

## **Meals on Field Trips**

School food service operations offer meals to students on field trips to maintain a steady revenue stream. Fewer student meals effect the funding the school receives in student payments, federal reimbursement, state match payment, and commodity allocations. This loss of revenue really adds up over the course of the school year. In addition, it is difficult for school food service operation to appropriately adjust labor hours when there are occasional dips in participation so productivity is negatively impacted. Field trip meals are great convenience to busy parents. Here are some options for providing field trip meals:

### **Option #1: Bag Breakfast or Lunch**

Provide a bag breakfast and/or lunch to accompany students on field trips. The meals may be claimed for reimbursement if planned and served in accordance with one of the U.S. Department of Agriculture's (USDA) meal patterns. School agencies may also choose to sell certain food items at an a la carte price if suitable arrangements cannot be made to provide the necessary components of the reimbursable lunch.

#### **Advantages**

- \* No need to make arrangements for meals when planning field trips.
- \* Cost savings realized when school meal is a lower cost alternative to a meal purchased before, during or after the arranged field trip.
- \* Students have an opportunity to receive a well-balanced meal.
- \* School nutrition service does not experience a loss in revenue or productivity.
- \* Teachers and other school staff have fewer concerns - students forgetting to bring meals or money, wholesomeness of the food items brought from home and accompanying students on the field trip.

To implement the bag meal option, necessary provisions must be made to:

1. Develop an ordering procedure so that food service staff has ample time to purchase, prepare and pack bag meals.
2. Keep foods items, including milk, at the appropriate temperatures until meal service.
3. Use an acceptable point-of-service counting procedure to record the number of reimbursable meals served by category (free, reduced price and paid) and/or account for any la carte sales. Schools may use a class roster to check off each student's name as he/she is handed a reimbursable meal. Another option for school with electronic meal counting system is to mark the computer-generated bar codes of the students when they receive the meals.

### **Option #2: Breakfast or Lunch at a School that Participates in the Federal Meal Programs**

Make arrangements to obtain meals at field trip site that participates in the National School Lunch and Breakfast Programs. Possible sites include other schools that host a local or regional event, school forests and environmental learning centers.

#### **Advantages**

- \* Reimbursable meals that meet USDA requirements are available.
- \* If it is a school, the meals may be claimed by the host school for the visiting students (paid student category only unless the eligibility category is known and is kept confidential when payment is received and meals are counted and claimed) or by the visiting school.
- \* The host school preparing the meals may chose to:
  - Bill the visiting school for the number of student and adult lunch and/or breakfast served. The meal prices may be those set by the host school for meals purchased by students and staff or negotiated meal prices. The visiting school follows procedures for collecting appropriate payment for adult and for student meals by type and for submitting accurate claims for reimbursement meals by type and by student eligibility category (free, reduced price and paid).

The visiting school processes the invoice and submits payment to the host school that provided the meals.

- Obtain a point of service count of the number of visiting student meals by eligibility category (free, reduced price and paid) and the number of visiting adult meals. Appropriate meal payments are also collected by the host school. Provisions are made to protect the identity of students receiving free or reduced price meals and to collect payments that do not exceed the maximum charge set by USDA for breakfast and for lunch if the students qualify for reduced price meals. Adult and student meals are reported by the host school following instructions for completion of the monthly reimbursement claim. Note: Only one school may claim the meals for reimbursement.

### **Option #3: Select Menus That are Reimbursable for SBP or NSLP**

Purchase meals at the field trip site that qualify for reimbursement under the National School Lunch and Breakfast Programs. Museums and other field trip locations may choose to work with the state agency to provide meals that meet meal pattern requirements. Contact the site to ask if such arrangements have been made.

#### **Advantages**

- \* Meals arrangements are made with minimal effort on the part of the field trip planners.
- \* Meals are prepared on site. Food safety considerations are minimized by such arrangements.
- \* All students receive the same meal.
- \* Menus are analyzed to determine compliance with meal pattern requirements and weekly dietary specifications (calories, saturated fat, and sodium) during state-conducted evaluations.

