

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

# B4

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Subject: **SPECIAL MEALS FOR STUDENTS**

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## PURPOSE

The purpose of this procedure is to provide the necessary steps to properly account for special meals.

## PROCEDURE

As part of the Department of Food and Nutrition's continuing partnership to increase meal participation and support education, special meals such as the Principal's Honor Roll Breakfast may be scheduled for students. Special meals may be provided for students as follows:

### Scheduled During the Regular Breakfast Period

- A. School administration must notify the food service manager/satellite assistant at least four (4) weeks prior to the date of the function.
- B. Students should be notified by the Principal if they are eligible to attend the event.
- C. Breakfast will be provided at the principal's designated location.
- D. A list of the names and student identification numbers of the students attending must be provided to the food service manager which may also be used as the roster to be checked off upon service. The roster must be returned to the food service manager/satellite assistant after the breakfast is concluded if a person other than a food service employee is distributing meals and checking off the roster ([Food and Nutrition Procedure B-9](#)).
- E. Food service staff may prepare, serve, and account for the breakfast meals. If the school has parent volunteers or another plan for service, the food service staff will prepare, set-up and clear the catered breakfast.
- F. Breakfast meals served will be entered under each individual student account when the roster is returned upon completion of the breakfast service.
- G. Students are eligible to eat only **one breakfast daily** at no charge. The meal must conform to the reimbursable meal pattern. Schools must inform students that on the day of the event they must wait to have breakfast at the function and not to go through the cafeteria breakfast line.

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- H. Any adults served must be charged at the adult breakfast price of \$3.00.
- I. When depositing any funds from this event, deposit remarks should note, for example “Principal’s Honor Roll Breakfast”.

An enhanced menu is provided ([Attachment A](#)) as part of the special service supporting the achievement of the students honored at the Principal’s Honor Roll Breakfast. The cost of food items requested in addition to the enhanced menu, are to be paid for by the Principal. If items not currently on bid are requested, the food service manager must contact the Department of Food and Nutrition to order the additional items.

### Scheduled Other than During the Regular Breakfast Meal Period or After School Hours

Special meals for students scheduled after the regular breakfast meal period are to be reported as a Special Function as described in [Food and Nutrition Procedure I-1](#). All hours scheduled over and above the regularly scheduled labor hours are to be paid at a rate of time and a half and charges are to cover the total of all food and non-food costs.

Special meals for students are to be held no later than three (3) days prior to the last full school day.

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2003(1<sup>st</sup>), June 2006, July 2011, March 2012, July 2023  
Reviewed: June 2024*