



**REVOLUTION  
FOODS®**

*healthy meals for all*

# SCHOOL HANDBOOK

**SY 2025-2026**



## Table of Contents

Menu Overview.....	4
Breakfast Menu .....	5
Lunch Menu – Daily Options.....	6
Supper Menu.....	7
Buffet Style.....	8
Special Request Meals .....	9
A La Carte Orders .....	10
Condiments.....	11
Sample Lunch 3 Week Menu Cycle.....	11
Heating Guides .....	11
How to Use a CresCor Retherm Oven .....	14
How to Use a Warmer or "Metro C-5" .....	11
Compliance Overview.....	16
Offer vs. Serve (OVS) .....	16
Serving a Compliant Breakfast.....	17
Serving a Compliant Lunch.....	18
Serving a Compliant Supper.....	19
Centro User Guide .....	20
SY 25-26 Policies.....	21
Ordering Policy.....	22
Force Majeure and Inclement Weather Policy .....	24
Ordering Tips and Best Practices .....	25
Allergy-Friendly Meal Policy .....	26
Credit and Invoice Adjustment Policy .....	31
Meal Server Policy .....	32
Deliveries and Documentation.....	33
Delivery Procedures.....	34
Addendum 1: Day-Ahead Dark Drop Deliveries.....	36
Addendum 2: Hot Deliveries .....	37
Delivery Paperwork.....	38
Meal Production Records.....	43
Legal Disclaimer.....	45
THE END: Well Wishes for the School Year.....	45



# MENUS MEALS & MORE



# MENU OVERVIEW

## Breakfast Menu

### Daily Options

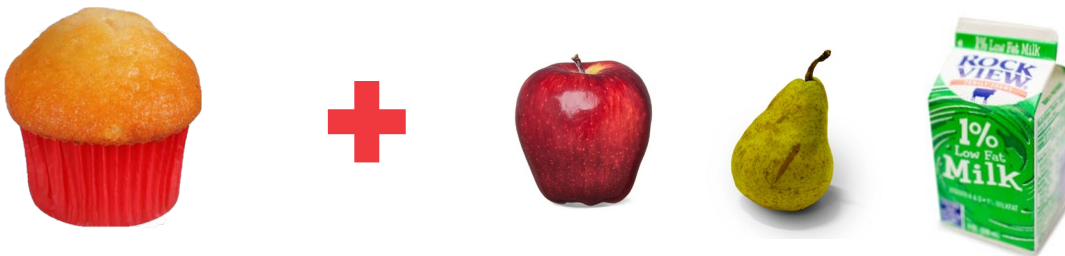
- 1 Hot Breakfast\*
- 2 Cold Breakfast
- 3 Cereal

\*Hot Breakfast option on Tuesday & Thursday only for Sites receiving hot-delivery

\*Offer vs Serve reductions in Centro available for fruit & milk

\*All Cold Breakfast can be Grab & Go

### Sample Breakfast Cold



### Sample Grab & Go Breakfast \*1st fruit included in flow wrap



### Sample Hot Breakfast \*Hot breakfast cannot be ordered Grab & Go



## Lunch Menu

The lunch menu follows a 3-week cycle and contains 3 categories of meals daily:

### Daily Options

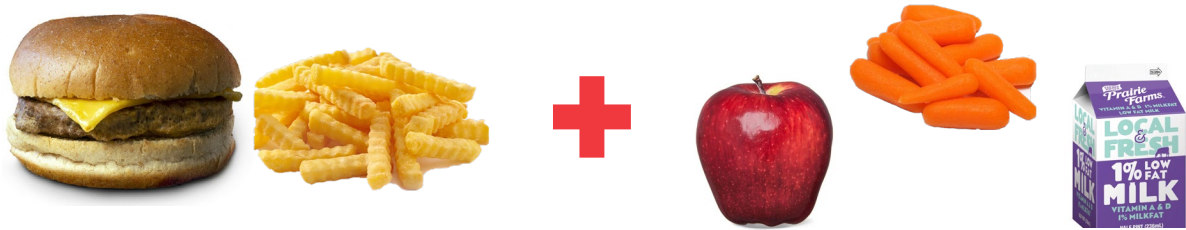
- 1 Hot Meal Option A
- 2 Hot Meal Option B
- 3 Entrée Salad, Kit or Sandwich

Vegetarian Meals – at least one vegetarian option will be available daily.

\*Meals available in K-8 and 9-12 sizes

\*Offer vs Serve reductions in Centro available for additional veg, fruit, and milk.

### Sample Lunch



## Supper Menu

### Meal Size

- 6-18 years

### Meal Design

- Entrée + ½ Cup vegetable

### Daily Options

- 1 Hot Option
- 2 Cold Option A
- 3 Cold Option B



### Sample Hot Supper



### Sample Cold Supper



### Cold Grab & Go

- All cold suppers will be packaged as Grab & Go
- Entrée + vegetable + fruit in same packaging; milk on the side

## More About: Vegetable Sides

### Weekly Subgroup Rotation

Generally, Monday through Thursday meals have  $\frac{1}{2}$  cup vegetable component with the main entrée. An additional individually wrapped  $\frac{1}{4}$ – $\frac{1}{2}$  cup veg portion is served on the side. Friday meals are served with a side salad (1 cup).

#### **Mondays**

Starchy vegetable: Oven Baked Fries; Tajin Corn

#### **Tuesdays**

Red/Orange vegetable: Tomato, Baby Carrots

#### **Wednesdays**

Other vegetables: Cabbage, Celery. Cucumbers

#### **Thursdays**

Beans/Legumes: Pinto, Black or Refried Beans

#### **Fridays**

Dark Green: Side Salad or Broccoli



## More About: Fruit Options

### Daily Fruit Offered in $\frac{1}{2}$ cup Servings

#### Breakfast

- 2 fruits offered daily
- Serve-Only Sites must order/serve both fruits
- OVS at least 1 fruit serving per meal for compliance
- OVS 2nd fruit must be offered

#### Lunch

- K-8:  $\frac{1}{2}$  cup needed daily (1 fruit)
- 9-12: full cup offering daily (offered in  $\frac{1}{2}$  cup portions / 2 fruits)



Quality note: *help reduce food waste by inspecting your fruit!*



- Apples, pears, peaches, plums, nectarines, and other such fruit that appear slightly bruised are often edible.
- Bruising is typically caused by the handling and method in which the fruit is shipped and is not an indicator that the fruit is spoiled.
- *Ripe bananas are not rotten! In fact, overripe bananas are high in antioxidants!*



## More About: Buffet-Style Meals

### Buffet-Style LUNCH

- Must be approved to start
- 4 days per week are sent buffet style
- Orders will be by the pan (i.e., 1 pan= serves 20)
- 5 – Compartment Trays provided

\*Site considerations – Time of meal service, number of servers needed, food safety!







