



Find the fun in being healthy!

Lead Teacher and Food Service Worker Communication on Harvest of the Month Ordering Procedures

- Food Service Worker will receive a Harvest of the Month packet every month containing the HOTM newsletter and a blank Produce Order Form. The blank Produce Order Form is a “For Your Information” (FYI) only to the Food Service Worker.
- Lead Teacher and Food Service Worker should meet to determine delivery date of the produce.
- Place the Harvest of the Month order early, no later than the second week of each month.
- The Line Number and IFS Number for the produce can be found on the Produce Order Form.
- When placing the order, the Food Service Worker should make sure the order is placed only for teachers who have signed the Produce Order Form.
- Food Service Workers should not invoice the school or submit an invoice to the Lead Teacher for the Harvest of the Month produce. The Network will pay Food Services for the monthly produce.**
- After placing the order, the Food Service Worker will fax the Produce Order Form to the Network office.
- Food Service Worker will communicate with the Lead Teacher to make sure the Lead Teacher knows when the produce will be received so that he/she can coordinate delivery to the classroom.
- Food Service Workers are not required to store the HOTM produce.** It is the Lead Teacher’s responsibility to collect and arrange for distribution of the produce once it is delivered to the cafeteria.

**We have discussed the Harvest of the Month Ordering Procedures.
We understand and agree to abide by these responsibilities.**

Lead Teacher Name: _____
(Please Print)

Signature: _____ **Date:** _____

Food Service Worker: _____
(Please Print)

Signature: _____ **Date:** _____

Please make a copy of this form and file it with your Network Documentation. Return the original form to the Network Office via school mail (Network for a Healthy California—LAUSD c/o Mulholland MS) by October 29, 2009.

