



FOOD SERVICE FOR
SPECIAL PROGRAMS

H63.00
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PROCEDURE

Introduction

The Seattle School District conducts a number of educational programs throughout the city at locations that do not have a School Lunch Program.

These Special Programs may make special arrangements for the Food Services Office to supply lunches for students under certain circumstances.

Identification

Special Programs eligible for Food Service lunches are defined as any District-sponsored, accredited, alternative educational program which is independent of any other school and whose program manager reports to the Special Programs administrator.

Lunches provided for Special Programs may consist of a sack lunch or a prepackaged meal and must be picked up at the school which supplies the lunches.

To qualify for federal reimbursement, all meals must meet the nutritional requirements as specified in U.S.D.A. regulations.

Prices and eligibility standards for free and reduced price lunches are the same as for the regular School Lunch Program.

Procedures

1. To qualify for food service for special programs at locations without an onsite district food service program, certain procedures must be followed.
 - a. An authorized Seattle School District employee representing the special program must request a food service program. A new program may require a written request from the Executive Director of Secondary Education to determine eligibility.
 - b. A conference will be scheduled with the special program representative(s) and Food Service supervisor(s) to discuss the feasibility of starting a food service program. One representative from the requesting special program should be the Seattle School District employee who would be responsible for the food services program.



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- c. After a survey of the site, the Food Services Office will determine whether food service could be made available and what type of service would be feasible. The Food Services Office does not provide transportation.
- d. The Special Program authority must agree to follow federal, state, and School District regulations. The Seattle School District Food Service operates under the National School Lunch Program and receives federal reimbursements; therefore, accurate records are required.
- e. Continuation of a food service program is dependent upon the cost of its operation. No Seattle School District funds are available for support of food service programs. If losses occur due to low volume or erratic participation, a program will be discontinued.