## More About: Special Request Meals

***\*Requested through Centro***

### Third Party Pizza Requests

- A Special Treat for your scholars having hot ready-to-eat pizzas delivered from school-compliant brand Pizza Stores
- Available monthly
- Order by the pizza box (8 slices)
- Additional fees apply
- Check with your Customer Experience Team

### Field Trip Lunches

- Used for off-site events only
- Vegetarian and meat options daily

### Grill Days

- Treat your scholars to a Grill Day where Revolution Foods staff comes and grills on campus!
- Never on a Monday
- 2x per year
- Limited to 2 events daily per Culinary Center\* (check with your Customer Experience rep)

## More About: Shelf Stable Meals

Available through Days-Off Module in Centro or by request

- 2-week lead time required
- Fully unitized (milk separate)
- Breakfast, lunch, snack, and supper options available



## More About: A La Carte Orders

We offer an a la carte menu for purchases outside of standard meal programs.

### The a la carte menu includes:

- Shelf Stable Milk
- Soy Milk
- Crackers / Cereals
- Smart Snack Compliant Snacks
- Condiments
- Supplies



\*Charges can be added to your monthly invoice or invoiced separately.

## More About: Salad Bar

Additional cost, prearranged at time of contract or need

### Available 4 days/week

- Tuesday, Wednesday, Thursday, Friday
- When ordered, no side veg comes with meals

### Delivered as Kits

- Each kit serves 50, order in increments divisible by 50
- We provide sealed bags of vegetables to ensure maximum quality & freshness



### School responsibilities

- 2-month commitment
- Provide equipment
- Minimum order of 50 meals

## More About: Condiments

Condiments are offered in multiple ways, depending on the meal/condiment.

### Meal-Based Condiments

Schools receive these only when a specific item is on the menu. Condiments are delivered in equal quantities to the order. These come automatically with the meal. Meal-based condiments include:

- Salad Dressings
  - for entrée and side salads
- Tajin
  - Paired with some cold vegetables

#### Examples

- 300 cucumbers ordered; 300 Tajin provided



### Extra Condiments

Schools order by the case. Limits are placed on total quantity of cases based on average daily meal orders. Extra condiments include:

- Cholula Hot Sauce
- Ketchup
- Mayo
- Mustard
- Syrup

#### Examples

- If school orders ~60 meals/day (300/week) and ketchup has 500 PCs in a case, the most the school could order would be 1 case/week
- If school orders ~200 meals/day (1,000/week) and ketchup has 500 PCs in a case, the most the school could order would be 2 cases/week

### A La Carte Condiments

All condiments can be purchased by the case on our A La Carte menu. If you find you need additional condiments, you are welcome to purchase what is needed for your students.



## More About: Sample Lunch 3 Week Menu Cycle

Week	Option	Monday	Tuesday	Wednesday	Thursday	Friday
1	<b>Hot Option A</b>	Crispy Chicken Sandwich	Pizza Dippers	Chicken Bites	Turkey Nachos	Pepperoni Pizza
	<b>Hot Option B</b>	Breakfast for Lunch	Chicken Tamale	Pupusa	Chicken Tikka Masala	Cheese Pizza
	<b>Entrée Salad, Kit or Sandwich</b>	Yogurt & Mantecada Kit	Italian Trio Sandwich	'P'B&J Sandwich Kit	Veggie Chef Salad	Turkey & Cheese Sandwich
2	<b>Hot Option A</b>	Hamburger	Orange Chicken	Beef Taco Stick	Chicken Bites	Pepperoni Pizza
	<b>Hot Option B</b>	Crispy Chicken	Penne & Meat Sauce	Cheese Tamale	Mac & Cheese	Cheese Pizza
	<b>Entrée Salad or Sandwich</b>	Yogurt & Mantecada Kit	Cheese Pizza Kit	Chicken Salad & Cheese Kit	Chicken Caesar Salad	Turkey & Cheese Sandwich
3	<b>Hot Option A</b>	Cheeseburger	Beef Birria Tacos	BBQ Chicken	Teriyaki Chicken	Pepperoni Pizza
	<b>Hot Option B</b>	Hot Dog	Chicken Dumplings	Bean & Cheese Burrito	Penne & Meat Sauce	Cheese Pizza
	<b>Entrée Salad, Kit or Sandwich</b>	Yogurt & Mantecada Kit	Cheese Pizza Kit	Chicken Salad & Cheese Kit	Asian Chicken Salad	Turkey & Cheese Sandwich
SIDE VEG	<b>½ c. Veg in Tray</b>	Fries (½ c)	Any (½ c)	Any (½ c)	Legumes (½ c)	None
	<b>Additional veg</b>	Baby Carrots (¼ c K-8) (½ c HS)	Roasted Chickpeas (¼ c K-8) (½ c HS)	Baby Carrots (both ½ c)	Celery/Cucumbers (¼ c K-8) (½ c HS)	Side salad (K-12 1 c)

# HEATING GUIDES & EQUIPMENT OVERVIEW

## Heating Guides



[Download a Copy Here](#)

## Equipment Overview

Below is Revolution Foods' recommended equipment for vended meal service. We recommend you purchase, install, and test all meal storage and heating equipment needed several weeks before meal services begin.

For additional equipment information, or if you would like assistance choosing which equipment is best for you and/or how to procure your equipment, please ask your Customer Experience Representative.

Type	Use	Technical Details
Refrigerator / Milk Cooler	<p>Store chilled entrées, milk, perishable sides/snacks</p> <p>Chilled entrées include items intended to be served cold (i.e. salads, sandwiches, wraps) as well as entrées that are delivered chilled and will be brought up to temp on site using a retherm oven prior to service</p> <p>Cold storage for snacks is only required when yogurt, cheese or other refrigerated snacks are served</p>	Unit must have a thermometer (either built-in or dedicated) and be kept below 41°F.

