



Kids First

The Best School Food Service Department in the Country

Fiscal Year
2014
Volume 1

KEEPING YOU INFORMED...

A message from the Director...

We hope that this “*Keeping You Informed*” has been a helpful tool to keep you up-to-date with School Food Service (SFS) topics over the past five years. School Food Service staff would like to thank you for taking the time to read through this document.

We would also like to thank you for your support and the support of your staff for the School Food Service Department and our Child Nutrition Programs. Last year was the first year where **free** breakfast meals were provided to all students district-wide. We served an additional 775,000 breakfasts! Thank you for making breakfast accessible to your students so they could **Fuel Up** to start their academic day.

Breakfast will be free again to all students this school year and we are proud to support each student and their family.

We wish you all a great year.

Sincerely,

Steven G. Bonino



Free and Reduced Priced Lunch Benefit Application Distribution

On July 3, 2013 the District released bulletin P-14626/COO/SFS stating that we will not be providing paper applications to every student this year. We will be providing the SFS managers with enough paper applications based on each school's population to be available upon request. This was based on guidance from the state due to the success of our online application process. We are asking that schools continue to encourage the use of the online application system since we are able to provide better and more efficient customer service when an online application is completed. The online application system is available in English, Spanish and Creole. It is suggested that schools allow parents to use the media center to complete applications and/or use the POS terminals in the cafeteria during student orientations and open houses.

In order to remain in compliance this school year with federal guidelines we do need to distribute a letter to each student regarding the application process. Letters are being ponied to your school for inclusion in the students' welcome back packets. Thank you in advance for your assistance with this regulation.



SCHOOL FOOD SERVICE,

DID YOU KNOW...

- Each SFS Manager will be provided with an acrylic frame containing a poster and business cards to communicate our online application website address to parents and students. We would like to request that this frame be placed in the school's front office in a location easily accessible to parents.
- Student Lunch Status Confidentiality / Permission to Release - At the direction of the Florida Department of Agriculture and Consumer Services, and in accordance with guidelines of the National School Lunch Program, all student lunch status information has been removed from EDW. The lunch status of students whose parent/guardian has authorized its disclosure will still be available from your SFS Manager. To make this list more comprehensive, we have provided your SFS Manager with a document entitled Permission to Release. This document can be used by teachers for field trips, by guidance counselors for ESE testing, by secondary schools for test and college application fee waivers. It is suggested that this document become part of the new student registration packet, and that some be kept in the front office, guidance office, student services, and teachers' classrooms so that it can be readily accessed when needed. A copy of the document is attached. If parents complete the document their meal status may be shared with others in the District to receive eligibility in other programs.
- We have provided all SFS staff with "Kids First" T-shirts to be utilized as part of their uniform this school year. The T-shirts are intended to be worn on Fridays or on any spirit days promoted by your school. The school's spirit day shirts may also be worn on Fridays.
- Lunch meal service times must be within the hours of 10:00 a.m. to 2:00 p.m. in order to remain in compliance with the United States Department of Agriculture (USDA). Please work with the SFS Manager if you have any unusual situations where meal service might occur outside the allowed timeframe and we will request a waiver from the State.

- To ensure that each employee has received proper training and that the SFS Department remains in compliance with all federal, state and local policies and procedures, and to continue to meet our mission, we will be providing a number of mandatory trainings throughout the 2013-2014 school year. The following is a list of the mandatory trainings for School Food Service Managers and School Food Service Assistants for the 2013-2014 school year:
 - Welcome Back In-service
Thursday, August 8, 2013 at the Safe Schools Institute
8:00 – 4:30, SFS Managers Only
 - Start of the Year Workshops
Friday, August 9, 2013 at the Safe Schools Institute
8:00 – 4:30, SFS Managers Only
 - Area Meeting
Monday, August 12, 2013 at various area locations
8:00 – 12:00, SFS Managers Only
 - Employee Area Trainings
Friday, August 16, 2013 at various area locations for one hour
between the hours of 7:00 – 1:00, SFS Managers and Assistants
 - Area Meeting
Monday, September 9, 2013 at various area locations
8:00 – 12:00, SFS Managers Only
 - In-Service
Friday, October 18, 2013 at Royal Palm Beach High School -
8:00 – 4:30, SFS Managers Only
 - Area Meeting
Monday, October 28, 2013 at various times and area locations,
SFS Managers Only
 - Area Meeting
Monday, December 9, 2013 at various times and area locations,
SFS Managers Only
 - Area Meeting
Monday, January 27, 2014 at various times and area locations,
SFS Managers Only
 - In-Service
Tuesday, February 18, 2014 at Royal Palm Beach High School
8:00 – 4:30, SFS Managers Only
 - In-Service
Friday, May 9, 2014 at Royal Palm Beach High School –
8:00 – 4:30, SFS Managers Only

SCHOOL FOOD SERVICE MISSION STATEMENT

To provide a variety of appealing and nutritious meals with the purpose of supporting student performance in a safe effective and efficient manner