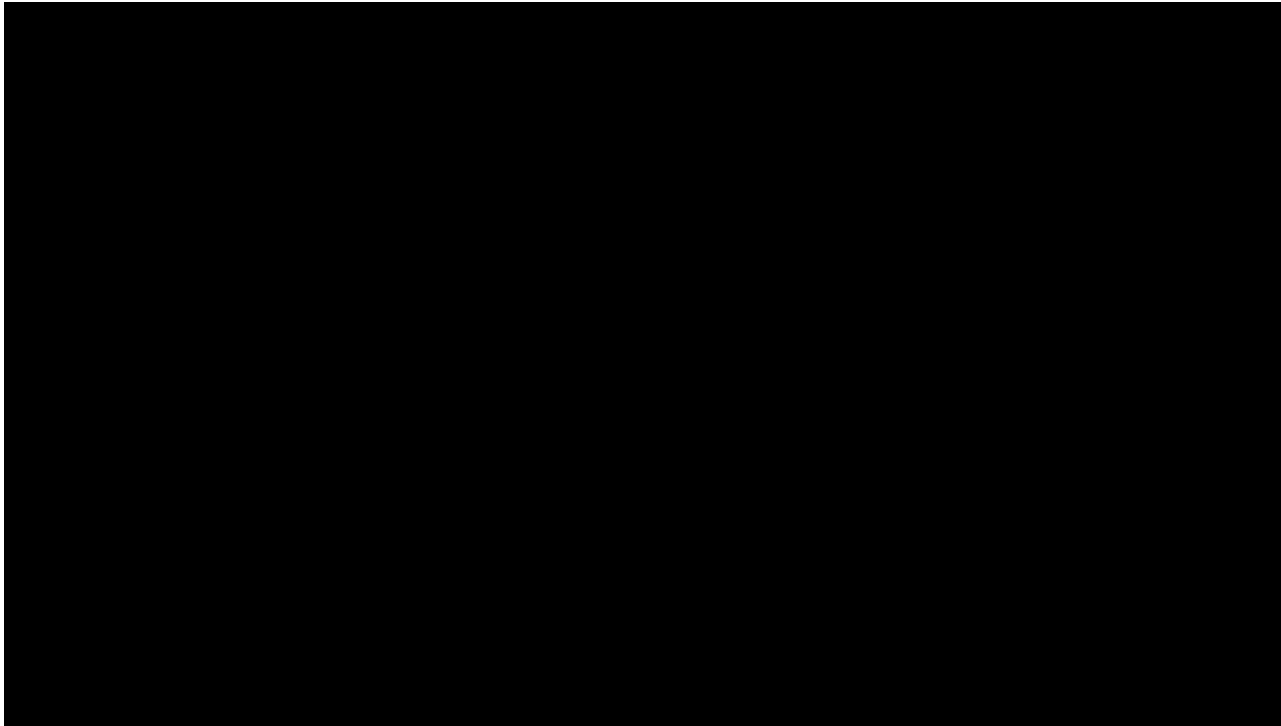


# Welcome back from break!



# Oral Health Summit / Session II

## Turn the Curve with the Kindergarten Oral Health Assessment (KOHA)

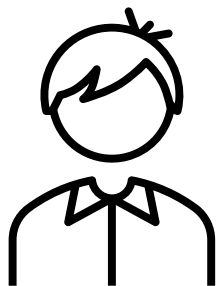
June 22, 2023

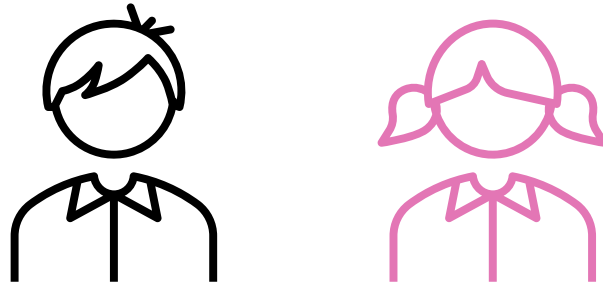
Presented by Katie Conklin, Myryah Leighty, Paula Lee, Laura Farneti, Bonnie Flippin,  
Laura Gallardo, Danika Ng, & Sayra Soriano

