



LAFAYETTE PARISH SCHOOL SYSTEM

Child Nutrition Services

101 Evans Lane • Lafayette, Louisiana 70506 • 337-291-1140

CLERICAL STAFF TRAINING OCTOBER 25, 2004

- **SIMS Information**
 - SIMS information is very important to Child Nutrition Services
 - Accuracy extremely crucial
 - Try to always use the students actual social security number

- **Free and Reduced Meal Applications**
 - Send all applications immediately to the Child Nutrition Services' office via pony system or give immediately to cafeteria manager
 - Do not hold applications
 - Applications are processed on a "First Come First Serve" basis
 - The application must be processed in the computer system before child is approved
 - Once an application is received by the Child Nutrition Services' office, we have 10 working days to process the application
 - Application processing facts
 - Approximately 20,000 applications are processed the first month of school
 - It takes approximately 331 man hours (equivalent to \$21,000) to process 20,000 applications
 - Applications are processed throughout the entire school year

- **Absentee Forms**
 - The Child Nutrition Staff at each school is required to report and turn-in absentee forms to their principal

- **Work Order Process**
 - All capital improvement work orders (anything that is part of the building and cannot be removed from the building) must be reported by the school principal
 - All other work orders (anything that can be removed from the kitchen that is not considered part of the building) should be reported to the Child Nutrition Services' office

- **No Child Left Behind**
 - The No Child Left Behind Act (see attached) states that there is a penalty for disclosing free and reduced meal price status information
 - No one at the Child Nutrition Services' office is allowed to give out information regarding the status of a student(s) unless a release has been completed by the person requesting the information
 - Cafeteria Managers are not allowed to give out this information from the rosters

- **Special Diets**
 - To alter a student's diet and/or menu, the student must provide a doctor's order stating diagnosis, what changes need to be made and/or substitutions that should be provided
 - Each student who needs a special diet and/or a menu change needs to have their physician complete a Diet Prescription form (see attached) prior to the diet being implemented and/or the menu being altered at the school
 - The Diet Prescription form must have the physician's original signature on the form
 - A Registered Dietitian is on staff if there should be questions by the student, any staff member or a parent

- **Extra Servings/Controlled Portions**
 - Effective August 2002 (see attached), any nonstudent purchasing a meal will be served portions not to exceed that of a senior high school student
 - Serving sizes to students and nonstudents are regulated by state and federal regulations (see attached)
 - Extra servings may be purchased by a student or nonstudent that has purchased a meal for that day