Type	Use	Technical Details
Warmer or "Metro C-5"	Hold meals at food-safe temperatures (above 140°F) prior to service	<p>Full size warmers hold 160 meals; approximate dimensions are 71"H x 27 5/8"W x 31 1/2"D</p> <p>Half size warmers hold 70 meals; approximate dimensions are 44"H x 27 5/8"W x 31 1/2"D</p>
Retherm Oven	Heat cold-delivered meals and hold at food-safe temperature until service	Half size retherm ovens hold ~80 meals. Full size retherm ovens hold ~160 meals; require 220V outlets

# HOW TO USE A CRESCOR RETHERM OVEN

1. Turn on oven. Press dial to clear lights if needed. When oven fully powers up, the display will read "Ready".
2. Press and hold the dial for 2 seconds to enter "set" mode.
3. Press COOK until blinking, turn knob to select 250°F - 300°F. Refer to Revolution Foods heating guide for instructions on the heating temperature. Press knob to set.
4. Press HOLD until blinking, turn knob to select 140°F. Press knob to set.
5. Press PROBE until blinking, turn knob to select 165°F. Press knob to set. Once programmed, press START to preheat oven.
6. When oven display changes from "prEHt" to "Ready", load meals into the oven and insert sanitized probe into meal on top shelf. Place one tray of meals per shelf.
7. Close door and press START to begin cooking. Oven display should read the probe temperature. If you do not have a probe, the oven temperature will display.
8. Once the probed food reaches the set temperature, or the set time expires, the food can be served or held at the set holding temperature of 140° F. Food should reach an internal temperature of 165°F. Document temperature on retherm log. Hold at 140°F until service. If holding meals to serve, transfer to a warmer (if applicable) and repeat the cycle to heat additional meals.





## HOW TO USE A WARMER OR "METRO C-5"

1. Fill the water pan at the bottom of the oven with clean HOT tap water. Check the water level every 3 hours, and refill as necessary.
2. Set POWER switch to the ON position.
3. Set TEMPERATURE control to 10.
4. Allow yourself at least 60-90 minutes for pre-heating. Preheat cabinet until 140F is reached.
5. Re-set TEMPERATURE control and adjust as necessary to reach desired temperature (Setting 4-6 is typical for 140F-150F). Power indicator will turn on and off as the heat thermostat cycles.
6. Document the holding temperature in your warmer temperature log.
7. For multiple lunch periods over a longer period of time, set out as many meals as you need for the first 15 minutes, keeping remaining meals at or above 140F in the warmer. Re-stock the service line with more meals as needed.
8. At the end of the service, turn off the warmer, remove leftover meals and empty the water pan.
9. CAUTION: Water inside the cabinet's pan is hot during use! Turn off and allow the water to cool before emptying the pan.



# COMPLIANCE OVERVIEW

At Revolution Foods, we have a dedicated Menu & Nutrition team who ensure our menus and meals are fully compliant and that everything is documented and accounted for properly so your meals will be fully reimbursable by federal and state programs.

We're proud to provide the following to make your job easier:

- Administrative Review (audit) support
- Daily meal production records
- Comprehensive monthly allergen & nutrition reports

Your Customer Experience Account Manager is your first point of contact for compliance questions and audit support requests.

***Always print out a copy of your menus to be displayed in the serving area. -- It's an NSLP & CACFP requirement!***

## Offer vs. Serve (OVS)

Offer vs. Serve (OVS) is designed to give students greater flexibility in selecting the foods they want to eat, which helps schools to reduce food waste. Under OVS, schools can continue to provide reimbursable meals, while also giving students a choice in their food by allowing them to decline some components of the meal.

Reduce Waste



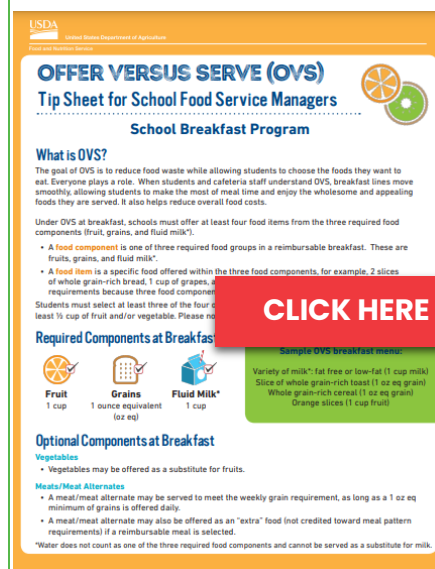
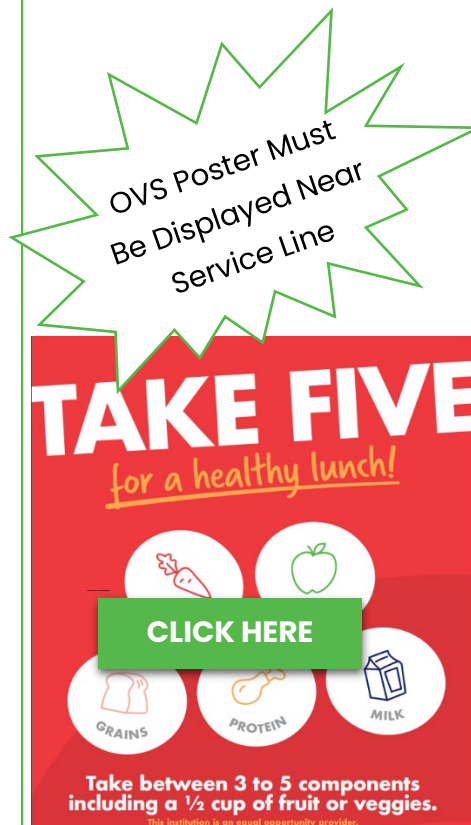
## Serving a Compliant K-12 Breakfast

We design breakfast meals to include daily offerings from each food group using minimum portion guidelines set forth by the School Breakfast Program. Our breakfasts include the following food components: grains (with optional meat/meat alternate), fruit, and milk.

### Tips for Ensuring OVS Compliance at Breakfast:

1. Read, print, and fill out your daily meal production record (MPR). This will tell you what components comprise the breakfast that day and what needs to be included on the breakfast line.
  2. Offer students all items included in the breakfast, allowing students to serve themselves. Larger grain offerings and combination offerings may count as two (2) items.
  3. Students must take a minimum of 3 items, including:  $\frac{1}{2}$  cup fruit (counts as 1 item) AND at least 2 other items.
  4. Regardless of what they decline, students MUST take a  $\frac{1}{2}$  cup portion of the fruit offered. Keep a bowl of fruit near the POS to easily complete a reimbursable meal.
- 5. Do a final check:**
- Did we offer at least 4 food items including required amounts of fruit, grain, and milk?
  - Did the student take 3 food items?
  - Is there  $\frac{1}{2}$  cup fruit on their tray?

## Downloadable Posters





## Serving a Compliant K-12 Lunch

We design lunch meals to include daily offerings from each food group using minimum portion guidelines set forth by the National School Lunch Program. Our lunches include the following (5) food components: meat/meat alternates, whole grains, vegetables, fruit, and milk.

Under OVS, students should take at least 3 components of the meal, including a serving of either fruit or vegetables.

