

# North East ISD Fall Reopening Plan & Food Production Records Training



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
National School Lunch Program



Updated 07/2020  
[www.SquareMeals.org](http://www.SquareMeals.org)



01

Sharon Glosson,  
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Executive Director  
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02

Sarah Carlson,  
Assistant Director,  
School Operations,  
TDA

*Facilitated by Krystle Haney,  
Special Programs Specialist,  
Program Support, TDA*

# Presenters



# North East ISD

Sharon Glosson MS, RDN, SNS

Executive Director

School Nutrition Services



# North East ISD Facts

- Located in San Antonio, TX
- 65,000 students (PK-12 grade)
- 48% Economically Disadvantaged districtwide
- 68 campuses
  - 34 CEP sites
- Start date August 17

# Pre-COVID Meal Stats

- 13,000 Breakfast ADP
- 40,000 Lunch ADP
- \$4.5 million in a la carte sales annually
- 2,000 CACFP At Risk Supper ADP
- 1,000 After School Snack ADP
- Fresh Fruit & Vegetable Program at 2 sites





# COVID Feeding

- ◆ SFSP Breakfast & Lunch
- ◆ CACFP At Risk Supper
- ◆ Holiday & Weekend Meals
- ◆ Fresh Fruit & Vegetable Program
- ◆ Twice Weekly Distribution
- ◆ Curbside Meals
- ◆ Meal Delivery



# 2.4 Million Meals!



# Castle Hills Elementary

- ◆ Started school year July 21, 2020
- ◆ 400 students
- ◆ 45% Economically Disadvantaged
- ◆ Pre-COVID stats
  - ◆ 300 ADP Lunch
  - ◆ 75 ADP Breakfast
  - ◆ \$30,000 annual a la carte sales
  - ◆ 70 ADP Supper





# Plan A – started July 21

## Curbside distribution

- 10:00 am - 12:00 pm
- Daily meal packs with breakfast, lunch, and snack included
- Mobile point of sale

## Menu

- Two choices for breakfast and lunch
- Meatless options
- Offer vs Serve

## Communication to parents

## Labor

# Plan A Results

LOW participation

Food waste

Excess labor

Identified barriers to participation

- Virtual learning schedule
- Magnet campus enrollment zone geography
- Stress on families
- Displaced children due to parent work schedules

# Plan B – started August 3

## Add home delivery model

- Parent communication
- Collaboration with Transportation department
- Menu adjustment
- Counting/claiming procedure

## Adjust curbside time to 4:00 pm – 5:30 pm

- Parent communication
- Work schedule change

# Plan B Results

LOW participation

Identified barriers to participation

- Family evening schedule
- Stress on families
- Displaced children due to parent work schedules

Staff difficulty working later hours

Afternoon traffic made bus routes longer

Pre-ordering made counting/claiming simple

# Plan C – starts August 17

- ♦ Curbside distribution at all campuses
  - ♦ 4:00 pm – 5:30 pm
  - ♦ Consistent menu at all sites
  - ♦ Flexibility with pick up location for families
- ♦ Grab/go meal delivery at bus stops
  - ♦ First bus stop at 4:20 pm to accommodate virtual learning schedule
  - ♦ Pilot with 3 zones (35 buses)
  - ♦ Each bus has 6-8 stops
  - ♦ Limited menu
  - ♦ Parent communication
  - ♦ Labor model



# Plan C – starts August 17

- ♦ Congregate feeding
  - ♦ Teacher's children at the campus
  - ♦ Able to receive breakfast and lunch
  - ♦ Work scheduling difficulty
  - ♦ Virtual learning schedule challenges
  - ♦ Pre-ordering communication
  - ♦ Children from other school districts
- ♦ CEP Expansion

# Plan D – starts

????

