

CRITERIA AND PROCEDURE	
BROAD SUBJECT: MEAL SERVICE	NO: MS-03-02
TITLE: Breakout of a Meal	EFFECTIVE DATE: August 14, 2009

PURPOSE OF THIS CRITERIA/PROCEDURE –

Federal regulations require that schools offer lunches between 10:00 a.m. and 2:00 p.m. Lunches must be in compliance with the requirements of the menu planning option approved for the school's meal period as well as the appropriate nutrient standards and calorie levels.

Young children, ages one through five, may not consume all of the foods served at one sitting. U.S. Department of Agriculture (USDA) allows a provision and in fact encourages children ages one through five to be served over two service periods. The purpose of this criteria and procedure is to outline what must be done to obtain State Agency (SA) approval to serve children ages one through five lunches over two service periods.

KEY TERMS AND DEFINITIONS –

Lunch: A meal service that meets the applicable nutrition standards and portion sizes as specified in 7 CFR 210.10 for lunches.

Lunch Period: The period that the school has designated as the lunch period. Schools must offer lunches between 10:00 am and 2:00 pm. Exemptions from these times must be approved by the Food and Nutrition Service of the SA.

Young Children: Children ages one (1) through five (5).

CRITERIA AND/OR PROCEDURES –

1. 7 CFR 210.10.(f)(2) states, “With State Agency approval, schools are encouraged to serve children ages one through five over two service periods. Schools may divide the quantities and/or menu items, foods, or food items offered each time any way they wish.”
2. The School Food Authority (SFA) must submit the form, “Application for Breakout of a Meal” to the SA for approval prior to implementing the SFA’s meal service procedure. The form should be submitted to the assigned School Nutrition Program Consultant.
3. The SFA must obtain a one-time approval from the SA prior to implementing the meal service procedure.
4. Lunch periods and service periods must be an integral and routine part of the planned instructional day. Participation in this extended meal service is limited to students enrolled in pre-K and kindergarten.
5. Schools implementing offer vs. serve will not be approved for this extended meal service.
6. Schools participating in the Fresh Fruit and Vegetable Program will not be approved for this extended meal service.
7. When the lunch is served over two service periods, the free and reduced-price meal policy and the accompanying meal accountability procedures must be implemented carefully to ensure that students approved for free and reduced-price meals are not denied benefits or overtly identified.
8. Menus and production records must document that students were served full portions of all of the required food or menu items. Documentation must indicate which food or menu items were served for the second meal service and the amount served.
9. Students must be offered the reimbursable meal in the two service periods to complete the menu planning option requirements. Supervision of the meal accountability procedures by trained personnel is essential. The SFA must ensure that young children who are claimed for lunch reimbursement the appropriate number of all food items or menu items to count and claim meals appropriately.
10. Program meals which are claimed for Federal reimbursement must be priced as a unit. (Policy 210.9-05: Program Meal Pricing and 7 CFR 210.10(a)(ii)(2)).
11. If the young child is not purchasing a school-prepared lunch, the SFA may offer food and milk items to the young child at a price determined by the school and SFA. The cost of and revenue from these foods are among the items that must be reported on the Department of Education DE 0120 Production Record for Non-Reimbursable Foods.

AUTHORITY – FEDERAL

7 Code of Federal Regulations (CFR) 210.10(f)

Department of Education Free and Reduced - Price Meals Policy

Policy 210.9-05: Program Meal Pricing

Policy 210.10-31: Granting Exemptions to the Lunch Period

USDA: *A Menu Planner for Healthy School Meals*

**GEORGIA DEPARTMENT OF EDUCATION
SCHOOL NUTRITION PROGRAM
APPLICATION FOR BREAKOUT OF A MEAL**

System _____ Address _____

School _____ Address _____

Grades _____ to _____

Reason for breakout of meal _____

Time of snack service _____

Describe how collection procedure will be implemented to prevent overt identification of students receiving free/reduced-price meals _____

Describe method of counting meals and snacks to ensure accurate counts and cash collection.

Superintendent's Signature

Date

Area Consultant, School Nutrition Program

Date