

**DEPARTMENT OF FOOD AND NUTRITION
PROCEDURE MANUAL UPDATES
2023-2024**

TITLE	PAGE(S)	SUMMARY OF CHANGES
B-02 FOOD SERVICE EMPLOYEES AND ADULT MEALS	1	<p>Revised All school staff that set up accounts must make payments online at www.PayPams.com. Refer to Weekly Briefing #34083 #40231. For every PayPams transaction, there is a service fee of \$1.95 \$2.40. However, for every payment of \$40.00 or more, the Department of Food and Nutrition will add a \$2.00 \$2.40 credit to the account to be used for any cafeteria purchase.</p> <p>Added A. A food service employee meal is served at no charge at breakfast/lunch service. Employee meals must be consumed on-site during the workday. Meals may not be taken out of the building.</p>
B-03 SPECIAL PROGRAMS- AFTER SCHOOL MEALS AND SNACKS	5	<p>Revised <u>B After School Meals (reimbursable Using POS)- Offer Vs Served</u> 2. i. Students participating in the afterschool program will go through the serving line and selected items j. After selecting items, students will enter their ID number on Keypad. Food service managers/satellite assistants are to contact the HS nutrition coordinator regarding menu substitutions for the regular menu and special menus. k. Employee must check the name on the screen as student enters ID number to make sure is the correct student and that the student have correct items. (Per OVS guidelines). m. Employee must then press subtotal, total and next to conclude the transaction.</p>
B-04 SPECIAL MEALS FOR STUDENTS	1	<p>Revised A. School administration must notify the food service manager/satellite assistant at least three (3) four (4) weeks prior to the date of the function. H. Any adults served must be charged at the adult breakfast price of \$2.00. \$3.00</p>
B-08 SPECIAL DIETARY NEEDS	2	<p>Revised The School Food Service Meal Order Sheet (Attachment A)</p>
B-10 NON-RESIDENT MEAL SERVICE	1	<p>Revised 1. If FastTrak is not on, then the meals have to be entered via an electronic CRCR at the student's home school. Please call the Help Desk for assistance. Use the Power Failure Form to account for the meals. After meal service, contact the Help Desk for assistance to enter the meals.</p>
B-12 EVALUATION OF RECIPES	1	<p>Added D. Email the quality assurance manager of Food and Menu Programs for the Department of Food and Nutrition at ddrummond@dadeschools.net. and ajohnson@dadeschools.net.</p>
C-02 ORDERING PROCEDURES	1	<p>Added <u>Delivery Information</u> C. Food Service Managers/Satellite Assistants must schedule their workdays to accommodate deliveries.</p>

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<p style="text-align: center;">C-10 REPORTING LOSSES AND PURCHASED, COMMODITY AND PREPARED FOODS AND NON-FOOD ITEMS</p>	<p style="text-align: center;">1</p>	<p>Revised <u>Food Spoilage Due to Damage or Insect Infestation Valued at \$500 or Less</u></p> <p>The following must be completed after notifying your region Food Service Supervisor. Added B. Complete a Paper Goods Usage/Pick Break Spoil Report in TrakNow to remove damaged items from the inventory. C Copies of completed forms <u>MUST</u> be forwarded to: maintained on file with weekly paperwork. 1. Food Service Accounting, Location 9999, Room 656 Department of Food and Nutrition, Attention: Food and Menu</p> <p><u>Food Spoiled, Damaged or Insect Infested Valued More than \$500</u> The following must be completed after notifying your region Food Service Supervisor.</p>
<p style="text-align: center;">C-12 MONITORING TEMPERATURES OF EQUIPMENT, STORAGE AND HOT WATER</p>	<p style="text-align: center;">1</p>	<p>Added 3. a.Call in an emergency work order to the Food and Nutrition’s Equipment Repair Center (ERC) at 786-275-0500, or via email at fnrepaircallcenter@dadeschools.net</p>
<p style="text-align: center;">C-14 FOOD PRESENTATION AND SERVICE</p>	<p style="text-align: center;">2</p>	<p>Revised B. Post signage (Attachment B).</p>
<p style="text-align: center;">C-15 SHARED TABLES FOR STUDENTS (DURING MEALS)</p>	<p style="text-align: center;">1</p>	<p>Revised A. Each school that wishes to participate in the Share Table Program must have a meeting between contact the Wellness Supervisor to review the procedures. school food service manager/satellite assistant and the school administration. This meeting would determine if a sharing table is a viable option to reduce food waste.</p>
<p style="text-align: center;">C-16 STORAGE OF PURCHASED FOOD AND NON-FOOD ITEMS</p>	<p style="text-align: center;">1</p>	<p>Revised <u>Stack Foods of a Kind Together</u> <u>Arrange the foods in the storage space according to type, e.g., canned foods, dried foods to facilitate in counting and recording of inventory. Both dry and refrigerated/frozen purchased foods and commodity foods must be stored separately.</u></p>