## Congregate feeding

- Students using the serving line
- May take meals to alternate areas to eat
- Grab/go breakfast

## Curbside feeding

- Consolidate locations
- May transition to multiple day meal packages

## Discontinue meal delivery program

- Except special circumstances

# Employee Safety

- ♦ PPE requirements
- ♦ Health self-assessment daily
- ♦ Social distancing
- ♦ Virtual training
- ♦ Quarantine procedures



# Biggest Challenges

Participation

Counting/ claiming process

Lack of mobile devices

Virtual learning schedule

## Greatest Successes

Increasing access to meals for our students

Collaborating with District departments

Community support





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# CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

*Sarah Carlson,  
Assistant Director for  
School Operations*



## Food Production Records and the Administrative Review



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Updated 06/2020  
[www.SquareMeals.org](http://www.SquareMeals.org)

## School cafeteria workers are on the frontlines of the COVID-19 crisis

<https://www.weareteachers.com/school-cafeteria-workers-heroes/>



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*“Not only are they preparing meals, but they are also helping to distribute them, too—donning masks to work at grab-and-go stations and even boarding school busses to distribute meals directly to families.*

*By performing these essential services, our cafeteria workers are often putting their own health, and that of their families, at risk. But since childhood hunger is such a prevalent issue in so many of our communities, and schools are the safety net, they keep showing up. This is work that cannot stop.”*

[www.squaremeals.org](http://www.squaremeals.org)  
homepage, click on this icon



## Coronavirus Updates for Contracting Entities

- CACFP Resources
- Disaster Resources
- Fall Planning Resources
- Farmer Resources
- Farmers to Families Food Box
- Food Bank Resources
- NSLP Resources
- Outreach Resources
- P-EBT Resources
- Public Resources
- School Meal Delivery Support
- SFSP Resources

### Need Assistance? Contact Us

TDA understands the disruption that school and child/adult care facility closures is causing across the state of Texas. We are working diligently to create new resources and tools to assist you with continuing to feed Program participants during this trying time. If you can't find what you need on this page or one of the Program Resources pages to the left, please contact 877-TEX MEAL or email [squaremeals@texasagriculture.gov](mailto:squaremeals@texasagriculture.gov) for assistance.

Please look at the Latest News section just below for the latest updates to guidance!

### LATEST NEWS

Updated 6/30/2020

TDA will be hosting a webinar for school nutrition professionals on

[COVID-19 FAQ for SFSP and SSO](#)

[COVID-19 FAQ for NSLP School Year 2020-21](#)

[COVID-19 FAQ for CACFP](#)

[COVID-19 FAQ for Household Programs](#)

[TDA Task Force Collaborative](#)

# Resources

Food and Nutrition has numerous resources available regarding child nutrition operations, including resources for operating during the COVID-19 public emergency.

Resources, Publications, and Forms available on [www.squaremeals.org](http://www.squaremeals.org) or by clicking the links below.

<https://squaremeals.org/FandNResources/CoronavirusUpdateforContractingEntities/FallPlanningResources.aspx>

<https://squaremeals.org/Publications/Forms.aspx> for available TDA forms and publications

The material being presented is to assist and support CE's as they operate alternative meal service models.

The material is not all-inclusive. It is the CE's responsibility to operate the programs in compliance with all Federal and State policy, rules and regulation.



# TDA expects to see multiple meal service models during ARs in School Year 20-21



## **Socially Distant Cafeteria**

Meals are served to students in the cafeteria with additional safety, distancing and sanitation practices implemented.



## **Meals in the Classroom**

Meals are served to students in the classroom.



## **Kiosk/Mobile Stations**

Meal are served on mobile food carts located throughout and school's campus.



## **Home Delivery and Curbside Meal Distributions**

Students that elect to continue distance learning are provided meals through Home Delivery or a Curbside Distribution models.



