



**Standard Policy and Procedure
Los Angeles Unified School District
Food Services Division**



SOP#:		Author:	Theophilos Okuribido	Date:	09/30/2016
Major Process	Breakfast in the Classroom (BIC)				
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Sub Process					

I. Process/Scope Overview:

The Purpose of this process is to outline the procedure for serving children Breakfast in the Classroom (BIC) program.

II. Policies:

- A. All breakfast meals provided under the School Breakfast Program (SBP) must follow the LAUSD Food Services breakfast menu.
- B. A Civil Rights Poster (11x17 size) must be posted at the SBP facility kitchen area prominently displayed in view of parents, staff, and children.
- C. A “Save it for Later” poster (11x17 size) will be given to each classroom by the Food Service Manager (FSM) to post in a prominent location in view of staff and children (e.g. classroom). Monthly breakfast menu will be inserted in the blank slot of the poster.
 - 1. Menu must be printed by the FSM and posted monthly in each classroom.
- D. The BIC Instructions for Teachers and the BIC Student Instructions will be given to each classroom by the Food Service Manager (FSM) to post in a prominent location in view of staff and children (e.g. BIC insulated bag).
 - 1. The BIC instructional flyers must be printed by the FSM and posted on the insulated bags.
- E. The breakfast menu must be posted at the SBP facility in the kitchen area and in view of the parents, Food Services staff, and children.
- F. Students with special dietary needs must fill out a Medical Statement to Request a Special Diet form which requires a signature from a licensed healthcare professional (medical doctor, physician assistant, or nurse practitioner).
 - 1. A parent/guardian must complete the [Parent/Guardian Request to Substitute Soy Milk for Fluid Milk Form](#) in order to provide soy milk to a student. (does not require a doctor’s signature)
 - 2. Copies of all special dietary requests must be maintained at the school site.

- G. Copies of all Daily Meal Records must be completed and maintained in the cafeteria.
- H. Food Temperature Logs must be completed daily for the BIC program and maintained in the cafeteria.
- I. Calibration logs, Daily Refrigerator and Freezer Logs must be completed and maintained in the cafeteria.
- J. Daily Production Records are completed daily in CMS and maintained in the cafeteria.
- K. Meal Counts for BIC must be completed daily using the BIC MiSiS Five Column Roster.
 - 1. Pricing sites are required to input each student into CMS using Front of the House, Process Sales screen.
 - 2. CEP sites enter total reimbursable meals served as a quantity sale in CMS Front of the House.
 - 3. Adult BIC meals served are totaled and entered as BIC adult quantity sales in CMS Front of the House.
- L. BIC MiSiS Five Column Roster must be printed from MiSiS, completed daily, and filed weekly in the cafeteria.
 - 1. Updates are required when a student's name is manually added.
- M. Meal service hours have been established and requires that breakfast must be served the first 10-15 minutes after the bell.
 - 1. Some exceptions may apply on an individual basis due to different bell schedules.
 - 2. Changes in time require CDE approval and must be authorized by Regional Food Services Manager.
- N. Food Services Manager or designee will visit 1-2 classrooms daily while meals are being served to ensure that the established BIC process is being followed.
- O. The Area Food Services Supervisor (AFSS) and the Food Services Managers must attend and complete the annual SBP training.
- P. Food Services Managers and/or Area Food Services Supervisors must train all staff (including school faculty) participating in the SBP program annually and ongoing as needed. The training must be completed annually at all schools by October 31st.
- Q. AFSS is required to conduct Accuclaim Annual site monitoring for 50 percent of breakfast sites prior to Feb 1st.
- R. 100 percent of the breakfast sites must be monitored at least once every two years.
- S. PA announcements are available as an additional resource to encourage student's participation. Food Services can provide these scripts to school administrators to announce daily.
- T. All policies and guidelines must be followed within the SBP requirement.

