

Written Procedures for Necessary Service Period and Disposal

Per Children’s Environmental Health Position Statement titled “Food Service at Child Care Centers with School-Age Children at Remote Learning Sites During the State of Emergency Due to COVID-19” dated August 20, 2020.

Instructions:

*This form may be used as the written procedure to document the necessary service period and disposal. Fill out the form for each meal type (i.e., breakfast, or lunch), documenting the date of service, food received from (location of food preparation), food items, start time of service period, discard time (shall not exceed **3 hours**), and the initials of the person filling out the form.*

Fill in Date	Meal Type	Food Received From	Food Items	Start Time of Service	Discard Time	Initials
Monday Date: _____						
Tuesday Date: _____						
Wednesday Date: _____						
Thursday Date: _____						
Friday Date: _____						

*During remote learning operations for school-age children, the period of **necessary service** for meals may be extended. This period shall not exceed 3 hours, and then the food shall be discarded. The child care center must provide a written procedure, which outlines this necessary service period and proper disposal.