

CRITERIA AND PROCEDURE	
BROAD SUBJECT: MEAL SERVICES	NO: MS-03-03
TITLE: Meals for Field Trips	EFFECTIVE DATE: August 21, 2009

PURPOSE OF THIS CRITERIA/PROCEDURE -

This Criteria and Procedure provides additional information on how to plan and deliver meals for field trips. It further explains how to address required recordkeeping.

KEY TERMS AND DEFINITIONS -

Field Trip Meals: Meals that are easily transported to a location other than the school site to feed children who are attending a school-related learning experience during the day.

Food Component: One of the four food categories that comprise reimbursable meals planned under a food-based menu planning approach. The food components are:

1. Meat/meat alternate
2. Grains/breads
3. Vegetables/fruits
4. Milk

Food Item: One of five required foods offered in lunches planned under a food-based menu planning approach. At breakfast, four food items are required in food-based menus.

At **lunch**, the five required food items are: meat/meat alternate; milk; grains/breads; and two servings of vegetables/fruits

At **breakfast**, the four required food items offered in a food-based menu planning approach are: (milk; one serving of juice/fruit/vegetable (full-strength fruit or vegetable juice); and two servings of grains/breads or two servings of meat/meat alternate or one serving of grains/breads and one serving of meat/meat alternate.

Menu Item: Under Nutrient Standard Menu Planning (NSMP) or Assisted Nutrient Standard Menu Planning (ANSMP), any single food or combination of foods is considered to be a menu item. All menu items or foods offered as part of the reimbursable meal contribute toward meeting the nutrition standards, except for those foods that are considered as foods of minimal nutritional value (FMNV), unless the FMNV is offered as part of a menu item in a reimbursable meal.

Menu Planning Option: There are five USDA-approved menu planning options. These options are: Traditional food-based, enhanced food-based, NSMP, ANSMP, and an alternate menu planning.

Offer Versus Serve (OVS): A provision available for the National School Lunch and School Breakfast Programs that, when approved, allows students to refuse one or two food or menu items, depending upon the type of menu planning option being used and the program involved.

Reimbursable Meal: Meals served to eligible recipients under the National School Lunch Program that meet the requirements of the approved meal planning option.

CRITERIA AND/OR PROCEDURES -

The SFA should consider the following when developing field trip meals:

1. The SFA or School Nutrition Program must offer all food components or menu items (based on the menu planning approach used for the school) in the field trip meal if the meal is to be a reimbursable meal.
2. Field trip meals may include substitute food items for the regular posted menu. However, all required food components or menu items must be offered if the meal is to be a reimbursable meal.
3. If the SFA or school nutrition manager provides a substitute menu for the field trip meal, the SFA or School Nutrition Program must document each substitution, and the date that the substitution became known. This can be recorded on the school's substitution form, planned menus or food production records.
4. The SFA or school nutrition manager should make every effort to obtain dates that field trip meals may be necessary so that the SFA or school nutrition manager can make appropriate plans for the meal.
5. Published menus should reflect the planned field trip meal, if possible.
6. Meals for children with special needs or an IEP related to nutrition issues must be accommodated when these children participate in field trip meals.
7. Field trip meals must be included in the school's nutrient analysis to meet the School Meal Initiative (SMI) nutrient requirements. Menus for field trips should be part of the menu analysis *on the day they are served*. They should be included as a separate menu choice along with the regularly scheduled menu items.
 - (a) The two-week window applies. If you know you will be providing field trip meals two or more weeks in advance, you must include them in the nutrient analysis for that day. If you know less than two weeks in advance, you are not required to re-analyze the day's menu to include the field trip meals.
 - (b) The projected number of servings is the number of students receiving the field trip meals.
8. For calculating the total number of reimbursable meals projected to be served, reimbursable field trip meals count the same as reimbursable meals served on a school campus.

9. State Board of Education Rule 160-5-6-.01 states that a choice of menus or items within food selections is required in all schools where students may refuse food items offered. In order to comply with this rule, a choice of menus, such as a salad plate or a sack lunch, or a choice of items within each menu or food item shall be offered to all students who are able to refuse food items.
 - (a) For example, offer students several choices of entrees, such as yogurt and crackers, peanut butter and jelly sandwich, or cheese and crackers. Here, one menu item is offered --- the entrée --- but the student has three choices.
10. SFAs wishing to implement Offer Versus Serve when they are offering a pre-packaged meal must use creative strategies to do so. For example, they might allow students to go through the cafeteria line before they leave for a field trip and fill their own lunch bags with items of their choosing. Sack lunches might be packed with two or three food components, and arrangements can be made to allow the students to choose other food components that were not included in the sack from a wide variety of milks, juices and/or fruits.

AUTHORITY – FEDERAL

7 CFR Part 210.10(e) and 210.10(h)(2)(ii) and 210.10(k)(6), 210.10(i)(2)(ii), 210.10(i)(5), 210.10(j)(1),

USDA, Reviewer's Guide to SMI February 2006

USDA, *Menu Planner for Healthy School Meals*

USDA, The Road To SMI Success

USDA Nutrient Analysis Protocols

SMI Frequently Asked Questions, January 2006

210:10-18: Questions on the Schools Meals Initiative (SMI) for Healthy Children

Accommodating Children with Special Dietary Needs

USDA, Offer versus Serve kit, 2004

AUTHORITY – STATE

Georgia State Board of Education Rule 160-5-6.01