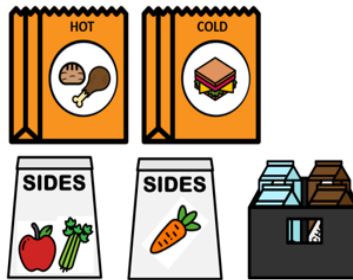


# Best Practice Models

## Policies & Operational Procedures for Contactless School Meal Service



Home Meal Kits for Distance Learning  
One Bag Cold Lunch for Grab & Go Cafeteria or Classroom  
Two Bag Hot/Cold Lunch for Grab & Go Cafeteria or Classroom  
Custom Grab & Go Orders for Classroom or Cafeteria & Other Pickup Locations

Version 1.0

**Dear Operator:** This guide is provided courtesy of inTEAM and Hubert, and we may publish updates from time to time. We hope you will find it useful as you finalize your return to school plans in a rapidly changing environment. While we have featured some specific attributes of our respective products, we are also pleased to pass along other vendor options listed in the [School Nutrition Foundation Operations & Equipment Guide](#). Regardless of your vendor choices, we wish you every success. You are our heroes.

**inTEAM**  
Associates, LLC

**HUBERT**  
Education

[info@e-inteam.com](mailto:info@e-inteam.com)  
866-547-4705

[education@hubert.com](mailto:education@hubert.com)  
513-367-8733

## Contents

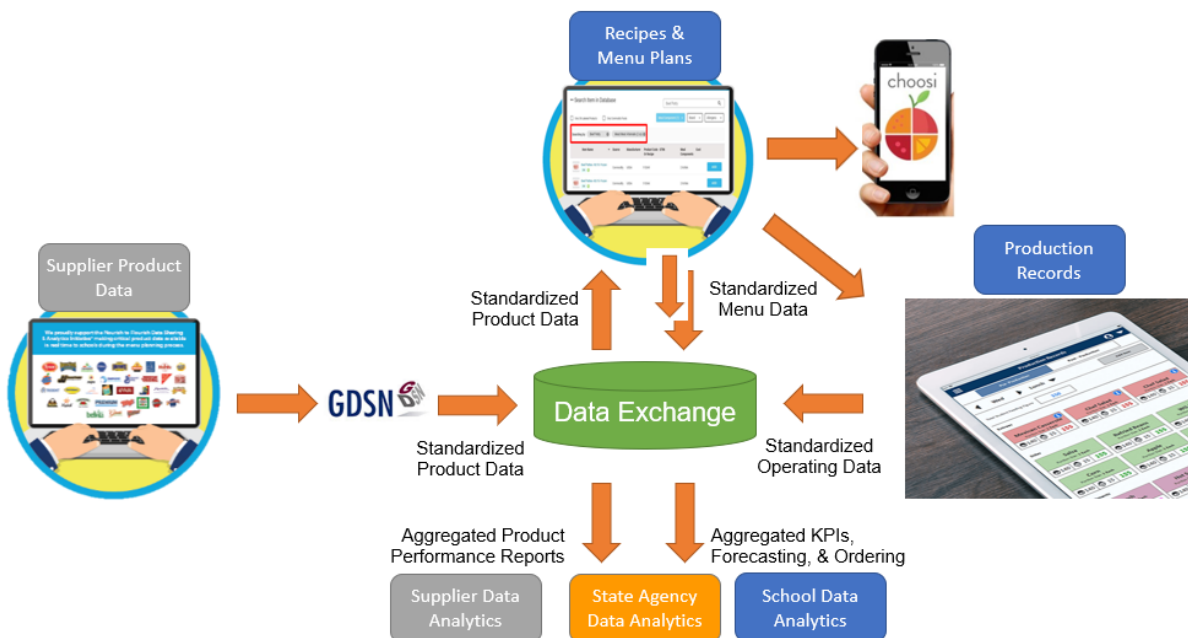
Introduction & Acknowledgements .....	3
The GDSN Difference .....	3
Common Functions Enabled by the GDSN Core .....	4
Best Practices for Software & Equipment Configuration & Implementation .....	5
STEP ONE: Select an Operational Template .....	5
Curbside: Meal Kit Sample Menu Template .....	6
Cafeteria or Classroom: Cold Grab & Go Sample Menu Template .....	6
Cafeteria or Classroom: Hot & Cold Grab & Go Sample Menu Template .....	7
STEP TWO: Develop Forecast .....	7
STEP THREE: Gather Bulk & Individual Orders .....	8
STEP FOUR: Produce Meals .....	8
STEP FIVE: Delivering Meals .....	9
STEP SIX: Complete Post-Production Records .....	9
Example Policies & Procedures for 10 Scenarios .....	10
Home Meal Kits for Distance Learning .....	10
One Bag Cold Lunch for Grab & Go Cafeteria or Classroom .....	12
Two Bag Hot/Cold Lunch for Grab & Go Cafeteria or Classroom .....	14
Custom Grab & Go Orders for Classroom or Cafeteria & Other Pickup Locations .....	18
Pros & Cons of Each Scenario .....	20
Sample Hybrid Models Assigned by Menu Plan and Associated Serving Venue .....	22
A Final Word About Costs .....	22

## Introduction & Acknowledgements

inTEAM and Hubert Education have developed a Curbside, Cafeteria & Classroom resource guide that pairs their software, hardware, and equipment solutions with ten food service scenarios operators can customize for the 2020-21 school year. This guide recommends versatile and inexpensive mobile carts by Hubert Education integrated with inTEAM's CNCentral and Choosi software. This includes digital product information and recipes from top suppliers to develop contactless meal solutions for the upcoming school year that complies with safety guidance from the [Center for Disease Control](#) Readiness and Planning Tool to Prevent the Spread of COVID-19 in K-12 Schools. We also want to acknowledge the fine work of [Share Our Strength](#) and their [Back to School Toolkit](#). The toolkit provides excellent checklists for models as high-level overviews with resources. You might consider reviewing this guidance before diving in to more operational details such as the "how to" examples we have provided here.

