



# St. Tammany Parish Public Schools

## School Food Service Department

### Procedures for the Parent/Guardian of Virtual and Hybrid Students to Pick Up Student Meals

To maintain the accountability and integrity of the child nutrition programs, the following procedures are set to ensure that meals are responsibly distributed to parents/guardians of eligible students, and that duplicate meals are not distributed. Only students enrolled in St. Tammany Parish Public Schools are eligible to receive meals.

#### Procedures for Parent or Guardian Meal Pick Up

- The Curbside Grab n' Go Meals Consent Form **must** be completed and returned prior to picking up meals. Meals will be received at the location selected on the submitted consent form.
- At meal pick-up, signage with the student's name in large font should be placed visibly in the front window of the vehicle.
- If the student is present, the student's identification number and full name **or** the student's ID must be provided to receive meals.
- If the student is **not** present, a copy of the **completed** Curbside Grab n' Go Meals Consent Form **must** be provided to receive meals.
- Using a student roster, cafeteria staff will record each meal when the meal is received. Student rosters will include the student identification number and full name.
- Students will be charged per meal according to their eligibility status (free, reduced, or full pay) and the meal type(s) received.
- Rosters will be saved as part of the meal count record. To support program integrity, this record will be cross-referenced among schools to ensure meals are not received for the same student at multiple sites.