Tulare County Office of Education

Jim Vidak, County Superintendent of Schools

Food Request Flowchart

Teacher sends request form for food items to Lead teacher. Description/lesson plan must accompany request.

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Lead teacher sends request to *Network* for prior approval.

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Network will review and a decision will be communicated within 5 days to the Lead teacher. If deemed unallowable, alternative suggestions will be offered.

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Lead teacher sends request, description/lesson plan and *Network* approval (email) to Food Service Director/Manager to purchase items.

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Food Service Director/Manager invoices *Network* for items at end of corresponding quarter.

This material was produced by the California Department of Public Health's *Network for a Healthy California*, with funding from the USDA Supplemental Nutrition Assistance Program (formerly the Food Stamp Program). These institutions are equal opportunity providers and employers. In California, food stamps provide assistance to low-income households, and can help buy nutritious foods for better health. For food stamp information, call 877-847-3663. For important nutrition information visit www.cachampionsforchange.net.