# Agenda

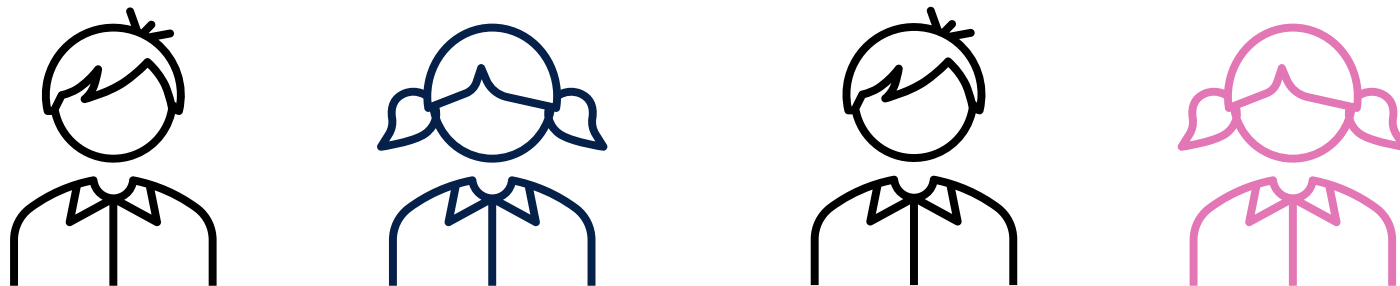
- Troubleshooting KOHA
- Quality Improvement and Results-Based Accountability
- Consensus Building







1 in 2 children entering Kindergarten have had tooth decay



More than a quarter have untreated tooth decay

# “Mommy, It Hurts to Chew”

## 2004-2005 Report Highlights

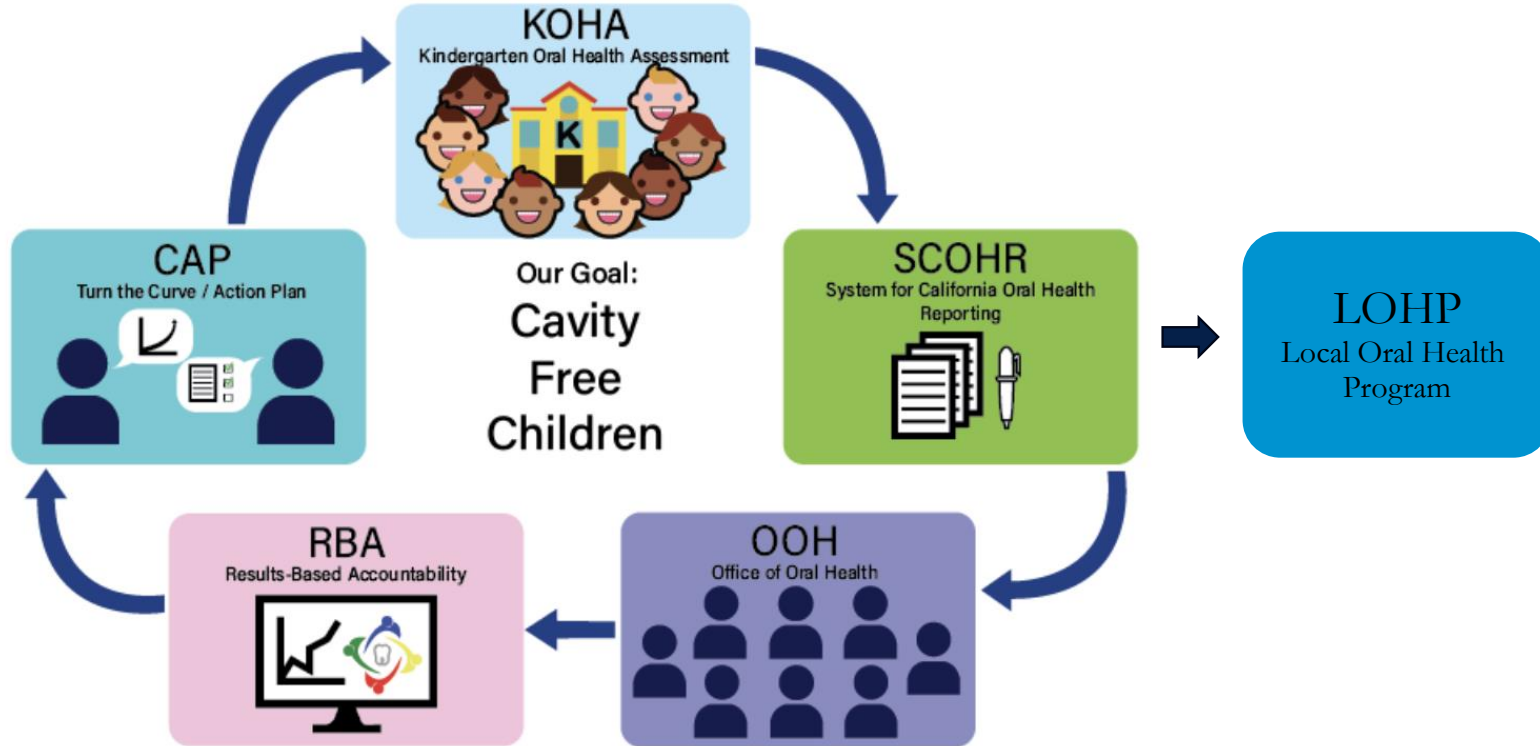
- *Dental disease is the hidden epidemic of California’s school children.*
- *Kids with severe decay are often in pain, can’t concentrate, miss school days, and get poor grades.*
- *Poor children and children of color are much more likely to have tooth decay and suffer the consequences of untreated disease*

