



STUDENT DINING SERVICES

Departmental Processes and Procedures



STUDENT DINING SERVICES



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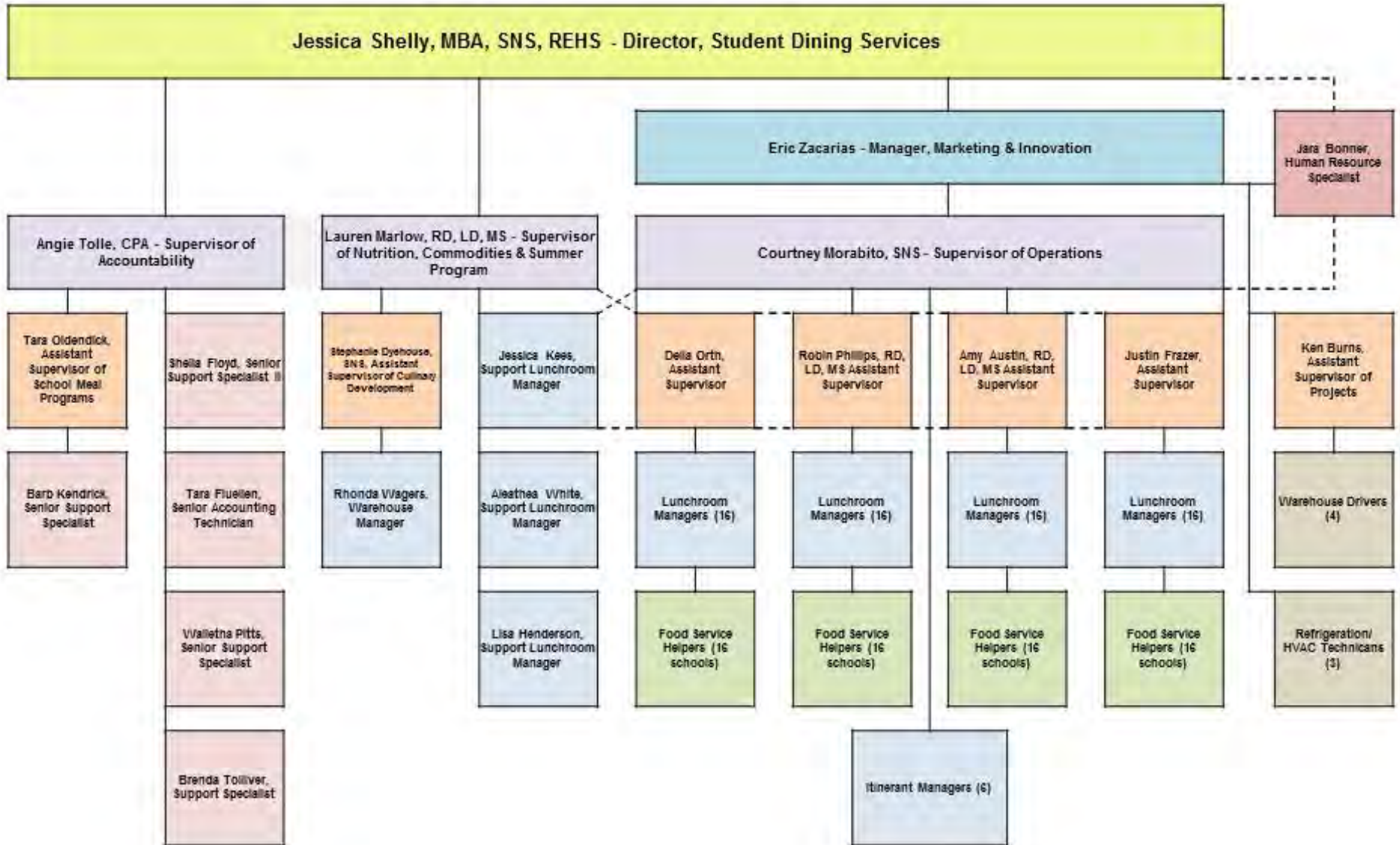


Department Organizational Chart



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Organization Chart



STUDENT DINING SERVICES



Department Core Services



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Core Services

Cincinnati Public Schools — the nation's first large school district to offer lunches to students, starting in 1898 — serve 5.5 million lunches and 3 million breakfasts annually.

Student Dining Services Fund is an Enterprise Fund, which is run like a private business. Student Dining Services does not receive any money from the district's General Fund budget, levies, or property taxes. Student Dining Services is funded only from federal reimbursement and student payments.

Student Dining Services is working hard to provide exciting menu options, new marketing initiatives, and improve food choice and quality. CPS adopted the Good Food Purchasing Program. We proudly participate in the go green initiative, select clean label items and purchase from local business.

Our menus exceed USDA nutrition standards:

- Food-based (calorie) menu planning, designed to meet specific grade groups
- Monitored sodium
- No trans-fat and limited saturated fat

We offer whole grains, low-fat/ fat-free milk, and an abundance of fruits and vegetables- *30% of our produce comes from local sources!*

School Breakfast Program

- Every day, we serve 20,000 breakfasts at no charge districtwide
- Four different entrée options are offered daily
- Received Champion of School Breakfast Award

National School Lunch Program

- Every day, we serve 30,000 lunches
- Three different entrees options are offered daily at elementary schools
- “Build It Your Way” bars offered daily at secondary schools
- Fresh fruit and salad bars with vegetables and seasonings offered at each school daily

Fresh Fruit and Vegetable Program (FFVP)

- Introduce different fresh fruits and vegetables 3 days a week to elementary students
- Provide educational materials with each fruit and vegetable sampled
- Participated in the pilot program 14 years ago and has been participating since

After-School Snack

- Provide nutritious snacks to after-school, education based programs
- Offered to all grades at no charge with approved application

Summer Feeding Program

- Provide free breakfast and lunch to children 18 years of age and under
- Cold/hot meals served at 70+ sites in Cincinnati

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Student Dining Services Contact Information



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Student Dining Services Contact Information

Reference contacts information below. If you have not received a response within 24 hours, please contact the Student Dining Services at 363-0800.

- **School Based Issues** (See next page for school coverage and contact information)
Assistant Supervisor: Amy Austin, Justin Frazer, Della Orth and Robin Phillips
- **Afterschool Snack Program**
Tara Oldendick
oldendt@cpsboe.k12.oh.us
Office / Cell: 363-0829 / 207-4901
- **Cooking Classes/ Clubs**
Stephanie Dyehouse
dye hous@cpsboe.k12.oh.us
Office / Cell: 363-0824 / 207-0144
- **Guest Chef**
Stephanie Dyehouse:
dye hous@cpsboe.k12.oh.us
Office / Cell: 363-0824 / 207-0144
- **Food Allergy/Special Diets Information**
Lauren Marlow
marlowl@cpsboe.k12.oh.us
Office / Cell: 363-0820 / 207-3657
- **Food Bus Request**
Ken Burns
burnsk@cpsboe.k12.oh.us
Office / Cell: 363-0822 / 203-9152
- **Free & Reduced Applications**
Barb Kendrick
kendrib@cpsboe.k12.oh.us
Office: 363-0821
- **Fresh Fruit and Vegetable Program**
Robin Phillips
phillro@cpsboe.k12.oh.us
Office / Cell: 363-0826/ 207-2067
- **Human Resources**
Jara Bonner
bonnerj@cpsboe.k12.oh.us
Office / Cell: 363-0743 / 560-8481
- **Labor & Staffing**
Courtney Morabito
morabic@cpsboe.k12.oh.us
Office: 363-0831/827-2875
- **Menus/Nutrition Information**
Lauren Marlow
marlowl@cpsboe.k12.oh.us
Office / Cell: 363-0820 / 207-3657
- **Pizza Party/Field Trips**
Contact your lunch room manager
- **School Cafe Online Payments/Refunds**
Tara Oldendick
oldendt@cpsboe.k12.oh.us
Office / Cell: 363-0829 / 207-4901
- **Summer Feeding Program**
Lauren Marlow
marlowl@cpsboe.k12.oh.us
Office / Cell: 363-0820 / 207-3657
- **Student Fee Waivers**
Barb Kendrick
kendrib@cpsboe.k12.oh.us
Office: 363-0821
- **Vending Machines**
Ken Burns
burnsk@cpsboe.k12.oh.us
Office / Cell: 363-0822 / 203-9152
- **Vendors**
Eric Zacarias
zacarie@cps-k12.org
Office / Cell: 363-0822 / 203-9152

Courtney Morabito, Supervisor of Operations Office: 363-0831 Cell: 827-2875

Amy Austin, Assistant Supervisor Office: 363-0814 Cell: 407-1235	
P, 7 -12	Aiken HS
P - 8	AMIS School
7 - 12	*Clark Montessori HS
P - 6	Dater Montessori School
P - 6	Gamble Mont. Elementary
K - 8	Hartwell
7 - 12	James N. Gamble Mont. HS
P - 6	Pleasant Hill Academy
P - 6	Pleasant Ridge Montessori
P - 8	Roberts Academy
P - 8	Roselawn Condon
K - 12	*SCPA
P - 6	Silverton Paideia Academy
P - 6	South Avondale School
P - 6	Taft Elementary

Justin Frazer, Assistant Supervisor Office: 363-0833 Cell: 570-0000	
P - 6	Bond Hill Academy
P-2	CANS School
P - 6	*Fairview Clifton School
7 - 12	Gilbert A Dater HS
P - 6	*Kilgour School
P - 6	Mt. Washington School
P - 6	Rockdale Academy
P - 6	Rothenberg Prep. Academy
Pre K	RS at Carthage
Pre K	RS at Vine
P - 6	*Sands Mont. School
P - 8	Sayler Park School
7 - 12	Shroder HS
7 - 12	Western Hills Univerity HS
K - 6	Westwood School
7 - 12	Withrow Univerity HS

Della Orth, Assistant Supervisor Office: 363-0807 Cell: 913-6264	
4-12	A2E
P - 8	AWL School
P - 6	Carson School
P - 6	Chase School
K - 6	Covedale School
P - 6	Evanston Academy
P - 6	Fredrick Douglass School
7 - 12	Hughes STEM HS
K - 6	*Hyde Park School
P - 6	Rees E Price Academy
P-12	Riverview East Academy
P - 6	Roll Hill School
7 - 12	*Walnut Hills HS
P - 6	Woodford Paideia
7 - 12	Zoo Academy

Robin Phillips, Assistant Supervisor Office: 363-0826 Cell: 207-2067	
P - 6	Cheviot School
P - 6	College Hill Academy
P - 6	Ethel M. Taylor Academy
P - 6	Hays-Porter School
P - 6	John P. Parker School
P - 4	LEAP Academy
P - 6	Midway School
P - 6	Mt. Airy School
P - 6	North Avondale Mont.
P-12	Oyler School
P - 6	Parker Woods Mont.
7 - 12	Robert A. Taft HS
Pre K	RS at Ezzard Charles
3 - 10	*Spencer Center
P - 6	Winton Hills Academy
7 - 12	Woodward Career Tech. HS

STUDENT DINING SERVICES



USDA Mandated Procedures

- **Federal and State Guidelines - Basic Requirements**
- **Civil Rights**
- **Competitive Foods (Fundraising Food/Beverage Sales)**
- **Denial of Meals as School Based Disciplinary Action**
- **Meal Times**
- **Special Diets/Food Allergies**



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USDA Mandated Procedures

Federal and State Guidelines -- Basic Requirements

The Student Dining Services Department is audited regularly by ODE and USDA. Compliance is not optional, and failure to comply can result in the loss of ability to participate in the free/reduced meal program. All meals—breakfast, lunch, after-school care snacks, FFVP, and summer feeding — are regulated by ODE and USDA. Any violations can result in substantial monetary fines for the district.

