



CHILD NUTRITION DEPARTMENT  
131 Guthrie San Antonio, TX 78237 (210) 898-4037

**FIELD TRIP/SACK MEAL LUNCH/SNACK REQUEST FORM**

Please submit a copy via email or dropped off to the Child Nutrition Manager **two weeks** prior to the date of meal service. Information is needed to assure sufficient ordering of products. For Summer feeding please forward to our office [itrujillo@eisd.net](mailto:itrujillo@eisd.net).

**Please Print**

Date of Event\* \_\_\_\_\_

Campus\* \_\_\_\_\_

Destination\* \_\_\_\_\_

Number of Lunches Requested\* \_\_\_\_\_  
If testing for all please list enrollment.

What Time Will Lunches Be Issued?\*  
Meals must be issued to the student prior to departure/distribution.

Point of Contact\*  
(Person in charge of field trip/ picking up lunches)

Extension:

Email\* \_\_\_\_\_

1. For field trips, students must proceed through the serving line prior to departure for the cafeteria to claim the meals. Sack lunches are only for meals eaten away from the cafeteria.
2. For meals on site (testing days), classroom rosters must be submitted to cafeteria manager the morning of meal service. They will review them, flag for allergies and issue them with the meals for campus staff to utilize for claiming
3. Temperature safe equipment must be returned to the cafeteria upon return/after meal service.
4. If trip/event is cancelled and all product has been received the cafeteria will still need to issue the requested meals during meal service.

\_\_\_\_\_  
Campus Administrator Signature

\_\_\_\_\_  
Date

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***EISD Child Nutrition Department***



12/16/2023

### ***CHILD NUTRITION FEDERAL PROGRAMS: CLAIMING MEALS AWAY FROM THE CAFETERIA (Sack Meal requests including testing, field trips and meals in the classroom)***

Meal requests by campus Administration or designated staff must be submitted to the cafeteria managers or cafeteria staff at least 2 weeks prior to the date of service for product to be secured. All additional meals must be returned to the cafeteria for counting and claiming purposes. Extra meals may not be issued to students or staff unless paid for prior to meal pickup.

Any district staff issuing meals away from the cafeteria must have completed Civil Rights training. The training is a required training in the districts Safe Schools courses.

- Each campus must provide a listing of students by classroom to the cafeteria manager before meal service to be reviewed and flagged for allergies and to package meals for transport. Once reviewed the roster will be returned with the meals. It can be used by the designated campus staff that will issue the meals to the students or they may use the blank roster provided. (See blank roster attachment for Compliance instructions)
- Cafeteria staff will package meals by classroom for students listed on rosters provided.
- All parts of the meal are to be issued as a unit and checked off on the roster as the student accepts the meal. Students going on a field trip may decline the milk if they pick up meals through the serving line prior to departing. This method is recommended to ensure compliance.
- In accordance with the guidelines issued by the Texas Department of Agriculture all meals must be issued correctly as a point-of-sale transaction. Campus administration is responsible for ensuring that all staff administering the program agree to follow these procedures.

Campuses requesting meals in the classroom for any reason must plan for picking up meals. Cafeterias are not equipped to deliver meals to classrooms for these requests.

Students attending a field trip may be brought through the serving line before leaving for meals to be claimed by cafeteria staff or by administering the program using the roster at the destination site.

If special accommodation is needed contact the Child Nutrition Office at 210.898.4037

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

This institution is an equal opportunity provider.

I have read and understand the content of this information in regard to requesting and administering meals under the Federal Nutrition Programs in which **Edgewood ISD -San Antonio CE ID: 00080** participates

<i>CAMPUS NAME:</i>	
<i>REQUESTOR SIGNATURE</i>	
<i>DATE:</i>	