The start of the Kindergarten Oral Health Assessment

Laws, Policies, and Programs



# Why Turn the Curve with KOHA?



# Troubleshooting KOHA



# KOHA

## Kindergarten Oral Health Assessment

- California Law (AB1433, 2007) to ensure children entering public school receive an oral health screening



Check readiness for school



Overall health



Included in the Educational Code 49452.8

# KOHA

## Kindergarten Oral Health Assessment

- California Law (AB1433, 2007) to ensure children entering public school receive an oral health screening



The goal of KOHA is to establish a dental home for children entering Kindergarten

# KOHA

## Schools Role Step #1

- Parent Letter



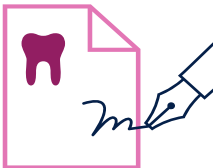
- Assessment/Waiver



# KOHA

## Kindergarten Oral Health Assessment Program

1. School provides the parent or caregiver with the notification letter and assessment/waiver
  - The parent takes the assessment to their dentist to have completed
  - The parent signs the waiver to not have the assessment completed
2. School hosts a free dental screening day to provide the oral health assessment to all eligible children
  - Children identified are referred to a dental provider for follow-up care



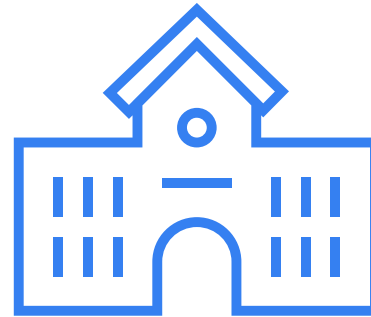
# KOHA

## Schools Role Step #2

- Assessment/Waiver



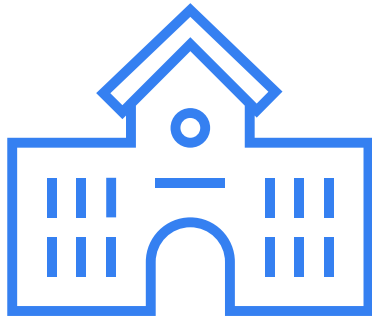
- Returned to School



# KOHA

## Steps

- Compiled at School, School District, and County Office of Education

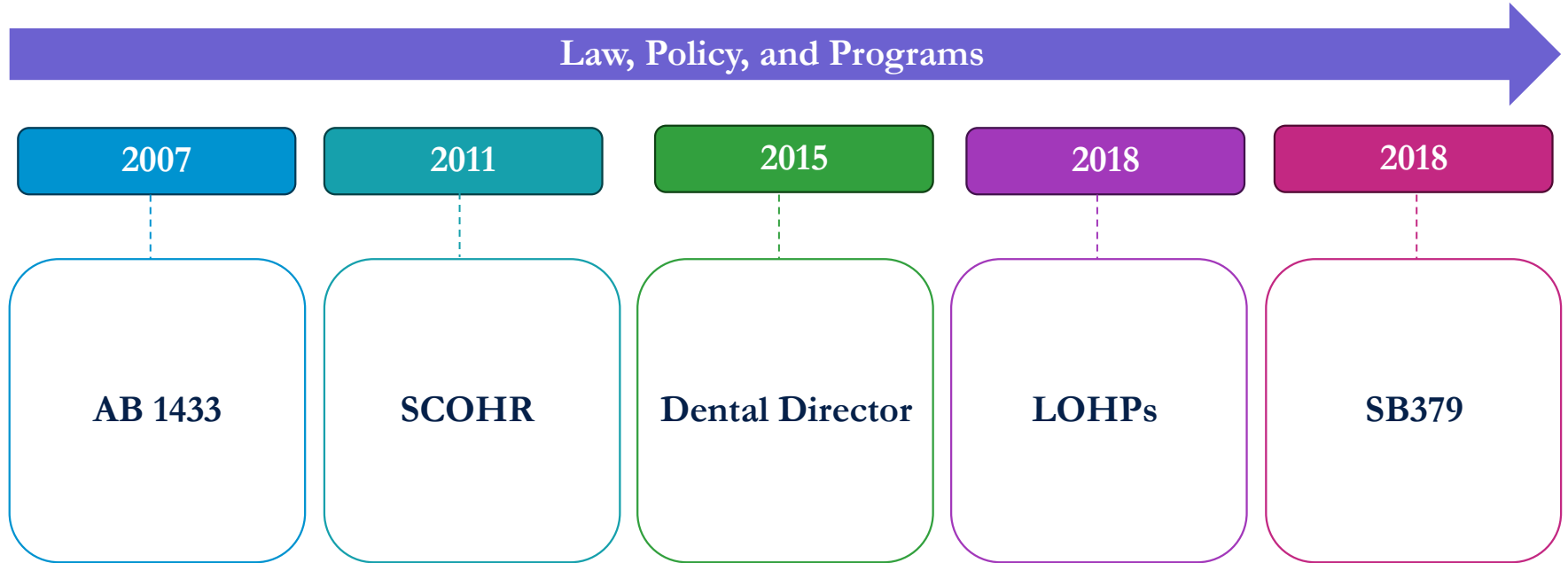


- Who uploads the KOHA data into the state database?