Schools following the Serve-only model must ensure students take all 5 components of the meal at lunch.

### **All NSLP Lunch Meals are Offered With:**

- 8 fl oz of nonfat or 1% milk
- a serving of fruit
- a serving of vegetables
- a serving of grain/bread
- a serving of meat/meat alternate

*\* Portions vary by grade size.*

## Tips for Ensuring OVS Compliance at Lunch

1. Read, print, and fill out your daily meal production record (MPR). This will tell you what components comprise the lunch that day and therefore what needs to be included on the lunch line.
2. Students must take at least 3 of the food components, including:
  - a. ½ cup fruit or vegetable (most of our meals contain this within the entrée)
  - b. At least two other full components (generally entrée, side, or milk)
  - c. Regardless of what they decline, students MUST take a ½ cup portion of the fruit OR vegetable offered. Keep a bowl of fruit near the POS to easily complete a reimbursable meal.
3. **Do a final check:**
  - Did we offer at all 5 food components?
  - Did students take 3 food components?
  - Is there ½ cup fruit OR vegetable on their tray?

## Serving a Compliant CACFP Supper

Revolution Foods designs supper meals to include daily offerings from each food group using portion guidelines set forth by the Child & Adult Care Food Program (CACFP).

Unlike breakfast and lunch, which can operate as offer vs. serve programs under NSLP/SBP, our CACFP supper program is designed as a serve-only program. All components must be served to students for a reimbursable meal.

### Tips for Ensuring a Compliant Supper:

1. Read your daily meal production record (MPR) This will tell you what components comprise the supper that day and what needs to be included on the supper serving line.
2. Students must take all the food components, including:
  - 2 oz eq of meat/meat alternate
  - 1 oz eq of whole grain/bread
  - ¼ cup of fruit
  - ½ cup of vegetables
  - 8 fl oz of nonfat or 1% milk
4. **Do a final check:**
  - Do students have all five food components?



# CENTRO USER GUIDE

Version 2.0

Last Updated: August 2024



## GETTING STARTED IN CENTRO

### TABLE OF CONTENTS

1. Logging in
2. Login Landing Page and Dashboard
3. Delivery Site Order Page Dashboard
  - 3.1. Calendar Overview
  - 3.2. Export Calendar
4. Placing orders
  - 4.1. Meal Percentages/ Ratios
    - 4.1.1. Daily Milk Percentages
      - 4.1.1.1. Breakfast Milk
      - 4.1.1.2. Lunch Milk
    - 4.1.2. Fruit Percentages
      - 4.1.2.1. Breakfast Fruits
      - 4.1.2.2. Lunch Fruits
    - 4.1.3. Vegetable Percentages
  - 4.2. Redistribute & Save
5. Ordering Meals
  - 5.1. Adjusting Daily, Fruit, Vegetable and Milk
  - 5.2. Sold Out Items
- 5.3. Extras
6. Special Request Options
  - 6.1. Meals
    - 6.1.1. Special Request Meals
      - 6.1.1.1. Field Trips Lunch Request
      - 6.1.1.2. Party Pizza Day Request
      - 6.1.1.3. BBQ Request
    - 6.2. Last Minute Requests
  - 6.3. Allergy Friendly Meals
7. Submitting Days Off
8. Daily Meal Production Records
9. Delivery Site Invoice



# CENTRO USER GUIDE

CLICK HERE TO  
DOWNLOAD THE GUIDE







# SY 25-26 POLICIES

# ORDERING POLICIES

Our meals are assembled within 48 hours prior to delivery using fresh and often local ingredients. The ordering policy is designed to protect against delivery or fulfillment issues caused by late order modifications or cancellations.

Monthly Orders: Menus are published in Centro on or before the first Tuesday of each month for the prior month's offerings – for example, the October menu is published by the first Tuesday of September. **We strongly recommend that schools place an entire month's orders as soon as the menu is published, and no later than the 10<sup>th</sup> for the month ahead (e.g. September 10 for October orders).** This ensures that you will get access to any limited-quantity items, facilitates supply chain planning for certain ingredients, and minimizes the chances of fulfillment issues. **In order to best ensure product availability, if your orders are not in by the 15<sup>th</sup>, our Customer Experience team may place your projected orders based on historical order volume with product available at that time.**

Order Adjustment Deadline. Orders may be adjusted up until 5:00 pm each Monday for the following week of service. (*\*Unless contract specifies otherwise*)

Order placements and order increases after Order Deadline:

If you miss an order deadline, contact your Customer Experience Team and we will do our best to accommodate your needs.

Change requests after the deadline must be submitted using the **Special Requests** section in Centro – please refer to the Centro guide for instructions.

**All late orders are subject to product availability.** For order changes after 5:00pm on Monday, Revolution Foods may decline to provide meals or may suggest an

## HIGHLIGHTS

1. Order meals for the entire month as soon as the menu is released.
2. Adjustments can be made up to a week before by 5 PM MON.
3. Provide school calendar to Customer Experience and record off-days in Centro before school starts.
4. Never hesitate to send us feedback.
5. Order a variety of options each day to increase participation.
6. Print your menus and double-check your orders.
7. Share menus with parents.

alternative meal if the requested meal is not available. Unless specified otherwise in your contract, Revolution Foods will charge a \$50.00 per site processing fee for the first 3 orders placed after the Order Deadline. After the first 3 instances of new orders placed after the Order Deadline, the processing fee will increase to \$100.00 per site.

Special Request Meals: Special Request Meals require additional attention and time to process. These meals include field trips, 3<sup>rd</sup> party pizza, and on-site grill days. A minimum of 2 weeks is required for these orders, and changes are subject to availability. (See [Centro User Guide](#) pages 24-25 for details)

Order cancellations and order decreases after Order Deadline: Unless specified otherwise in your contract, and subject to the Force Majeure and inclement weather provisions in your contract, any order decreases or cancellations made after 5pm on Monday for the following week will be invoiced at full price.

## **Off-Day Process**

The following two-step process is designed to mitigate food waste and extra cost due to accidental meal orders or deliveries.

- 1. Provide School Calendar:** At least 30 days before the first delivery, send your Customer Experience Team a site/school calendar for each Site. At a minimum, the school calendar should include ALL off-days days for the term, including:
  - Holidays/school closures
  - Field trip days
  - Days when meals will not be served, or meal participation will be less than 50% of the daily average.
- 2.** At least 30 days before the first delivery, please enter off-days in Centro for each Site. **See [Centro User Guide](#) (p.26) for details on how to enter off-days.**

## Force Majeure and Inclement Weather

### *Force Majeure*

Please reference your contract for applicable specific language.

