

Parent/Guardian Pick Up Best Practices

[The USDA issued a Parent/Guardian Meal Pickup Waiver](#): This waiver allows parents and guardians to pick up lunch and/or breakfast for their children without the child being present, as long as schools protect the accountability and integrity of the program. The LEA must complete the Parent/Guardian Pick Up Waiver survey in order to partake.

Parents/Guardians MUST show ID when picking up lunch and/or breakfast for students' offsite consumption. Ensure the parent/guardian picking up meals matches the student. Methods of parent/guardian to student ID accepted by the LEA:

- Student's school ID
- Car tag with student's name and grade
- Student's school PIN or ID number to enter into POS

The LEA must have an accurate Point of Sale (POS) at the time of parent/guardian pick up. The LEA must "check off" meals as received by the parent/guardian, just like during National School Lunch Program (NSLP)/ School Breakfast Program (SBP) operations.

Parent/Guardian Pick Up Procedures:

1. A roster of virtual and hybrid students is made, including number of breakfasts and/or lunches being prepared and days of the week prepared for.
2. Correspond with parents/guardians. Send out menus and have parents contact the LEA to opt in for pick up for their virtual and hybrid students. This allows the food service staff to more accurately prepare meals, while also letting the parents/guardians know what to expect.
3. School food staff prepares meals according to roster information and meal pattern according to grade group.
4. LEA sets up a Drive Thru Grab & Go or Walk In/ Walk Thru
 - a. Create a designated location and time for meal pick up and POS
 - b. Follow Food Safety procedures (temp logs, gloves, masks)
 - c. Have 'And Justice For All' poster visible
 - d. When parent/guardian arrives, check parent/guardian to student ID (examples above)
 - e. Place meals in car or allow parent/guardian to pick up
 - f. Check off that meals designated for that specific student were picked up on POS
5. At the end of the service, enter in total meals picked up to your Student Information System (SIS) or daily meal count.

Only lunch and breakfast may be picked up by a parent/guardian. Fresh Fruit and Vegetable may only be picked up if the student is present. Afterschool Snack may not be taken home by the parent/guardian or student to be consumed off site.

This institution is an equal opportunity provider.