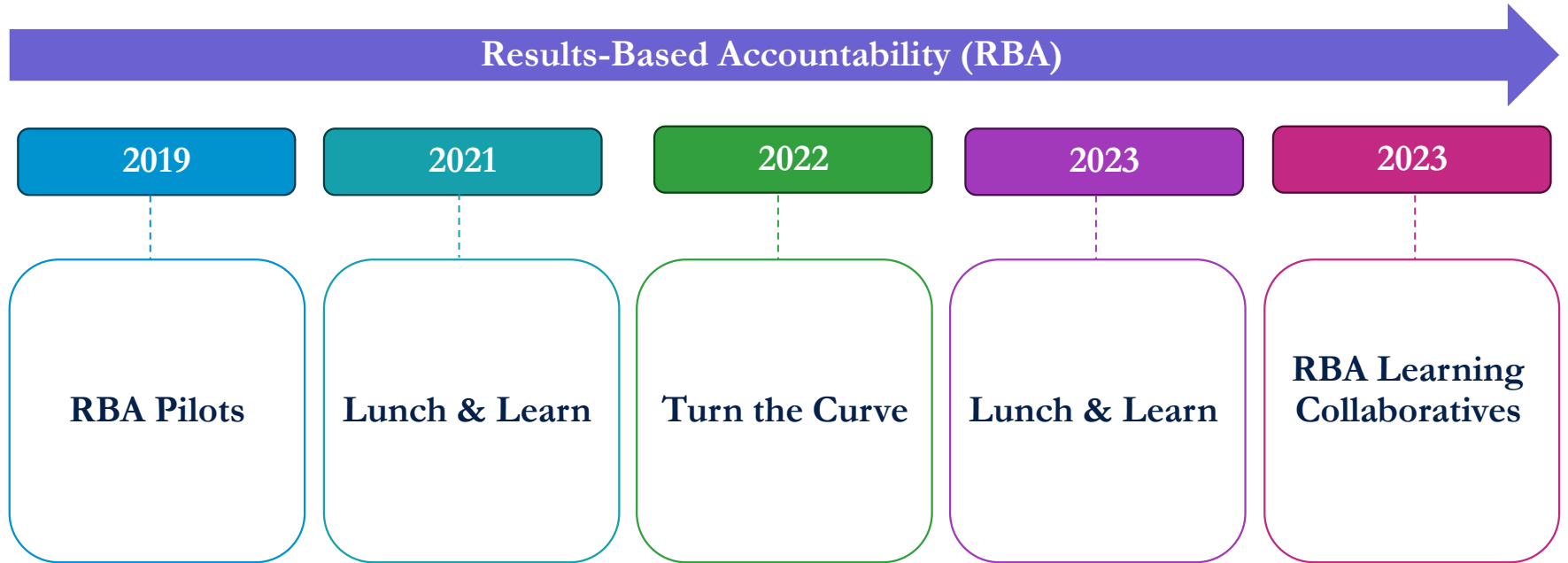




# KOHA Timeline

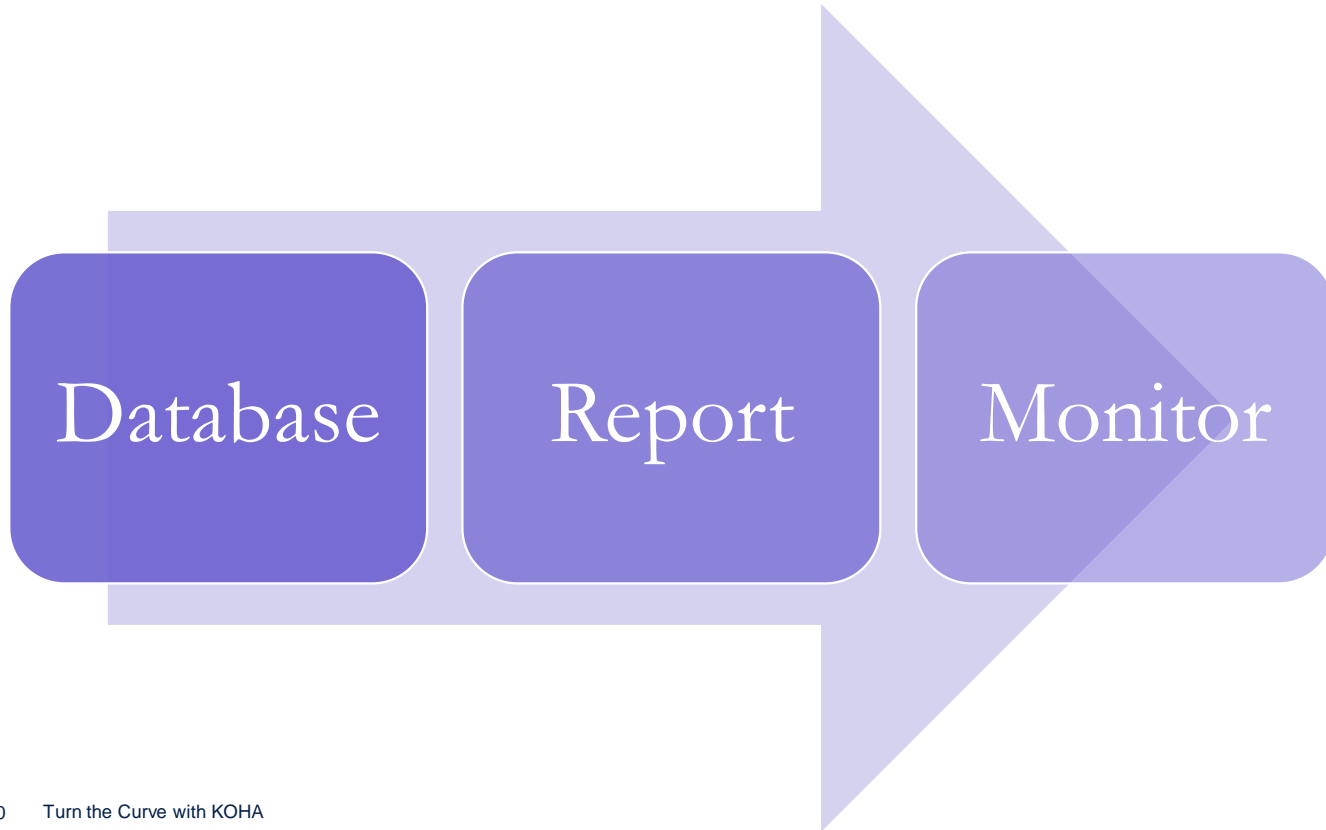