#### **Field Trip Meals Claimed for Reimbursement**

1. Procedures must be established for collecting meal payments and obtaining a count by eligibility category in a manner that does not overtly identify students approved for free and reduced price meal benefits.
2. Meals must be provided at no cost to students approved for free meal benefits and the meal charges for students approved for the reduced price meal category is no more than the maximum charge set by USDA (currently 30 cents for breakfast and 40 cents for lunch).
3. Point of service counts must be obtained for meals served to students by eligibility category (free, reduced price, and paid).

For schools selecting Offer versus Serve: Reduce waste, when possible, by allowing students to select from the milk choices and the other available lunch and/or breakfast meal components by setting up the serving line prior to the time students will leave for the field trip. With supervision to ensure reimbursable meals are selected, allow students to place menu items in their bag meals consistent with Offer versus Serve. Students must select 3 of the 5 required lunch items and a reimbursable lunch must contain a minimum of ½ cup of vegetable and/or fruit. Students must select 3 of the 4 required breakfast items. New requirements for selecting a fruit component go into effect at the start of the 2014-15 school year, students must select ½ cup of fruit. Label bags with the name of the student. Students may enter their pin or student ID number but actual participation must be verified when the meal is served to provide accurate counts by eligibility category for the monthly claim.

4. Serve the field trip meal in a location where competitive food sales are not available or restrict sales of foods of minimal nutritional value to students during the meal service period to comply with USDA's regulation governing what is sold.

## National School Lunch Program – Field Trip Option Meeting Meal Pattern Requirements

Children on a field trip must be offered lunches that meet the daily meal component requirements. Refer to the chart below for the daily and weekly ranges for the specified grade groups. Example: A lunch planned for lunch for students in grades K-5 must contain: ½ cup of fruit, ¾ cup vegetables from one or more sources, 1 ounce equivalent of grains, 1 ounce equivalent of meat/meat alternate and 1 cup of milk. Two milk types must be available for selection by the students. The milk types must be no fat or low fat (1%) and all flavored milk types (chocolate) must be no fat.

For occasional field trips, the menu planner does not have to adjust the weekly menu planned for the meals served at the school and does not have to pack the same vegetable offering that is served at the school that day. 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 must be included when determining if the lunches planned meet the weekly grain and meat/meat alternate ranges and weekly dietary specifications (calories, saturated fat, and sodium). Refer to the chart below for the daily and weekly ranges for the grade levels and for the dietary specifications.

	Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
<b>Meal Pattern</b>	<b>Amount of Food Per Week (Minimum Per Day)</b>			
<b>Fruits (cups)<sup>c,d</sup></b>	2½ (½)	2½ (½)	2½ (½)	5 (1)
<b>Vegetables (cups)<sup>c,d</sup></b>	3¾ (¾)	3¾ (¾)	3¾ (¾)	5 (1)
<b>Dark green<sup>f</sup></b>	½	½	½	½
<b>Red/Orange<sup>f</sup></b>	¾	¾	¾	1¼
<b>Beans/Peas (Legumes)<sup>f</sup></b>	½	½	½	½
<b>Starchy<sup>f</sup></b>	½	½	½	½
<b>Other<sup>f,g</sup></b>	½	½	½	¾
<b>Additional Veg to Reach Total<sup>h</sup></b>	1	1	1	1½
<b>Grains (oz eq)<sup>i</sup></b>	≥8 (1)	≥8 (1)	≥8 (1)	≥10 (2)
<b>Meats/Meat Alternates (oz eq)</b>	≥8 (1)	≥9 (1)	≥9 (1)	≥10 (2)
<b>Fluid milk (cups)<sup>l</sup></b>	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>				
<b>Min-max calories (kcal)<sup>m,n,o</sup></b>	550-650	600-700	600-650	750-850
<b>Saturated fat (% of total calories)<sup>n,o</sup></b>	< 10	< 10	<10	< 10
<b>Sodium (mg)<sup>n,p</sup></b>	≤ 640	≤ 710	≤640	≤ 740
<b>Trans fat<sup>n,o</sup></b>	<b>Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.</b>			

<sup>b</sup> Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ½ cup.