# CEs must keep accurate food production records and all supporting documentation, regardless of meal model utilized.



**Socially Distant Cafeteria**



**Meals in the Classroom**



**Kiosk/Mobile Stations**



**Home Delivery and Curbside Meal Distributions**



# Requirements for Food Production Records

Texas Department of Agriculture

Form | Food Production Record | Onsite Kitchen  
June 1, 2020

### Daily Food Production Record for Onsite Kitchen

1. Contracting Entity (CE) Name: \_\_\_\_\_
2. Site Name: \_\_\_\_\_
3. Meal Service:  Breakfast  Lunch  Snack  Supper
- 3a. Type of Service:  OVS  Serve Only
4. Number Meals Served: \_\_\_\_\_
- 4a. Students \_\_\_\_\_ 5. Date: \_\_\_\_\_
- 4b. Adults \_\_\_\_\_
- 4c. Total \_\_\_\_\_

Abbreviations used:

Food Item	12. Meal Contri- bution	13. Recipe #	Planned Portions and Serving Size										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)	
			14. Age/Grade _____		15. Age/Grade _____		16. Age/Grade _____		17. Adults		18. A La Carte					
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size				
6. Meat/Meat Alternate																
7. Grain																
8. Vegetable																
9. Fruit																
10. Milk																
11. Other/ Condiment																

# Food Production Record Requirements

The CE must keep complete and accurate food production documentation including food production records, menus, records indicating food substitutions, invoices or receipts for food product purchases, and meal pattern contribution documentation for the meals they produce.

Food production documentation demonstrates that the meals served and claimed met meal pattern requirements and are, therefore, reimbursable.



# Food Production Record Requirements

**CEs should use the following guidance in maintaining production records:**

- \* Any meal claimed for reimbursement must be supported by a food production records and supporting documentation.
- \* Required for all breakfasts, lunches & snack/suppers claimed for reimbursement, and must include any salad and other food bars, quick lines, sack meals, field trips, special diets etc.
- \* **Must** include all elements on the TDA food production record template

# Food Production Record Requirements

CEs should use the following guidance in maintaining production records:

- \* These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day including, but not limited to:
  - food item replaced,
  - substituted food item, and
  - reason for the substitution.





**Daily Food Production Record for Onsite Kitchen**

1. Contracting Entity (CE) Name: \_\_\_\_\_

2. Site Name: \_\_\_\_\_

4. Number Meals Served: \_\_\_\_\_

4a. Students \_\_\_\_\_ 5. Date: \_\_\_\_\_

3. Meal Service:  Breakfast  Lunch  Snack  Supper

4b. Adults \_\_\_\_\_

3a. Type of Service:  OVS  Serve Only

4c. Total \_\_\_\_\_

Abbreviations used:

Food Item	12. Meal Contribution	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)
			14. Age/Grade _____		15. Age/Grade _____		16. Age/Grade _____		17. Adults		18. A La Carte				
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size			
6. Meat/Meat Alternate															
7. Grain															
8. Vegetable															
9. Fruit															
10. Milk															
11. Other/Condiment															

# Food Production Records in School Year 2020-2021




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## **FAQ Q.33 What preparation methods can be used? Must I maintain food production records?**

- \* CEs may provide cold, hot, frozen, or shelf-stable reimbursable meals. Bulk meals must be already cooked. Raw food should not be distributed.
  - \* In all cases, CEs must retain food production records that demonstrate compliance with the meal pattern and the quantity of food prepared.
  - \* If a CE is providing multiple meals at one time, the CE must provide instructions on how to safely store and reheat meals (if applicable). Reheating means warming up, not cooking.
- 

## FAQ Q.33 What preparation methods can be used? Must I maintain food production records?

- \* Meal preparation and meal service practices must meet all applicable State and local food safety standards.
- \* In instances where a meal pattern waiver has been granted, the CE must document this information on the food production record.
- \* Meals must be recorded on the day of intended consumption to prevent duplicate claiming and edit check errors.



# Food Production Records and Meal Service Models

The food production records must include all elements on the TDA food production records template available at [www.Squaremeals.org](http://www.Squaremeals.org).

- \* **Must** be able to identify the age/grade group(s). USDA has **not** provided a waiver of the age/grade groups in the meal pattern requirements. **CEs must use the appropriate age/grade group(s) when planning and serving meals.**
- \* **Must** be able to tie back to the meal service model(s) being utilized according to the *Intake Form*.

