

# STANDARD OPERATING PROCEDURE

*Los Angeles Unified School District  
Food Services Division*

<b>SOP</b>	<b>Breakfast in the Classroom (BIC)</b>
<b>DATE</b>	September 9, 2025
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## PROCESS/SCOPE/OVERVIEW

The purpose of this SOP is to outline the procedure for serving children the Breakfast in the Classroom (BIC) program.

### POLICIES

All breakfasts meals provided under the School Breakfast Program (SBP) must follow USDA regulations and the LAUSD Food Services breakfast menu.

A Civil Rights poster (11x17) must be posted in the kitchen and visible to parents, staff, and students.

Menus and BIC Instructions must be available for each classroom (posted on the BIC bag) and menus posted in the kitchen.

Training:

- Annual SBP training required for AFSS and FSMs.
- FSMs/AFSS must train all staff and faculty by October 31 annually and as needed.

Students with special dietary needs must fill out:

- Special Diet form which requires a signature from a licensed health professional (medical doctor, physician assistant, or nurse practitioner):
- Copies kept on file at the school site.

Students who need non-dairy milk must complete:

- Soy Milk Request Form (available on Café LA website)
- The form requires a parent/guardian signature (physician approval not required)

Record of Daily Meal Counts:

- Daily Breakfast Meal Count Form for each classroom (provided with BIC bag, completed, filed weekly).
- Breakfast Meal Consolidation Form (completed daily, filed weekly).
- Transfer meal count totals from Breakfast Meal Consolidation Form totals into Newton (MISC Counts tab).
- Adult/employee meals are entered in Newton separately per FSD procedures.

Cafeteria records to be completed and maintained daily for BIC:

- Daily Meal Count and Breakfast Meal Consolidation Forms
- Food Temperature Logs
- Calibration Logs
- Refrigerator/Freezer Logs
- Production Records

Breakfast must be served within 10–15 minutes after the bell (exceptions for alternate schedules).  
FSM or designee must visit 1–2 classrooms daily during service for compliance checks.

Monitoring: AFSS must complete Accuclaim monitoring at 50% of breakfast sites before Feb. 1 to ensure all sites are monitored every two years.

Tools to increase participation: PA announcements, BIC Parent Letter, Teacher Meeting Comment Cards.  
All SBP policies and guidelines issued by USDA and CDE must be followed.

## PROCEDURE(S)

### **Meal Delivery**

- FSM labels each BIC bag with room number and establishes a pick-up location.
- Meals packed per SBP menu and “BIC Daily Meal Packing Report,” including trays, utensils, wipes, and two food-grade share table bags.
- Breakfast Meal Count Form is provided with each bag.

### **Meal Preparation & Forecasting**

- Staff prepares meals based on participation history and adjust forecasts routinely.
- Classrooms may request additional meals; FSM ensures staff are available for support.
- Include one teacher meal if participating; adult meals recorded on Meal Count Form.

### **Meal Service**

- Teachers/staff follow “Offer vs. Serve” guidelines.
- Teacher or designated adult records reimbursable meals on the Meal Count Form.
- Pre-plating permitted only for TK, K, and Special Ed with FSD-approved BIC Alternative Service Agreement.

### **Sharing Table**

- Optional: unopened items placed in provided bags (hot in one, cold/dry in the other).
- Students may select items during service; leftovers returned to cafeteria.

### **Meal Count & Returns**

- At the end of the meal service, return BIC bags, Share Table bags, and completed Meal Count Form.
- Each student may receive one meal per service period.
- Unserved and unopened items monitored for quality/tampering; reusable items are put back to stock.
- Hot items discarded or donated per District’s Food Donation policy.
- Milk/juice/yogurt to be temped immediately and if at temperature, return to stock or else discard.

### **Inventory & Records**

- Count the quantity of returned share table items and unserved items separately under the Daily Comments section of the Production Worksheet and Record.
- Combine the items and enter under “Leftover” on the Daily Production Worksheet and Record.
- Apply FIFO for all returned stock.

