 SCHOOL NAME\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEAL PROCEDURES**

PLEASE RETURN THE COMPLETED AND SIGNED AGREEMENT BEFORE THE PROGRAM CAN BEGIN

BLANK WEEKLY ROSTERS HAVE BEEN EMAILED TO THE MEAL SUPERVISOR

MAKE CONTACT WITH THE LEAD IN THE KITCHEN AS TO WHERE YOUR MEALS CAN BE PICKED UP ON YOUR PROGRAM DAYS

ONE MEAL PER STUDENT UNDER 18 YEARS OLD

MEALS HAVE TO BE SERVED AS A UNIT AND CHECKED OFF ON ROSTER AT POINT OF SERVICE

LEFTOVER MEALS HAVE TO BE RETURNED AS A UNIT BACK TO THE KITCHEN WHERE THEY WERE PICKED UP

ROSTERS NEED TO BE RETURN TO THE KITCHEN LEAD AT THE END OF EACH WEEK

IF THERE ARE ANY CHANGES IN PROGRAM (COUNTS OR DAYS) PLEASE NOTIFY LEAD IMMEDIATELY

DESE STATE REVIEWERS WILL VISIT THE PROGRAMS PERIODICALLY WITHOUT NOTICE

THESE RULES NEED TO BE FOLLOWED FOR OUR CLAIM PURPOSES.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE KITCHEN LEAD AT YOUR SCHOOL

OFFICE 413 787 7111

PLEASE SIGN AND RETURN

SITE SUPERVISOR

CONTACT #

THANK YOU

HOME GROWN SPRINGFIELD