## The GDSN Difference

The core of our solution includes an enhancement to CNCentral representing a breakthrough in connectivity and interoperability. CNCentral is now linked to a large database of over 66,000 K-12 products supported with product specifications and recipes by hundreds of K-12 suppliers. The database (known as the **Data Exchange**) includes brown box, processed USDA Foods, and local produce information with detailed product information—serving size, meal pattern credit, nutrients, and allergens—powered by the Global Data Synchronization Network ([GDSN](#)). Operators can search the database from within CNCentral to find new items and create compliant menu plans, scale menus and recipes, and share projected forecasts with distributors and suppliers. CNCentral is also seamlessly connected to the Choosi mobile apps to allow parents and students to view menus and pre-order meals.



## Common Functions Enabled by the GDSN Core

Here are some of the important features of CNCentral and Choosi enabled by GDSN along with how they can be configured to today's meal models and comply with the CDC's safe reopening criteria.

- **Sample Menu Cycle Templates:** CNCentral's menu module includes sample menu templates to support different back to school learning models. The menus include generic options that can be easily replaced with specific branded items from CNCentral's product database, enabling operators to easily convert menus to production plans
- **Supply Chain Management:** Using the common language of GDSN, menu plans for multiple days and across multiple schools are rolled up into more accurate monthly forecasts or weekly orders which are designed to be electronically shared with Suppliers and Distributors.... an especially important step to help assure a consistent supply chain in uncertain times.
- **Advance Ordering:** There are multiple ways the Choosi app can be configured to help operators obtain more accurate counts for meal preparation, reducing food waste and cost:
  - Option 1: When connected to student accounts, parent and students have the option to review menus and place orders up to 5 days in advance.
  - Option 2: For classroom lunch delivery, teachers, aides, or staff can use the app to place advance orders for students in their classrooms.
- **Batch Production, Packaging, & Holding:** Daily menu plans also populate dynamic production plans that are updated in real time as orders are placed up until a designated cut off time. Step by step assembly instructions are provided for each item, and include scaled recipes, inventory pull sheets, packaging, and holding information. Operators have the option of working with a hand held "tablet in the kitchen" featuring more robust digital content than paper reports.
- **Staging & Logistical Support for Meal Delivery:** With students eating in non-traditional venues across the campus and at home, the Choosi app, coupled with Hubert Education mobile carts, facilitates the easy creation of documents to travel with each cart including: A manifest for the cart, student roster of individual orders, and post production input for leftovers and waste to support reimbursement claims. Each bin has a shelf channel sign indicating which foods are offered to minimize contact. All bins contain the same item or group of items to help ensure that only a single bag is touched.
- **Communicating with Parent & Students:** With the Choosi app, operators can disseminate menu information, enable ordering, and send customized messages promoting student health to students and parents. Choosi also allows customers to select a pickup location and time and remind staff about adherence to the CDC's recommendations for social distancing.
- **Food Safety Training & HACCP:** inTEAM and Hubert Education offer comprehensive food safety courses and [eLearning](#) resources that align with the CDC's COVID-19 best practices and protocols. HACCP data for time and temperature is built into production records. Additionally, the models rely on simple disposable packaging including paper, foil lined, and wax bags for hot and cold foods. Combining some foods in the same bag can reduce the dependence on individual wrapped items. Placing the same items in each bin is consistent with CDC guidelines for "contactless" interactions.
- **Data Analytics:** The supply chain data infrastructure enables schools, suppliers, and state agencies to share and analyze data in a standardized format. Peer data that is shared is anonymized, protecting the privacy of individual operators while offering a wider view of performance across multiple districts and states.

# Best Practices for Software & Equipment Configuration & Implementation

## STEP ONE: Select an Operational Template

Plan menus from the generic templates provided for the scenario(s) that are the best fit for the type of food delivery system you are contemplating. Replace each generic item in the template by searching for a specific item or recipe from the product database. Once selected, all relevant serving sizes, nutrients, allergens, and meal pattern credits will fill in.

**CENTRAL** MON 8/3 **TUE 8/4** WED 8/5 THU 8/6

Category	Amount	Min.
Fruits	0.5 cup	1/2 cup
Vegetables	0.75 cup	3/4 cup
Meat/Meat Alternate	2 oz	1 oz
Grains	2 oz	1 oz

Total Feeding Figure: 750  
Avg Cost per Meal: Item Costs Missing  
Veg Min: 0.75 cup

**ENTREES**

Item	Planned Servings	Serving Size
Asian Chicken or Beef w/ Vegetable Fried Rice L-12	750	1 each

**SIDES**

Item	Planned Servings	Serving Size
Fresh, Frozen or Canned Vegetables	650	0.75 cup
Fresh, Frozen, Canned or Dried Fruit	600	0.5 cup

**Add Menu Item**

Item Name: chicken entree

- MINH® Egg Roll Chicken entree prepared Yield: 0
- MINH® Stir Fry/Entree Chicken Yield: 0
- MINH® Stir Fry/Entree Orange Chicken Yield: 0
- MINH® Stir Fry/Entree Sweet & Sour Chicken Yield: 0
- WHOLE GRAIN CHICKEN CORN DOG CN entr... Yield: 0
- WHOLE GRAIN MINI CHICKEN CORN DOGS, ...

