



**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

August 14, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Vice Principals  
School Administrative Service Assistants  
School Food Service Managers

FROM: Randall M. Tanaka  
Assistant Superintendent

SUBJECT: **REVISED School Food Service Grab and Go Meals Procedure - Statewide**

*This memo supersedes the memo dated August 13, 2020. Please note the following revisions; 1) Students will have access to meals from their homeschools where the student is registered and enrolled; 2) All meals are grab and go; and 3) The attachment has been revised to reflect these changes.*

As we prepare for the new school year, we face many unique challenges for our foodservice programs. Our mission is to provide quality food, nutritious meals, and excellent service to our students.

The following provides guidance and clarity for food service procedures given the issues brought on by COVID-19. Our goal is to provide good nutrition to all our students, some of which have unique circumstances from special meals to access to meals.

Listed below is a condensed version of key points from the Standard Operating Procedures (SOP).

**The Key Objectives of the Procedures is to:**

- Meet the requirements of food safety and handling to the standards of the Department of Health (DOH);
- Provide meals to all DOE enrolled students, and
- Meet the United States Department of Agriculture's (USDA) requirements for nutrition and reimbursement.

### **Roles and Responsibilities:**

- **School Administrator** - Responsible for overseeing the school's site operation and implementation of the meal service program. Administrators are to ensure school families are notified, and meals are distributed and accounted for on the Etrition point of sale (POS) system. Administrators should ensure safety by managing crowds and traffic issues. Parental assistance and concerns should be addressed by administrators.
- **Meal Counting Assistants** – Responsible for proper recording and accounting of all reimbursable meals in the POS system at time of pick up.
- **Food Service Manager** – Responsible for ensuring that all procedures are being followed by all cafeteria staff and that all cafeteria staff comply with the DOH guidelines and the School Food Service Hazard Analysis Critical Control Point Handbook of Standard Operating Procedures for food safety and handling.

### **USDA Requirements:**

- All DOE schools will adhere to USDA Food and Nutrition Service National School Lunch Program and School Breakfast Program meal pattern requirements.
- Only DOE enrolled students will be able to receive a meal.
- The POS system must be used at all times to record meals at time of service. Students should present their school ID to be scanned, however, if a school ID is not presented, schools should search the POS by the student's first and last name.

### **Special Diet Accommodations:**

- Students needing special meal accommodations will have two (2) options to collect their modified meal once meeting the requirements in the SOP.

### **Meal Availability:**

- All DOE enrolled students will have access to meals from their homeschool with the exception of dormitory students.

### **Communications:**

- Advisory to parents and students can be communicated via the following but subject to Communications process approval:
  - Principal
  - DOE Messenger System
  - DOE Release

### **Dormitory Students:**

- Dormitory Students (i.e. Lahainaluna High School and the Hawaii School for the Deaf & Blind) will be able to receive meals away from their homeschool by picking up at a school closest to their residence.

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**Future Enhancements:**

- **Advance Meal Reservations System** – In an effort to prepare meals in expected quantities, we are working on a reservation system to help meet the food orders. We are investigating systems and applications to facilitate this process.
- **Delivery to Isolated Communities** – Considering that some students live in outlying areas relative to school locations, we are working on a delivery process to those outlying areas. Transport and food safety issues are being evaluated.

Should you have any questions, please contact Albert Scales, Program Administrator for School Food Services Branch, at (808) 784-5500 or email [albert.scales@k12.hi.us](mailto:albert.scales@k12.hi.us).

RMT:as  
Attachment 1) Grab-n-Go Standard Operating Procedure

c: Superintendent  
School Food Services Branch