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C-18 FARM TO SCHOOL	2	<p>Revised <u>Washing Produce</u></p> <p>A. Wash fresh fruits and vegetables in a colander under cool running water.</p>
C-22 FOOD RECOVERY AND DONATION TO NON-PROFIT ORGANIZATION	1	<p>Added B. Any Shared Table items (non-perishable packaged items) leftover at the end of the week maybe donated.</p>
D-2 PROCEDURES FOR DETERMINING THE ELIGIBILITY OF STUDENTS TO RECEIVED FREE OR REDUCED PRICE MEALS	1 2 5 6 6-7 7 8 10 11 12	<p>Revised <u>School Board Policy</u> School Board of Miami-Dade County, Florida, Policy 6Gx13-3E-1.22-8531- Free and Reduced Price Meals.</p> <p><u>CENTRALIZED SCANNING AND APPROVAL SYSTEM</u> <u>Online Meal Application - Deleted</u></p> <p>I. Applications must be forwarded to the Department of Food and Nutrition, Work Location 9025, Attn: FAST Center Meal Benefits Department, for completion of approval process.</p> <p>A. Provide meal application brochures to all households on the first day of school. Applications are available at the front office in English, Spanish, and Creole. B. Encourage students to apply online or to return completed meal application forms after July 1st and throughout the grace period.</p> <p>C. If an application is incomplete or contains questionable information, the household must be contacted. The application must either be returned to the household with the Incomplete Free and Reduced Price Meal Application Memo (Attachment D), or the household must be contacted by phone or in writing to request obtain the correct information.</p> <p><u>Deleted</u> H. Negative Change of Benefit Letters generated by ITS must be sent home with the students. If the parent/guardian desires for this decreased meal benefit to take effect, they must return the letter signed and dated to their child's school. The school must then send the letter by fax to the Department of Food and Nutrition, FAST Center, at (786) 275-0641.</p> <p>Revised 2. SNAP, TANF or FDPIR case number of any eligible household member. The case number is a 10-digit number (must start with 10, 11, 12, 13, 14, 15, or 16) that can be found on the approval letter from the agency.</p> <p>Deleted B. C. and D.</p> <p>Revised E. Staff of the Meal Benefits Department will notify parents of potential decrease in meal benefits. by sending home the Negative Change of Benefit letter generated by ITS. This does not apply to Verification students.</p> <p>Deleted FILING (Entire Section) TRANSFER/WITHDRAWAL (Entire Section)</p> <p>Revised <u>PREPAYMENT FOR MEALS</u></p> <p>A. Full Price and Reduced Price students in all Miami-Dade County Public Schools have the option to must prepay for their meals.</p>