Below are federal compliance basic requirements each school should understand:

- Each student selects the appropriate number of food items for a reimbursable meal:
- (a minimum of two out of the four required components at breakfast and three out of the five components offered at lunch) for “Offer Versus Serve.”
 - One component must be a fruit or vegetable.
- All students must be allowed to make their own choices.
- Meal items may not be changed or taken away as a disciplinary action.
- All students must have equal access to all food items.
- Competitive sales of any food items are not allowed before or during the school day.
- Water or juice may not be substituted for milk.
- Students’ meal price eligibility status may not be overtly identified.

Civil Rights

There must not be any discrimination against children receiving free and reduced meal benefits.

- The names of children must not be published, posted, or announced in any manner or used for any purpose other than determining and verifying eligibility for free and reduced-price meals. This includes sharing meal status with principals, secretaries, and teachers.
- The children must not be required to work for their meals.
- The children must not be required to use a separate dining room, serving line, or serving time.
- There must not be any overt identification of any of the children, including on field trips.

There must not be any discrimination on the bases of race, color, national origin, age, sex or disability in the application approval process, selection of applications, for verification, or separation in the eating periods, seating arrangements, serving line and eating areas.

Competitive Foods (Fundraising Food/Beverage Sales)

Competitive Foods are any foods that are sold to students by person(s) or organizations other than Student Dining Services. All competitive foods sales are regulated by USDA federal and ODE state regulations.

- Competitive foods are not allowed anytime, anywhere on school premises until the 30 minutes after the end of the last scheduled class.
- This does not apply to sales to adults or class parties/celebrations.

Denial of Meals as School Based Disciplinary Action

USDA policy prohibits the denial of meals as a disciplinary action against any student. When considering a disciplinary action against any student, school officials should make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. If the meal is prepackaged, the offer versus serve provision does not apply. However, students must be allowed to choose from a selection of milk with different flavors.

Meal Times

Government regulations require meals and snacks to be offered within these identified meal times:

- Breakfast prior to 10:00 AM
- Lunch from 10:00 AM to 2:00 PM
- Snacks after the regular school day has ended
- Supper after the regular school day has ended or two hours after the after school snack
- USDA "Pleasant Eating Experience" recommends 20 minutes of seat time

Special Diets/Food Allergies

A completed, written form completed a doctor or authorized medical authority specifying dietary needs must be on file with Student Dining Services. The Special Dietary Needs Medical Form can be found on the Student Dining Services webpage along with a Question & Answer fact sheet (Dietary, Cultural or Religious Food Restrictions) about special diets and food allergies. The Special Dietary Needs Medical Form must be updated on a yearly basis.

Reference forms section.



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CPS School Based Meal Initiatives

- **Breakfast Service Options**
 - **Traditional Cafeteria**
 - **Breakfast in the Classroom**
 - **Grab 'N' Go Breakfast**
- **Lunch Alternative Options**
 - **Classroom Pizza Party**
 - **Packed Lunch for Field Trips**
 - **Reserving Food Bus**
- **Approved Celebration Treats**
 - **Classroom Celebration**



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CPS School Based Meal Initiatives

Breakfast Service Options

Breakfast is offered at **NO CHARGE TO ALL STUDENTS**, regardless of income. Providing breakfast at no charge to all students helps remove the stigma for low-income children of participation in school breakfast.

- School breakfast programs are associated with higher achievement test scores, better grades, and positive learning environments. School breakfast programs are also associated with lower rates of absenteeism and tardiness. Schools that operate robust breakfast programs help all students reach their full potential.
- In an effort to improve student performance through increased breakfast participation, a variety breakfast concepts can be used offered.

Traditional cafeteria

Service is one option available at all school. Typically, service is offered up to 30 minutes prior to the start of the school day.

Breakfast in the Classroom (BIC)

This option that allows a school to serve the largest number of students possible. Breakfast is brought to them in the controlled classroom environment and they eat at their desks in the company of their teacher, friends, and classmates—a setting that encourages them to eat a healthy breakfast. Student Dining Service staff is responsible for counting and claiming, freeing the teachers from this responsibility.

Grab 'N' Go Breakfast

Breakfast is served from a kiosk located near classrooms or the lunchroom. The student selects their breakfast choices and places them in a bag that is taken to the classroom or cafeteria table by the student. Each student will receive a main hot or cold entrée item, a side type items and can have their choice of milk. This method cuts down on waste. Student Dining Service staff is responsible for counting and claiming, freeing the teachers from this responsibility.

Lunch Alternative Options

Classroom Pizza Party

Student Dining Services offers classroom pizza parties in place of your regular lunch period.

- CEP schools offered at no charge
- Non-CEP schools charges still apply

Please submit request to the lunchroom manager one week prior to the event.

Reference forms section.

Packed Lunch for Field Trips

Student Dining Services offers students a packed lunch for field trips

- CEP schools offered at no charge
- Non-CEP schools charges still apply

Please submit request for packed lunches two weeks prior to the field trip.

Reference forms section.

Reserving Food Bus

You may request to have the food bus to come to your school to replace or supplement your school lunch periods. This works great for events such as field day, field trips to a park, or an all school activity.

- Submit request early, only one site per day will be approved.
- The bus operation will need to be concluded by 2:00 PM so it may have time to make the trip back to the storage location.
- The school's lunch staff will staff the lunch service on the bus.
- CEP and Non-CEP rules still apply for food bus services.

Please submit request to lunchroom manager and Ken Burns: burnsk@cpsboe.k12.oh.us.

Reference forms section.

Approved Celebration Treats

Classroom Celebration

Student Dining Services offers in-room class celebrations for birthdays or classroom achievements

- Parents may order these snacks by contacting the lunchroom manager one week prior and pay for them through the lunchroom (CASH ONLY).
- Parents **MUST** contact the teacher prior to scheduling

Reference forms section for products available to purchase.

To protect our students with food allergies, all treats brought by parents/teachers need to be commercially prepared at a licensed facility and must have an ingredient and allergen label.

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Free & Reduced Price Meal Information and Student Accounts

- **Community Eligibility Provision (CEP)**
- **Non- CEP Schools**
- **Qualifications for Free and Reduced Price Meals**
- **Online Applications – Free and Reduced Price Meals**
- **Paper Applications - Free and Reduced Price Meals**
- **Student Meal Status- First 30 Days of School**
- **Meal Charges**
- **Schoolcafé**



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Free/Reduced Price Meal Information & Student Accounts

Community Eligibility Provision (CEP)

CEP is a non-pricing service for schools and districts in low-income areas an incentive set forth by the USDA. CEP lets district with high poverty levels to serve breakfast and lunch at no cost to students without the need to collect free or reduced lunch applications. The eligibility is based off other participation in other tested programs.

Only students at Non-CEP schools will need to complete meal application.

Non-CEP Schools

- Clark Montessori
- SCPA (K-12)
- Sands
- Walnut Hills HS
- Fairview
- Kilgour
- Hyde Park
- Clifton Area Neighborhood School (CANS)
- Spencer

Qualifications for Free and Reduced Price Meals

Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced price meals – Cincinnati Public Schools does not charge for reduced price meals.

- Children from families with incomes over 185 percent of poverty pay a full price.
 - Secondary & K-12 Buildings ... Lunch Price: \$2.00
 - Elementary Buildings ... Lunch Price: \$1.75
 - All Building Have Breakfast At No Charge
- After-school snacks programs that operate in areas where at least 50 percent of students are eligible for free or reduced price meals may serve all their snacks for free.
- Annual Free and Reduced Priced Lunch data is regularly used within school districts to determine a school's eligibility for Title I funds.

Online Applications – Free and Reduced Price Meals

Schoolcafé (schoolcafe.com) is a program that will permit parents to apply for free and reduced meals via the Internet including smart phones. The site is secured and all data is private and used only for the meal application process.

- Entering the application in **schoolcafé** eliminates lost forms and provides the district immediate access to the completed application for prompt processing.
- Parents may gain access to **schoolcafé** by going to the District web site and then the Student Dining Services page. Additional information and instructions on how to use the features of **schoolcafé** are available by following the links on the web site.

Paper Applications – Free and Reduced Price Meals

In July, ODE publishes the free & reduced meal application for the upcoming school year. Once the application is published, CPS Student Dining Services produces and mails each household along with the PIN number for each child in the household. Additional applications are supplied to the schools. It is an ODE requirement that every student receive an application.

- CPS utilizes a multi-child, multi-use application; therefore only one application must be filled out per household, not per student.
- Student Dining Services utilizes a scan able application to expedite processing. The scan able application must be filled out in black ink, handwriting must be neat and legible, and applications cannot be duplicated, faxed or folded.
- Each household must fill out an application for each new school year. Students who received free & reduced meal benefits during the prior school year will receive the same benefits for the first 30 operating days of a new school year.
- The School Nutrition Services Department accepts applications year round.

Student Meal Status – First 30 Days of School

Students retain the same status from the previous year for the first 30 days of school unless a newly submitted application changes the student's status.

- Any student without an application is automatically assigned to a full paid status.
- Within 3 days of the application being processed, the student's status will change using the newly processed application.

Meal Charges

Cincinnati Public Schools' Student Dining Services Department does not allow students to charge a meal if there is no money in the student's Student Meal Account or payment made by a student during the time of meal service.

