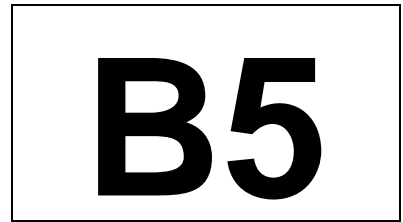


FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **FIELD TRIPS**

PURPOSE

The purpose of this procedure is to outline the process necessary for the planning and meal accountability of field trips.

PROCEDURE

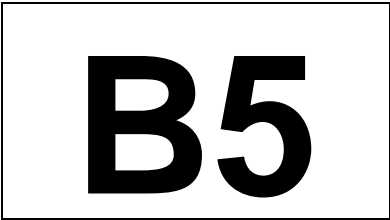
According to the Code of Federal Regulations, lunch periods shall occur between 10:00 a.m. and 2:00 p.m. unless documented on the site application. Additionally, meals must be accounted for at the time of service.

Notification

The food service manager/satellite assistant must be notified in advance of any field trips scheduled so that food planning and ordering may be adjusted.

- A copy of the completed Field Trip Request Packet [FM-2431](#) must be given to the food service manager/satellite assistant by school personnel whether or not packed lunches are needed for participants.
- All students must be offered the choice of requesting a school packed lunch from the cafeteria in order to ensure Civil Rights Compliance.
- Each teacher must provide the food service manager/satellite assistant with a follow-up of the anticipated number of requested packed lunches needed for their group no later than Tuesday, three weeks prior to the scheduled field trip date, to meet food ordering requirements.
- The teacher(s) must provide a confirmation of the exact count of meals requested and types of milk required, along with a list of anticipated students the day before the field trip. Milk must be offered to students in a minimum of two fat contents.

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Subject: **FIELD TRIPS**

Field Trip Meal Component Requirements

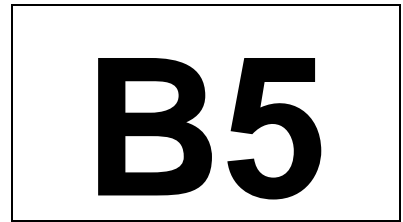
- Packed lunches must meet the requirements of a reimbursable meal. The meal will consist of all five components and will not be offer vs. serve. In addition to the meat/meat alternate, bread/grain, dairy and fruit component, field trip meals must include **a vegetable** component. Meals for grades K-8 must include a ½ cup serving of fruit and a ¾ cup serving of vegetable. Meals for grades 9-12 must include a 1 cup serving of fruit and a 1 cup serving of vegetable.
- Menu items used in bag lunches should be carefully chosen since it is often difficult to maintain food items at a constant temperature of 41°F or below. Coolers must be used to transport field trip meals.

Choices for “Lunch to Go” bag lunches:

Grades Pre-K -8	Grades 9-12
<p>#1 PB &J</p> <ul style="list-style-type: none"> • Uncrustable Peanut Butter & Jelly Sandwich (Recipe #8895 strawberry or grape, includes cheese stick) • Baby Carrots (2 pkg) • Fruit Blend Juice • Milk (must be offered in a minimum of two fat contents) 	<p>#1 Turkey Wrap</p> <ul style="list-style-type: none"> • Turkey Wrap (Recipe #2852) • Baby Carrots (2 pkgs) • Sliced Apples (1 pkg) • Fruit Blend Juice • Milk (must be offered in a minimum of two fat contents)
<p>#2 Turkey Wrap or Hoagie Sandwich</p> <ul style="list-style-type: none"> • Turkey Wrap or Hoagie (Recipe #'s 2852 or 2460) • Baby Carrots (2 pkg) • Fruit Blend Juice • Milk (must be offered in a minimum of two fat contents) 	<p>#2 Hoagie Sandwich</p> <ul style="list-style-type: none"> • Hoagie (Recipe #2460) • Baby Carrots (2pkgs) • Sliced Apples (1 pkg) • Fruit Blend Juice • Milk (must be offered in a minimum of two fat contents)

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Subject: **FIELD TRIPS**

Accountability of Meals Served to Students on Field Trips

A. Field Trips Using the Electronic POS

1. The manager or designated employee must ensure FasTrak is in the appropriate meal session (breakfast or lunch) to properly account for the meals.
2. Students will go through the serving line and receive their bagged field trip meal.
3. Students will enter their student identification number into the keypad.
4. Cashiers will identify the student and enter the meal into the POS system.
5. The student's name must be written on their bagged field trip meal.
6. Coolers must be used to transport field trip meals.

B. Field Trips Using Rosters

When using rosters, the food service manager/satellite assistant must run a Classroom Worksheet (roster) of the homeroom section(s) going on the field trip either the day before or the morning of the field trip. If a Classroom Worksheet is not feasible, a Food Service Meal Request form [FM-3106](#) may be used as the roster. These rosters will be used to keep accurate records of all meals served.

- Point of Sale: Designated school personnel must check off the student's name on the roster as each one receives a meal. At no time will the staff use memory to mark the POS roster. A second identifier is also required.

The required second identifier may be one of the following:

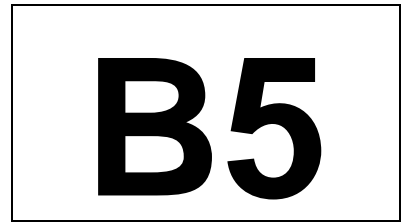
- The student's name stated by either the designated school personnel checking off the roster or the student.
- The student's photo on the student's school identification.

The roster must be signed and dated by school personnel and returned to the food service manager/satellite assistant at the end of the field trip.

1. If the roster is received by the food service manager/satellite assistant **before** the End of Day procedure:

FOOD AND NUTRITION PROCEDURES

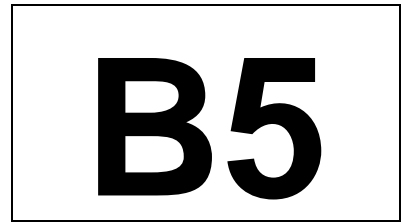
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- a. The food service manager/satellite assistant or designee must verify the names checked off on the roster against the attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
 - b. Cashier enters itemized information into the electronic POS system under each individual student's account.
 - c. Food service manager/satellite assistant or designee must verify that information entered by cashier is accurate. Roster and Meal Report ([Attachment](#)) data from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.
2. If the roster will be received by the food service manager/satellite assistant **after** the End of Day procedure:
- a. The food service manager/satellite assistant or designee must verify the names on the anticipated student list against the attendance bulletin. If a student appears as absent but had requested a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the **anticipated** student list indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
 - b. Cashier enters itemized information into the electronic POS system under each individual student's account using the adjusted list of students that requested the field trip meal.
 - c. Food service manager/satellite assistant or designee must verify that information entered by cashier is accurate. Roster and Meal Report ([Attachment](#)) data from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.
 - d. The next day when the checked-off roster is received, those names must be verified against the Meal Report and attendance bulletin. If discrepancies are found, adjustments must be made as needed.

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Leftover Meals

Leftover meals must be indicated as discarded on the classroom worksheet list. Leftover meals may be returned to the food service manager/satellite assistant for disposal. The food service manager/satellite assistant will account for these meals by noting the following example statement in the Comment Section of the lunch Production and Menu Record: *29 bagged lunches leftover from field trip were discarded.*

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

Refer Questions to: Department of Food and Nutrition

*Revised: October 2003(5th), July 2006, July 2009, July 2010, June 2011, July 2014, July 2016, February 2017,
July 2022, July 2024
Reviewed: July 2024*