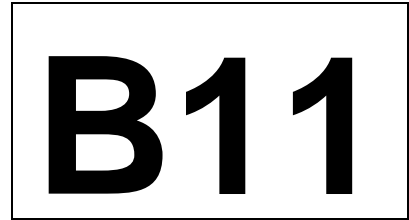


# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **EMERGENCY SHELTER OPERATIONS AND FOOD LOSS USAGE REPORTING FOLLOWING A DECLARED EMERGENCY (SHELTER AND NON-SHELTER)**

---

## PURPOSE

The purpose of this procedure is to provide direction for the food service operation of emergency shelters and outline the required documentation for food usage/loss at any location following a declared emergency.

## PROCEDURE

### I. Emergency Shelters

School Board Rules permit the use of school facilities for emergency shelters. Emergency Shelters are determined each year at the beginning of hurricane season. Any school site may be designated as an Emergency Shelter when determined by the Superintendent to be in the best interest of the community. As part of this collaboration with Miami-Dade County, the Department of Food and Nutrition is tasked with providing meals for shelter evacuees.

### Food Service Managers of Shelter Schools

Food service managers/satellite assistants play a vital role during these difficult times. Food service managers/satellite assistants that have committed to be a shelter manager during an emergency are **required** to be available to perform emergency duties. Typically, only a few hours' notice is provided if a storm is approaching. Shelter managers must have personal plans in place. If a shelter manager is not able to perform these duties, the shelter manager must notify Food and Menu Management immediately as an alternate must be assigned.

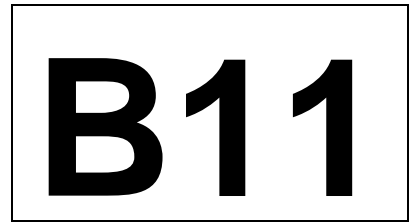
### Shelter Meal Service

When a school is designated as an emergency shelter, the school food service program shall provide emergency meals for persons seeking shelter in the school. Shelter meals are not reimbursable school meals. All components offered in school meals are not required in emergency shelter meal service. The school food service program will be responsible for providing a breakfast, lunch and dinner meal for the duration of the emergency. Follow these guidelines when serving meals:

- Use leftovers first
- No snacks
- Only one portion per person per meal service
- Meals **ARE NOT** Offer vs. Serve. Only one entrée is to be offered.

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **EMERGENCY SHELTER OPERATIONS AND FOOD LOSS USAGE REPORTING FOLLOWING A DECLARED EMERGENCY (SHELTER AND NON-SHELTER)**

---

- Be conservative in planning portions. The duration of the emergency or how soon additional food can be delivered is not known.
- Utilize the Shelter Meal Schedule Template ([Attachment A](#))
- Utilize refrigerated and frozen food before using canned and shelf-stable items in the event power outages occur.

Food and Nutrition administrators will be in constant contact with shelter managers and vendors to assist sites in getting all of the support needed.

## Shelter Personnel

The shelter manager shall be on duty as long as the shelter is open. The shelter manager may employ personnel to assist with meal preparation using two (2) food service workers for every 500 participants. Please utilize the Food Service Emergency Shelter Payroll Record ([Attachment B](#)) to record hours of all food service employees who are working at the shelter. The shelter manager may also request volunteer assistance from those who have sought shelter in the school. The Department of Food and Nutrition has a list of food service managers or satellite assistants to be an alternate if the disaster lasts an extended time or to relieve the assigned shelter manager. School food service employees will receive payment for service according to the current bargaining unit contract.

## Shelter Meal Accountability

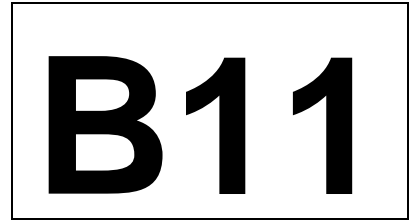
The shelter manager must record the number of meals served utilizing the Daily Meal Count Tally Sheet ([Attachment C](#)). A tally sheet must be maintained for each meal service (breakfast, lunch and dinner). The shelter manager may need to recruit a shelter volunteer to record the number of people being served as the meal service occurs.