Cincinnati Public Schools' Student Dining Services Department is self-supporting. It receives no money from the district's General Fund budget, tax levies, or property taxes. Student Dining Services is funded only from federal reimbursement and student payments to cover operating expenses and fees. By federal law, Student Dining Services revenues must meet or exceed expenditures. Therefore, unpaid charges and unlimited alternative meals would affect the ability of the Student Dining Services Department to support itself.

Student Dining Services Department meal charge procedure goals are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students and parents;
- To establish policies that are age appropriate;
- To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
- To establish a consistent department procedure regarding meal charges and the collection of charges.

When a student in the lunch line has no lunch money and receives a courtesy meal, the Dining Services Manager will give a letter to the school secretary to be discretely sent home to the parent/guardian that same day of the courtesy meal. A weekly phone call from the Student Dining Services Department will also be placed to the parent/guardian informing them of the money owed.

For newly enrolled students in the district, there is a five-day grace period during which new students may receive lunch without payment to allow for the processing of meal eligibility applications. Each day the student receives a grace meal, the Dining Services Manager will give a letter to the school secretary to be discretely sent home to the parent/guardian on how to apply for meal benefits. If the student qualifies for free or reduced price meal eligibility, no payment for the five grace meals is required. If the student does not qualify for free or reduced meal eligibility, a letter will be sent and a phone call will be made to the parent/guardian informing them of the money owed. After the five-day grace period, if the student does not have lunch money, they will receive a courtesy meal and the parent/guardian will be contacted each day via same day letter and phone call informing them of money owed.

Both courtesy and grace lunch meals will not distinguish a student to be without money.

No student will be able to receive or purchase a la carte items if they do not have money for lunch.

Schoolcafé

CPS accepts cash and uses **Schoolcafe** for Student Meal Accounts. **Schoolcafe** is simple, fast, convenient and secure, **schoolcafe.com**

Parents can:

- Pay for students' meals online any time via computer or phone
- Schedule automatic payments online based on account balances
- Receive e-mail notification of account balances
- Pay with credit cards or electronic checks (\$1.95 per transaction)
- Maintain one account for multiple students
- CPS does not allow meal accounts to have a negative balance.

STUDENT DINING SERVICES



Early Childhood

- **Early Childhood Guidelines**
 - **Family Style**
 - **No Outside Food**
- **Meal Type**
 - **Breakfast**
 - **Lunch**
 - **Snack**



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Early Childhood

Early Childhood Guidelines

Preschool students are fed breakfast and lunch through the National School Lunch Program (NSLP). The Lunchroom Manager is responsible for checking students off on the computer as other students. The Early Childhood Department is responsible for the enforcing of their guidelines.

Family Style

- Early Childhood Procedures and 1304.23 Child Nutrition-Family Style Meal Service: “The children must experience family style service by passing and serving food and by having the staff eats with them and encourage socialization during meal times.”

No Outside Food

- No outside food items are permitted in the Cincinnati Public Schools Early Childhood Education Program unless there is a doctor’s note on file for a diagnosed food allergy. If a diagnosed food allergy exists, the replacement foods must meet the federal and state nutritional guidelines. All meals must be well-balanced, with a combination of foods and/or drinks from a variety of different food groups. All foods must have limited amounts of fats and sugars.

Meal Type

Breakfast

- On a daily basis, the Preschool teacher will order a certain number of breakfasts. The meals will be ready for pick up at a mutually agreed time. Students will walk through the line and be checked off by classroom. Offering breakfast is mandatory for all AM half-day students and all full-day students.

Lunch

- Again, on a daily basis, the preschool teacher will order a certain number of lunches, which follows the same menu as the school's lunch menu. Teachers may order adult meals; preschool will be billed for extra items and adult meals.

Snack

- Lunchroom Managers should inform teachers of their ordering schedule.
- Teachers are responsible for ordering, storing, and serving Preschool snacks. Student Dining Services will bill for purchased items. Reference forms section for snack order form.

STUDENT DINING SERVICES



Board Policies

- **Wellness Policy 8515**
- **Food Services for Needy Children 8520**
- **Good Food Purchasing 8525**
- **Lunchrooms 8530**
- **Lunchroom Package Inspection 8540**
- **Food Allergy 8560**



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Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Wellness
Code	8515
Status	Active
Last Revised	August 16, 2018
Last Reviewed	August 16, 2018

Cincinnati City School District Policies

Cincinnati Public Schools (CPS) is committed to the development of the whole child and an integrated approach for educating the whole child. CPS will encourage healthy living, social-emotional well being, personalized academic learning, growth and robust family and community engagement. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create healthy, positive, and safe learning environments at every level, in every setting, throughout the school year.

Research shows that good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Quality wellness education is encouraged to help students develop lifelong healthy eating and physical activity behaviors;
- Students have opportunities to be physically active;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District Wellness Committee (DWC) establishes and maintains an infrastructure for management, oversight, implementation, monitoring and communication regarding the policy and its established goals and objectives.

The CPS Wellness Policy provides the framework for schools and the District to promote good health and provide a safe and healthy learning environment. This policy applies to all students, staff, and schools in the CPS District.

The CPS Wellness Policy is focused on five key goal areas and is implemented in close coordination with the Wellness Curriculum Policy. Responsibility for the implementation of the Health & Wellness Policy lies with district-appointed personnel at the district level and with the school principals advised by the School Health Advisory Committees (SHACs) or Wellness Teams at the school level.

Goal Area 1 – Activities that Promote Wellness: The District will encourage wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will encourage coordination and integration between the wellness policy and other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards similar goals and objectives promoting student well-being, optimal

development, and strong educational outcomes. These will include community and parent health promotion and engagement as well as staff wellness and health promotion. The District will encourage wellness activities across the entire school setting.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC and the School Wellness Committees or (SWCs).

- **Community Partnerships:** The District will continue relationships with community partners (i.e. health department, hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation.
- **Community Health Promotion and Engagement:** The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.
- **Staff Wellness and Health Promotion:** The DWC will include District representatives who focus on staff wellness issues. They will identify and disseminate wellness resources, and perform other functions that support staff and school wellness in coordination with human resources staff. The District promotes staff member participation in health promotion programs on healthy eating/ weight management that are accessible and free or low-cost.
- **Professional Development:** When feasible, the DWC will offer professional learning opportunities and resources for staff and school wellness liaisons to increase knowledge and skills about promoting health behaviors in the classroom and schools. Professional learning will help District staff understand the connection between learning and health and ways in which health and wellness are incorporated into reform or academic improvement plans/efforts.
- The District prohibits the use of illicit drugs or smoking on any CPS's property.
- The District prohibits alcohol on CPS's property without Board approval.

Goal Area 2 – District and School Wellness Committees: The District will have a Wellness Committee which reports directly to the Superintendent. Each school will have a Wellness Committee, which will report directly to the building Principal who in turn will appoint a Wellness Committee Liaison at each building to attend the DWC meetings.

Goal Area 3 – Wellness Policy Implementation: The District will appoint District level personnel to ensure the Wellness Policy is being implemented with fidelity on an annual basis at every school building. The Superintendent will establish and implement an evaluation component for this policy.

The District must designate one or more District officials or school officials to ensure that each school complies with the local wellness policy. At a minimum, a local school wellness policy must:

- Include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.
- Include nutrition guidelines to promote student health and reduce childhood obesity for all foods available in each school.
- Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and review and update of the local wellness policy.
- Inform and update the public (including parents, students, and others in the community) about the content and implementation of local wellness policies.
- Be monitored periodically on the extent to which schools are in compliance with the local wellness policy, the extent to which the local education agency's local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy, and make this assessment available to the public.
- The District will develop and implement an [Employee Wellness Program](#) in cooperation with the District's benefits committee.

Goal Area 4 – School Meals and Nutrition: This area describes USDA school meals, competitive foods and beverages, celebrations and rewards and food and beverage marketing compliance at the school and District level.

- **School Meals:** The Board of Education supports the National School Lunch and Breakfast Program. Each day that schools are in session, lunchrooms under the operation of the Student Dining Services Department will serve students foods approved under United States Department of Agriculture guidelines during scheduled breakfast and lunch periods.
- **Staff Qualifications and Professional Development:** All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
- **Water:** To promote hydration, the District will make free, safe, unflavored drinking water available where school meals are being served. In addition, students will be encouraged to keep hydrated during the school day and use the water bottle filling stations or water fountains.
- **Competitive Foods and Beverages:** No foods or beverages, other than those associated with the District's food-service program, are to be sold before the school day, during school hours or for 30 minutes after the end of the school day. The Food Service Department shall serve only nutritious food as determined by the United States Department of Agriculture and Ohio Department of Education.

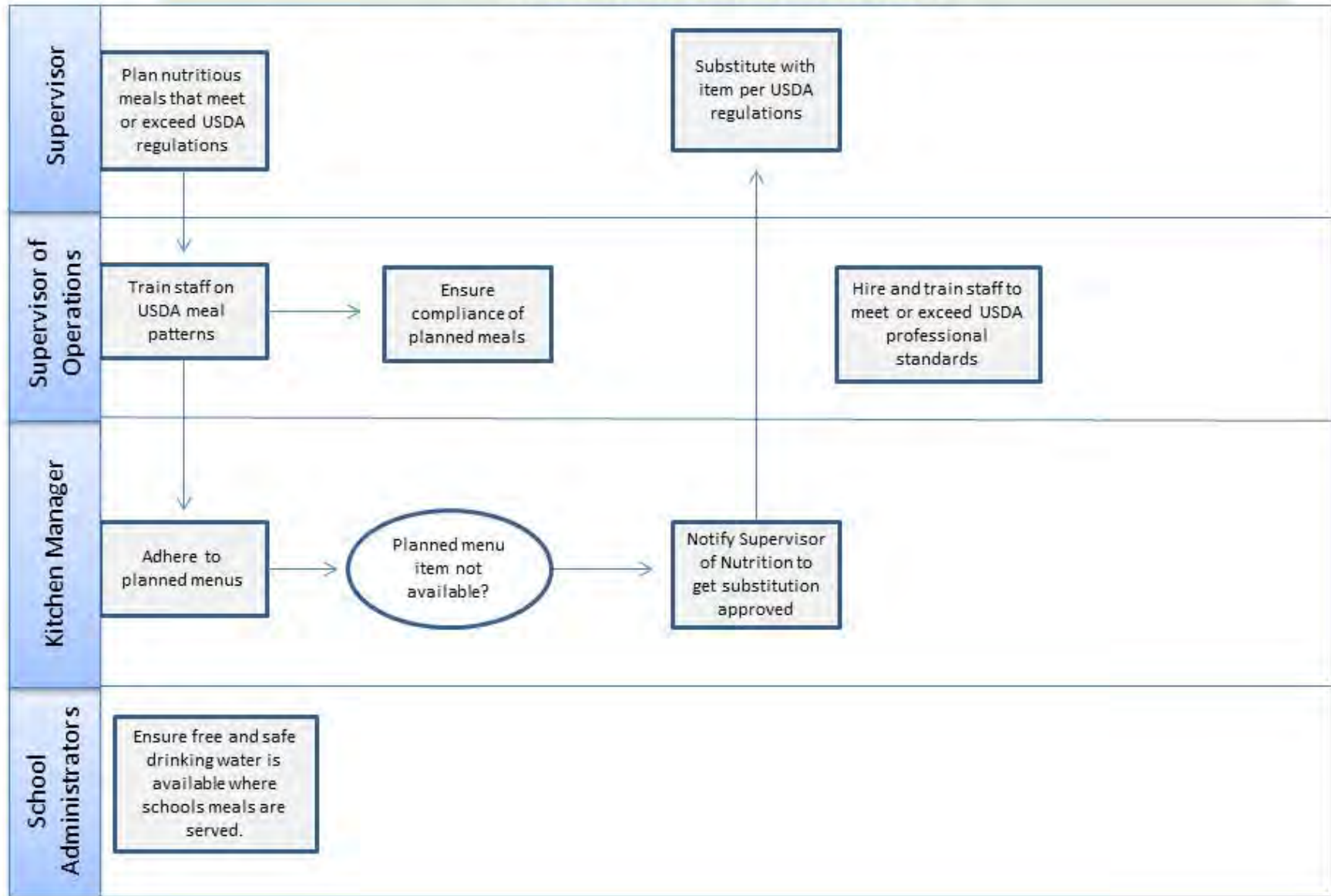
School Competitive Food and Beverages Guidelines

