

CRITERIA AND PROCEDURE

BROAD SUBJECT: MEAL SERVICES	NO: MS-03-03
TITLE: Meals for Field Trips	EFFECTIVE DATE: August 21, 2009 Revised: July 2016

PURPOSE OF THIS CRITERIA/PROCEDURE -

This Criteria and Procedure provides additional information on how to plan and deliver meals for field trips. It further explains how to address required recordkeeping.

KEY TERMS AND DEFINITIONS -

Field Trip Meals: Meals that are easily transported to a location other than the school site to feed children who are attending a school-related learning experience during the day.

Food Component: One of the five food groups that comprise reimbursable lunches planned under the meal pattern. The food components are; Meat/Meat Alternate, Grains, Vegetables, Fruits, and Milk. At **breakfast**, it is one of three food groups that comprise reimbursable breakfasts. These are; Fruits (or Vegetables as substitute), Grains (with optional Meat/Meat Alternates) and Fluid Milk.

Food Item: Specific foods offered within each food component. . For example, a hamburger patty on a bun is one food item with two of the five food components (meats/meat alternates and grains). Separate ½ cup servings of peaches, applesauce and pears are three food items that represent one component (fruits).

Offer versus Serve (OVS): A provision available for the National School Lunch and School Breakfast Programs that, when approved, allows students to refuse one or two food or menu items, depending upon the type of menu planning option being used and the program involved.

Reimbursable Meal: Meals served to eligible recipients under the National School Lunch Program that meet the requirements of the approved meal planning option.

CRITERIA AND/OR PROCEDURES -

The SFA should consider the following when developing field trip meals:

1. The SFA or School Nutrition Program must offer meals to students that meet the daily meal component requirements. However, the menu planner does not have to adjust the planned weekly menu to account for occasional field trips, and does not have to pack the same vegetable offerings from that day's cafeteria lunch menu for field trips.
2. Field trip meals may include different food items for the regular posted menu. However, all required food components must be offered in their required daily minimums and weekly requirements for components must be met when combined with the week's cafeteria offerings. The menu planner has the option to offer a different vegetable, or a different vegetable from the same subgroup. However, the meals from field trips would need to be included when planning meals that meet the weekly requirements, including dietary specifications (calories, saturated fat, and sodium).
3. If the SFA or school nutrition manager provides a substitute within the planned field trip menu for the field trip meal, the SFA or School Nutrition Program must document each substitution, and the date that the substitution became known. This can be recorded on the school's substitution form, planned menus or food production records.
4. Signage is not required for field trips. However, other methods should be used to inform students what choices they have.
5. The SFA or school nutrition manager should make every effort to obtain dates that field trip meals may be necessary so that the SFA or school nutrition manager can make appropriate plans for the meal.
6. Published menus should reflect the planned field trip meal, if possible.
7. Meals for children with special dietary needs or an IEP related to nutrition issues must be accommodated when these children participate in field trip meals.
8. Field trip meals must be included when planning meals that meet the weekly requirements, including meeting the dietary specifications (calories, saturated fat, and sodium). Menus for field trips are part of the menu offerings for the day they are served. They should be included as a separate menu choice along with the regularly scheduled menu items in meeting the weekly component minimums and in the nutrient analysis.
9. For calculating the total number of reimbursable meals projected to be served, reimbursable field trip meals count the same as reimbursable meals served on a school campus.

10. SFAs wishing to implement Offer versus Serve when they are offering a pre-packaged meal must use creative strategies to do so. For example, they might allow students to go through the cafeteria line before they leave for a field trip and fill their own lunch bags with items of their choosing. Sack lunches might be packed with two or three food components, and arrangements can be made to allow the students to choose other food components that were not included in the sack from a wide variety of milks, juices and/or fruits. Students must be able to select the full minimum daily requirement for all meal components.

AUTHORITY – FEDERAL

7 CFR Part 210.10

USDA Nutrient Analysis Protocols

Accommodating Children with Special Dietary Needs