



# Lunch Room Check List

## SY 2013-14

*Take a minute to review this checklist and ensure your program is meeting all requirements for meal reimbursement.*

Turn off all vending machines in the meal service area during meal service times.



Hang materials advertising what a reimbursable meal looks like at the beginning of your meal service line (ex. Build a Healthy Lunch).



Offer two milk fat options (1% and fat-free) at breakfast and lunch. If flavored milk is offered, it must be fat-free.



Display in a publically visible location:

Food Service Establishment License



Food Service Establishment License Inspection Report

"And Justice For All" Poster



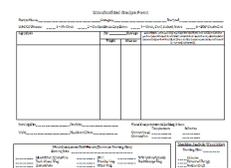
Ensure free drinking water is available in all meal service areas.



Review and update your written HACCP Plan at least once a year.



Work on standardizing all recipes and have a plan in place for substitute workers.



Ensure you have an accurate Point of Service (PoS) count in place for lunch and breakfast.

Make sure to document food temperatures.