- **Vending Machines and School Stores:** Prior to the school day, during the school day and 30 minutes after the end of the school day, foods or beverages, including products from non-food service operated vending machines and school stores, shall not be sold to students at any location on the school campus.
- **Celebrations and Rewards:** Classroom snacks, rewards or incentives brought by parents or teachers need to be commercially prepared at a licensed facility and ingredient and allergen labels provided. The District strongly encourages healthy foods and beverages be provided during classroom parties, for snacks, incentives and that rewards meet school competitive food and beverage guidelines.
- **Fundraising:** Food and beverages are encouraged to meet or exceed the USDA Smart Snacks in Schools nutrition standards when sold through fundraisers on the school campus beginning 30 minutes after the end of the school day.
- **Food Safety:** All foods and beverages made available for sale on school properties will adhere to the District's food safety and security standards.

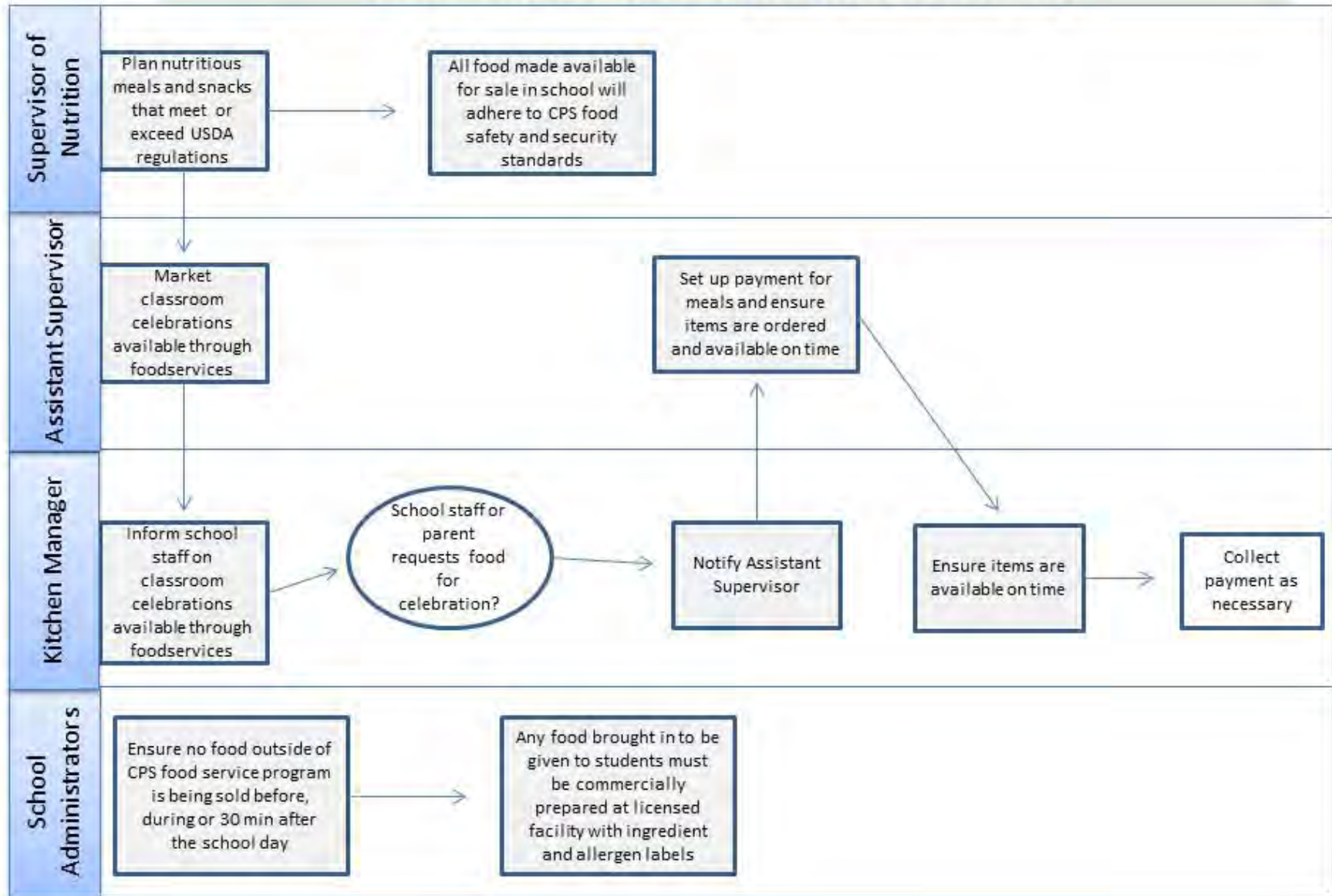
Goal Area 5 –Physical Activity: Physical Activities will be offered for all students.

- **Sequential and interdisciplinary wellness education:** targeting physical activities and healthy behaviors that are consistent with District health education course of study will be provided and promoted.
- Physical activities will embrace students from different cultures, body types and abilities in meaningful and non-judgmental ways so as to promote life-long wellness habits.
- Physical Activities (including physical activity breaks, brain breaks, recess and physical education) during the school day are encouraged to not be withheld as ***punishment***.
- Staff is encouraged to ***model healthy behaviors***.
- Children and adolescents are encouraged to participate in ***brain-based physical activity***.
- ***Recess*** will complement not substitute physical education class.
- ***Recess Monitors*** should encourage students to be active.
- ***Before and After School:*** The District will encourage students to be physically active before and after school.
- **Active Transport:** The District will encourage active transport to and from school such as walking or biking when safe routes are available.

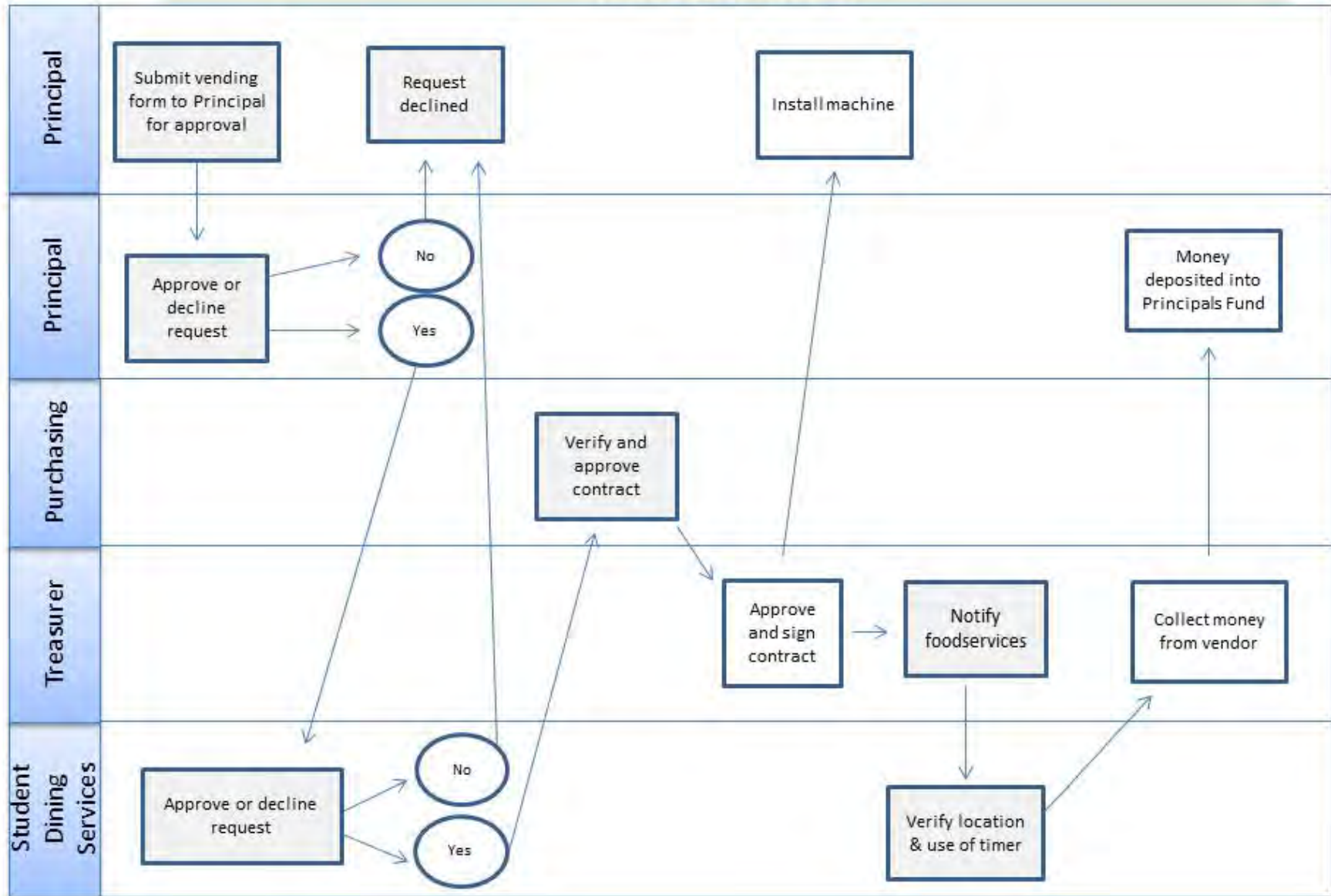
Wellness Policy Goal Area Three



Competitive Foods, Celebrations and Fundraising



Vending Machines



Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Student Dining Services For Needy Children
Code	8520
Status	Active

