



# Intradistrict Communication

DATE: August 4, 2015

TO: Administrators of Schools  
All Elementary and Secondary Principals  
All Elementary and Secondary Lunch Managers

FROM: Scott Thomas, Administrator of Auxiliary Services   
Jana Cruz, Director of Nutrition Services 

SUBJECT: Removing Food from School Kitchens

In accordance with Federal Child Nutrition Program Policy Part 210 and Part 250, the school nutrition department must assure that the facilities for the handling, storage, and distribution of purchased and USDA commodity foods are safeguarded against theft, spoilage and other loss.

Food should not be removed from school kitchens unless a Nutrition Services coordinator is aware that food is being transferred to another school or returning to the central warehouse.

A free lunch is provided to all Nutrition Service Department employees, but these meals must be eaten at school.