After School Early Childhood Programs (AECP) Daily Transport Record

CAFÉ LA | LAUSD UNIFIED

School Name: Loc Code: Date:

AECP Program Name: Designated Eating Area(Cafeteria, Room #, Gym etc):

Meal Service Type: Supper

1 COMPONENTS	2 PORTION SIZE	3 AMOUNT PREPARED	4 AMOUNT RECEIVED FROM CAFÉ	5 Beginning of Service			6 End of Service				7 CHILDREN SERVED	8 AMOUNT LEFT
				TIME	FOOD TEMP	INITIAL	TIME	FOOD TEMP	INITIAL			
Milk, Specify:												
Lactose Free Milk												
1% Milk for Quality Control Purposes Only	*8oz*	*1*										

	9	**TOTAL AECP CHILDREN SERVED**	

Community Rosters MUST be completed daily by the Program Coordinator and submitted daily to the Food Services Manager. Failure to complete and submit reports as required will jeopardize your meal service program. **Children Served must not exceed Number in Attendance.**

Signature: Signature:

     Food Services Manager   Program Coordinator/Designee

AECP Transport Form Instructions

After Achool Early Childhood Program Coordinator Must Initial Daily that Civil Rights poster is posted, and meals are checked off at POS.

Community Roster: Program Coordinator or Designee must record student names that recieve a reimbursable meal

School Name: Food Service Manager or Designee must fill in the name of the school site

Loc Code: Food Service Manager or Designee must fill in the site location code

Date: Food Service Manager or Designee must fill in the date of meal service

After School Early Chidhood Program Name: Food Service Manager (FSM) or Designee must fill in the program name

Designated Eating Area (Cafeteria, Room #, Gym etc): Food Service Manager or Designee must fill in location of meal service on campus.

Column 1 - FSM will enter menu items

Column 2 - FSM will enter the portion sizes

Column 3 - FSM or Designee fills in the amount of meals prepared

Column 4 - Program Coordinator or Designee must enter the amount received from the cafeteria

Column 5 - *Beginning of Service:* Program Coordinator or Designee must record the temperatures for all perishables items. (e.g. juice, milk, cheese) Program Coordinator or Designee records their initials and indicates the time the temperature is taken. (3 Clean/sanitized thermometers are provided by the FSM)

Column 6 - *End of Service:* Program Coordinator or Designee must record the temperatures for all perishables items. (e.g. juice, milk, cheese) Program Coordinator or Designee records their initials and indicates the time the temperature is taken.

Column 7 - Program Coordinator or Designee must enter the count of the number of food items served.

Column 8 - Program Coordinator or Designee must list the amount of un-served leftovers for each food item

Column 9 - Program Coordinator or Designee must enter the number in attendance as recorded on the Saturday Program Roster.

Column 10 - Program Coordinator or Designee must enter the total children served a reimbursable meal per LAUSD Cafe LA Offer vs Serve guidelines

Signature: Program Coordinator or Designee must sign in the designated signature area and return the completed *After School Early Childhood Programs Daily Transport record* with the *Community Roster* to the cafeteria daily. All left over food items must be returned to the Cafeteria.

Signature: Food Services Manager will verify the accuracy of the information completed by the Program Coordinator or designee and must sign in the designated signature area

**Lactose Free Milk Count Adjustments: Program Coordinator or designee must indicate if the lactose free milk counts need to be adjusted for the next day's meal service. Food Service Managers must have a minimum of two (2) cartons of lactose free milk available each days service.