<sup>c</sup> One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>d</sup> For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

<sup>f</sup> Larger amounts of these vegetables may be served.

<sup>g</sup> This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

<sup>h</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>i</sup> At least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

<sup>l</sup> Fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

<sup>m</sup> The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>n</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

<sup>o</sup> In the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

<sup>p</sup> Final sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

Refer to See memorandum SP 11-2013 on flexibility regarding weekly maximum limits for grains in school year 2012-2013.

**Please Note:** Only whole dried fruit, whole dried fruit pieces, fresh, frozen or canned fruits; vegetables; or full-strength juice may contribute toward fruits and vegetables components. Effective July 1, 2012 (SY 2012-2013), 100 percent fruit strips, fruit drops or other snack-type fruit or vegetable products cannot be credited and may not be served as a meal component.

## Menus Ideas Meeting Minimum Daily Serving Requirements

Meal Options	Minimum Per Day			
	Grades K-5, 6-8, K-8	Grades 9-12		
Deli Sandwich	1 ounce equivalent deli meat/cheese 1 ounce equivalent bread	2 ounce equivalent deli meat/cheese 2 ounce equivalent - Grains		
Peanut butter & jelly sandwich	1 ounce equivalent meat/meat alternate = 2 TBSP 1 ounce equivalent grains = 1 ounce or 28 gram whole grain enriched bread slice	2 ounce equivalent meat/meat alternate = 4 TBSP 2 ounce equivalent grains = 2-1 ounce or 29 gram whole grain enriched bread slices		
Cheese Stick	1 ounce by weight	2 ounces by weight		
Yogurt	4 ounces by measure or ½ cup	8 ounces by measure or 1 cup		
<b>Fruit Options</b>	<b>½ cup or combination to equal ½ cup for grades K-5, 6-8, K-8 1 cup or combination to equal 1 cup for grades 9-12</b>			
Apple = 1 cup	Banana = ½ cup	Mixed fruit		
Pear 150 count = ½ cup Pear 120 count = ¾ cup	Orange = ½ cup	Pineapple		
Raisins or other dried fruit (whole dried fruit and whole dried fruit pieces credit at twice the volume served) ¼ cup = ½ cup creditable fruit <b>Note:</b> Only whole dried fruit, whole dried fruit pieces, fresh, frozen or canned fruits; vegetables; or full-strength juice may contribute toward fruits and vegetables components. Effective July 1, 2012 (SY 2012-2013), 100 percent fruit strips, fruit drops or other snack-type fruit or vegetable products cannot be credited and may not be served as a meal component.				
<b>Vegetables</b>	<b>Plan ¾ cup or any combination to equal ¾ cup for grades K-5, 6-8, K-8 Plan 1 cup or combination to equal 1 cup for grades 9-12</b>			
Listing of vegetables (See updated pages of USDA Food Buying Guide for list and vegetable subgroup designation) Note: ½ cup uncooked leafy greens = ¼ cup vegetable for crediting purposes.				
<b>Dark Green</b>	<b>Red/Orange</b>	<b>Beans/Peas (Legumes)</b>	<b>Starchy</b>	<b>Other</b>
Broccoli	Baby carrots	Bean salsa (black beans in serving)	Potato salad	Green bean salad
Kale salad	Marinara sauce (dip for vegetables or string cheese)	Edamame served raw or steamed and served cold	Jicama Sticks	Cabbage slaw
Romaine salad	Salsa (served with 1 or 2 ounce equivalent corn chips as grains)	Black bean and corn salad	Thawed frozen peas or corn	Cucumbers
<b>Grains When Not Include in Entrée – Must be Whole Grain Rich (start of 2014-15 school year) Plan minimum of 1 ounce equivalent for grades K-5, 6-8, K-8 and 2 ounce equivalent for grades 9-12</b>				
Snack crackers 1 ounce equivalent = 1 ounce or 28 grams (weight)	Corn Chips 1 ounce equivalent = 1 ounce or 28 grams (weight)		Muffin (except corn) 1 ounce equivalent = 55 gram muffin or 2 ounces (weight)	