# Food Production Records and Meal Service Models

The food production records must include all elements on the TDA food production records template available at [www.Squaremeals.org](http://www.Squaremeals.org).

Each food production records should support the number of meals served for each age/grad group, for each line, for each meal service model. It is recommended that :

- \* Each menu should have a separate food production record.
- \* Each line should have a separate food production record.
- \* Each meal service model should have a separate food production record.



# Food Production Records and Meal Service Models

**How will food production records look for different scenarios due to students being claimed at their enrolled school?**

Students enrolled in the CE can pick up G&G meals at the location(s) determined by the CE to serve meals. The meals should be claimed by the site in which the student(s) enrolled in.

If it is a No Child Present Parent Pick-up, the parent must pick up the meal for their child/ren at their enrolled schools, and the meal must be claimed at that enrolled school\*.

**\*If the CE is able to tie meals to each student/s home school, meal counts can be taken at any location. The CE must determine how they will count meals prior to implementation.** Food production records must be completed for each meal service scenario.

**Students/parents pick up meals at one school and are claimed at another school. Should the CE ensure the food production records matches the claim at each site, even if they did not prepare or deliver meals at that site?**

The food production records should reflect the claim at each site.

If meals are prepared at one site and delivered to another site, the food production records for the delivered meals should match the claim for reimbursement at the site in which the meals are served. CEs should use the *Central Kitchen* food production records for meal preparation and the *Receiving Kitchen* food production records to record the receipt of the delivered meals.





CEs must ensure that they are preparing enough meals and completing the food production records correctly, and ensure their daily, weekly and monthly claims are correct.



## Can I utilize offer vs. service for meals served in the school and for meals served in grab and go? Should I keep separate food production records?

Offer vs. serve can be utilized in both in-school meal service settings and in the curbside grab and go setting. CEs must remember that meals served in the grab and go setting must be unitized meals.

CEs **must** maintain all documentation to support food production records and meal counting and claiming.

**If a CE is delivering meals to homes or on bus route, should the CE create 1 food production record for all the deliveries, or will each site with claims need to have a food production record?**

It is recommended that a food production record be maintained for different meal service model, including **each delivery route**. The claim for reimbursement should tie back to the food production record for each route.



## Should CE note on the food production records when we are unable to provide a component due to delivery unavailability, damage, etc.?

**Yes. Any meal claimed for reimbursement must be supported by food production records and supporting documentation.**

If the CE is unable to provide a planned component/subgroup due to delivery unavailability, damage, etc., the CE should see if they have another food product that would substitute for that component/subgroup to meet the meal pattern and:

- \* If the CE can substitute the planned component/subgroup with another food product, then the CE should substitute and document on the food production records the substitute and reason for the substitute.
- \* If the CE is unable to substitute, the CE must document on the food production records the reason for the missing component/subgroup.

# Meal Pattern Waiver

## COVID-19 Meal Pattern Flexibility Intake Form

Please complete the intake form below to utilize flexibilities provided by USDA related to meeting the meal pattern during COVID-19. This waiver applies to NSLP, SFSP, and CACFP. TDA will respond shortly via email to indicate approval or denial of this request. The Meal Pattern Flexibility Waiver is to be used for food component shortages due to items not available for purchase.

CE Name \*

CE ID \*

5-digit TDA CE ID (ex: 01234)

Impacted Programs (check all that apply) \*

- NSLP/SBP – SY 2020–2021
- SSO – Summer 2020
- SFSP – Summer 2020
- CACFP



# Meal Pattern Waiver

The *Meal Pattern Waiver* should be used only after a CE has actively attempted to purchase the necessary items to comply with meal plan requirements. The waiver must not be used for anticipated shortages.

Non-approvable reasons for request a *Meal Pattern Waiver*:

- Lack of packaging
- Lack of storage
- Lack of staffing

Document the approved *Meal Pattern Waiver* on the food production records for any missing/insufficient meal components/subgroups.