Cincinnati City School District Policies

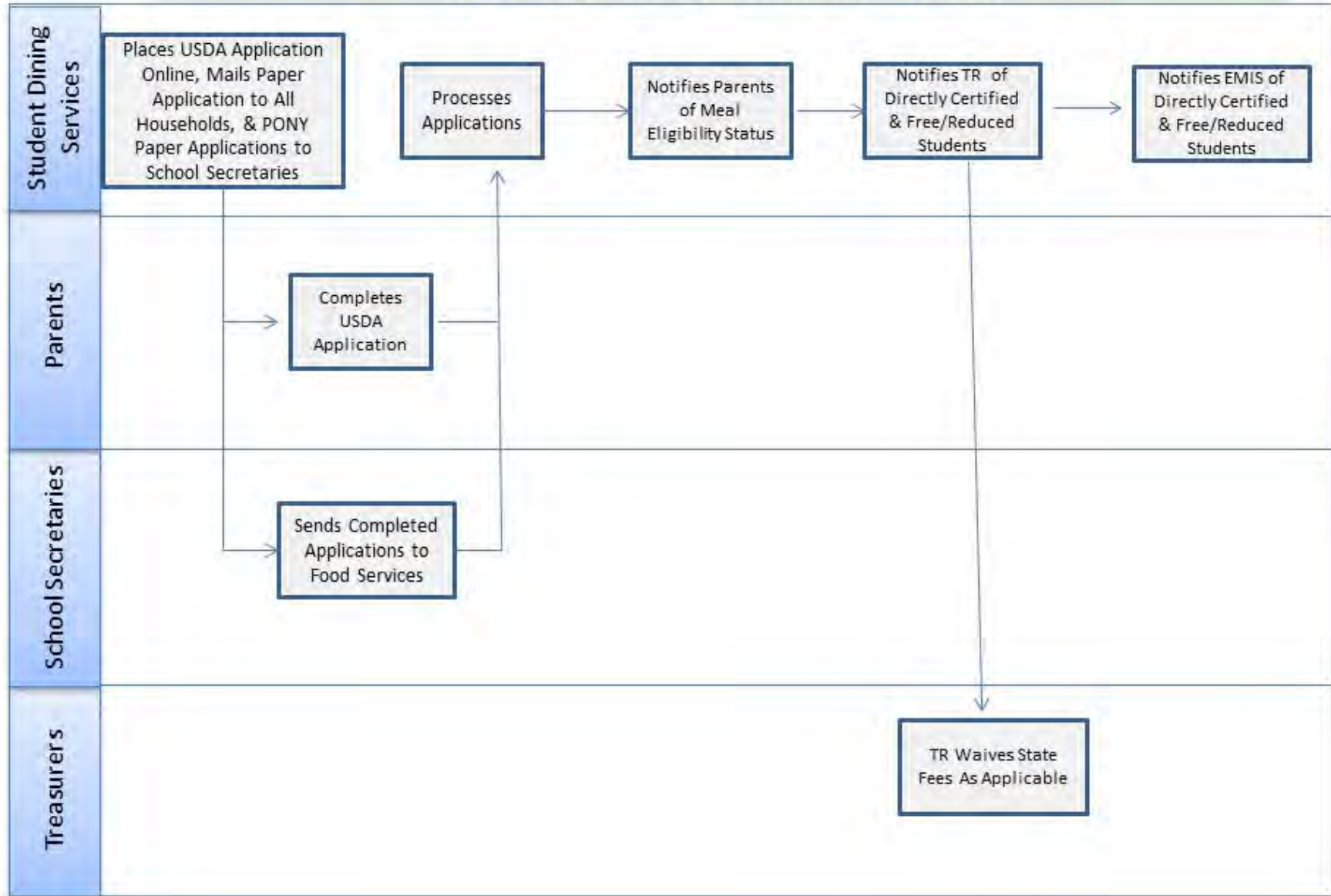
In the belief that helping meet the nutritional needs of children is an integral part of its educational responsibilities, the Cincinnati Public Schools shall participate in the National School Lunch Program and shall abide by the provisions of the National School Lunch Act as amended by Public Law 91-248. Copies of the policies and guidelines with respect to determining the eligibility of children for free lunches and reduced price lunches shall be kept on file in the Office of the Clerk-Treasurer, the office of the Student Dining Services Branch and in all school offices, and shall be observed by all schools.

Free or reduced price meals will be made available to all students whose parents or guardians make application and qualify under the income scale guidelines established for the National School Lunch Program.

8-13-07

Revised date

Meal Program Eligibility Determination



Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Good Food Purchasing
Code	8525
Status	Active
Adopted	February 21, 2019

INTRODUCTION

In support of thriving students in Cincinnati Public Schools, the Board of Education recognizes that access to good food is essential to students' health, wellness, and achievement. As a school District that serves meals to the vast majority of enrolled students daily, the District has an important opportunity to ensure dollars spent on food support student wellbeing, as well as the local economy and environment.

Through this Good Food Purchasing Policy and related policies, the Board seeks to ensure that foods procured and served as part of the District's meal program:

- Meet or exceed Dietary Guidelines for Americans and the United States Department of Agriculture's menu pattern requirements for school meals;
- Are delicious and support student health and wellness;
- Ensure all participants in the food supply chain receive fair compensation, fair treatment, and are free of exploitation;
- Come from state and/or regional food processing and agricultural operations
- Are equitably accessible and culturally diverse; and
- Are produced, processed, distributed, and recycled locally using the principles of environmental stewardship and the humane treatment of animals.

This Good Food Purchasing Policy encompasses five distinct but inter-related values, which collectively define "good food" as local, sustainable, humane, fair, and healthy, and shall be used to guide the District's food procurement practices. The good food values are:

1. Local Economies – Support small and mid-sized agricultural and food processing operations within the local area or region.
2. Environmental Sustainability – Source from producers that employ sustainable production systems that reduce or eliminate synthetic pesticides and fertilizers; avoid the use of hormones, antibiotics, and genetic engineering; conserve soil and water; protect and enhance wildlife habitats and biodiversity; and reduce on-farm energy consumption and greenhouse gas emissions.
3. Valued Workforce – Provide safe and healthy working conditions and fair compensation for all food chain workers and producers from production to consumption.
4. Animal Welfare – Provide healthy and humane care for livestock.
5. Nutrition – Promote health and well-being by offering generous portions of vegetables, fruit, and whole grains; reducing salt, added sugars, fats, and oils; and by eliminating artificial additives.

The Food Service Director or designee shall be responsible for the oversight, implementation, and evaluation of this Policy.

PROCUREMENT AND VENDOR MANAGEMENT

Good food procurement refers to the sourcing and purchasing of food to supply Food Service Department operations, including school meals.

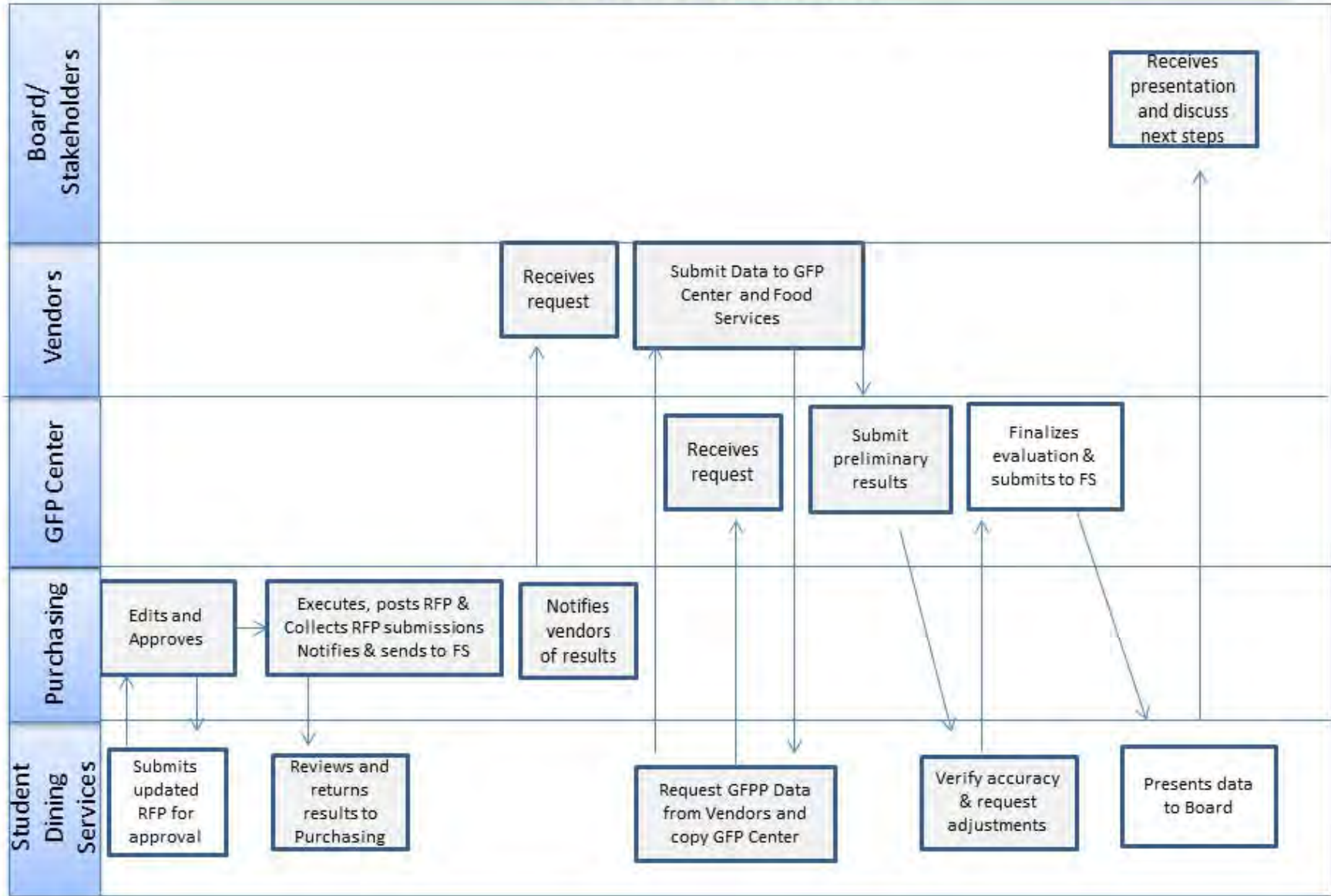
The District will strive to annually increase procurement of Good Food through strategic menu planning and procurement, to meet multi-year benchmarks for the five good food values.