## Shelter Food and Non-Food Supplies

After reporting to the shelter, the shelter manager should locate the inventory that was left by the school site food service manager. In the event of widespread damage, the shelter manager will continue food service using food and non-food supplies from the regular inventory. If damage should occur to equipment, it must be recorded on the Emergency Shelter Damaged Equipment List ([FM-7391](#)).

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **EMERGENCY SHELTER OPERATIONS AND FOOD LOSS USAGE REPORTING FOLLOWING A DECLARED EMERGENCY (SHELTER AND NON-SHELTER)**

---

Commodity foods will be a part of the emergency inventory, to the degree that is practical, under an agreement between the United States Department of Agriculture and the District. Reimbursement or replacement of USDA commodities will be requested by the Department of Food and Nutrition.

### Required Documentation for Food Used at Shelters

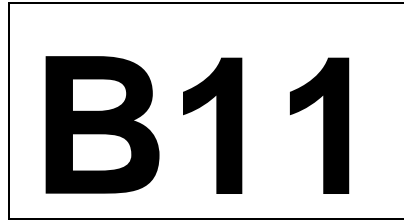
Food used for service during the time the shelter is open must be documented on the following forms: Food Usage or Food Spoilage Form Commodity Foods ([FM-7701](#)) and Food Usage or Food Spoilage Form Purchased Foods ([FM-7700](#)). Once completed, the shelter manager must forward the original forms along with original vendor invoices to the Department of Food and Nutrition Location #9025, Attention: Food and Menu Management within 10 working days of the emergency.

Instructions for required documentation for food used at shelters:

1. Report food that has been served during the shelter opening on the following forms:
  - Food Usage or Food Spoilage Form Commodity Foods ([FM-7701](#))
  - Food Usage or Food Spoilage Form Purchased Foods ([FM-7700](#))Complete all information required in each of the columns, total and sign the form.
2. Attach original vendor invoices for food used as indicated on the food usage/spoilage forms.
  - Food items documented must be on the vendor invoice submitted.
  - Invoices must be dated within the month prior to the disaster date.
3. Write the invoice page number of the item in the column on the food usage/spoilage forms. If the item is found on more than one numbered invoice, list all page numbers where the item is found.
4. For all replacement food delivered up to two weeks following the emergency, submit original vendor invoices (US Foods, MacEdwards, Flowers, Frozen Treats, Borden).
5. Photocopy all original documents and invoices. Submit all original documents to Food and Menu Management and keep copies on file at the shelter school. The shelter manager will need to obtain invoices from the school site food service manager to complete the documentation.

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



---

Subject: **EMERGENCY SHELTER OPERATIONS AND FOOD LOSS USAGE REPORTING FOLLOWING A DECLARED EMERGENCY (SHELTER AND NON-SHELTER)**

---

## II. Required Documentation for Food Losses at All Sites (Shelter and Non-Shelter)

Following a declared emergency, such as a hurricane, all food spoilage must be documented and the invoices showing the food delivery (to show the receipt of food) and the invoices showing the replenishment of food must also be reported.

Instructions for required documentation for food spoilage:

1. Report food spoilage on the following forms:
  - Food Usage or Food Spoilage Form Commodity Foods ([FM-7701](#))
  - Food Usage or Food Spoilage Form Purchased Foods ([FM-7700](#)).Complete all information required in each of the columns, total and sign the form.
2. Attach original vendor invoices for food spoilage as indicated on the food usage/spoilage forms.
  - Food items documented must be on the vendor invoice submitted.
  - Invoices must be dated within the month prior to the disaster date.
3. Write the invoice page number of the item in the column on the food usage/spoilage forms. If the item is found on more than one numbered invoice, list all page numbers where the item is found.
4. For all replacement food delivered up to two weeks following the emergency, submit original vendor invoices (US Foods, MacEdwards, Flowers, Frozen Treats, Borden).
5. Photocopy all original documents and invoices. Submit all original documents to Food and Menu Management and keep copies on file at the school.

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

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2003, July 2006, July 2011, July 2012, June 2018, May 2019  
Reviewed: July 2024*