CAFÉ LA | LAUSD UNIFIED

Request To Begin Or Change Saturday Meal Service

Instructions

1. Complete one form for each program or requested change.
2. Program administrator will provide completed form to Food Services Manager.
3. Food Services Manager will review and send completed form to Area Food Services Supervisor for approval.

CAFETERIA (PARENT) SITE INFORMATION (Must be completed for all requests)

Main Site Location Code:	**Main Site Location Name:**	**Region:**	**Date:**
Main Site Location Address:		**AFSS:**	

SATURDAY MEAL PROGRAM INFORMATION (Must be completed for all requests):

- All Saturday School Programs lasting more than 2 hours are to follow the (2) meal mandate and serve breakfast and lunch.
- Breakfast may be served 30 minutes prior to the start of the Saturday Program to ensure all participants have access.
- There must be a 2-hour break between breakfast and lunch.
- Lunch must be served at least 30 minutes before the end of the program.

Change Type (Select one):

- ○ Add Saturday Service
- ○ Change/Extension (Date/Days/Times)
- ○ Close Program

Program Start Date: _____/____/_____

Program End Date: _____/_____/_____

Program Name:

Program Location on Campus:

Breakfast Serving Time:

Start:_____ End:_____

Amount Needed: _____

Lunch Serving Time:

Start:_____ End: _____

Amount Needed: _____

Program Contact Name:

Phone #:

Email:

Additional Remarks:

_____

_____

_____

_____

_____

_____

FOR NEW PROGRAMS: I am submitting this request a minimum of 4-6 weeks before the program begins.

Program Administrator or Designee: **Date:**

Food Services Manager Signature: **Date:**

Area Food Services Supervisor Review & Approved: **Date:**