The District will expand and establish supply chain accountability and traceability systems with vendors and distributors to verify sourcing commitments and incorporate Good Food Guidelines into bids, Requests for Proposals (“RFPs”) and contracts for food products, where available and when applicable.

EVALUATION AND ANNUAL REPORTING

The District’s Food Service Department will evaluate progress and report annually, on or before June 30th, on good food purchasing to stakeholder groups and the Board. The Center for Good Food Purchasing will continue to provide evaluation support to measure progress toward Good Food Purchasing Program benchmarks using the Good Food Purchasing Standards criteria. This Policy shall be implemented in accordance with the Community Engagement principles set forth in Board Policy 9141 – Community

Good Food Purchasing



Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Lunchrooms
Code	8530
Status	Active
Adopted	August 13, 2007

Cincinnati City School District Policies

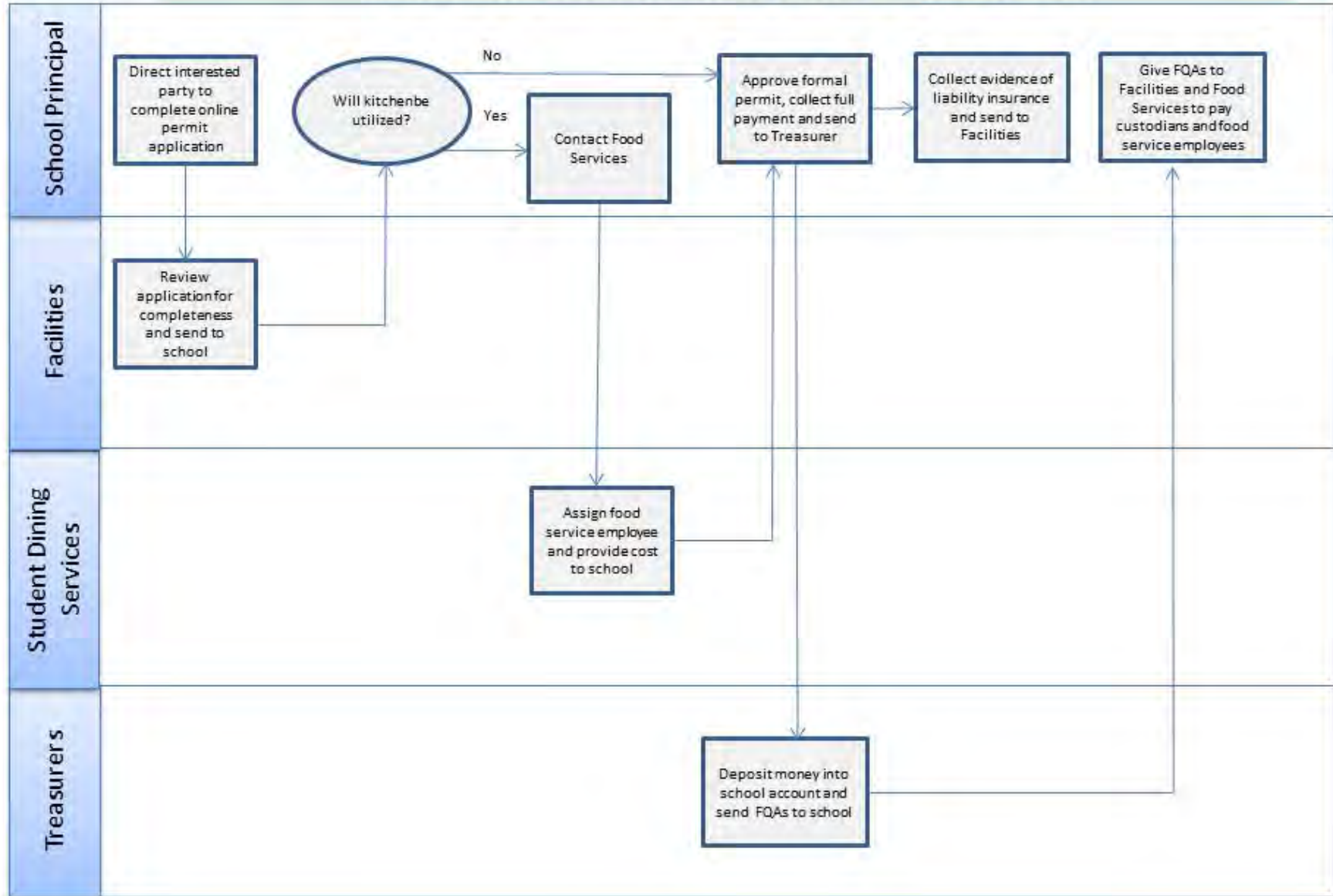
The Board of Education shall operate school lunchrooms for the benefit of students and employees in all schools where facilities permit.

School lunchrooms may be made available for the serving of food to persons other than students and employees. Persons or groups desiring to utilize a school lunchroom for after-school activities must secure a formal permit. Should kitchen equipment be used, a Food Service employee trained in the use of the equipment must be assigned to work the permitted event by the Student Dining Services Branch.

8-13-07

Revised date

Operation of Lunchrooms by Outside Organizations



Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Lunchroom Package Inspection
Code	8540
Status	Active
Adopted	August 13, 2007

Cincinnati City School District Policies

Lunchroom employees of the Cincinnati Public Schools are expected to take uniforms and aprons home for laundering. To avoid unwarranted criticism of employees carrying packages and to insure that no supplies are improperly removed from lunchrooms, the following rules shall be uniformly applied to all employees. All lunchroom employees should know these regulations as a condition of employment.

It is the responsibility of the employee to show the manager any package being brought onto the premises.

No food or supplies, which are the property of the lunchroom, shall be taken out of the lunchroom except with the knowledge and approval of the manager.

Food may be sold to lunchroom employees according to the procedures for food sales.

Contaminated foods from the scrapping area should be disposed of and may not be taken off the premises.

The manager shall have authority to inspect large purses and packages being taken from the lunchroom.

Package and purse inspection need not take place on a daily basis; however, when an inspection is conducted, it will be applied uniformly to all employees.

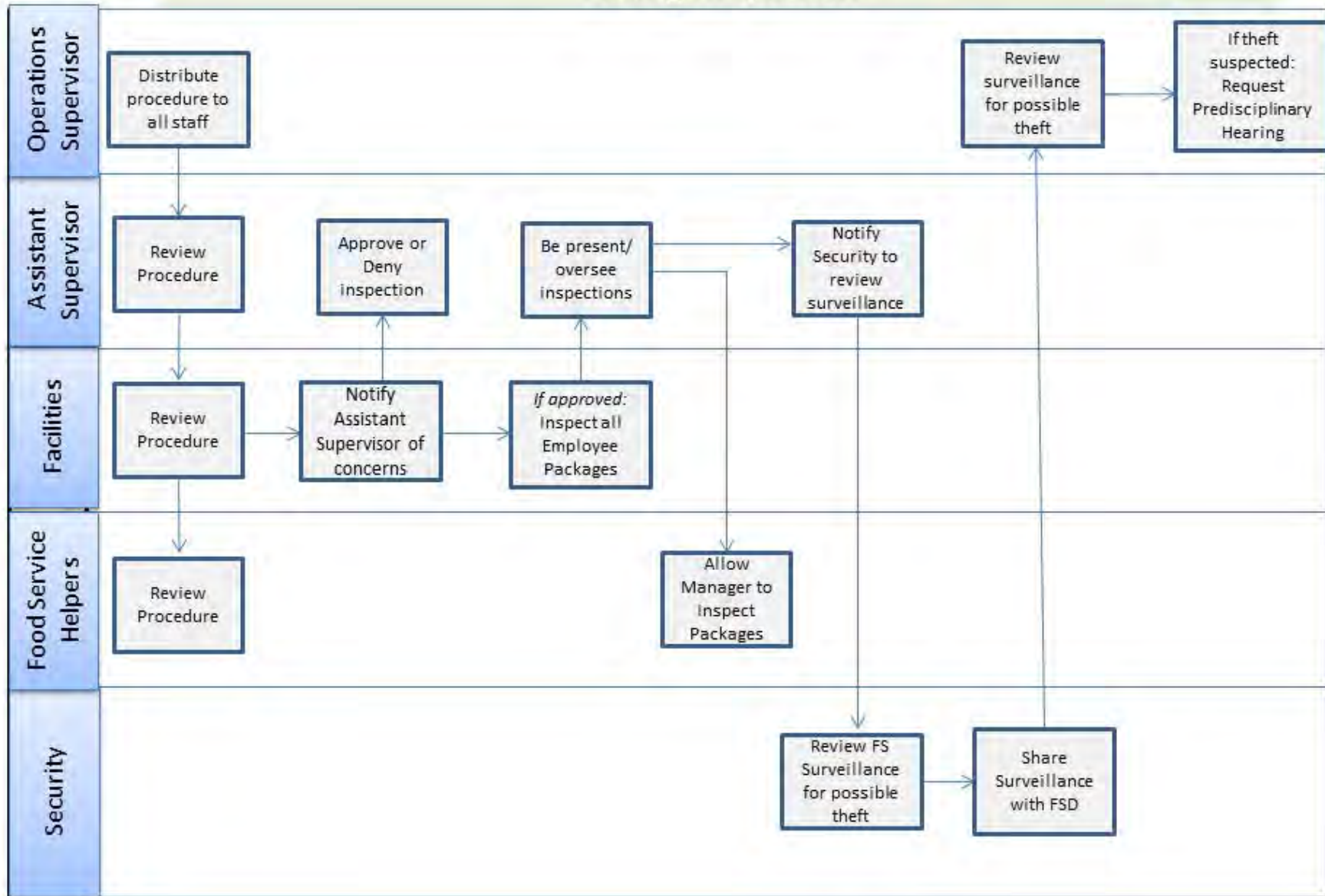
While an employee is not required to submit to inspection, it should be understood that discharge is a permissible penalty for refusal to permit inspection.