**MEAL COMPONENTS**

Meal Component: Meat/Meat Alternate Credits: 2 Unit: Oz Eq

+ Add More

Calories (Kcal): Saturated Fat (g):

CANCEL SAVE & CLOSE

### Curbside: Meal Kit Sample Menu Template

This sample template shows a Meal Kit with breakfast and lunch over a five-day period designed for a single weekly delivery to families. The software supports any combination of days and meal types and bulk pack options from the product database for items shared across multiple sessions or days (e.g. bag of six bagels or quarts of milk).

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	WG Breakfast Cereal --- Fresh, Frozen, Canned or Dried Fruit	French Toast, IW --- Fresh, Frozen, Canned or Dried Fruit	WG Muffin, IW --- Fresh, Frozen, Canned or Dried Fruit	Pop Tart --- Fresh, Frozen, Canned or Dried Fruit	Yogurt Cup --- Granola, IW --- Fresh, Frozen, Canned or Dried Fruit
<b>Lunch</b>	Turkey Sandwich, IW --- Fresh Vegetables w/Dip --- Fresh, Frozen, Canned or Dried Fruit	Stuffed Cheese Sticks --- Marinara Cup Fresh Vegetables w/Dip --- Fresh, Frozen, Canned or Dried Fruit	Snack Mix, IW Cheese --- Crackers, IW --- String Cheese --- Fresh Vegetables w/Dip  Fresh, Frozen, Canned or Dried Fruit	WG Pizza, IW --- Fresh Vegetables w/Dip --- Fresh, Frozen, Canned or Dried Fruit	Ham & Cheese Croissant, IW --- Fresh Vegetables w/Dip --- Fresh, Frozen, Canned or Dried Fruit
<b>Milk</b>	Choice of Milk (2 each)	Choice of Milk (2 each)	Choice of Milk (2 each)	Choice of Milk (2 each)	Choice of Milk (2 each)

### Cafeteria or Classroom: Cold Grab & Go Sample Menu Template

This template shows a weekly breakfast menu with two cold entrees that are suitable for a grab & go environment.

	Amt. Req'd	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Entrée 1</b>	2 oz eq WG or 1 oz eq WG + 1 oz eq M/MA	WG Breakfast Cereal	WG Pancakes, Waffles or French Toast	WG Grahams (1 oz) and yogurt (4 oz)	WG Muffin (1 oz) and WG Cereal (1 oz)	Pop Tart (1 oz) and String Cheese (1 oz)
<b>Entrée 2</b>		PB&J Sandwich	WG Bagel	Cereal Bar	Banana Bread	Cinnamon Bun
<b>Side Fruit/Veg</b>	1 Cup	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit
<b>Milk</b>	1 Cup	Choice of Milk	Choice of Milk	Choice of Milk	Choice of Milk	Choice of Milk
<b>Misc.</b>			Cream Cheese			










## Cafeteria or Classroom: Hot & Cold Grab & Go Sample Menu Template

This template shows a sample weekly lunch menu with one hot and one cold entree that can be combined in separate bags are suitable for a grab & go environment.

	Amt. Req'd	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Entrée 1 (Hot)</b>	2 oz eq M/MA;	Chicken Tenders w/ Mac & Cheese	Asian Chicken or Beef w/ Veg Fried Rice	Corn Dog	WG Pizza	Soft Chicken or Beef Tacos
<b>Entrée 2 (Cold)</b>	2 oz eq WG	Deli Sandwich	Salad Shakers	Deli Wrap	Yogurt Parfait	PB&J Sandwich or alt.
<b>Side Veg</b>	.75 Cup	Fresh, Frozen or Canned Vegetables	Fresh, Frozen or Canned Vegetables	Fresh, Frozen or Canned Vegetables	Fresh, Frozen or Canned Vegetables	Fresh, Frozen or Canned Vegetables
<b>Side Fruit</b>	.5 Cup	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit	Fresh, Frozen, Canned or Dried Fruit
<b>Milk</b>	1 Cup	Choice of Milk	Choice of Milk	Choice of Milk	Choice of Milk	Choice of Milk
<b>Misc.</b>		Dipping Sauce		Parmesan Cheese Pkt.		Sour Cream, Salsa

## STEP TWO: Develop Forecast

Use your menu plan to automatically develop and adjust 30-day forecasts and weekly orders by vendor. Best practice is to share medium range forecasts with distributors and suppliers using common product codes from our database known as Global Trade Item Numbers (GTINs).


Purchase Unit Description	Pack Size	Estimated	Purchase Unit	Commod Available	Category	Vendor	Vendor Code	Purchase Unit	
 JUICE, APPLE 100% FROZEN	70/ 4oz	6.17	Case (18 lbs)	<input type="checkbox"/>	Beverages	US Foods	28363	\$13.75	...
 JUICE, GRAPE 100% SS CUP	96 / 4 oz	9.92	Case (24 lbs)	<input type="checkbox"/>	Beverages	US Foods	392763	\$15.98	...
 Oranges, raw, 138 ct	138	10.61	Pounds (40 lbs)	<input type="checkbox"/>	Fruits - Unprepared/Unprocessed	US Foods	85411	\$15.73	...
 5/16" Thin Regular Cut Skin-	6/5 lb	7.5	Case (30 lbs)	<input type="checkbox"/>	Fruits/Vegetables/Nuts... Prepared/Processed	US Foods	39562	\$47.90	...
 FLAVOR FRESH Grape Jelly	200 / .5 oz	2.01	Case (6 lbs)	<input type="checkbox"/>	Prepared/Preserved Foods	US Foods	23521	\$10.99	...
 HEINZ Single Serve Ranch, 1	100 / 1 oz	6.02	Case (6 lbs)	<input type="checkbox"/>	Seasonings/Preservativ...	US Foods	39162	\$14.98	...
 HUMMUS, PLAIN SS CUP REF	48 / 2 oz	10.75	Case (6 lbs)	<input type="checkbox"/>	Seasonings/Preservativ...	US Foods	93472	\$25.58	...
 SIMPLY HEINZ Single Serve	1000 each	1.2	Case (20 lbs)	<input type="checkbox"/>	Seasonings/Preservativ...	US Foods	142342		...
 Applesauce, Unsweetened,	96/1 each	7.42	Case (0 lbs)	<input checked="" type="checkbox"/>	Fruits/Vegetables/Nuts... Prepared/Processed	USDA Commodity Foods	110361		...

