I. Policy: This policy is to outline the specifics on how the menus are created and posted in SJA.

II. Procedure: This will be followed to allow all students and parents the opportunity to view menus before they go into effect.

A. SJA participates in Child and Adult Care Food (CACFP) and National School Nutritional Programs (NSLP).

B. All menus meets all nutritional content mandated by CACFP and NSLP Programs.

C. Menus are created by the Food Service Manager.

D. The menus and products sheets are based on a 4 week cycle. Adjustments are made for holiday, seasons, and special events. Menus are created to meet the diverse cultures of children and students attending the program.

E. All changes to menus and production sheets are kept for 3 years plus the current year.

F. Menus shall be made available for parents, staff, and food service staff 1 week before the menu goes into effect.

G. Current menus shall be posted on the Parent boards, web site, and in the school foyer.

H. All documents must be kept on file with all changes for 3 years plus the current year.

Approved by: [Signature]  
President/CEO  

Date 2/7/2021