# KOHA & Quality Improvement Timeline

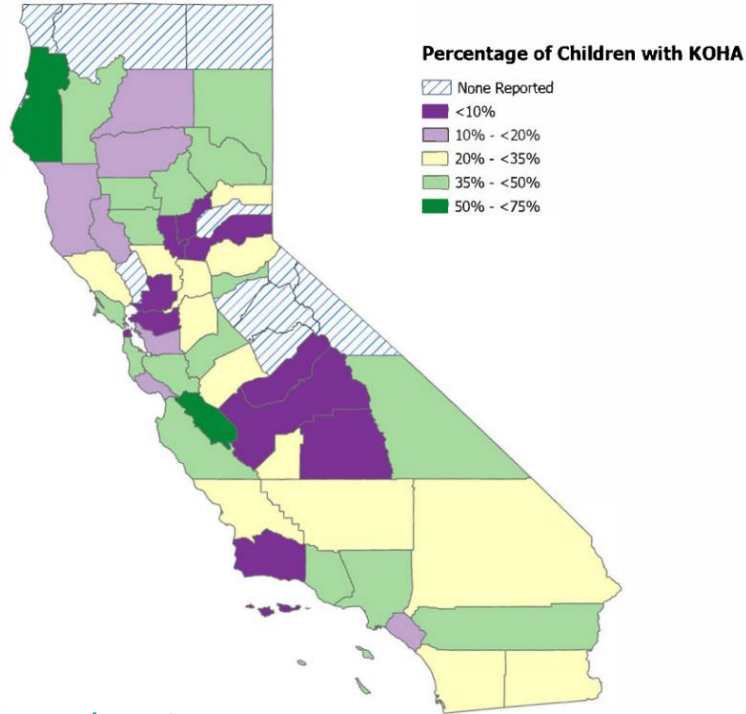


# SCOHR

(System of California Oral Health Reporting)