Change Purchase Unit

### STEP THREE: Gather Bulk & Individual Orders

For locations where pre-ordering makes sense, gather bulk orders from classrooms or individual orders from parents and students for multiple days and meal sessions.


BREAKFAST



**Bagel and Cream Cheese Meal**  
☆☆☆☆  
*Not enough data to rate*  
Cinnamon raisin bagel with plain cream cheese cup served with an applesauce cup, grape juice, and FF Chocolate milk.  
**Includes:** Cinnamon Raisin Bagel; Cream Cheese Cup; Applesauce, Unsweetened, Cups; Grape Juice

Quantity  
0

BREAKFAST



**Yogurt and Granola Meal**  
☆☆☆☆  
*Not enough data to rate*  
Vanilla yogurt and cinnamon granola served with apple sauce, fresh orange and 1% White Milk packaged in a paper bag for easy grab and go.  
**Includes:** Vanilla Yogurt Cup; Granola, Cinnamon; Applesauce, Unsweetened, Cups; Oranges, Raw


Quantity  
0

Pre-order meal for breakfast by 10:45 PM on Mon, Aug 10, 2020.

TOTAL: 0

SUBMIT ORDER


LUNCH



**Cheese Burger Meal**  
☆☆☆☆  
*Not enough data to rate*  
A 100% beef burger with cheese on a bun. Meal is complete with french fries and ketchup, a pineapple cup, and FF Chocolate Milk.  
**Includes:** Cheese Burger; French Fries with Ketchup; Pineapple Cup; Apple Juice

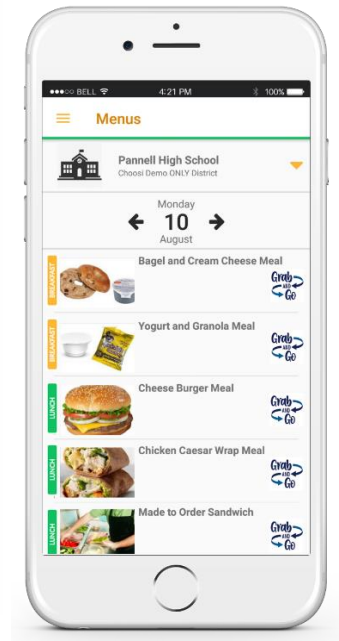
Quantity  
20 ✓

LUNCH



**Chicken Caesar Wrap Meal**  
☆☆☆☆  
*Not enough data to rate*  
A Chicken Caesar Wrap served with a fresh orange, grape juice, baby carrots, and 1% White Milk packaged in a paper bag for easy grab and go.  
**Includes:** Chicken Caesar Wrap; Oranges, Raw; Grape Juice; Carroteenies





Quantity  
8 ✓



### STEP FOUR: Produce Meals

Orders automatically populate production plans and reports. Inventory pull sheets and other reports are automatically updated in real time.

View Menu

SUN 8/9	MON 8/10	TUE 8/11	WED 8/12	THU 8/13	FRI 8/14	SAT 8/15
Total Feeding Figure 625	CHOOSI ORDERS	PRODUCTION	POST-PRODUCTION	INVENTORY		
<b>ENTREES</b>						
 Cheese Burger Meal Cheese Burger; French Fries with Ketchup; Pineapple Cup; Apple Juice 876		Original Planned Portions	Student Portions ⓘ	Adult / A la Carte Portions	Adjustment	Total Portions to Prepare
		275	20	0	-255	20
 Chicken Caesar Wrap Meal Chicken Caesar Wrap; Oranges, Raw; Grape Juice; Carroteenies 123		Original Planned Portions	Student Portions ⓘ	Adult / A la Carte Portions	Adjustment	Total Portions to Prepare
		350	8	0	-342	8

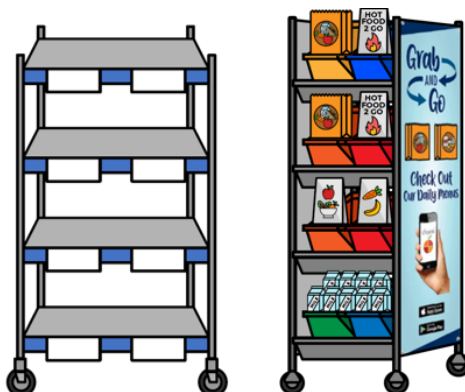


Use CNCentral's Daily Wrap-Up app for "Kitchen Tablets" or standard printed reports to pull required items from inventory and follow step by step instructions to prepare, package, and store each product until staging mobile carts just before delivery. Attach printed order manifest and roster of student orders to each cart.