**Meal Count Reporting**

- Total the teachers' check marks and enter into the Breakfast Meal Consolidation Count Form.
- Enter Meal Consolidation Form totals into Newton (MISC Counts tab, Student Breakfast section).
- If the check-mark totals exceed meals provided, verify with the teacher.

**Compliance & Documentation**

- Reimbursable meals must match Production Worksheet "Amount Used."
- Food donations limited to packaged, unserved items through approved non-profits.

**RESPONSIBLE INDIVIDUALS/DEPARTMENTS****Food Service Manager (FSM)**

- Implements BIC procedures, distributes meals, and maintains records.
- Ensures accurate meal counts and classroom distribution.
- Monitors program with 1–2 classroom observations daily.
- Follows HACCP guidelines.
- Communicates with teachers and principals regarding concerns, provides training, and initiates corrective action as required.

**Area Food Services Supervisor (AFSS)**

- Provides support and communicates with school administrators.
- Elevates issues to Regional Operations Coordinators or Regional Food Services Manager if unresolved.

**Regional Food Services Manager**

- Coordinates with Regional Operations Coordinators.
- Elevates issues to Regional AOO, Deputy Director.

**Food Services Director**

- Elevates unresolved issues to Regional Superintendents.

**FREQUENCY/TIMING**

Annual BIC training is mandated for all Food Services staff (including Food Service Worker, Food Service Manager, and Area Food Services Supervisor) and faculty staff responsible for BIC in the classrooms.

**RECORD KEEPING REQUIREMENTS**

1. All records are stored for three (3) years plus the current school year.
2. Production Worksheet and the Production Record must reflect the meals served.
3. BIC Daily Meal Packing Report.

**MONITORING AND TRAINING**

1. Ongoing daily BIC observation/coaching of 1-2 classrooms by the Food Service Manager and designee.
2. Verified compliance by the AFSS Bi-Annual Accuclaim Checklist.

RELATED TRAINING AND RECOMMENDED CLASSES

1. Food Services Division Website
2. AFSS Monthly Managers' Training

RELATED DOCUMENTS / REFERENCE MATERIAL

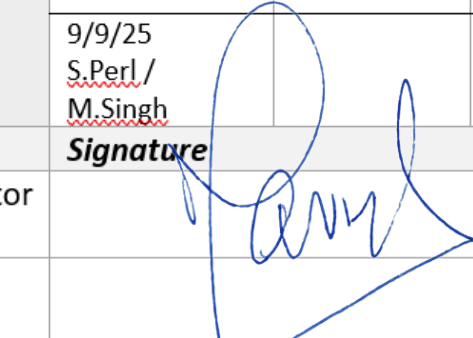
1. BIC Guide for Teachers
2. OVS Breakfast Sign/ OVS Breakfast Sample Sign
3. Food Services website / BIC Resources
4. Food Services HACCP guidelines
5. USDA Guidelines within Code Federal Regulation
6. Special Diet Request Form
7. Parent/Guardian Request for Soy Milk Signature form
8. LAUSD Food Donation Program application
9. Save It For Later Poster
10. School Breakfast Program menus
11. CMS/Heartland Front of the House / Back of the House Procedural Modules
12. BIC Daily Meal Packing Report
13. Breakfast Meal Count Form (1 day BIC / 5 Day Breakfast Meal Count Form)
14. BIC Meal Count Consolidation form
15. BIC Alternative Service Agreement

KEY SUPPORT CONTACTS

1. Food Service Manager
2. Area Food Services Supervisor

ATTACHMENTS INCLUDED IN THIS SOP

None.

<b>SOP Created</b>	Theophilos Okuribido	<b>Revised Dates:</b>	3/25/09 <u>T.Okuribido</u>	1/20/10 <u>T.Okuribido</u>	10/20/19 K.Li / J. Horowitz	8/27/25 <u>A.Nicholas</u> <u>/R.Daguro</u> <u>/C.Milner</u>
			9/9/25 <u>S.Perl /</u> <u>M.Singh</u>			
	<b>Name</b>	<b>Title</b>	<b>Signature</b>			<b>Date</b>
	Manish Singh	Director				9/09/25