

OCILE LUNCH PROCEDURE
Old Town and Balboa Park Programs

ATTENTION SITE PRINCIPAL AND SCHOOL SECRETARY:

1. Individual school sites phone orders for lunches by category (free, reduced price, or full price) directly to production kitchen.
 - a. Old Town Program: Cafeteria manager, Mission Bay High School, (858) 483-7624.
 - b. Balboa Park Program: Cafeteria manager, Mission Bay High School, (858) 483-7624.
2. Place orders daily by 9 a.m.
3. Identify total number of lunches in the following categories. (Milk or peanut allergies should be noted.)
 - Free
 - Reduced price
 - Full price

Please be accurate—do not pad the count. By 9 a.m. each day, order the exact number of lunches needed for that day. This count should be provided by the teachers each morning before boarding the bus and should reflect absences and home lunches brought that day. We want every child to have a lunch, and we want to avoid waste. Food Services will only provide extra lunches to cover emergencies, lost lunches, etc.

4. Record exact number of lunches ordered on a daily basis on Form #56 (sample sent with six-week information or form on page 14 of handbook) and send to Food Services Accounting, Education Center, Room 3133 immediately after last day of participation. Student Services will be billed for full-price and reduced-price meals. Free lunch and reduced price lunch will be claimed in the usual manner by Food Services. It is important that the count by category be accurate. Additional milk (milk in excess of lunches served) will be billed. Do not order extra milk.
5. Food Services will deliver lunches to Balboa Park and Old Town Programs. Program offices will distribute lunches to children.
6. No adult lunches or beverages will be provided.

NOTE: Old Town and Balboa Park are to forward actual attendance figures to Food Services Accounting Office, Education Center, on a monthly basis.