Los Angeles Unified School District
Food Services Division
2022-2023
Early Education Center (EEC)
Annual Verification of Training

School Name: _____

School Location Code: _____

Date: _____

The purpose of this document is to confirm that Food Services staff and EEC designated staff understands and implements the CACFP (EEC) procedures as outlined in the EEC Training Video, CACFP Power Point, October Survey Instructions, and EEC Procedural Module. Please read carefully and sign at the bottom of the page.

The Food Services Manager must retain the original signature page(s) for school site records, and scan and email a copy to your Food Services Staff Aide by 9/9/22:
      Central LD: Kevin Ramos Paz at kevin.ramospaz@lausd.net
      Northwest LD: Abyz Dayrit at abyz.dayrit@lausd.net
      Northeast LD: Michael Lewis at michael.l.lewis@lausd.net
      West/East/South LD: Lisa Hess at lisa.hess@lausd.net

Summary
All Food Services Staff and EEC Designated Staff
1. Menu Production
   - EEC Production Worksheets must be completed daily
   - EEC Daily Meal Record must be completed daily
   - Menu items must be listed with the recipe number
   - The number of menu items prepared must be enough for each child to receive correct portion sizes
   - All Food Temperature Logs must be completed daily during production, at the beginning of meal service and at the completion of meal service
   - According to HACCP procedures refrigerators, freezers and coolers **must not** be used to store outside food products. Food Services is responsible to clean all refrigerators, freezers and coolers
2. Meal Service
   - Service times must be followed
   - 8:30am Breakfast, 11:30am Lunch, 2:30 Snack
   - Menu items are only left for children seated at the table
   - At breakfast Food Services staff must circulate back through classrooms until 9:00am to provide food to late arrivals after the main meal service
   - Meal counts are taken at the point of service – the point of service is at the table after each child seated is offered a fully reimbursable meal
   - Meal counts are taken per table per room at the time of meal service
   - Milk portions are 6 ounces for children younger than 6 years old and 8 ounces for children 6 years old and older
   - There must be enough milk set at each table for each child seated to receive a full portion
   - Non-fat milk, 1% milk and lactose free milk may be served.
   - Lactose Free milk is offered to students who have lactose intolerance without requiring documentation. It is not necessary to submit a Medical Statement for a lactose intolerance diet.

- Students with special dietary needs must complete and return a *"Request for a Special Diet"* form. A medical authority signature **is** required.
- Parents/Guardians may request soy milk for their child by completing the *"Parents/Guardian Request to Substitute Soy Milk for Fluid Milk"* form. A medical authority signature **is not** required. Food Temperature Logs must be completed
- Snacks are prepared by Food Services and served by the EEC designated staff
- All perishable snack leftovers are disposed of by the Food Services Staff the next morning
- The EEC Daily Meal Record must be completed and verified by the Food Services Worker and Food Services Manager daily
- All required paperwork is stored at the EEC and the main school site.

3. Postings
- The "Justice For All" poster must be posted at the EEC in view of parents, teachers and staff
- Menus must be posted within the kitchen and in the EEC for parents
- The EEC Binder must be kept at the EEC and used to store all paperwork
- EEC staff keeps documents onsite for 1 year plus the current year
- Refrigerator and Freezer Log must be posted and completed daily

4. Civil Rights
- SOP guidelines for Civil Rights must be followed

5. October Survey
- Meal Applications must be picked up from the EEC daily, looked over for completion, batched and sent to the Central Office
- The MCS Report and the 9400 Attendance Report must be compared to the EEC Daily Sign in/out sheets during the first week for discrepancies. Any issues must be brought to the attention of the EEC site staff and corrections or additions to names are made directly on the 9400 Attendance Report
- The eligibilities recorded during and prior to the month of October are used as the claiming percentages for the rest of the school year.
- All required paperwork as described in the October Survey Instructions must be copied and given to the AFSS by November 2, 2022.

Food Services Manager and Senior Food Services Worker
- Menu production numbers must be recorded daily on the Production Worksheets
- EEC CMS production records must be completed daily
- CMS Daily Entry must be completed daily for EEC programs
- The Food Services Manager follows current record keeping guidelines and stores all records for 3 years plus the current year
- Applications must be picked up daily from the EEC during the month of October, batched and sent to the Central Office
- Managers must communicate effectively with EEC site staff verifying that all procedures are followed correctly

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Statement of Understanding by all Food Services Staff and EEC Designated Staff:
Food Services Managers, Food Services staff and EEC staff must implement and adhere to the Early Education Center procedures and policies outlined in the EEC Training Video, CACFP Power Point, October Survey Instructions, and the EEC Procedural Module. Failure to implement and follow these procedures will result in disciplinary action up to and including dismissal.

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Manager (print name)	**Manager** (Signature)	Date
Employee (print name)	Employee (Signature)	Date
Employee (print name)	Employee (Signature)	Date
Employee (print name)	Employee (Signature)	Date
Employee (print name)	Employee (Signature)	Date
Employee (print name)	Employee (Signature)	Date