Employees may leave the premises during working hours only with the permission of the manager.

8-13-07

Revised date

Package Inspection



Book	Cincinnati City School District Policies
Section	8000 Operations
Title	Food Allergy
Code	8560
Status	Active
Last Revised	December 17, 2014

Cincinnati City School District Policies

Food allergies are a potentially life threatening medical problem. Parents, students, school nurses, and Cincinnati Public Schools (CPS) staff will work together to provide a safe environment for each student with food allergies, and for all individuals showing symptoms of anaphylaxis.

For children, twenty-five percent of first episode anaphylaxis occurs in a school setting. House Bill 296 now allows schools to purchase or receive donations of epinephrine auto-injectors (EpiPens) for use in individuals with life threatening allergic reactions (anaphylaxis) who do not have immediate access to medication. The epinephrine auto-injectors will be obtained by a standing order or based on protocol from an authorized prescriber. CPS will have prescriber-issued protocol for the use of auto-injectors, including dosages, and CPS will maintain a stockpile of EpiPens for emergency use by students, families, employees, contractors, volunteers, and visitors.

Medical Consultant (licensed health professional authorized to prescribe drugs) Responsibilities:

- Provide prescriber-issued protocol specifying orders for dosages of epinephrine, and for the use of epinephrine auto-injectors.
- Provide a standing order or protocol from an authorized prescriber to obtain a supply of epinephrine auto-injectors.
- Assist CPS in the acquisition of epinephrine auto-injectors for stockpiling.

School Administrator Responsibilities:

- Ensure annual staff training on CPS' Food Allergy Policy and the use of auto-injectors. A minimum of 3-6 staff must be trained (it is recommended that ALL staff be trained) using modules on CPS Staffnet.
- Select school staff, other than the nurse and athletic trainer, who will be trained and authorized to access and administer epinephrine auto-injectors during emergencies.
- Secure and maintain two unexpired epinephrine auto-injectors accessible at all times to trained staff, for use in individuals exhibiting symptoms of anaphylaxis described by House Bill 296.
- Report to CPS Student Services each time an epinephrine auto-injector is used, and obtain a replacement (contact forthcoming).
- Select and specify a site to store epinephrine auto-injectors

- Ensure medications are kept in an accessible but locked location in the school building, and inform staff of that location.
- Follow Disposal of Medication Policy (5330-1) for discarding expired auto-injectors

Parent Responsibilities:

1. Parents Must:

- Inform the school nurse, classroom teacher, food service department, and transportation department of their child's allergy prior to the beginning of each school year.
- Obtain from the school a "Food Allergy Emergency Action Plan and Medication Form" to be completed by a physician.
- Provide a written medication order from the child's physician to be kept on file at the school.
- Provide to the school emergency medication with doctor's signature.
- Complete a "Special Dietary Needs: Eating and Feeding Evaluation" from the food service department if necessary.
- Inform other school activity coordinators (athletic departments, after school programs) of their child's allergy, and provide emergency medication.
- Promptly update emergency contact information and phone numbers on file with the school.
- Replace epinephrine auto-injectors, and any other medications provided to the school, before their expiration date.
- Educate their child regarding his or her allergy, medication, and treatment.
- Keep the school updated regarding their child's condition.
- Review with their child the student responsibilities listed below.
- Provide their child with safe snacks for in the classroom.

2. It is Suggested that Parents:

- Provide a picture of their child for the Emergency Care Plan.
- Consider purchasing an identification bracelet for their child.
- Provide a letter for the classroom teacher to communicate information about their child's allergies to other parents.

Student Responsibilities (Age Appropriate):

- Know the signs and symptoms of their allergic reactions.
- Follow the allergic child's motto: "When in doubt, do without!"
- Carry emergency medication responsibly.
- Be able to demonstrate proper administration of the epinephrine auto-injector.
- Notify an adult immediately if experiencing symptoms of an allergic reaction.

School Nurse/School Health Assistant Responsibilities:

- Include the student's name on the Alert List.
- Write an Individualized Health Plan (IHP) and or Emergency Action Plan for the student, and distribute it to appropriate staff.
- Using the "Administration of Medication Form," notify the Transportation Department (Fax: 513-363-0325) that the student must have emergency medication on the bus.
- Train other staff members to administer emergency medication.
- If possible, attach a picture of each student with allergies to appropriate forms.
- Orient students with allergies to the Health Room if necessary.
- Review the use of epinephrine auto-injectors with staff and or students before a field trip.
- Be prepared to teach a food allergy lesson in homeroom if requested. (PK-6)
- Notify a parent of expiration dates on auto-injectors, Benadryl, and any other medication the student has on file.
- Reinforce allergy education with the student on an as needed basis.
- Review the IHP, annually and as needed, with appropriate staff.

Staff Responsibilities:

- Review CPS' Food Allergy Policy.
- Review each allergic student's IHP and Emergency Care Plan at the beginning of each school year and as needed.
- Place a copy of the Emergency Care Plan in the Red Alert or sub folder.
- Communicate with classroom parents to inform them of food allergy issues. (PK-4)
- Identify the concerns of students with food allergies and discuss how others can help them remain safe.
- Supervise students with allergies when they are inside the cafeteria. (PK-4)
- Avoid introducing food allergens into the classroom (snacks, educational tools, projects and incentives).
- Be aware that touching or smelling can cause allergic reactions.
- Consult with parent and or school nurse and check food labels carefully to prevent accidental ingestion. (PK-4)
- Know the allergic child's motto: "When in doubt, do without!"
- Communicate with the school nurse about potential risks during field trips.
- Insure that a trained staff member has emergency medication accessible to the student at all times while on field trips and during transportation.
- Recognize symptoms of anaphylaxis (swollen airway, difficulty breathing, dizziness, fainting) in undiagnosed individuals (students, families, employees, contractors, volunteers, and visitors) and administer auto-injector according to this protocol:
 - Wt. ≤ 66 lbs.: administer 0.15 mg auto-injector (EpiPen JR)

- Wt. >66 lbs.: administer 0.3 mg auto-injector (EpiPen)
- Call 911 immediately when administering epinephrine auto-injector.
- Send the used auto-injector with student to the hospital.
- Dispose of medications in accordance with CPS Administrative Procedure 5330-1.

Food Service Staff Responsibilities:

- Review annually the preventive cross contamination measures to be followed during food preparation.
- Wash cafeteria tables with soapy water after each shift. (PK- 6)
- Provide an allergen safe area in the cafeteria upon parent request.
- Clean allergen-free tables with separate soapy water to avoid cross-contamination.
- Clearly label a la carte items sold in the cafeteria, or provide a binder accessible to all students with a list of all ingredients. (7-12)
- Display a list of students with food allergies for cafeteria staff. (PK-6)

Transportation Staff Responsibilities:

- Obtain training in emergency procedures for children with allergies riding the bus.
- Request completed medical forms if bus driver is required to administer emergency medications.
- Prohibit eating on the bus unless accommodations are needed for specific students.
- Inform substitute bus drivers of the emergency procedure for children with allergies.

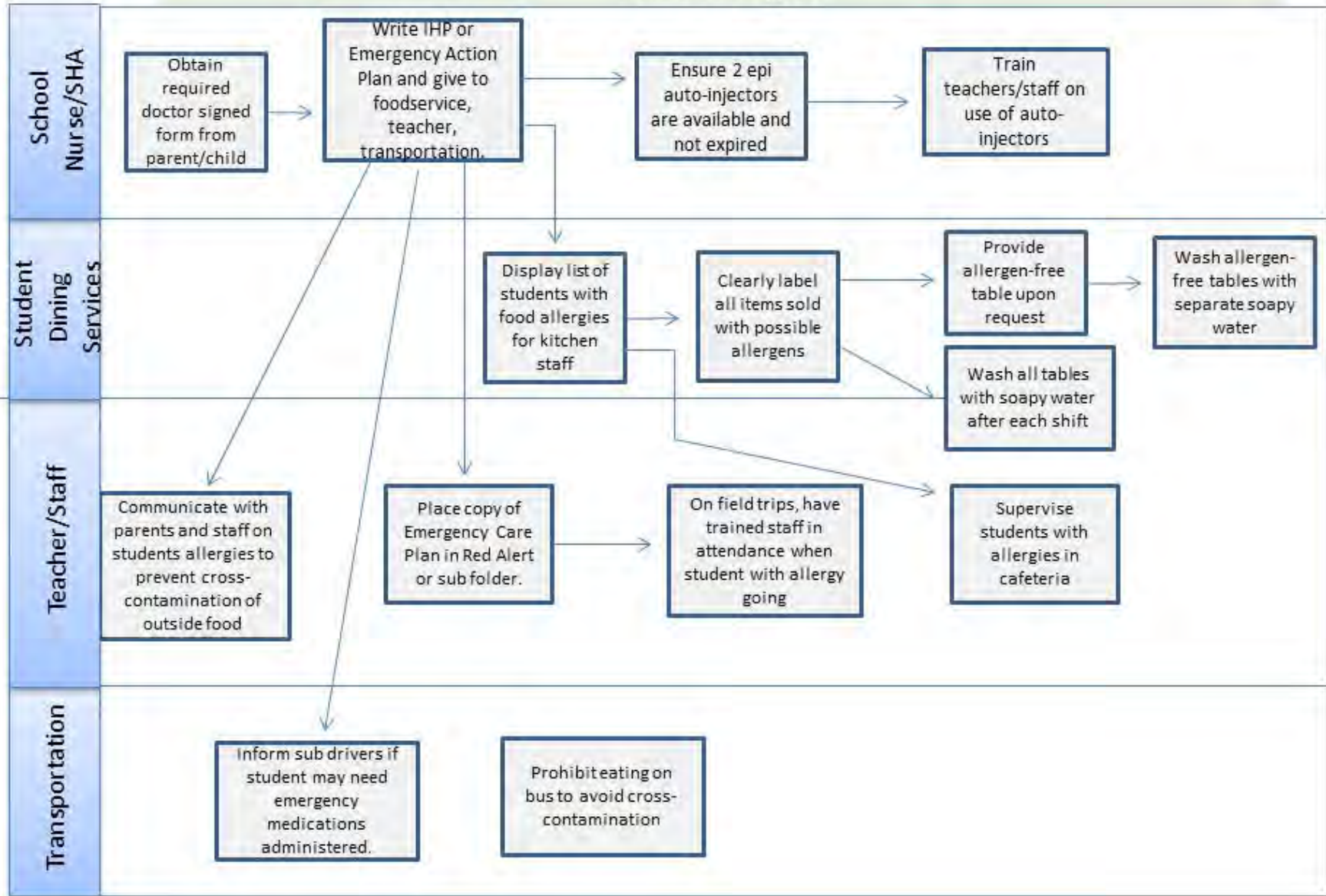
Revised: 12-17-14

8/19/14

2/27/12

Approved: 3-12-12

Food Allergies



STUDENT DINING SERVICES



Forms

- **Special Dietary Needs: Eating and Feeding Evaluation**
- **Classroom Pizza Party Flyer and Request**
- **Field Trip Request**
- **Reserve the Food Bus Flyer and Request**
- **Classroom Celebration Flyer**
- **Preschool Snack Order Form**



PREPARING STUDENTS
FOR LIFE

**Cincinnati Public Schools Food Service Department
Special Dietary Needs: Eating and Feeding Evaluation**

The U.S. Department of Agriculture School Meals Programs requires that all questions be answered in order for ANY diet modification or substitution to be made in school meals.