III. Procedures:

- A. The Food Service Manager (FSM) ensures that each BIC bag is labeled with a room number
 - 1. A prearranged designated pick up location must be established.
- B. FSM will provide breakfast meals according to SBP menu and “BIC Daily Meal Packing Report.” Include trays, plasticware, hand wipes, table wipes (if requested) and two 17x21 food grade bags for the share table.
- C. A BIC MiSiS Five Column Roster provided by Food Services accompanies the meals and is used to record all meals served.
- D. Food Services staff will prepare forecasted quantities of each menu item and send projected amounts for each classroom, based on participation history.
 - 1. Classroom can call or send students to the cafeteria when more food is needed.
 - i) Food Service Manager is responsible to schedule staff to be available to communicate and provide customer service for adults and students during the BIC time period.
 - 2. Food Services staff will adjust forecasted quantities for the following service days.
 - 3. One meal is included for the teacher, if they are participating in the meal program. Food Services staff will add the teacher’s name to the bottom of the BIC MiSiS Five Column Roster.
- E. In order to participate, students and teacher must follow the “Offer Versus Serve” process outlined in the BIC instructional flyer. After selecting a reimbursable meal, teacher or designated person will check (✓) the students/teacher name using the BIC MiSiS Five Column Roster provided with the BIC bags. Meal count should be completed by the teacher or supervised by the teacher for accuracy.
- F. Pre-plating of all breakfast items is permitted for Transitional Kindergarten, Kindergarten, and Special Education classrooms only.
 - 1. All menu items in full serving sizes must be offered.
 - 2. Students that choose to eat will select the meal from the point of service (POS) and take the meal to their seat or raise their hand while seated to receive a meal.
 - 3. An adult may assist the student with carrying the reimbursable meal.
- G. Designate a breakfast “sharing table” in the classrooms.
 - 1. Open the two 17x21 food grade bags provided and place them on the share table.
 - 2. Items selected by the student and not opened can be placed in the bags on the share table. Hot items in one bag and cold/shelf stable items in the other bag.

3. Non-perishable food items on the sharing table may be selected by other students to eat during breakfast or at a later time during the school day.
 4. Unopened / unused items remaining on the share table at the end of the meal service period must be returned to the cafeteria.
- H. At the end of the meal service period, the BIC MiSiS Five Column Roster, BIC bags with any leftover unserved items and the share table bags must be returned to the cafeteria.
- I. The BIC MiSiS Five Column Roster must be completed for each student listed:
1. Participating students are indicated on the BIC MiSiS Five Column Roster with a check mark (✓).
 2. Students are permitted one BIC meal per service period.
 3. Manually add any student's name that does not appear on the roster.
- J. Returned unserved menu items and unopened/unused items from the sharing table will be monitored for quality and potential tampering. Incorporate reusable items back into inventory.
- K. Heated items will be discarded or donated according to the District Donation Policy.
- L. All Milk/juice/yogurt will be placed in a refrigeration unit immediately and the temperature checked within 3 hrs. Document the temperatures on the Temperature Log. If below 45 degrees, utilize for same day lunch/supper or next day breakfast service. If temperature is above 45 degrees, discard and adjust the Production Worksheet and the Production Record.
- M. Food services staff is required to count the unserved and share table food items. Note the quantity of the returned share table items and the quantity of the unserved items separately under the Daily Comments section of the Production Worksheet and the Production Record. Returned unopened/unused items from the sharing table are to be combined with unserved items and entered under "Leftover" on the Daily Production Worksheet and the Production Record.
- N. Follow the "First In First Out" (FIFO) process for perishable and shelf stable products returned to stock.
- O. CEP sites will count the total check marks (✓) on all BIC MiSiS Five Column Roster and enter the total reimbursable meals served as a quantity sale in CMS front of the house.
1. To ensure enough food was available to support the reimbursable meal claimed;
 - i) If check marks (✓) exceed the amount of meals provided to the classroom, based on the amounts prepared for the classroom, communicate with classroom teacher on the same day to verify the accurate student meal count.
 - ii) If unable to receive an accurate meal count from the classroom teacher,

Food Services staff will use the number of meals prepared as the reimbursable meals claimed instead of the check mark total.

