

FOOD AND NUTRITION PROCEDURES

Number	B-15
Reviewed	July 2008
Effective	July 2008
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Miami-Dade County Public Schools

Subject: FOOD SERVICE ON SPECIAL TESTING DAYS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS, FOOD SERVICE COORDINATORS

Refer Questions to: DIRECTOR OF OPERATIONS, FOOD SERVICE COORDINATOR

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

LUNCH SCHEDULE CHANGES

The integrity of the free and reduced price meal benefits must be maintained so consideration must be given to allow for students to be offered a meal and for the use of the PIN numbers (student ID numbers) to account for POS sales.

1. The times of meal service must be planned in advance to ensure all parties are aware of any changes from the usual times.
2. A roster with student names, and student ID numbers must be prepared and distributed as needed so that accountability is in place on testing days ([See Procedure B-9](#)).
3. Arrangements for payment of meals of students and teachers must be addressed.
4. When rescheduling of lunch results in having to adjust employee work hours, every effort must be made to avoid exceeding the maximum 60 hours per pay period. If exceeding the 60 hours per pay period is unavoidable, then pre-approval from the Department of Food and Nutrition is required.

SUPPLEMENTAL NOURISHMENT

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

1. Bulk items such as juice, graham and saltine crackers, breakfast bars, milk, etcetera may be purchased through food service at current bid price.
2. A Report of Special Functions ([Attachment A](#)) must be completed to document this sale.