Part A		Student Information (To be completed by Parent/Guardian)	
Student's Name	Age	Classroom	
Name Of School	Grade	School Year	20__ to 20__
Does the child have a disability?		(please circle one answer)	
		YES	NO
If YES, major life activities affected by the disability.			
<input type="checkbox"/> eating	<input type="checkbox"/> care for one's self	<input type="checkbox"/> performing manual tasks	<input type="checkbox"/> walking
<input type="checkbox"/> hearing	<input type="checkbox"/> speaking	<input type="checkbox"/> breathing	<input type="checkbox"/> learning
		<input type="checkbox"/> other	
Does the child have special nutritional or feeding needs?		(please circle one answer)	
		YES	NO
If YES, complete PART B of this form and have it signed by a recognized medical authority.			
If the child is NOT disabled, does the child have special nutritional or feeding needs?			
		(please circle one answer)	
		YES	NO
If YES, complete PART B of this form and have it signed by a recognized medical authority.			
Religious Restrictions-Please check all that apply		YES	
		NO	
<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork	<input type="checkbox"/> Other	
Proceed to Parent/Guardian Signature Box (Below)			
Part B		Special Dietary Need (To be completed by Physician)	
Diagnosis/Special Dietary Needs: Severe/LIFE THREATENING food allergies require signature of Licensed Physician.			
Medical Restrictions - Food Allergies OR Food Intolerance-Please check all that apply			
Lactose Intolerance/Dairy Allergy: <input type="checkbox"/> Avoid all dairy products <input type="checkbox"/> No milk to drink			
Food Allergies: <input type="checkbox"/> Ingestion <input type="checkbox"/> Contact <input type="checkbox"/> Inhalation			
<input type="checkbox"/> Peanut	<input type="checkbox"/> Tree nuts	<input type="checkbox"/> Wheat	<input type="checkbox"/> Egg
		<input type="checkbox"/> Soy	<input type="checkbox"/> Fish
<input type="checkbox"/> Other life threatening food allergies (list all) - Omit these foods:			
Food(s) to be substituted (acceptable alternatives, must be completed):			
Texture Modification - Please check			
<input type="checkbox"/> Chopped (bite size)	<input type="checkbox"/> Ground	<input type="checkbox"/> Blended	<input type="checkbox"/> Pureed
Indicate any other comments about the child's eating or feeding patterns.			
Physician or Medical Authority			
Printed Name		_____	
Signature		_____	
Address		_____	
Phone Number		Date	
Parent/Guardian			
Printed Name		_____	
Signature		_____	
Address		_____	
Phone Number		Date	

Cincinnati Public Schools Food Service Department
Special Dietary Needs: Eating and Feeding Evaluation

INFORMATION SHEET

This information is kept in the Lunchroom Manager's office for easy access to special dietary needs.

Student's Name		Teacher's Name		
Name of School	Grade	Classroom	Age	School Year 20__ to 20__
Special Diet or Dietary Restrictions				
Religious Restrictions- <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> Other				
Food Allergies or Intolerances:				
Food(s) to be substituted (acceptable alternatives, must be completed):				
Food Requiring Texture Modifications: <input type="checkbox"/> Chopped (bite size) <input type="checkbox"/> Ground <input type="checkbox"/> Blended <input type="checkbox"/> Pureed				
Other Diet Modifications:				
Feeding Techniques:				
Supplemental Feedings:				
Physician or Medical Authority:				
		Printed Name _____		
		Signature _____		
		Address _____		
		Phone Number _____		
		Date _____		
Parent/Guardian:				
		Printed Name _____		
		Signature _____		
		Address _____		
		Phone Number _____		
		Date _____		
School Child Nutrition Representative or Person Completing Form				
		Name _____		
		Title _____		
Signature		Date		

Return form to: Cincinnati Public Schools, Food Service Department, 2315 Iowa Ave, Cincinnati, OH 45206
CPS is an equal opportunity employer/provider.



PIZZA PARTY IN THE CLASSROOM

Teachers: plan your next pizza party with Food Services for FREE

MENU:

- 1 SLICE CHEESE OR PEPPERONI PIZZA
- FRESH CARROTS WITH RANCH DRESSING
- FRESH FRUIT
- 1 CARTON WHITE OR CHOCOLATE MILK

Contact your lunchroom manager one week in advance to schedule your celebration.

Please make arrangements with your principal prior to scheduling.

Free at CEP schools only, payment options available for non CEP schools.

Classroom Pizza Party Request Form

Free at CEP schools only, payment options available for Non-CEP school

Menu:

- 1-Slice Cheese or Pepperoni Pizza
 - Fresh Carrot with Ranch
 - Fresh Fruit
- 1-Carton White or Chocolate Milk

School	
Name of the teacher	
Classroom	
Number of students	
Pizza Selection	Cheese
	Pepperoni
Milk Selection	White
	Chocolate
Date Requesting Pizza Party	
Lunch Time	
Principal has been contacted	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return the copy to the Lunchroom Manager one week prior to the event. Confirmation will be sent.

FIELD TRIP REQUEST FORM

PLEASE Notify the lunchroom manager at least two weeks ahead about lunch arrangements.

If your class will be out of the building at their regular lunchtime and you **DO NOT NEED PACKED LUNCHES**, the lunchroom still needs to be notified.

Teacher's Name	
Date of Trip	
Destination	
Classroom (s) Involved	
Number of Students Involved	
Departure Time	
Return Time	
Bag Lunches Needed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total # of Bag Lunches	
Will you be out of the building during lunch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dated Submitted	

Signature of Teacher in Charge

X

Name of Teacher in Charge

Simply fill out the form and email it to the lunch room manager for approval. Confirmation email will be sent.

Request for Food Bus

Schools are able to request the food bus to replace your regular lunch periods for special events. Please put your request in as soon as possible only one site per day will be permitted

The bus must be packed up and ready to leave any site by 2:00PM

School Name	
Date Requested	
Numbers of Students	
Will all students be participating?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of event	
Start time of the event	
End time of the event	
Start time of Lunch	
End time of Lunch	
Requestors name	
Requestors e-mail	

Please returned filled out form to Ken Burns at burnske@cpsboe.k12.oh.us and please send a copy to your lunch room manager.

A confirmation email will be sent when confirmed.

CELEBRATE

WITH STUDENT DINING SERVICES

\$0.50

Rice Krispie Treat & Milk

1 rice krispie treat
1 carton milk (white or chocolate)

\$0.75

Apple Slices & Juice

1 package apple slices
1 juice box - 100% fruit juice

\$0.75

Apple Slices & Milk

1 package apple slices
1 carton milk (white or chocolate)

\$0.75

Chocolate Chip Cookie & Milk

1 chocolate chip cookie
1 carton milk (white or chocolate)

\$1.00

Cupcake & Milk

1 cupcake (white or chocolate)
1 carton milk (white or chocolate)

\$1.25

Cupcake & Ice Cream

1 cupcake (white or chocolate)
1 ice cream cup (swirl)

**Contact your lunchroom manager one week in advance to schedule your celebration.
Please make arrangements with your child's teacher prior to scheduling. Cash only.**

This institution is an equal opportunity provider.

SNACK ORDER FORM

DATE TO BE DELIVERED _____ **SCHOOL** _____

The following must be ordered 7 working days in advance. Check with manager for specific delivery days.

*these items may be requested in smaller quantities depending on manager's inventory

Order Amount	Units	Description of Item	Quantity
Fruit			
	Each	Apples	Each
	Each	Oranges	Each
	Each	Apple Slices	100 servings per case
	Case	Cinnamon Applesauce	96 servings per case
	Case	Diced Peaches Fruit Cup	96 servings per case
	Case	Raisins	144 servings per case
	Each	Weekly Fresh Fruit	Each
Vegetables			
	Individual Bag	Carrots	200 servings per case
Whole Grains			
	Case*	Sunchips Snack Mix	104 servings per case
	Case*	Cheez Its	175 servings per case
	Case*	Munchie Snack Mix	104 servings per case
	Each	Pretzels	
	Each	Cereal- Cheerios, Cinn Toast Crunch	96 servings per case
	Each	Grahams-Honey Goldfish	300 servings per case
	Case*	Grahams- Elf	150 Servings per case
	Case*	Grahams- Frozen	210 servings per case
	Case *	Grahams-Bug Bites Cinnamon	210 Serving per case
Protein			
	Each	Yogurt	48 servings per case
	Each	Mozzarella String Cheese	168 servings per case
	Case*	Sunflower Seeds	150 individual servings per case
Beverages			
	Each	Skim-Milk	8 oz. Carton
Supplies			
	Gallon	Bleach	Gallon
	Case	Napkins	313 per Package
	Pack	Plastic Gloves- Med or Large	500 per Package
	Case	Forks	1,000 per case
	Case	Spoons	1,000 per Case
	Case	Straws	500 per package/24 packs/case
	Case	5 oz Plastic Drinking Cups	25 packs of 100 cups
	Case	Hair Nets	144 ct
	CASE	Trash Bags 33x40	250 per Case

MANAGERS:

Add these ordered items to the appropriate order (Ricking, Produce, Ellenbee.)

After placing orders - send completed form to Food Services, c/o **BRENDA**

This form is used to bill head start/school for all snack items received. If there is no order send in blank for marked "**NO ORDER**".

Do not vary packaging. Teachers need to order in units listed. Vegetables may be portioned into individual bags or put number of portions ordered