



UNIVERSAL BREAKFAST-OFFER VS. SERVE PROCEDURE (CHN-P007)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for Universal Breakfast - Offer vs. Serve at the school locations.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Cafeteria Managers and cafeteria associates

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Universal Breakfast: Breakfast meals are available to all students at no charge for participating school locations.
- 4.2 Reimbursable Meal: A federal formula which helps each district determine whether they receive a monetary reimbursement from the Federal Government for each meal given to students. Reimbursable meals for the National School Lunch and School Breakfast Programs have specific requirements based on the type of menu planning approach used.
- 4.3 Offer vs. Serve: A provision in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat.

5.0 PROCEDURE:

- 5.1 Average meal counts for each classroom are established for those school locations participating in Universal Breakfast.
 - 5.1.1 Averages for each item sent to the classroom will be determined by the number of students per classroom taking the different choices (meal components) to make a complete, reimbursable meal.
 - 5.1.2 Averages for items may be adjusted as needed.
 - 5.1.2.1 Cafeteria manager shall establish satisfactory averages for each classroom, working with teachers to ensure needs are met.
- 5.2 At a minimum, a reimbursable breakfast meal consists of four items being offered, and a minimum of a fruit or juice and two (2) additional menu items.
 - 5.2.1 Students may take one of every item, if they choose, but they do not have to take any additional items beyond the minimum.
 - 5.2.2 Students may not take two of the same menu items.
 - 5.2.3 Students may take the fruit and juice plus one (1) other menu item, if they so choose.



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- 5.2.3.1 The fruit and juice count as independent menu items, but students do not have to take both, if they prefer not to.
- 5.3 All pre-packaged items that have not been heated or opened may be returned to the cafeteria.
 - 5.3.1 This includes unopened non-perishable items, uncut/unpeeled, undamaged fruit, and unopened milk and juice.
 - 5.3.1.1 Milk and juice must be held at the proper temperature and monitored throughout the meal service.
- 5.4 If classrooms are in need of additional items, other than those originally sent to the classroom, they may obtain unused items from neighboring classrooms, or contact the cafeteria for additional items needed.
- 5.5 All cafeteria staff and teachers must follow all USDA, state, and local health department requirements.
 - 5.5.1 The responsibility of classroom rosters is as follows:
 - 5.5.1.1 Rosters shall be provided to classroom teachers by the Cafeteria Manager.
 - 5.5.1.2 It is the classroom teacher's responsibility to utilize the roster to log the students that have received the verified reimbursable meal.
 - 5.5.1.3 The teacher shall return the roster to the cafeteria manager after breakfast is complete.
 - 5.5.1.4 The cafeteria manager shall key those students into the point of service system that received the reimbursable meal.
 - 5.5.1.5 All rosters must be available for inspection. Rosters will be maintained on the premises and made available for the current year.
 - 5.5.1.6 Teachers will highlight or check each student's name that has received a complete, reimbursable meal.
 - 5.5.1.7 The roster will be returned daily to the cafeteria.
- 5.6 This procedure shall be monitored on a consistent basis, by Cafeteria Managers, cafeteria employees, school staff, and Field Managers.
 - 5.6.1 Employees and Cafeteria Managers not following this procedure shall be retrained, as needed.
 - 5.6.1.1 Cafeteria Managers shall work with school staff, as needed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student roster by classroom	Computer-hard copy printed daily	Perpetual/updated daily during school year	Deleted from computer	Hard drive

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

***** End of Procedure *****

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