pink forms) are to be provided to students when accounts drop below \$5.00. These notices are to be given out daily at all schools, as appropriate. Negative charge letters must be sent home routinely to parents/guardians.
11. Breakfast: Continue with usual procedures for breakfast if school does not have MMFA