



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF SCHOOL FACILITIES AND OPERATIONS

March 18, 2020

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
School Administrative Services Assistants
School Food Services Managers

FROM: Randall M. Tanaka
Assistant Superintendent

A handwritten signature in black ink, appearing to be "R. Tanaka".

SUBJECT: **Food Service Plan through the Extended Spring Break**

As part of the Hawaii State Department of Education's (Department) announcement of the extension of its spring break through Friday, March 27, 2020 for all public and charter school students, the School Food Service Branch (SFSB) will be requesting a non-congregate serving waiver from the Hawaii Child Nutrition Program (HCNP).

The SFSB desires to implement the Seamless Summer Option (SSO). There will be a total of 32 schools providing breakfast and lunch to those 18 years or younger in the community. The "grab and go" model will be utilized by which the community will be able to stop by at a school and pick up a meal to go. There will be no personal interaction between the Department employees and the community. To minimize interactions between the staff and the community, the following steps are to be followed:

- All meals will be placed in a container with all the meal components. Single-serving portions of milk will also be arranged for easy access;
- Containerized meals will be located outside of the cafeteria, preferably closest to a driveway or other natural access point on the campus. There will be no public access to the cafeteria;
- Individual(s) will pick up their container and leave. There will be no inspecting of the items in the containers or loitering allowed, and
- A Meal Clerk Assistant (MCA) or other employees will utilize an SFSB checklist (Daily Count Form) and will check off individuals as they pick up their meal. Once the meal service is done, the total number of meals served will then be placed into eTriton under bulk sale.

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The following schools have been selected based on various criteria (i.e., high free & reduced, CEP, geography)

Oahu

Honolulu

Farrington High School
Kaimuki High School
McKinley High School

Central

Leilehua High School
Waialua High & Intermediate School
Makalapa Elementary School

Leeward

Waipahu Elementary School
Campbell High School
Nanakuli High & Intermediate
Nanaikapono Elementary School
Maili Elementary School
Waianae Intermediate School
Waianae High School

Windward

Kahaluu Elementary School
Kahuku High & Intermediate School
Waimanalo Elementary & Intermediate School
King Intermediate School

Neighbor Islands

Hawaii

Pahoa High & Intermediate
Kohala High School
Keaau High School
Konawaena High School
Waiakea High School
Kau High & Intermediate School

Mauui, Molokai, Lanai

Hana High School
Kahului Elementary School
Kalama Intermediate School
Lahaina Intermediate School
Molokai High School
Lanai High School

Kauai

Waimea High School
Kapaa High School
Chiefess Kamakahahei Middle School

Should you have any questions, please contact Albert Scales, Program Administrator for the School Food Services Branch, at (808) 784-5500 or via email to albert.scales@k12.hi.us.

RMT:as
Attachment - Daily Count Form

c: Dr. Christina M. Kishimoto, Superintendent
School Food Services Supervisors
School Food Services Branch