

FOOD AND NUTRITION PROCEDURES

| | |
|-----------|-----------|
| Number | E-13 |
| Reviewed | July 2009 |
| Effective | July 2006 |
| Page | 1 of 1 |

Miami-Dade County Public Schools

Subject: SPECIAL PROGRAMS

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ACCOUNTING

Separate reports are required for the special feeding programs provided by the Department of Food and Nutrition, Miami-Dade County Public Schools. These programs can be divided into two categories:

Programs Requiring On-Site Collection

| | |
|--------------------------------------|----------------|
| Special Activity Sales | -- SPACT--9912 |
| Vending Machines (Commission Checks) | -- VEND--9914 |

Programs Billed By Food Service Accounting

Reimbursable Snack Program
Community Schools Before-School Care Breakfast full and reduced
Community Schools After-School Care (ASO, Title XX, Title V, etc.)
Community Based After-School Based Programs

The number of meals and snacks served for the above programs should be entered on an Order and Verification Form for Number to be Served ([FM-0943](#), S&D# 878-6054) and prepared in triplicate. This form must be signed by an authorized person from the special program and the original mailed to Food Service Accounting 9999 - Room 652. One copy is to be retained by the special program manager and the third copy is to be retained by the food service manager.

Every day the manager will enter the quantity of snacks served in the Special Program screen, corresponding to the type of Program operating in the school. For Special Activity sales, the dollar amount collected must also be entered.

Every Friday, after running the End of Day Report, the Food Service Manager will run (3) three copies for each different Program operating in the school. The period defined should be that week, Monday's date through Friday's date. Two copies of this report are to be mailed to Food Service Accounting along with copies of the Order and Verification Form. The third copy is for the school records.