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	13	<p>Deleted B. It is recommended that all prepayments are made before the school day begins. Cash prepayment may be collected at the cash register. Prepayment by check is collected in the food service manager's office.</p>
D-03 VERIFICATION OF APPROVED FREE AND REDUCED PRICE MEAL APPLICATIONS	1 4 6	<p>Revised A. Notification Process After October 1st, the Department of Food and Nutrition and the school site will receive the Meal Verification List from ITS will generate the Meal Verification List and send to schools. The school must maintain the Meal Verification List on file (see page 4 for filing procedures). All verification documents are to be reviewed for completeness and accuracy before sending to the Department of Food and Nutrition, work location 9025, Attention: FAST Center. The Department of Food and Nutrition is responsible for updating all verification student activity in DSIS. 2. If a school site receives a new application with documents, the verification application identification number must be noted on the new application. All supporting documents are to be forwarded to: Location 9025, Attention: FAST Center. Meal Benefits Department. Deleted DEFINITIONS Alternate Sample Sizes — Alternate Two: The sample size equals the lesser of the sum of: <ul style="list-style-type: none"> • 1,000 of all applications approved by the LEA as of October 1st of the school year, selected from error prone applications; OR one (1) percent of all applications approved by the LEA as of October 1st of the school year, selected from error prone applications. Plus the lesser of: <ul style="list-style-type: none"> • 500 applications approved by the LEA as of October 1st of the school year that provide a case number in lieu of income information; OR one-half (1/2) of one percent of applications approved by the LEA as of October 1st of the school year that provide a case number in lieu of income information. </p>
E-02 OPEATING PROCEDURES FOR FASTRAK POINT OF SALE CASH REGISTER SYSTEM	6	<p>Revised 9. FREE - Students attending a non-CEP site approved for free meals by a 2019-2020, 2020-2021 or a 2021-2022 2022-2023 application. Remember, students have approximately 30 days to eat based on last year's meal eligibility. As the Department of Food and Nutrition approves the new 2022-2023 2023-2024 applications, in most cases, the 9's will become 1's. 10 PREVIOUS REDUCED - Students attending a non-CEP site approved for reduced meals by a 2019-2020, 2020-2021 or a 2021-2022 2022-2023 application. Remember, reduced price students have approximately 30 days to eat based on last year's meal eligibility. As the Department of Food and Nutrition approves the new 2022-2023 2023-2024 applications, in most cases, the 10's will become 2's.</p>
E-09 ONLINE PAYMENTS AND REFUNDS FOR CAFETERIA ACCOUNTS	1	<p>Revised Prepayments All school staff that set up accounts must make payments online at: www.PayPams.com using a credit or debit card. Refer to Weekly Briefing #31083. #40231. For every PayPams payment of \$40.00 or more to the account, a credit of \$2.40 will be added to the cafeteria account to be used for any cafeteria purchase. transaction, there is a service fee of \$2.40. However, for every payment of \$40.00 or more, the Department of Food and Nutrition will add a \$2.40 credit to the account to be used for any cafeteria purchase.</p>

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2023-2024**

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E-16 SATELLITE SCHOOL REPORTS	1	Deleted Procedure Manager's Meal Authorization Lists Storeroom Issue Reports (if applicable)
E-19 MANUAL EDIT CHECKS FOR SPECIAL CENTERS	1	Added POLICY Manual edit checks must be performed daily for feeding sites that do not have an automated POS system, or for satellite sites with a POS system that is combined with the base school. Revised PROCEDURE CEP Sites: The total number of students enrolled. Multiply each total by .939 .945(attendance factor) to calculate the adjusted attendance figure. Non-CEP Sites: The number of students approved as free, reduced, or paid. Multiply each total by .939 .945(attendance factor) to calculate the adjusted attendance figure.
F-05 USE OF FOOD SERVICE FACILITIES	1	Revised <u>Use of Food Service Facilities by Non-School Persons and Organizations</u> These rules are outlined in School Board Policy 7510 – Use of District Facilities . (See Program Authority Section A-1 , page 8)-page 6.
F-11 SUSPECTED GAS SMELL IN FOOD SERVICE AREA	1	Added PROCEDURE In the event that a smell suspected to be propane or natural gas is detected in the food service area, and it has been determined that the smell is not due to low propane levels in the tank , the following actions must be immediately initiated.
G-04 TERMINATIONS DUE TO RESIGNATION, ABANDONMENT OR CAUSE	1	Revised Resignation 3. The principal is to forward the signed letter to Human Resources and a copy to the Department of Food and Nutrition, Human Resources Director Director of Professional Development, Training and Personnel via email for further processing.
G-07 EMPLOYEE TRAINING PROGRAMS AT FOOD AND NUTRITION	1 2	Revised COURSE TITLE: <u>New Employee Orientation (NEO) (Including Cashier Training)</u> Additionally, class includes Point-of-Sale training is included. Class is a five (5) hour mandatory session, for newly hired food service employees. Deleted Course Title: <u>TrakNow Training</u> Registration: Food and Nutrition Operations will provide the names of the schools scheduled for the transition from mainframe to TrakNow. TrakNow team will notify via e-mail to Food Service Manager/Satellite Assistant, School Principal and Region Supervisor the scheduled dates and time.