Inclement Weather: We will do our best to accommodate your needs in the event of weather-related interruptions to delivery, and we rely heavily on our school partners to communicate with us effectively and timely.

- Contact your Customer Experience Account Manager in writing to report inclement weather-related interruptions to delivery, including multiple day events.
- \*For orders properly cancelled by 10:00 a.m. the day preceding the scheduled day of delivery, we will provide credit for all meals cancelled. We assume that delivery will occur on a given day if it is not properly cancelled. \*Unless unique conditions are outlined in your contract
- We may, in the interest of safety, alter routes, delivery times, and menus at our discretion during Inclement Weather without penalty.



# ORDERING TIPS & BEST PRACTICES

See the Centro User Guide for detailed instructions on placing your meal orders. Here are some additional tips and best practices to set your school up for success:

**Minimum Days and Field Trips:**

Order sandwiches for minimum days. Order Field Trip lunches for off-site meals. Field Trip lunches do not account for vegetable subgroups and are not intended for daily use.

*CDE requires Breakfast and Lunch available daily regardless of bell schedule.*

**Student and Staff collaboration:**

Don't wait until students are unhappy to involve them! Cafeteria staff and/or meal servers are a great source for recommendations regarding likes and dislikes pertaining to the menu. We want to hear your feedback!

**Schedule changes:**

Notify your Customer Experience Team of any changes to your bell schedule that may affect your serving or delivery time. In order to accommodate a potential change in your delivery schedule, please communicate changes 2 business days prior to the effective date.

**Meal Variety:**

Offering a variety of hot and cold entrees can increase participation and enhance your students' experience in the lunch line. Every day we have multiple meal options to choose from. Review the monthly menus in the newsletter and in Centro to see all daily available options.

**Generate and Check your Orders:**

Generate your Breakfast, Lunch, Snack & Supper menus after submitting your order. This is a great feature to ensure meals have been ordered every day or that meals were not ordered on non-student days.



# ALLERGY-FRIENDLY MEALS

At Revolution Foods, we prioritize the safety and well-being of our customers and partners. We understand the importance of accommodating individuals with food allergies, and we are pleased to introduce our Allergy-Friendly Meal program.

The Allergy-Friendly Meal program offers limited meals that are free of the top nine allergens as defined by the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) and the Food Allergy Safety, Treatment, Education and Research Act (FASTER Act) of 2021. These allergens include milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame. These meals include a portion of vegetables. However, a milk option and fruit need to be provided separately by the school partner.

While we have carefully designed the Allergy-Friendly Meals to meet the dietary requirements of students with allergies, it is ultimately the responsibility of the school to determine if the Allergy-Friendly Meal is appropriate for an individual's specific needs. The school should consider the individual's allergies, sensitivities, and dietary requirements before providing the meal, in accordance with the requirements set forth by the U.S. Department of Agriculture's Food and Nutrition Service ([FNS](#)) and the Americans with Disabilities Act (ADA). These meals are not reimbursable without a medical note.

Our Allergy-Friendly Meals are manufactured on a validated clean line, and we have implemented an allergen management plan to prevent cross-contamination. We take food safety and customer safety seriously, and we have stringent processes in place to ensure the integrity of our Allergy-Friendly Meals.

To ensure the safety of our Allergy-Friendly Meals, we conduct regular testing for allergen residue. Each production batch of our meals undergoes testing against target allergens, using lateral flow devices (LFD). These qualitative strip tests detect possible cross-contamination and verify the effectiveness of our sanitation process and allergen control plan. The table below lists the stated limit of detection (LOD) for each allergen.

*\*Please note that our meals do not contain fish and pecan ingredients, so the validation test for these allergens is not performed in our kitchen.*

Allergy-Friendly Meals will be sent cold and must be heated per instructions at the site. It is essential for the school to follow the heating instructions provided to ensure the meals are served at the appropriate temperature. Proper heating procedures help maintain the safety, quality, and taste of the meals, ensuring an optimal dining experience for the students.

We encourage all our school partners to carefully review the ingredient statement and nutrition panel of our Allergy-Friendly Meals and consider the individual needs of their students and determine if these meals are suitable for them. If you have questions or concerns about the ingredients or allergen content of our meals, feel free to contact our team at [nutrition@revolutionfoods.com](mailto:nutrition@revolutionfoods.com). We are here to provide information and support to ensure the safety and well-being of all individuals with food allergies.

Thank you for your cooperation and support in creating a safe and inclusive feeding opportunity for all.

Target Allergen	LOD
Almond Protein	2 ppm
Brazil Nut Protein	5 ppm
Cashew/Pistachio Protein	2 ppm
Coconut Protein	10 ppm
Crustacean Protein	2 ppm
Egg Protein	10 ppm
Gluten Protein	5 ppm
Hazelnut Protein	5 ppm
Macadamia Nut Protein	2 ppm
Total Milk Protein	1 ppm
Peanut Protein	1 ppm
Soy Protein	2 ppm
Walnut Protein	10 ppm
Sesame	5 ppm

Sincerely,

*Anna Severns, MS RD*

Senior Director of Menu & Nutrition

## **Allergy-Friendly Meal Program: Standard Operating Procedure for Customers & Policy Acknowledgement**

While we have carefully designed the Allergy-Friendly Meals to meet the dietary requirements of students with allergies, it is ultimately the responsibility of the school to determine if the Allergy-Friendly Meal program is appropriate for an individual's specific needs.

Revolution Foods' Allergy-Friendly Meal program offers a limited variety of meals that are free of the top nine allergens as defined by the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) and the Food Allergy Safety, Treatment, Education, and Research Act (FASTER Act) of 2021. These allergens include milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame.

It is the responsibility of school staff and parents to review the CDE Medical Statement form (see link below) and to determine if a student is eligible to consume the meals provided by Revolution Foods' Allergy-Friendly Meal Program. Revolution Foods does NOT request schools to submit CDE Medical Statement forms, and we will not be reviewing forms. This Medical Statement form must be managed at the school. The CDE Medical Statement form can be found here: [Medical Statement Form - USDA Civil Rights \(CA Dept of Education\)](#)

**Meal design and compliance:** Allergy-Friendly meals include a portion of protein, grain, and vegetables. Meals will not include milk or fruit. Students can be offered fruit from the main menu's fruit rotation, allergies permitting. Soy milk can be purchased separately through the A La Carte menus.

**Delivery:** Allergy-Friendly Meals will be delivered to your site according to your designated delivery schedule. Meals will be delivered in a designated container with a purple "Allergy-Friendly Meal" sticker. Please note that for privacy reasons, Revolution Foods will not be labeling meals with student names or identifiers. It is the school site staff's responsibility to ensure that Allergy Friendly meals get distributed to qualified students.