## Helpful Hints on Preparing, Packaging and Serving Field Trip Meals Tips

### Preparing and Packaging

1. Set up a production line for packing field trip meals.
2. Minimize the time potentially hazardous foods are left at room temperature.
3. Chill ingredients used in the preparation of sandwich fillings or salads that will be served cold.
4. Protect food from contamination by purchasing pre-packaged or placing items in sealable, individual serving containers.
5. Place set number of bag meals in transport containers and mark the containers with the number of meals.

#### **Additional Items to include with field trip meals:**

- Spoon for yogurt, fruit cups, salads and other non-finger foods
- Napkin
- Condiments (pre-packaged/"no refrigeration required" items)

### Keeping Bag Meals Safe

1. Maintain the temperature of potentially hazardous food (time/temperature control for food safety food) at appropriate temperatures during all holding periods (41° F. or below if cold and 140° F. or above if hot).
2. Chill potentially hazardous food (time/temperature control for food safety food) that will be served cold before placing transport containers.
3. Transport hot and cold potentially hazardous food (time/temperature control for food safety food) in insulated transport *containers*, coolers that can be plugged into a portal in the car or bus, or arrange to purchase potentially hazardous food items.
4. Consider purchasing milk in shelf-stable packaging that does not require refrigeration if milk temperature cannot be maintained in portable coolers.
5. Use cold packs to maintain the temperature of potentially hazardous food (time/temperature control for food safety food)
6. Make arrangements to purchase milk at the field trip location if it cannot be safely transported or stored.
7. Discard potentially hazardous food (time/temperature control for food safety food) returned in coolers from the field trip.

Potentially hazardous food (time/temperature control for food safety food) means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Specifically mentioned food items in the WI Food Code (June 2013) include an animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seeds or sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so they are unable to support pathogenic microorganisms growth or toxic formation. Handle with care.

# Menu Item List - Lunch

## Template

Meat/Meat Alternate	Milk
Shaved turkey	1% Unflavored
Shaved ham	No fat flavored or unflavored
Cheese stick	
Ham & cheese	Grains
Sub sandwich (meat and cheese)	Whole white wheat buns or bread slices
Peanut Butter Sandwich (with cheese stick)	Multi-whole grain buns or bread slices
Peanut Butter (with sunflower seeds packet)	Whole grain enriched pita bread
Yogurt	Oatmeal cookie
Hummus	Corn chips
	Whole grain chips
	Whole grain rich tortilla wrap
	Low sodium whole grain rich snack crackers
	Low sodium whole grain pretzels
	Whole grain rich muffins
Vegetables	Fruits
Baby Carrots	Fresh fruit pieces such as: apple, banana, orange, grapes, pear, peach
Mini salad	Frozen or fresh fruit cups such as: strawberries, peaches, pineapple
Cole Slaw	Canned fruits proportioned in containers with lids
Fresh veggies mix or single item from list below: Broccoli    Carrot sticks    Cauliflower Celery sticks or wedges    Green pepper Red pepper    Jicama    Kohlrabi	Raisins and other dried fruit (Whole dried fruit and whole dried fruit pieces credit at twice the volume served)
Salad made with garbanzo beans, lentils or other legumes	
Marinara sauce (dip for string cheese)	
Salsa (dip for corn chips)	
Black bean salad	
Frozen, thawed corn or peas	