



Farmersville Unified School District Nutrition Services
Field Trip Meals Procedures
School Year 2024-25

The FUSD Nutrition Services department provides sack lunches for field trips so every student can have a nutritious meal while away from campus.

FUSD Field trip meals must be ordered at least 2 weeks before the event. Field trip meals can be ordered using the **Field trip lunch preparation form**. Arrangements for final meal counts and pick-up details should be coordinated between the cafeteria staff and the teacher(s)/site staff at least two days before the event.

FUSD Field trip lunches typically do not follow Offer Versus Serve and as such all foods must be served to count as a complete reimbursable meal following the minimum serving sizes for the appropriate meal pattern. Below is a cheat sheet for how to plan a field trip meal:

Food Item	Common Serving Size
Entree choice, such as a 2 oz WG & 2 oz Meat/Meat Alt food item	1 each
1st vegetable choice, such as ½ c of baby carrots	1 each or ½ cup* *For grades K-8, a second veggie is not required if the 1st veggie is at least ¾ cup (not ½ cup).
2nd vegetable choice* veggie juice *For grades K-8, a second veggie is not required if the 1st veggie is at least ¾ cup (not ½ cup).	1 each or ½ cup
1st fruit choice such as sliced apples	
2nd fruit choice* such as raisins *Only required for High School lunches	1 each or ½ cup
Choice of Milk (must send two types of milk for students to select)	1 each or 8 oz

Please note that for grades K-8, all reimbursable field trip sack lunches must contain at least ¾ cup of vegetables. For grades 9-12, at least one cup of both fruit and vegetables is required.

All foods served must be recorded on the Menu Production Record.



FUDS USDA guidance in SP 28-2011 states that field trip meals may be exempted from the requirements to provide free, fresh, potable drinking water; however, teachers and staff are encouraged to serve meals to students in an area where drinking fountains are available during the field trip.

Meal Accommodations for Students with Allergies or Special Dietary Needs:

1. **Identify Allergies:** All food allergies or special meal accommodations must be noted on the class roster.
2. **Type of Allergy:** Specify the type of allergy or dietary need next to the student's name (e.g., lactose-free, low-calorie, peanut allergy).
3. **Severe Dietary Restrictions:** For students with severe dietary restrictions, highlight their names in red for emphasis.
4. **Nurse Review:** The class roster, including all allergy information, must be reviewed by the district nurse or nurse's aide.
5. **Submission to Nutrition Services:** Submit the reviewed roster along with the meal request to FUSD Nutrition Services at least four weeks, but no later than two weeks, prior to the field trip.

To ensure food safety, perishable items must be transported and held in the provided insulated containers until service according to the Hazard Analysis Critical Control Points (HACCP) guidelines of holding food below 41 degrees F and minimizing the possibility of foodborne illness.

Field Trip Meal Counting Method:

1. Teachers or field trip staff must use the class roster to indicate which students receive a meal as it is handed out during the field trip.
2. To qualify for reimbursement, students must take all items provided in the meal.
3. Food Services will provide a transport sheet listing all meal items and the quantities requested per student.
4. Teachers or field trip staff must record the number of meals served and any leftovers. This must be signed and returned to the cafeteria.
5. Any unclaimed or leftover meals, along with the class roster indicating which students were absent or did not take a meal, must also be returned to the cafeteria.

All backup documentation will be submitted according to department procedures and kept on file for three years, plus the current year.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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