**Preparation and consumption of Allergy-Friendly Meals:** Lunch/Supper meals are always delivered COLD and must be heated in an oven or microwave to an internal temperature of 165 degrees before consumption. Meals should be consumed on the intended consumption date and dispose of any leftovers. Breakfasts and snacks are typically shelf stable and should be consumed not later than their printed "best by" dates.

Please refer to the Centro Ordering Guide for details on how to navigate to the Allergy-Friendly Meal Program request page. Once there, you will be asked to provide:

1. Student's name or identifier (this can be a generic identifier according to your school policy, e.g. First Grader Ms. Soandso)
2. School Main Contact
3. Which meal types you are requesting (Breakfast, Lunch, and/or Snack)
4. Email the Allergy-Friendly Meal Policy with signature page completed to [nutrition@revolutionfoods.com](mailto:nutrition@revolutionfoods.com)
5. Click on the Policy Acknowledgment button.

Once completed, select save. Your request will be routed to the Menu & Nutrition team for approval. Once approved, you will be able to order meals directly on your menu according to meal type.


**Statement of Acknowledgement:**

I hereby acknowledge that I understand that it is my responsibility to read the Allergy-Friendly Meals Policy and understand the policies contained therein. I agree to comply with all the policies and procedures. Additionally, I understand that it is my responsibility to review the Medical Statement Form(s) to ensure that students are eligible to receive the meals outlined in this policy.

Print Name	_____
Title	_____
Signature	_____
Date (MM/DD/YYYY)	_____
School Site Name	_____

Please submit this form with your AFM request to your Customer Experience Representative.

Sample Menu:

<div>  <div> <h2>Allergy Friendly Meals Weekly Menu</h2> </div> <div> <a href="#">CLICK HERE FOR A LARGER VIEW</a> </div> </div>				
Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST				
Cinnamon Chex Bowl, Strawberry Rockinola Granola, & Fruit*, Milk Option*	GF Cheerios Bowl, Chocolate Rockinola Granola & Fruit*, Milk Option*	Cocoa Krispies Bowl, Cinnamon Rockinola Granola, Fruit*, Milk Option*	Rice Krispies Bowl, Strawberry Rockinola Granola, Fruit*, Milk Option*	Corn Chex Bowl, Chocolate Rockinola Granola & Fruit*, Milk Option*
LUNCH				
Burrito Bowl, Fruit*, Milk Option*	Turkey Marinara Bowl with Green Peas, Fruit*, Milk Option*	Chicken Fajitas Bowl with Green Beans, Fruit*, Milk Option*	Beef and Veggie Bowl with Zucchini, Fruit*, Milk Option*	California Turkey and Vegetable Bowl, Fruit*, Milk Option*
2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.
Snack				
Rockinola Granola, Fruit*	Corn Chips, Fritos, Fruit*	Hummus & Corn Chips	Rockinola Granola, Fruit*	Corn Chips, Fritos, Fruit*
SUPPER				
Beef and Veggie Bowl with Zucchini, Fruit*, Milk Option*	Chicken Fajitas Bowl with Green Beans, Fruit*, Milk Option*	Burrito Bowl, Fruit*, Milk Option*	California Turkey and Vegetable Bowl, Fruit*, Milk Option*	Turkey Marinara Bowl with Green Peas, Fruit*, Milk Option*
2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.	2M, 2G, 1C Veg.

\*Milk Option and Fruit must be ordered separately through the ordering system.

Available Milk Options to order: Regular Milk 2%, Regular Milk FF, and Soy Milk.

Sample Stickers:



1. [Beef and Rice with Zucchini and Carrots](#)
2. [Turkey Marinara Bowl with Green Peas](#)
3. [California Turkey and Vegetable Bowl](#)
4. [Chicken Fajita Bowl with Green Beans](#)
5. [Burrito Bowl](#)



# CREDIT & INVOICE ADJUSTMENT POLICY

Customers should reach out to their Customer Experience Account Manager regarding any discrepancies as early as possible to allow a resolution by Revolution Foods. If a credit is warranted, the request must be made via email within 24 hours of delivery.

- Credit will be issued when a delivery is short, meals do not meet quality standards (pictures required), or meals are out of temperature (pictures required).
- Credit will be issued if a replacement delivery is not possible or not needed.

## Delivery Discrepancies

No payment shall be made for meals affected by delivery or fulfillment errors and such delivery or fulfillment error affects Partner's claim for reimbursement, provided that:

- Partner ordered Meals timely; and
- Provides detailed written notice of spoiled or delivery or fulfillment errors that affect Partner's claim for reimbursement no later than twenty-four (24) hours after the delivery.
- Partner, without prior request from Revolution Foods, shall preserve evidence of meals for inspection for a minimum of one (1) business day.
- Partner's failure to give written notice of any delivery or fulfillment error within the stated timeframe shall constitute an unqualified waiver of all errors or claims for that order/delivery.

## Invoice errors

If you find any discrepancies on your invoice, email your Customer Experience Account Manager and cc Billing team [Billing@revolutionfoods.com](mailto:Billing@revolutionfoods.com)

Once the invoice is generated, any approved credits will be processed as a separate credit or debit memo. Provide notice of disputes per your contract.

The following policies apply only to school sites in which Revolution Foods–employed serving staff are responsible for the serving of meals.

### **Server Responsibilities :**

- Setting up of meal service, serving meals, and cleaning up serving area.
- Verifying the meal counts delivered. If short in any way, server will contact Revolution Foods supervisor to report and get real time solutions.
- Servers will record temperatures upon delivery if they are present, as well as temperatures for serving on site when required.

### **Please Note, Revolution Foods' Servers Are Not Responsible for:**

- Revolution Foods Servers are not school custodial staff.
- Servers are not responsible for line management, student correction, or tech troubleshooting.
- Serving equipment like tables and tents are to be set up by school staff.

### **Call Outs**

Although Revolution Foods has employed more servers and leads to cover call outs, it is important that every school with a Revolution Foods server have a contingency plan in the event of no coverage being available. Revolution Foods may not always be able to place an immediate replacement so each school must have a plan in place.

### **Staffing**

If parents or other caregivers in your community may be interested in working for Revolution Foods, please share the Revolution Foods career page at [www.revolutionfoods.com](http://www.revolutionfoods.com)

\* Servers are part-time.

\* Drivers are full-time.



# DELIVERIES & DOCUMENTATION



## **Meal Delivery Procedures**

Deliveries are made once per day and include all meal components. Below are some guidelines for same-day delivery procedures to help ensure efficient and accurate delivery and receipt of meals.