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G-09 OVERTIME – FOOD SERVICE EMPLOYEES	1	Added <u>APPROVAL</u> B. Once the Overtime Authorization Form is received from Food and Nutrition , hours are then entered into the SAP Payroll Data Entry Screen, Report Time – Overtime, according to the pay period worked
G-12 FOOD SERVICE EMPLOYEE MEALS	1	Revised Adult breakfast is \$2.00 \$3.00 and Adult Lunch is \$3.00 \$5.00.
G-17 BASE FOOD SERVICE MANAGER-MONITORING RESPONSIBILITIES	1	NEW PURPOSE The purpose of this procedure is to ensure proper monitoring of the satellite sites by the base manager. PROCEDURE Supervision of satellite programs, including all Early Childhood Centers (ECCs), Primary Learning Centers (PLCs) and Middle Learning Centers (MLCs), includes completion of the following: The Satellite Compliance Visitation Criteria Form (FM-1898) – This form must be completed twice a year, one before winter recess and once before the middle of May, or as directed by the Department of Food and Nutrition. The Satellite Compliance Visitation Criteria Supplement Form (FM-5107) – May be used for additional visits or follow-ups. The base manager must maintain a copy of the visitation on file. Copies are also to be distributed to the satellite school principal, the satellite assistant, the base school principal and the region food service supervisor.
H-01 PERSONAL HYGIENE	1	Added 2. Note: The uniform allowance is paid to all food service employees every April for purchase of new uniforms and/or shoes. 11. There will be no use of tobacco products on school premises (including electronic cigarettes or vaping devices), as per School Board Policy 1215 – Tobacco Use .
H-02 WASHING HANDS	1 2	Added 4. Provide warm running water (minimum 100°F), 6. Wash hands: • after using cellular phone on their break 7. e. Use paper towels to open doors when exiting the restroom. Discard paper towels.
H-04 SANITIZING EQUIPMENT, UTENSILS AND FACILITIES	1	Revised c. In the third sink, sanitize by immersing items in hot water at 171°F for 30 seconds, or in the chemical sanitizing solution for the appropriate amount of time. Contact time varies with the type and strength of chemical solution used. (For chemical sanitizing, use a test strip.) Be sure all surfaces of the equipment are covered with the sanitizing solution.
H-06 USING AND CALIBRATING THERMOMETERS	2	Added <u>Ice Point Method (Link)</u> Delete <u>Boiling Point Method:</u>

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H-08 COOLING FOODS	1	<p>Deleted 3. The One-Stage (four hour) Method is the acceptable process for cooling food: Added 3. The Two-Stage (six hour) Method is the acceptable process for cooling food: (Attachment)</p> <p>a. Cool hot cooked food from 135°F to 70°F within 2 hours. If food has not cooled to 70°F in four (2) hours, reheat food to above 165°F and start cooling again.</p> <p>b. Reduce the temperature from 70°F to 41°F or colder within the additional 4-hour period.</p>
H-16 RECEIVING AND STORAGE OF FOOD	2 3	<p>Added 20. When receiving refrigerator or freezer items do not leave the cooler door open for long periods of time This makes the unit to work harder, leading to loss of efficiency and may result in expensive repairs. 8. Train personnel to enter the walk-in cooler only when necessary and always keep the door closed.</p>
H-17 TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)	2	<p>Revised Verification and Record Keeping MAT Route Log (Revised) The Food Safety Checklist and MAT Route Logs are to be kept on file for a minimum of one (1) year. five (5) years.</p>
H-21 SANITATION AND SAFETY OF SCHOOL GARDEN TO CAFETERIA	1	<p>Revised Subject: SCHOOL GARDEN TO CAFETERIA—SANITATION AND SAFETY OF SCHOOL GARDEN TO CAFETERIA</p>
I-01 SPECIAL FUNCTIONS FOR SCHOOL FOOD SERVICES	4	<p>Revised B. The school food service department may purchase ingredients from petty cash and bill the organization; labor Labor must be charged if preparation is provided by the food service department beyond normal working hours.</p>
I-03 OPERATION OF FOOD- RELATED VENDING MACHINES	1 2	<p>Revised 4. Checks are processed through The Department of Food and Nutrition, receives a check on a monthly basis, and forwards it to the Treasury Department to distribute funds directly to school sites.</p> <p>2. Checks are processed through The Department of Food and Nutrition receives a check on a monthly basis and forwards it to the Treasury Department to distribute funds directly to the school site.</p>
I-05 SPECIAL EVENT CATERING	1	<p>Revised Special Event Catering Form. Breakfast @3.00 Lunch @5.00 Snack @2.00</p> <ul style="list-style-type: none"> • If Delivery is required, contact Tom Holmberg. Edward Velez.