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Subject: **FOOD SERVICE ON SPECIAL TESTING DAYS**

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**PURPOSE**

The purpose of this procedure is to ensure proper accountability of meals and supplemental nourishment on special testing days.

**PROCEDURE**

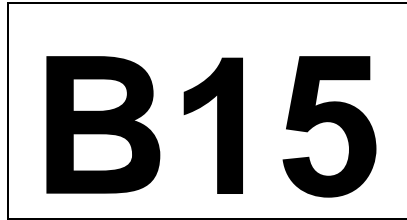
During specific periods of the year, students take standardized tests which may interfere with the regular meal periods and may require supplemental nourishment.

**Meal Service Changes**

Students must be given access to a free breakfast and lunch meal. Student identification numbers are to be used to account for all meals served.

- A. The times of meal service must be planned in advance to ensure all parties (e.g., food service manager/satellite assistant) are aware of any changes from the usual times.
- B. If feeding in the classroom:
  - 1. A roster with student names and student identification numbers must be prepared and distributed as needed so that accountability is in place on testing days ([Food and Nutrition Procedure B-9](#)).
  - 2. Arrangements for payment of meals for teachers must be addressed in advance.
- C. When rescheduling of lunch service results in the need to adjust food service employee work hours, every effort must be made to avoid exceeding the maximum hours per pay period. Pre-approval from the Department of Food and Nutrition is required if it is necessary to exceed the hours allowed per pay period.

**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools



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Supplemental Nourishment

Arrangements must be made at least (3) three weeks in advance to allow time for obtaining funding sources, planning and placing food orders through the on-line system.

- A. Bulk items such as graham crackers or cereal bars may be purchased through food service at the current bid price.
- B. A Report of Special Functions ([Attachment](#)) must be completed to document this sale.

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

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2008, July 2022, June 2024*  
*Reviewed: June 2024*