### Setting up for Success

- Please ensure that you have purchased the correct equipment to accommodate all cold entrées, milk and sides that you will receive in your daily deliveries.
- Prior to service, your Revolution Foods team will work with you to identify the 3-4 hour delivery window that works best.

### General delivery process

- Refrigerator temperature must be 41° F or lower to ensure food safe storage. Revolution Foods recommends that you purchase a refrigerator thermometer for this purpose.
- Empty your refrigerator daily to ensure there is enough space for storage of cold entrées, fruits, beverages, and other perishable items. This is imperative for efficiency and food safety.
- Items that do not require refrigeration (dry snacks, some fruit) should be stored in a cool location at least one foot off the ground. The driver will leave these on a countertop, table, or other available space.

### Checking your delivery

- Check your delivery with your driver as soon as it arrives.
- Someone from your site MUST sign the packing slip for each delivery. Their signature is confirmation that your site has received the delivery, and that it is complete.
- The Revolution Foods driver must also sign each packing slip, leaving a copy of the packing slip for the site and keeping one for our records.
- Signatures from both parties indicate confirmation that all components were delivered accurately and in full. Any discrepancies should be noted on the packing slip and reported to your Customer Experience team.

- Keep your packing slips and daily meal production records on site. File them in chronological order and save them for 3 years.
- Please be sure to return used serving equipment (crates, Cambros, etc.) daily. All serving equipment should be empty of product (no returns). Identify an agreed-upon location for Revolution Foods equipment return. When your driver delivers the meals, s/he will also look for any equipment to pick up and bring back to the Revolution Foods Culinary Center.

Meal component details:

- Entrées will be individually packaged.
- Most vegetables will arrive packaged with your entrees.
- Cold vegetables (e.g., carrots) will arrive individually packaged.
- Milk will be delivered in crates or coolers.
- Fruit will arrive in bins or cardboard case packs.
- Your Packing Slip and Meal Production Record will indicate all the components included in the lunch of the day (entrée, vegetable, fruit, milk, and any sides). Use these as a reference when setting up and serving meal service.

What to do if you are missing something:

- If you have any concerns about what was delivered, or if you are missing something, notify your driver (in case something was left on the truck) if they are still on site, and please call your Customer Experience Coordinators immediately to resolve any issues. The sooner we hear about any concerns, the sooner we can address them.
- We request that you notify us of any issues no later than an hour after receipt of delivery, to allow us the maximum time to address your concerns.



### **ADDENDUM 1: Day-ahead “Dark Drop” Deliveries and Key Access**

Revolution foods prides itself with delivering the highest level of service reasonably possible. In an effort to streamline our delivery process and cause the least amount of disruption to a partner or school site, we find that the best course of action is to ask for Key Access to perform "Dark drops", when delivering 'cold only' service.

We understand that key access to a school site is a major responsibility, and we are well versed in the execution of the best practices regarding safety, responsibility, and liability. Revolution Foods' Key drop Access allows us to have access or possession to the following: \*Gate codes/keys/remotes \*Entrance keys/lock box code or Key cards \*Alarm deactivation/activation codes \*Clearly labeled delivery areas

Revolution foods' distribution team keeps a safe, private log of all codes; all keys are kept in a lock box after each day. We understand that we are financially responsible for any lost or damaged keys or other property entrusted to us.

For sites receiving deliveries after business hours, the following Dark Drop procedures apply:

#### **Site Responsibilities – Dark Drops**

- Make sure Revolution Foods drivers have access to your site and are aware of any special codes needed for entry.
- Provide a space designated exclusively for the Revolution Foods delivery.
- Discard any leftovers from the previous day's service so that the delivery area is clear and clean.
- Ensure that the area is secured to prevent pilferage with the delivery.
- Confirm delivery: check the delivery at the beginning of the day to guarantee all components have been delivered.
- Notify Revolution Foods immediately if any components are missing.
- Identify a place for paperwork exchange.

#### **Revolution Foods Responsibilities – Dark Drops**

- The driver will place all refrigerated items in the cooling unit.
- Any product that does not need to be refrigerated will be placed in the designated space available.
- The driver will leave all the necessary paperwork in the designated area, signed appropriately.
- The driver will collect any used equipment.
- Upon leaving the driver will make sure all doors are locked securely.

## **ADDENDUM 2: HOT Deliveries**

### **Site Responsibilities – Sites with Warming Unit**

- Get your warming unit ready: most warmers/retherm ovens require 45 minutes to reach desired temp. Get to know how long yours takes to heat up and prepare to receive your order.
- Preheat your warmer to 140° F or your retherm according to instructions before your driver arrives (see Appendix for Equipment details).
- Purchase an internal thermometer and/or probe for your warmer/retherm (recommended but not required) and calibrate the thermometer on a regular basis. Revolution Foods can provide calibration instructions if needed.
- We ask that the food service coordinator assist with the transfer of the trays to the warmer/retherm to expedite the unloading process.
- For sites without warming units (Cambro-only deliveries), please keep Cambros closed until meal service time to preserve meal temperatures.
- Someone from your site MUST sign for each delivery.

### **Revolution Foods' Responsibilities**

- Driver will place the Cambros with hot meals in a location designated by School Staff.




# GUIDE TO DELIVERY PAPERWORK

## Easy Order Checking with Delivery Paperwork

### Packing Slips

Packing slips list all items in your delivery order, like a daily receipt. Agree with your driver on a consistent location to keep packing slips.


Revolution Foods

**PACKING SLIP: THU, JUL 20, 2023**

**deliver to**

LEAP Boys & Girls Club Moorpark &  
200 Casey Road  
Moorpark, CA, 93021

**bill to**

LEAP - Learning Enrichment

**LEAP-BGCMoorparkSimi**

Rte: E1-DRY  
Account Manager:

**Breakfast - Cold**

description	Consume on	qty
BRKFST MuffinBlueberry (K-12) 0823	Thu, Jul 20	180
<b>TOTAL</b>		180

**Breakfast - Cold Packaging**

Description	Order Qty	Ship	Tag	X
MuffinBlueberry(K-12)	180	Stacker (100)	1 of 2	
		Stacker (80)	2 of 2	

**Breakfast - Fruit**

description	Consume on	qty
FRUIT BRKFST Apple 1/2cp	Thu, Jul 20	180
<b>TOTAL</b>		180

**Breakfast - Fruit Packaging**

Description	Order Qty	Ship	Tag	X
FRUIT Apple 163 (1/2c)	180	Product Case (163)	1 of 2	
		Product Case (17)	2 of 2	

**Breakfast - Milk**

description	Consume on	qty
MILK BRKFST Half Pint 1%	Thu, Jul 20	180
<b>TOTAL</b>		180

### Tags

Tags label each part of your order. You will find Tags attached to crates, boxes, etc. to help you understand what part of your order is inside.

