

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Sections 210.7 and 220.9

Reimbursement for Off-Site Meal Consumption

This Instruction sets forth the policy with respect to reimbursement of meals consumed off-site under the National School Lunch, Commodity School, and School Breakfast Programs.

The authorizing legislation and program regulations clearly intend that meals reimbursed under the programs are to be served and consumed as part of the school program, on school or school-related premises. Therefore, school meals given to children to take home are not reimbursable. However, meals such as those taken on school supervised field trips may be reimbursed, if they meet the meal pattern requirements and are served and consumed as part of a school related function. These functions must be part of the curriculum, as defined by the State education agency, and not extracurricular events. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage.

Exceptional circumstances exist for students who are enrolled in one school but attend another work-study site for the part of the day that includes the meal hour. Those students applying for free or reduced price meals should do so through their home school since the home-base school would be more familiar with individual circumstances. The work/study school is responsible for the service of meals and the recordkeeping for meals served and claimed for reimbursement. Therefore, the work/study school should obtain, for its records, a copy of the free and reduced price meal application for and student to whom it serves a free or reduced price meal. When the work/study site does not participate in the programs, take out school meals meeting program requirements may be served to such students and claimed for reimbursement by their home-base school. The provision of such meals is at the option of the school, since school food authorities are only required to make meals available to students who are present during the meal service period.

DISTRIBUTION: 5,6,12	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 786-8 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	Page 1 6-6-88
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In all cases, care must be taken to ensure that accurate detailed records are maintained, including meal counts for free, reduced price and paid categories.

A handwritten signature in black ink, appearing to read "Sam P. Bauer". The signature is fluid and cursive, with a large initial "S" and "B".

SAMUEL P. BAUER
Director
Child Nutrition Division