

## **Child Nutrition Program Meal Service during COVID-19 Outbreaks**

Union School District is offering breakfast and lunch on Monday Wednesday and Friday to all district enrolled students during this period. Child(ren) do not need to be present to receive meal(s). In order to limit exposure, bagged meals will be offered to community members arriving by foot or via drive-through and placed on an empty table or trunk of the car. USD staff will have no contact with community members. USD enrolled students can receive meals at Dartmouth Middle School between **11:00 and 1:00** Monday, Wednesday, and Friday.

**Meal Preparation:** Meals will be assembled by staff members current on all Food Safety training. Staff will follow menus and place all meal components (except milk and juice) for one meal in brown/plastic bags. Each bag shall contain lunch current day and breakfast for following day. Bagged meals shall be stored at proper temperature until distributed. Temperature logs and production records must be completed daily. Child may choose one carton of milk and 1 juice per meal (two types of milk shall be offered). Any substitutions must be approved by supervisor.

Any meals that are to be reheated at home shall have written instructions and food safety information.

**Meal Distribution:** Staff will confirm child(ren) receiving meals are present or from parent. Staff member shall offer breakfast and lunch plus milk and juice to each eligible child. Community members may walk up or drive up to receive meals. Meals will be passed on a table for drive-up distribution and there will be no contact between staff and child/community member.

**Meal Charge Procedure:** Students and adults are expected to pay in advance for all food purchases by using a credit card/check card to make payments on <https://family.titank12.com>. Or cash/check payments at the time of purchase. The district recognizes that occasionally parent/guardian may let the account balance lapse. To ensure that no student goes hungry, the district will enforce the following policy for students:

Students in Free & Reduced Price Meal Program: Students who qualify to receive free meals should never have a negative balance. The USDA allows one free breakfast and one free lunch daily. Additional meals or a la carte purchases must be paid for in advance and will be deducted from the Titan student account.

All other Students: Parents are expected to keep their child's lunch account current. Parents are responsible for any negative balance accrued by their student(s). Students who have no money on their account will be allowed to charge the meal of their choice. If a student has reached a negative balance the student will be allowed to receive a breakfast and/or lunch and will continue to be charged at the full breakfast and lunch price. Food Service staff and school site staff may assist in collection efforts to bring the account current. Parents will be notified of

their delinquent balance by a paper slip a time of purchase, weekly email, phone call to the home, and/or any other efforts necessary.

Adults are never allowed to charge a meal or a la carte purchase causing their account to become negative. Adults are encouraged to set up a pre-paid account.

**Counting and Claiming Meals:** Staff will use the Titan Point of Sale (POS) System to record meals on a daily basis. Each student in the District has a POS label prior to the start of the scheduled school year that will be kept with the student/family and used daily. The POS cards will be scanned by the student/family member at the time the meals are picked up. A touchless scanner will be used to minimize any contact between the community members and the Food Service staff.

**Meal Application Outreach:** USD will promote Meal Applications (paper and electronic) during this time through word of mouth, on-site signage and electronic messaging. Food Service Staff will have information on the online application process for all members of the community.