## STEP FIVE: Delivering Meals

Follow batch production plan instructions, including schedule for storage, heating and staging each cart. Prepare mobile carts for delivery, properly sorting items by bin, printing shelf label icons and attaching a printed manifest (and student roster if student orders are included) to each cart.



## STEP SIX: Complete Post-Production Records

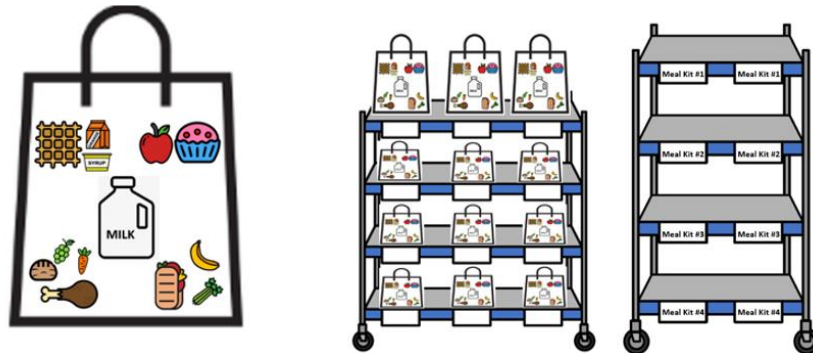
Use "Kitchen Tablet" or printed reports to record student servings, leftovers, and waste for each item to serve as the basis for the reimbursement claim.



# Example Policies & Procedures for 10 Scenarios

## Home Meal Kits for Distance Learning

### 1A. Home Meal Kits (Planned Quantities by Staff at Pickup Venue)



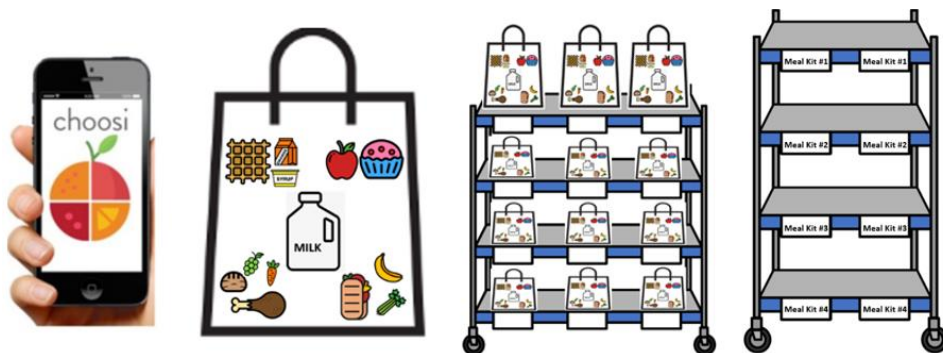
Orders are placed daily by school staff using the Choosi mobile app or web page. Staff at pick-up locations are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time, orders for specific pickup locations are consolidated and best estimates for production and delivery are managed based on fixed schedules.

Each kit contains a fixed number of breakfasts, lunches, and suppers based on a published menu depending on which program authority is used. Kits may include some bulk items rather than single portions for use across multiple items at fixed portion size per menu. They may also include foods intended to be heated before serving at home.

**Staff Instructions on Production Manifest:** Be sure to wear PPE including face coverings and gloves. Assure social distancing for walk up customers. Check ID information as required. Staff distributing meals record leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App & Signage):** Menus options and location information can be viewed in Choosi. Healthy eating messages and preparation instructions are printed and included in each kit.

## 1B. Home Meal Kits (Based on Consolidation of Individual Choosi Orders)



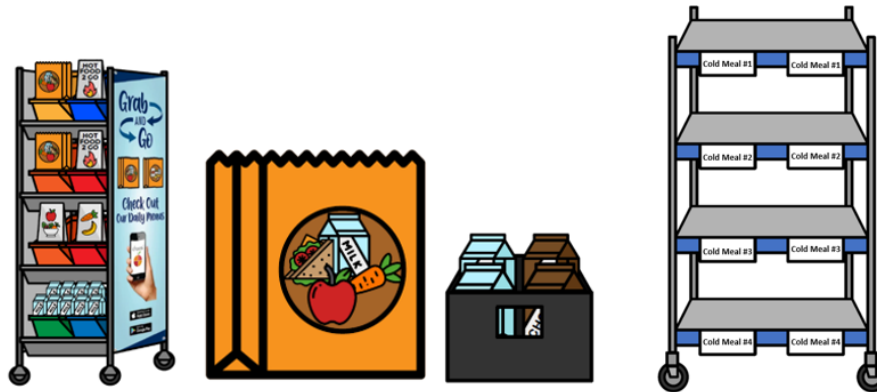
Pre-Orders are placed up to five days in advance by parents or students using the Choosi mobile app or web page for pre-defined meal combos. Parents can order for multiple days and are reminded by notification of upcoming order deadlines and on day of pickup.

Each kit contains a fixed number of breakfasts, lunches, and suppers based on a published menu depending on which program authority is used. Kits may include some bulk items rather than single portions for use across multiple items at fixed portion size per menu. May also include foods intended to be heated before serving at home.

**Staff Instructions on Production Manifest:** Be sure to wear PPE including face coverings and gloves. Assure social distancing for walk up customers. Check ID information as required. Staff distributing meals record leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App & Signage):** Menus options and location information can be viewed in Choosi where pre-orders are accepted and confirmed as described above. Healthy eating tips and preparation instructions are also on line, printed and included in each kit.

