



SAISD BREAKFAST IN THE CLASSROOM (BIC) TRAINING

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

“De acuerdo a lo establecido por las leyes Federal y el Departamento de Agricultura de los EE.UU. (USDA, siglas en ingles), se prohíbe a este institución la discriminación por raza, color, origen nacional, sexo, edad o impedimentos de las personas. Para presentar una queja sobre discriminación, escriba a: USDA, Director de Adjudicación, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 o llame al (866) 632-9992 (voz). Los individuos que tienen discapacidades de oír o tienen discapacidades de hablar, pueden comunicarse con el USDA a través del Servicio Federal de Retransmisión en el (800) 877-8339; o (800) 845-6136 (español). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.



Benefits of a Healthy Breakfast

Studies have consistently shown that students who eat breakfast benefit nutritionally and educationally.

Starting the day with breakfast has been

- associated with improved academic performance,
- improved classroom behavior and attentiveness, and
- fewer visits to the nurse.

What's for Breakfast?



MILK

Choice of 1%, Fat Free White
or
Fat Free Chocolate or Strawberry

GRAINS

ENTRÉE ITEM

Crispito, Whole Grain Mini
Maple Waffles (no syrup), etc.

FRUIT

100% JUICE
&
FRUIT



What is a Reimbursable Meal?

Each student must receive a complete meal!
This must include **ALL** breakfast items.



Milk



100%
Juice



Fruit



Entrée



A Reimbursable Meal!

A Teacher's Guide to



Distribution Method

Teacher places All breakfast menu items in a line near the computer.

Students form a line and take one of each item.

Teacher marks student's name in Mosaic as each student receives All breakfast menu items.

MOSAIC

- Mark students who receive a breakfast in Mosaic until 9:00 am.
- Teacher will continue to be provided a breakfast.
- Late students should get breakfast in the cafeteria when breakfast food items have been returned to the cafeteria. Counting of meal will be handled by manager.

Back Up Rosters

- Teacher will be provided a back up classroom roster to record meals served in the event of a computer failure.
- The back up roster is found in the BIC blue folder.
- Use blue or black ink.
- Place the back up roster back in the BIC folder.

San Antonio ISD

Student Roster

By Classroom

100 - 100

Student ID	Grade	Name	Elig						
011110	K	ARMENDARIZ ISAIAS							
000000	K	CELEDON JOHNPALL							
000005	K	HERNANDEZ FRANCISCO							
010300	1	HERRERA JOHNTAN							
000011	1	JACOBO JAZMINE							
797901	1	LOPEZ FRANCISCO							
000022	K	LUJANO JAHZEL							

BIC Food Items

- Students are permitted to save menu items for consumption at a later time BUT it must not require heating or cooling .
- STUDENTS (not teachers or adults) may keep any of the non-perishable food items listed below:
 - Unopened Breakfast Kits
 - Unopened Cereal
 - Uncut Fresh Fruit (Apples, Oranges, Bananas, Pears)
 - Unopened Fruit Cups or Applesauce
 - Unopened Dried Fruit
 - Unopened Snack Packs - Crackers, Grahams, Pretzels, Chex, Cereal Bars, etc.

Sharing Tables

- Designate a sharing table where students may place unwanted non-perishable item(s).
- STUDENTS (not teachers or adults) may go to the sharing table and select items to keep (only non-perishable) or eat with their breakfast.
- Once meal service is over, all food items remaining on the sharing table must be returned to cafeteria.

Special Diet Awareness

San Antonio ISD Child Nutrition Services Special Diet Awareness

Roles and Responsibilities:

- It is required by the USDA to provide special diet meals to students with documented disabilities and anaphylactic food allergies.
- Ensure meals prepared, served, and consumed at school are in accordance with the student's special diet to protect the student from adverse reactions.

SAISD SPECIAL DIET FACTS:

SAISD CNS serves approximately 1,000 special diet meals per day.

The special diet menu accommodations and restrictions vary depending upon the student's medical diagnosis.

Special diet menus are created according to the documented disability listed by the medical authority on the Special Diet Form.

The CNS Department recommends submitting an updated form annually. The CNS Department cannot make any new accommodations without this form.

The campus nurse is provided with a copy of the Special Diet Form and Menus.



HOW ARE SPECIAL DIETS IDENTIFIED?

