

## 11142.1 Instructions – Field Trip Food Service Documentation Form

### PURPOSE

To document field trip food service in child care centers.

### PROCEDURE

#### When to Prepare

CEs and sites must maintain documentation of meals served on field trips according to program requirements. This is an optional form CEs and sites may use to document field trips. This form, if fully completed, contains all elements that are required to document field trips. Required documentation of field trips must be completed on the day of the field trip.

#### Number of Copies

Complete one form for each field trip and for each meal type claimed.

#### Transmittal

Forms are retained in the CE's and site's files.

#### How to Obtain Copies

Reproduce this form as necessary.

#### Retention

CEs and sites must keep documentation of meals served on field trips for three years from the end of the program year. **Exception:** If audit findings, claims or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

### DETAILED INSTRUCTIONS

Information contained on this form does not replace the requirement that CEs and sites document meal counts and attendance on Form H1535, *Daily Meal Count and Attendance Record*, or alternate, or the requirement that CEs and sites document daily meal production records that include the food items and amounts of food used on the *Daily Meal Production Record – Child Care*, and/or *Daily Meal Production Record - Infants*, or alternate.

1. *CE Name* — Enter the name of the contracting entity.
2. *Site Name* — Enter the name of the child care center.
3. *CE ID* — Enter the contracting entity's TX-UNPS CE ID.
4. *Destination* — Enter the destination of the trip.
5. *Date of Trip* — Enter the month, day and year of the field trip.
6. *Departure Time* — Enter the time of departure for the field trip.
7. *Return Time* — Enter the return time from the field trip.
8. *Field Trip Meal Service* — Enter the requested information for meal service.

*BALPSE* — Check the appropriate box to indicate the meal type(s) served on the field trip.  
B = Breakfast, A = A.M. Snack, L = Lunch, P = P.M. Snack, S = Supper, E = Evening Snack.

*Where Meal Was Served* — Indicate the location where the meal was served on the field trip.  
For example: a park, picnic area, shopping mall, another center, etc.

*Transportation Method* — Describe how the food was transported and how the food was held at proper temperatures.

9. *Menu Served on Field Trip* — Enter the individual food components served. This is not a meal production record. Meal production records for foods served on field trips must be completed.

10. *Field Trip Attendance* — Enter the requested information for field trip attendance. This is not a meal count. Meal counts for meals served on field trips must be completed on Form H1535, *Daily Meal Count and Attendance Record*, or alternate.

*Name of Child* — Enter the name of each program participant who attended the field trip.

11. *Signature and Date of Signature* — The person completing the form must sign and date the form, certifying that the information reported on the form is true and correct to the best of his or her knowledge.