# How will Administrative Reviews (ARs) be conducted in School Year 2020 – 2021?




# ARs in School Year 2020-2021

**School Year 20-21 is Year 2 of the Administrative Review (AR) four-year cycle.**

TDA School Operations plans to conduct ARs virtually in the first half of the 2020-2021 school year. *As in previous years, TDA will practice collaborative compliance during the ARs.*

As in previous years, AR Specialists will request and review food production records and supporting documentation:

- \* one week of menus during the review period (month prior to the month in which the day of the on-site review is scheduled),
  - \* the week in which the on-site review is conducted, and
  - \* Recipes, Child Nutrition (CN) Labels, Nutrition Fact Labels, Product Formulation Statements, Manufacturer Specification statements, approved *Meal Pattern Waivers* and invoices.
- 



# ARs in School Year 2020-2021

**The review of food production records and supporting documentation includes, but is not limited to:**

- \* Ensuring the CE's food production records captures all required elements and completely and correctly;
- \* All age/grade groups are correctly utilized;
- \* Ensure all menus and meal service line are documented correctly (both noncongregate and congregate) for each meal service model utilized and supports the number of meals served for the day at each site; and
- \* All kitchen math for planned and actual meals is calculated correctly for each age/grade group and each menu planned for and served. All meal pattern components are offered to the appropriate age/grade group in the required portion sizes.



# ARs in School Year 2020-2021

**Ensure the CE staff are current and consistent in meal planning, production, service and maintaining all supporting documentation:**

- \* Ensure your meal service planning and preparation are accurately documented on food production records for each line/menu served and each meal model utilized.
- \* If combining lines/menus on a single food production record, ensure it can tie back to the number of meals planned, prepared, served and claimed.
- \* Ensure food production records can adequately be used as documentation to support the number of meals planned, prepared, served and claimed.

# ARs in School Year 2020-2021

## Ensure food production records documentation is consistent, complete and correct:

- \* Ensure there is a proper process for completing correct food production records, and maintaining all supporting documentation, including any missing/insufficient components/subgroups and approved *Meal Pattern Waivers*.
- \* Train all kitchen/cafeteria staff on how to correctly and completely fill out a food production record for each meal service model the CE is operating.
- \* If utilizing multiple meal service models, do a dry/practice run of completing food production records for each model, ensuring all supporting documentation is maintained and the record supports the number of meals claimed for that day.
- \* Utilize your Education Service Center (ESC).



# The Administrative Review will Require the Following:

**1**

One week of food production records for a week during the month of review (month prior to the month of the scheduled day of review)

**2**

One week of food production records for the week in which your on-site AR is scheduled.

**3**

Recipes, Child Nutrition (CN) Labels, Nutrient Fact labels, Product Formulation Statements, Manufacturer Specifications, & approved *Meal Pattern Waivers*

**4**

Meal service times for breakfast, lunch and snack and the breakdown of the age/grade group for each meal service for each selected site.

# Records Retention



# Records Retention

- \* Food production records for each site
- \* Recipes, Child Nutrition (CN) Labels, Nutrition Fact labels, Product Formulation statements, Manufacturer's Specification statements and invoices
- \* *Approved Meal Pattern Waiver* and documentation of missing/damaged food items
- \* Onsite Monitoring Forms (when not waived due to COVID-19)
- \* All documents that support claims submitted
- \* Public and charter school must maintain records for a period of 5 years.
- \* Private schools, other nonprofit organizations, and residential childcare institutions must maintain records for a period of 3 years.