- P. Pricing sites will count the total check marks (✓) on all MiSiS Classroom Rosters and enter each marked student in CMS, Front of the House.
 - 1. To ensure enough food was available to support the reimbursable meal claimed;
 - i) If check marks (✓) exceed the amount of meals provided to the classroom, based on the amounts prepared for the classroom, communicate with classroom teacher on the same day to verify the accurate student meal count.
 - ii) If unable to receive an accurate count from the classroom teacher, the number of check marks exceeding the meals prepared will be calculated and disallowed. Using CMS, identify students with “free eligibility” that have check marks on the BIC MiSiS Five Column Roster. Food Services staff will not enter checked free eligibility students in CMS equal to the amount of check marks exceeding the food prepared.
- Q. Meals claimed must be supported by the “Production Record”. This is done by comparing the “Amount Used” on the “Production Record” with the CMS Breakfast Meal Count.
- R. The Healthy Students, Healthy Families, and Healthy Communities Resolution allows the district to donate excess food that meets federal regulations, to needy families and children through non-profit organizations.
 - 1. Donations are limited to packaged food items that have not been served to children.
 - 2. Non-profit agency must be approved by LAUSD Food Services Division

IV. Responsible Individuals/Department:

- A. FSM is to implement procedures, distribute meals, and is responsible for record keeping
- B. FSM is responsible for maintaining accuracy in meal count and distribution of meals to the classroom
- C. FSM is required to monitor the program. FSM or designee will to conduct 1-2 classroom observations daily during the breakfast meal service time.
- D. FSM is to follow Food Services HACCP guidelines.
- E. FSM will communicate with teachers and the Principal regarding BIC concerns, provide guidance and additional training as needed
 - 1. Escalation process:
 - i. Provide guidance and assistance to classroom teacher when corrective action is necessary required

- ii. Reach out to administrator in charge of cafeteria and/or school principal for additional support
 - iii. Contact AFSS
 - F. AFSS will communicate with school administrator/principal for support
 - 1. Escalation process:
 - i. Reach out to Local District Operation Coordinators for additional support
 - ii. Contact Regional Food Services Manager
 - G. Regional Food Services Manager is to communicate with Local District Operation Coordinators for support
 - 1. Escalation process:
 - i. Contact Local District AOO for additional support.
 - ii. Contact Food Services Director
 - H. Food Services Director will contact Local Superintendents for support
- V. Frequency/Timing:
 - A. Annual BIC training is mandated for all Food Services staff (including FSW, FSM, and AFSS) and faculty staff responsible for BIC in the classrooms
- VI. Record Keeping Requirements:
 - A. All records are stored for 3 years plus the current school year.
 - B. Production Worksheet and the Production Record must reflect the meals served.
 - C. BIC Daily Meal Packing Report
- VII. Monitoring:
 - A. Ongoing daily BIC observation/coaching of 1-2 classrooms by the Food Service Manager and designee
 - B. Verified compliance by the AFSS Bi-Annual Accuclaim Checklist
- VIII. Related Training and Recommended Classes:
 - A. Food Services Division Website
 - B. AFSS Monthly Managers Training
- IX. Related documents/Reference Material:
 - A. BIC Teacher Instructional Flyer
 - B. BIC Student Instruction flyer
 - C. Food Services Website / BIC Resources
 - D. Food Services HACCP guidelines
 - E. USDA Guidelines within Code Federal Regulation
 - F. Special Diet Request Form
 - G. Parent / Guardian Request for Soy Milk Signature form

- H. LAUSD Food Donation Program application
- I. Save It For Later Poster
- J. School Breakfast Program Menus
- K. CMS Front of the House/Back of the House Procedural Modules
- L. BIC Daily Meal Packing Report

X. Key Support Contacts:

- A. Food Service Manager
- B. Area Food Service Supervisor

XI. Key Words (for Indexing):

- A. BIC

I. Revision History		
Action	Date	Name
A. Created		Theophilos Okuribido
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