## More About: How to Read Packing Slips & Tags

### Delivery Date School Name & Delivery Address

#### Tag Check-off

Look at the Tags labelling each item and check that each tag is included in your delivery.



Revolution Foods

### PACKING SLIP: WED, AUG 07, 2024

#### deliver to

**Ednovate Legacy College Prep**  
1450 E. 17th St.  
Santa Ana, CA, 92705

#### bill to

**Ednovate**  
350 S Figueroa St.  
#100, Los Angeles, CA, 90071

#### EdnovateLegacy

Rte: M6-DRY - #6  
Account Manager: Ashley Bechet  
(323) 838-5555  
abechet@revolutionfoods.com

#### Delivery Instructions

Window 06:00 AM - 07:00 AM

#### Breakfast - Cold

Description	Consume on	Qty
BRKFST BreadCinnamonCrumble (K-12) 0823	Wed, Aug 07	50
<b>TOTAL</b>		50

#### Breakfast - Cold Components

Description	Order Qty	Ship	Tag	X
BreadCinnamonCrumble	50	PROD CASE (50)	1 of 1	

#### Breakfast - Fruit

Description	Consume on	Qty
FRUIT BRKFST Apple 1/2cp (2nd) 0823	Wed, Aug 07	25
<b>TOTAL</b>		25

## How to Read Packing Slips & Tags

Breakfast - Cold		
Description	Consume on	Qty
BRKFST BreadCinnamonCrumble (K-12) 0823	Wed, Aug 07	50
<b>TOTAL</b>		50

Breakfast - Cold Components				
Description	Order Qty	Ship	Tag	X
BreadCinnamonCrumble	50	PROD CASE (50)	1 of 1	

Breakfast - Fruit		
Description	Consume on	Qty
FRUIT BRKFST Apple 1/2cp (2nd) 0823	Wed, Aug 07	25
<b>TOTAL</b>		25



Meals Ordered Overview



Consumption Date



Quantity



Meal Component Breakdown



Quantity



Number of tags

## Meal components

Detailed breakdown of meal components & corresponding tags

NOTE - "Consume on" date indicates what day the meals are intended to be served according to your menu. Breakfasts and field trip meals are typically delivered a day earlier than lunches, suppers and snacks to allow you time to prepare for early morning breakfast service in advance.



Tag Example

Top of tag

Name of Site: abbreviated name of delivery location

Name of Meal: Abbreviated name of the meal "Cracker Graham Honey 1 oz"

Top Left: Meal/Order Info

Tag Qty: how many meals are associated with the particular tag

Order Quantity: the total amount of meals ordered

Cons: Consumption Date of meals (menu date)

Meal Sub-Type

Top Right: Delivery Info

Rte: Route

How many tags needed for the order total (2 of 2)

Dlvr: delivery date

PalmdaleAeroHS

BreadCinnamonCrumble

Tag Qty 80

Order Qty: 340

Cons:Wed,8/7

M302-RFR

2 of 5

Dlvr:Wed,8/7

Breakfast - Cold

Prog Detail: K-12

Ship:(1)PROD CASE

Cntr:(1)PROD CASE

Pkg:(80)Individually Wrapped SM

Generated On:2024-08-05 04:12:44

Bottom Section: Packaging Information

Prog Detail: Program details of the menu

Ship: the equipment unit that is being transported with meals inside

Container: equipment that is being used INSIDE the Ship

Package: the type of container that is being used to hold food products

**Order / Delivery Notes**

You can write notes regarding the delivery for your records here.

**Temp / Time at Departure**

The driver will list the temperature of food & the time when it departed Revolution Foods’ culinary center.

**Received by & Driver Signature**

Your driver & you or a designated site representative will sign here. Your driver will bring 2 copies of packing slips. Return 1 signed copy to the driver and keep 1 for your records.

**Temp at receipt & Time of receipt**

Your driver will note the time and temperature of food at delivery.

<b>Departure Temps:</b>	
Milk _____	
Cold _____	
Hot _____	Time of Departure: _____

<b>KIPPCoLow Delivery Confirmation</b>	<b>Receipt Temps:</b>
Received by _____	Milk _____
Driver Signature _____	Cold _____
Driver Name _____	Hot _____
	Time of receipt _____

# GUIDE TO MEAL PRODUCTION RECORDS

## Meal Production Records

Schools participating in USDA Child Nutrition Programs are required to keep detailed records of meals claimed for State and Federal reimbursement. Meal Production Records (MPRs) help support monthly reimbursement claims, demonstrate meal pattern compliance, and are reviewed during the Administrative Review (audit). MPRs must be kept up to date and on file for a period of three years plus the current year. Maintaining MPRs is the responsibility of the school.

Revolution Foods’ daily MPRs can be accessed online any time from the Main Menu in Centro. Records up to two weeks in the future can be downloaded. It is recommended that you print your records daily and use them to record the number of meals received, overages, shortages, and leftovers. Sites should also be recording the condiments used from their Extras “inventory” for the day’s meal service. Fill out desired range date, menu type and meal type. Select search records, you can download one at a time or choose to download all.

Date Range

2023-05-22 - 2023-05-23

Type




All

Menu Type

All

Search Records

Download All

Excel Export				Search
Agency Name	Date	Mealtype	Menu Type	...
Ednovate Brio College Prep Site A	05/22/2023	Lunch	Program Menu	
Ednovate Brio College Prep Site A	05/22/2023	Breakfast	Program Menu	
Ednovate Brio College Prep Site A	05/23/2023	Lunch	Program Menu	

## Legal Disclaimer

The information contained in this Handbook is confidential and proprietary.

This information shall not be disclosed directly or indirectly, during or after the term of the service. This information shall not be photocopied or otherwise duplicated without the prior written consent of Revolution Foods. All confidential and proprietary information shall remain the exclusive property of Revolution Foods and shall be returned to Revolution Foods immediately upon termination of service. The school/site shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods as those used by Revolution Foods.

Confidential and proprietary information may include, and is not limited to:

- Signage
- Food service surveys and studies
- Allergen and nutritional reports
- Management guidelines and procedures
- Operating manuals
- Software (both owned by and licensed by Revolution Foods), and
- Similar compilations regularly used in Revolution Foods' business operations; and
- Trade secrets as defined by law

This obligation shall survive termination of service.



**Wishing you a year as good as this meatball!**  
**Thank you for your partnership!**