**2A. Grab & Go Cold Meals in a single bag  
(Planned Quantities by staff at Serving Venue)**



Orders for each serving location (venue) are placed daily in advance by school staff using the Choosi mobile app or web page. Staff are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time, orders for specific serving locations are consolidated and best estimates for production and delivery are managed based on fixed schedules.

Each bag contains a fixed set of cold choices for a breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. After meal service staff distributing meals record leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi without a log in required. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

## 2B. Grab & Go Cold Meals in a single bag (Based on Consolidation of Individual Choosi Orders)



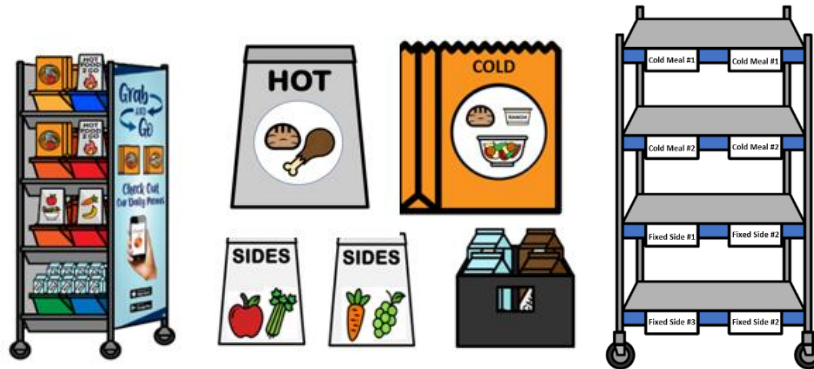
Orders for each serving location (venue) are placed up to five days in advance by parents or students using the Choosi mobile app or web page for pre-defined meal combos. Students or parents are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders, for specific serving locations are consolidated as best estimates for production and delivery are managed based on fixed schedules.

Each bag contains a fixed set of cold choices for a breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are usually staged separately.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. Staff has a student roster of orders to assure the students who have pre-ordered are served first. After meal service, staff distributing meals record leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi. Pre ordering can be done by logging into Choosi as described above. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

### 3A. Grab & Go Complete Meal Hot/Cold Entrees with Fixed Sides (Planned Quantities by Staff at Serving Venue)



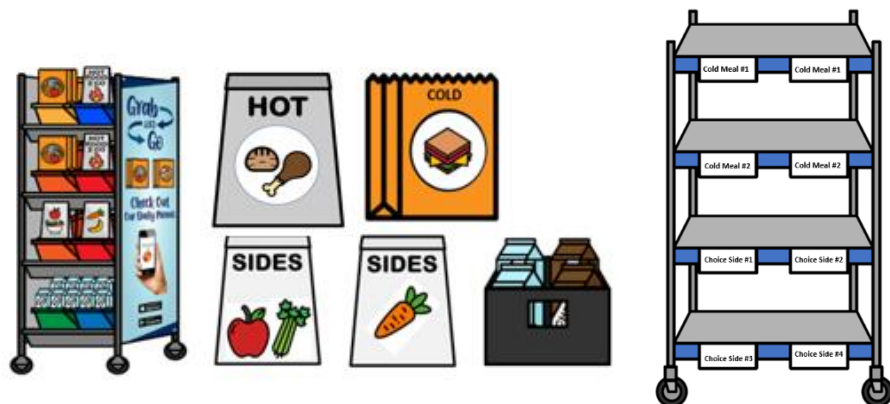
Orders for each serving location (venue) are placed daily in advance by school staff using the Choosi mobile app or web page. Staff are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders for specific serving locations are consolidated and best estimates for production and delivery are managed based on fixed schedules.

Each entrée bag contains a fixed set of choices for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All fixed side choices compliment the hot or cold bag to complete the meal. Note: Special attention must be paid to scheduling production batches including instructions for heating and holding of hot entrees to maintain safe temperatures and food quality at serving time.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. After meal service staff distributing meals record leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Students are required to select one cold entrée and one side bag in addition to milk. Menu choices are available to view in Choosi without a log in required. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

### 3B. Grab & Go Offer v Serve Meal Hot/Cold Entrees with Choice of Sides (Planned Quantities by Staff at Serving Venue)



Orders for each serving location (venue) are placed daily in advance by school staff using the Choosi mobile app or web page. Staff are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders for specific serving locations are consolidated and best estimates for production and delivery are managed based on fixed schedules.

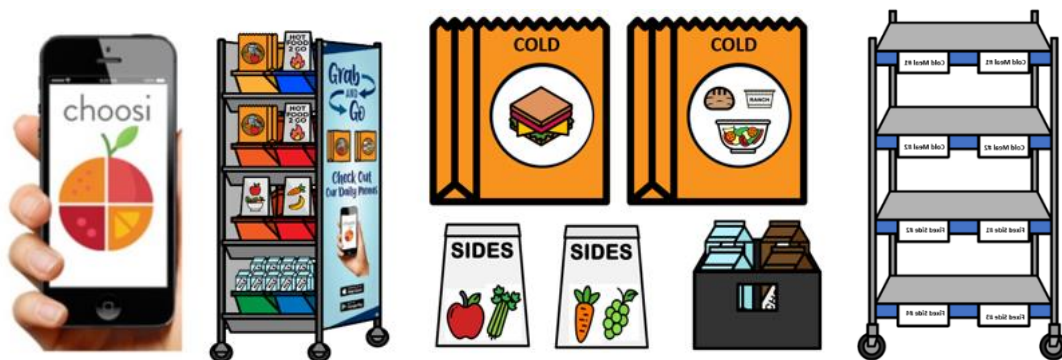
Each entrée bag is personalized with a bar code label containing the selected entrée for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All side choices include one, two, or three components to assure a 3 of 5 offer v serve environment. Note: Special attention must be paid to scheduling production batches including instructions for heating and holding of hot entrees to maintain safe temperatures and food quality at serving time.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. After meal service, staff distributing meals records leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi without logging in. Students are required to select one cold entrée and can optionally select one side bag in addition to milk. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.