- Students on a special diet receive a special diet menu for each meal as directed by the medical authority.
- Purple 'Special Diet' tags are placed on equipment transporting food away from the cafeteria (coolers, cambros, bags, etc.)
- Special diet meals are pre-packaged/pre-plated and labeled with the student's initials on a purple sticker label.
 - This includes Breakfast in the Classroom, Family Style Dining, Field Trips, Supper, and Snack.
- Special diet alerts appear on the register at the point of sale when students go through the breakfast and lunch line.

WHAT TO DO?

- If a student on a special diet receives an item(s) that is not labeled with a purple sticker **do not** let the student consume the meal and contact the kitchen manager or campus nurse.
- Students with a special diet are discouraged from sharing food.
- For questions concerning special diets please contact the Assistant Director of Nutrition Education at 210-554-2290.
- You can also visit the CNS website for information on special diets at <http://www.saisd.net/dept/foodnutrition/>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any activity conducted or funded by the USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the form, call (866) 632-9096. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: adoption.inmate@usda.gov.

This institution is an equal opportunity provider.

Special Diets

- Purple 'Special Diet' tags will be on BIC coolers/thermals and cambros to indicate that a student in the class is on a Special Diet and the Special Diet breakfast meal/beverage is included.



Special Diets

- The Special Diet breakfast will be wrapped individually and identified with the student's initials.
- This will occur **EVERYDAY**, even if the student can have the same menu as the other students.
 - **IF NOT**, contact the Child Nutrition Manager and **DO NOT** serve the student.



BIC Reminders

- Food cannot remain in the classroom overnight.
- All opened items must be discarded in the trash bags provided. Food CANNOT remain in the classroom. Be sure to place trash bag in designated area.
- Return all unserved breakfast items in the BIC bag/cooler to the cafeteria.
 - This excludes the items students have selected to keep from the Sharing Table.



"AND

JUSTICE

FOR ALL"

Civil Rights in Texas Child Nutrition Programs

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

El Departamento de Agricultura de los EE. UU. (USDA, siglas en inglés) prohíbe la discriminación en todos sus programas y actividades a base de raza, color, origen nacional, género, religión, edad, impedimentos, credo político, orientación sexual, estado civil o familiar. (No todas las bases de prohibición aplican a todos los programas.) Personas con impedimentos que requieran medios alternativos de comunicación para obtener información acerca de los programas (Braille, tipografía agrandada, cintas de audio, etc.) deben ponerse en contacto con el Centro TARGET de USDA, llamando al (202) 720-2600 (voz y TDD).

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

**SAISD
CHILD NUTRITION
SERVICES
554-2290**

USDA Civil Rights



Benefits of Child Nutrition Programs are made available to all eligible participants in a non-discriminatory manner.

What is Discrimination?

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on....



Protected Classes

- Race
- Color
- Sex
- Age
- National Origin
- Disability



Recognizing a Complaint

Any participant or potential participant may lodge a civil rights complaint at any time.

A complaint of unequal treatment may be submitted:

- Verbally,
- In writing, or
- It may be observed.

Discrimination Occurs:



The 4
“D”s

...when an individual or group of individuals are:

- Delayed benefits or services
- Denied benefits or services
- Treated Differently than others to their disadvantage
- Given Disparate Treatment

HOW TO FILE A CIVIL RIGHTS COMPLAINT

Person making complaint may choose to:

Contact USDA directly at

To file a complaint of discrimination, write

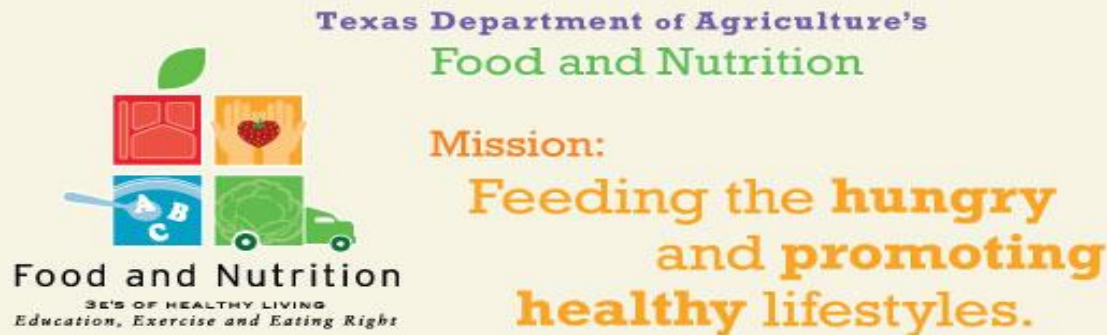
USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or, call toll free (866) 632-9992 (Voice).