# Contact Us

TDA F&N School Operations Assistant Directors



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CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

# TDA Resources

## TDA's FPR Template

- SquareMeals.Org/  
Publication>Forms
- Search “production”
- Form Download
- Instructions Download

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Form Name	Form Number	Form Download	Instructions Download	Program Name
production				
Daily Food Production Record for Central Kitchen, Receiving Kitchen, and Onsite Kitchen				School Nutrition Program Forms



# TDA Resources

## TDA's Online Training: Food Production Records in NSLP

- [SquareMeals.Org/Training> Online Training> NSLP Training Modules](https://squaremeals.org/Training/OnlineTraining/NSLPTrainingModules)
- <https://squaremeals.org/FandNResources/Training/OnlineEducationandSelfStudy.aspx>

## Food Production Records in NSLP

START COURSE
DETAILS ▾

Food Production Records must be completed daily for all reimbursable meals prepared, served, and claimed for reimbursement.

<b>Food Production Records in NSLP</b>	This module describes the parts of a Food Production Record and best practices for completing the document.
<b>Grains in NSLP</b>	This module describes how to meet the whole-grain-rich requirement in the National



# TDA Resources

## MENU Module

- MENU Module is a web-based system for menu planning, meal production, nutrition compliance, and meal cost analysis, including FPR.
- MENU Module is available at no cost to school foodservice authorities in Texas
- For more information, please contact your ESC representative, visit the MENU Module webpage on [Square Meals](#), or email [TDA.MENU@TexasAgriculture.gov](mailto:TDA.MENU@TexasAgriculture.gov).

**Production Form** Generated on: 3/28/2018 11:32:41 AM by ESC4 User


Site: 7000 - Alternative  
 Serving Dates: 2/27/2018  
 Meal Service: Breakfast  
 Menu Line: Breakfast Line

Preparation Site: 7000 - Alternative  
 Offer Vs. Serve: True  
 Meal Pattern: [USDA]Meal Pattern SY 2017-2022

Serving Group	Planned Count	Actual Count	Plan Comments:
K-12	300	150	
<b>Total:</b>	<b>300</b>	<b>150</b>	Record Comments:

Menu Item (Recipe #)	K-12	Total Planned	Servings Produced	Total Served	Leftover	Comments
<b>Entrée-TDA; Choose: 1</b>						
Early Bird Sandwich (TXR1193)	50 (1 ea.)	50 (1 ea.)	50 (1 ea.)	48 (1 ea.)	Waste 2 (1 ea.)	
		Meal Contribution:	1 3/4 Grains, 2 WGR			
		Qty Prepared:	0 Case 50 Gram OR 3 lb. 1.38 oz. (Eggs, Patty, Round, 1.0 oz. Fir 46025-30101) - DST2355 (Case = 144 Gram/1.0000 Gram), 0 Case 50 Each OR 3 lb. 12.00 oz. (Pork Breakfast Sausage Patty, 100% pork, .250/1.2 oz., IQF, Fc, AdvancePierre 3850) - DST1726 (Case = 250 Each/1.0000 Each), 5 Case 10 Bag OR 6 lb. 4.00 oz. (Waffles Made with Whole Grain, Aunt Jemima/Pinnacle 43577) - DST2350 (Case = 18 Bag/1.0000 Each).			
		Temperature(*F):	Hot Hold: _____			
Pizza, breakfast, 3x5, ww, pork sausage, 80/3.30 oz., Nardone 80ws100 (TXR1085)	50 (1 ea.)	50 (1 ea.)	50 (1 ea.)	45 (1 ea.)	Waste 5 (1 ea.)	
		Meal Contribution:	1 Grains, 1 1/2 WGR, 1/8 Veg-RO			
		Qty Prepared:	0 Case 50 Each OR 10 lb. 5.00 oz. (Pizza, breakfast, 3x5, ww, pork sausage, 80/3.30 oz.) - DST1522 (Case = 80 Each/1.0000 Each).			
		Temperature(*F):	Reheat: _____			





Webinar recording, presentation slides  
and other fall planning resources  
available at  
[www.squaremeals.org/fallplanningresources](http://www.squaremeals.org/fallplanningresources)



# Questions?

Moderated by Rachel Smith, Policy Analyst, TDA

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mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



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Nutrition Assistance Programs

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