### 3C. Grab & Go Complete Meal Cold Entrees with Fixed Sides (Based on Consolidation of Individual Choosi Orders)



Pre-Orders for entrees only are placed up to five days in advance by parents or students using Choosi mobile app or web page for re defined meal combos. Parents can order for multiple days and are reminded by notification of upcoming order deadlines and on day of serving.

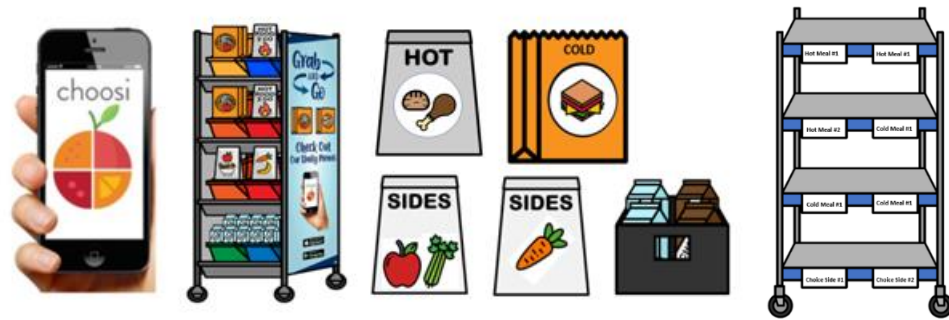
Each entrée bag contains a fixed set of choices for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All fixed side choices compliment the hot or cold bag to make complete the meal.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. Staff has a student roster of orders to assure the students who have pre-ordered are served first. After meal service, staff distributing meals records leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi. Pre ordering can be done by logging into Choosi as described above. Students are required to select one cold entrée and one side bag. Milk is optional. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.



### 3D. Grab & Go Offer v Serve Meal Hot or Cold Entrees with Choice of Sides (Based on Consolidation of Individual Choosi Orders)



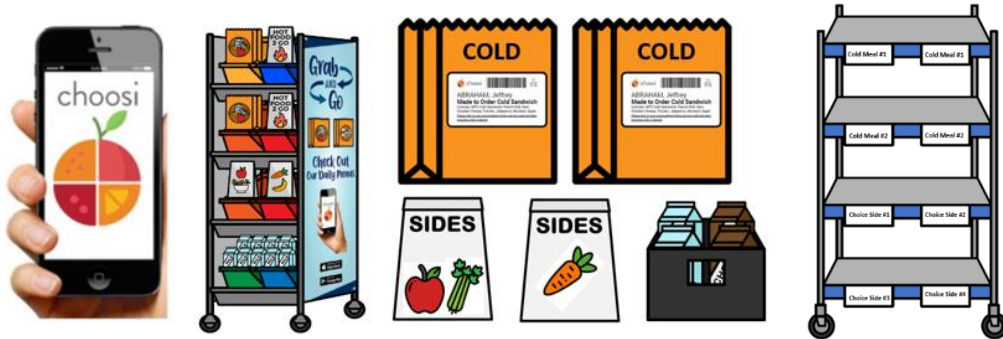
Orders for each serving location (venue) placed up to five days in advance by parents or students using Choosi mobile app or web page for pre defined meal combos. Students or parents are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders for specific serving locations are consolidated and best estimates production and delivery are managed based on fixed schedules.

Each entrée bag is selected entrée for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All side choices include one, two, or three components to assure a 3 of 5 offer v serve environment. Note: Special attention must be paid to scheduling production batches including instructions for heating and holding of hot entrees to maintain safe temperatures and food quality at serving time.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels. Staff has a student roster of orders to assure the students who have pre-ordered are served first. After meal service, staff distributing meals records leftovers and waste and signs the production manifest for that venue as an audit trail for reimbursement claims.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi. Pre ordering can be done by logging into Choosi as described above. Students are required to select one hot or cold entrée and can optionally select one side bag in addition to milk. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

**4A. Grab & Go Offer v Serve Meal Cold Entrees with Choice of Sides  
(Based on Consolidation of Individual Choosi Orders)**



Orders for each serving location (venue) are placed up to five days in advance by parents or students using Choosi mobile app or web page. Students or parents are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders for specific serving locations are consolidated and best estimates production and delivery are managed based on fixed schedules.

Each **bar-coded** entrée bag is personalized with a bar code label containing the selected entrée for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All side choices include one, two, or three components to assure a 3 of 5 offer v serve environment.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels where entree bins are sorted by last name. Staff has a student roster of orders to assure the students who have pre-ordered entrees are served first. After meal service, staff distributing meals records leftovers and waste and ordering roster for that venue as an audit trail for reimbursement claims. For schools providing differential pricing for full price, reduced price, or adult/staff meals the bar code should be self-scanned or staff scanned to finalize the transaction and collect funds if cash is permitted.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi. Pre ordering can be done by logging into Choosi as described above. Students are required to select their pre labeled and bar coded cold entrée and can optionally select one side bag in addition to milk. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

#### 4B. Grab & Go Offer v Serve Meal Hot or Cold Entrees with Choice of Sides (Based on Consolidation of Individual Choosi Orders)



Orders for each serving location (venue) placed up to five days in advance by parents or students using Choosi mobile app or web page. Students or parents are reminded by notification of upcoming order deadlines and on day of pickup. At order deadline cutoff time orders for specific serving locations are consolidated and best estimates production and delivery are managed based on fixed schedules.