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HOW TO FILE A CIVIL RIGHTS COMPLAINT

Complaints can be filed with the Texas Department of Agriculture's Food & Nutrition Division at:

www.squaremeals.org



HOW?

Click on
"I Need To"



TEXAS DEPARTMENT OF AGRICULTURE
TODD STAPLES, COMMISSIONER



Home | About | News | Programs | F&N Resources | Outreach | Publications | Site Map | **I Need To...**

(877)TEX-MEAL

Texas Department of Agriculture's Food and Nutrition



Mission:

Feeding the hungry
and promoting
healthy lifestyles.

Food and Nutrition
3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

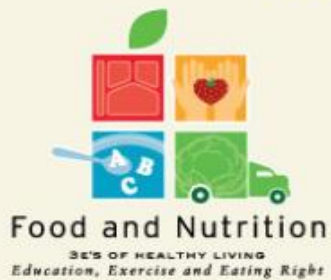


News

Nutrition Assistance Programs

Training for Direct
Matching of Students
Previously Unmatched

Update on USDA Food and Nutrition Service Operations



Texas Department of Agriculture's
Food and Nutrition

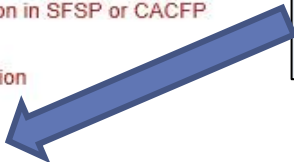
Mission:
**Feeding the hungry
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I Need To...

- [Find Policy Alerts and Notices](#)
- [File a Claim](#)
- [Find Funding](#)
- [Find Training](#)
- [Change My Address](#)
- [Apply for a Program](#)
- [Find Food Assistance](#)
- [Appeal an Adverse Action in SFSP or CACFP](#)
- [Contact Food and Nutrition](#)
- [File a Complaint](#)

Click on
"File a Complaint"



Spotlight

Is a food item creditable?
Find out with the
**Food
Buying
Guide**



You are here: I Need To... > File a Complaint

File a Complaint

- Find Policy Alerts and Notices
- File a Claim
- Find Funding
- Find Training
- Change My Address
- Apply for a Program
- Find Food Assistance
- Appeal an Adverse Action in SFSP
or CACFP
- Contact Food and Nutrition
- File a Complaint**

People who need to file a complaint with Food and Nutrition (F&N) at the Texas Department of Agriculture should use this form.

Download Form:



Download Instructions:



“Download the Form”





Texas Department of Agriculture
Food & Nutrition Complaint Form

COMMISSIONER SID MILLER

Complete the form and file the complaint within 180 days of the alleged discriminatory action.

SECTION A	TO FILE A COMPLAINT, COMPLETE THE FOLLOWING:		
	¹ CONTACT INFORMATION (PERSON FILING COMPLAINT)		
	<input type="checkbox"/> Check if Anonymous		
	First Name [Redacted]	Middle Initial [Redacted]	Last Name [Redacted]
	Mailing Address [Redacted]	City, State, ZIP Code [Redacted]	
	E-mail [Redacted]	Phone ([Redacted]) [Redacted] - [Redacted]	
	² ATTACHMENTS		
	³ COMPLAINT ABOUT A CONTRACTING ENTITY OR INDIVIDUAL		
	Name and Address of contracting entity (CE) delivering service or benefit (if applicable) [Redacted]	CE ID (if known) [Redacted]	
	If complaint is against an individual, enter the name and contact information [Redacted]		
Relationship to CE or individual [Redacted]			

HOW TO FILE A CIVIL RIGHTS COMPLAINT

Complaints can also be filed by
notifying
SAISD Child Nutrition Services at
210-554-2290

Did You Know?

Programs must forward all discrimination complaints received within 3 working days.

Thank you for your support of
Breakfast in the Classroom!



BREAKFAST
in the classroom

- For further information or if you have any questions, please visit the SAISD Child Nutrition Services website or contact any member of the Child Nutrition Services Staff at:

Phone Number: 210-554-2290