Each **bar-coded** entrée bag is personalized with a bar code label containing the selected entrée for a hot or cold breakfast, a lunch, or a supper based on a published menu depending on which program authority is used. Milk choices are staged separately. All side choices include one, two, or three components to assure a 3 of 5 offer v serve environment. Note: Special attention must be paid to scheduling production batches including instructions for heating and holding of hot entrees to maintain safe temperatures and food quality at serving time.

**Staff Instructions on Production Manifest:** When delivering and serving, please wear PPE including face covering and gloves. Assure social distancing for walk up customers providing verbal instructions to keep the line moving to supplement signage and shelf labels where entree bins are sorted by last name. Staff has a student roster of orders to assure the students who have pre-ordered entrees are served first. After meal service, staff distributing meals records leftovers and waste and ordering roster for that venue as an audit trail for reimbursement claims. For schools providing differential pricing for full price, reduced price, or adult/staff meals the bar code should be self-scanned or staff scanned to finalize the transaction and collect funds if cash is permitted.

**Student Instructions (Mobile App and Signage):** Menu choices are available to view in Choosi. Pre ordering can be done by logging into Choosi as described above. Students are required to select their pre labeled and bar coded hot or cold entrée and can optionally select one side bag in addition to milk. Signage and clip on shelf icons provide instructions for staff service or self-service along with safety and healthy eating tips.

## Pros & Cons of Each Scenario

Scenario	Food Cost	Labor Cost per Meal	Student Waste	Production Waste	Cold Storage	Hot Storage	Student Acceptance
1A. Home Meal Kits (Planned Quantities by Staff at Pickup Venue)	Low	Low	Unknown	Medium as estimates are tricky and leftovers are difficult	Yes	No	Known only by survey
1B. Home Meal Kits (Based on Consolidation of Individual Choosi Orders)	Low	Low	Unknown	Low due to precise ordering	Yes	No	Choices of meal kits improve acceptance. Volume limited by those willing to use advance orders
2A. Grab & Go Cold Meals in a single bag (Planned Quantities by staff at Serving Venue)	High	Medium	High for unwanted items served	Medium Estimates are tricky and leftovers are difficult	Yes	No	Cold meal fatigue is a problem
2B. Grab & Go Cold Meals in a single bag (Based on Consolidation of Individual Choosi Combo Orders)	High	Medium	High for unwanted items served	Low Due to precise ordering	Yes	No	A variety of choices helps. Volume limited by those willing to use advance orders
3A. Grab & Go Complete Meal Hot/Cold Entrees with Fixed Sides (Planned Quantities by Staff at Serving Venue)	High	Medium	High for unwanted items served	Medium Estimates are tricky and leftovers are difficult	Yes	No	A variety of choices helps but less waste and lower cost
3B. Grab & Go Offer v Serve Meal Cold Entrees with Choice of Sides (Planned Quantities by Staff at Serving Venue)	Medium	Medium	Medium	Medium since not every side bag is need for offer v. serve	Yes	No	Cold meal fatigue is a problem. More choices help

Scenario	Food Cost	Labor Cost per Meal	Student Waste	Production Waste	Cold Storage	Hot Storage	Student Acceptance
3C. Grab & Go Complete Meal Cold Entrees with Fixed Sides (Based on Consolidation of Individual Choosi Combo Orders)	High	Medium	High For unwanted items served	Low due to precise ordering	Yes	No	Cold meal fatigue is a problem. More choices help. Volume limited by those willing to use advance orders
3D. Grab & Go In Offer v Serve Meal Hot or Cold Entrees with Choice of Sides (Based on Consolidation of Individual Choosi Combo Orders)	Low	High	Low Best option for kids picking what they want	Low due to precise ordering	Yes	Yes	Volume limited by those willing to use advance orders
4A. Grab & Go Offer v Serve Meal Cold Entrees with Choice of Sides (Based on Consolidation of Individual Choosi Orders and bar coded bags)	Medium	Medium	Medium	None All meal made to order and individually labeled	Yes	No	One of two best choices when free, reduced, full price meal counts must be recorded for claiming. Cold meal fatigue is a problem. More choices help. Volume limited by those willing to use advance orders
4B. Grab & Go Offer v Serve Meal Hot or Cold Entrees with Choice of Sides (Based on Consolidation of Individual Choosi Orders and bar coded bags )	Low	Medium	Low	None All meal made to order and individually labeled	Yes	Yes	One of two best choices when free, reduced, full price meal counts must be recorded for claiming.  Volume limited by those willing to use advance orders

## Sample Hybrid Models Assigned by Menu Plan and Associated Serving Venue

Category	Meal Kits	Grab & Go	Custom Grab & Go
Full-Time Home	X		
Full-Time School K-8		X	
Full-Time School 9-12			X
Mixed Home & School	X	X	
Special Ed at Home	X		
Special Ed at School			X

### A Final Word About Costs

The core menu planning, production records, and forecasting software are provided at no cost to schools. Optional add-ons include the Choosi mobile app, student records management, data analytics, and eLearning at ~\$1,000 per school annually. When the standard Choosi cart from Hubert is also included, the total cost is ~\$1500 per school building for the first year and ~\$1,000 for subsequent years. Volume discounts are available on the software license depending on the size of the program.

Should you choose to move forward with this guidance, inTEAM and Hubert would be pleased to assist with your initial on boarding process and provide a much more comprehensive **Operations Guide** covering step by step setup and daily routines for our integrated solutions.