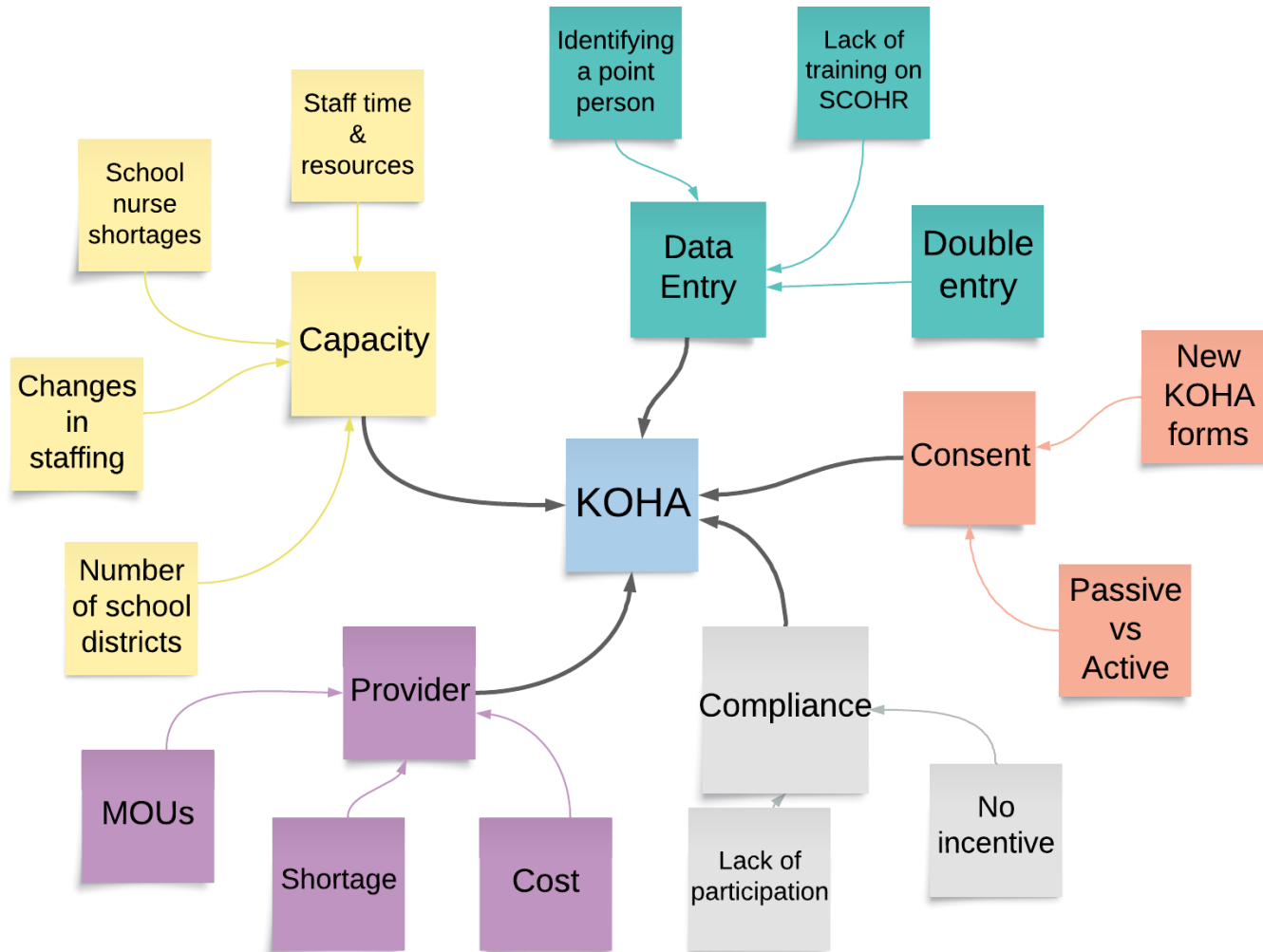
**DRAFT**  
**Children with Proof of Kindergarten Oral Health Assessment (KOHA)**  
**System for California Oral Health Reporting, 2021-2022**



<https://oralhealthsupport.ucsf.edu/RBA>

Source: Number of children with proof of KOHA (numerators),  
 System for California Oral Health Reporting State Reports downloaded March 2023.  
 Number of enrolled kindergarten students (denominators),  
 California Department of Education Annual Enrollment Files.  
 Prepared by T Ta, 03/07/2023

# Mind Mapping KOHA Exercise



# Table Activity

10 minutes – QR code on the table

- Brainstorm with your table,
  - Choose **one** problem from the Mind Map to talk through your solutions - what can we do to overcome these barriers?
    - California Department of Education
    - OOH/COHTAC School Workgroup
    - COHTAC
    - OOH
    - Others?
- Select someone at your table to take notes

# Table Activity

10 minutes – QR code on the table

- Report out from your table using – Menti Poll
  - Select 2 solutions from your table you would like to share with the larger group

Example looks like:

<https://www.menti.com>

Code: 9875 3841

Advocate for soda tax to fund schools  
(work group)



# Parent Letter

July 2022

**Oral Health Notification Letter**  
(Letter to be provided with the Oral Health Assessment Form)

**(USE DISTRICT LETTERHEAD AND COMPLETE APPROPRIATE SECTIONS)**

Dear Parent or Guardian:

Having a healthy mouth helps your child do well in school. To make sure your child is ready for school, California law *Education Code* Section 49452.8, requires that your child have an oral health assessment or dental check-up in his or her first year in public school (kindergarten or first grade). Every child needs an oral health assessment from a licensed dentist or other licensed or registered dental health professional, and a completed Oral Health Assessment form (attached to this letter) to meet this requirement.

If your child has not had an oral health assessment in the past 12 months, they will need one before May 31. Take the attached form to your child's dentist to complete, if your child had an oral health assessment or dental check-up in the past 12 months. The following information will help you find a dentist:

1. You can call the Medi-Cal Telephone Service Center at 1-800-322-6384 or visit [Smile California - Find a Dentist](https://smilecalifornia.org/find-a-dentist/) (<https://smilecalifornia.org/find-a-dentist/>) to find a dentist that accepts Medi-Cal. For help enrolling your child in Medi-Cal, you can apply are by mail, go in person to your local Social Services office, or online at [Apply for Medi-Cal](https://www.dhcs.ca.gov/services/medi-cal/pages/applyformedi-cal.aspx), (<https://www.dhcs.ca.gov/services/medi-cal/pages/applyformedi-cal.aspx>)
2. For additional resources that may be helpful, contact your local public health department, click [Apply for Health Coverage](https://www.dhcs.ca.gov/services/medi-cal/Pages/CountyOffices.aspx) (<https://www.dhcs.ca.gov/services/medi-cal/Pages/CountyOffices.aspx>) to find yours.

When you take your child to the dentist, bring the attached form to be completed.

If you cannot take your child for an oral health assessment, please fill out the separate Waiver of Oral Health Assessment Requirement form, and return the form.

Please return the form to (insert school-specific information to return form). Your child's identity will not be in any report. Schools keep students' health information private. You can get more copies of the form at your child's school or on-line from the [California Department of Education](https://www.cde.ca.gov/ls/he/hn/oralhealth.asp). (<https://www.cde.ca.gov/ls/he/hn/oralhealth.asp>)

We want your child to be healthy and ready for school! Even though they fall out, baby teeth are very important. Children need healthy baby teeth to eat, talk, smile, and feel good about themselves. Children with cavities may have pain, difficulty eating, stop smiling, and have problems paying attention and learning at school.

Page 1 of 2

Here is important advice to help your child stay healthy:

- Take your child to the dentist. Dental check-ups can help keep your child's mouth healthy and pain free.
- Choose healthy foods for the entire family, like fresh fruits and vegetables.
- Brush teeth at least twice a day with toothpaste that contains fluoride.
- Limit candy and sweet drinks like punch, juice or soda. Sweet drinks and candy contain a lot of sugar, which causes cavities and leaves less room for your child to have healthy foods and drinks. Sweet drinks and candy can also cause weight problems, which may lead to other diseases, such as diabetes. Give your child healthy choices like water, milk, and fruit instead.

If you have questions about the new oral health assessment requirement, please contact (fill in name of district personnel or office responsible for the program, telephone number and/or e-mail address).

Thank you!

Sincerely,

District Superintendent  
Attachment

Page 2 of 2





# New KOHA Forms

California Department of Public Health  
July 2022 – Page 1 of 2

**Oral Health Assessment Form**

California law (Education Code Section 49452.8) says every child must have a dental check-up (assessment) by May 31<sup>st</sup> of his/her first year in public school. A California licensed dental professional must do the check-up and fill out Section 1 of this form. If your child has a dental check-up at a dentist, fill out the separate Waiver of Oral Health Assessment Form.

This assessment will let you know if there are any dental problems with your child. This assessment will also be used to evaluate your child's oral health. If your child has health to speak with confidence, express his/her opinion, and has been related to lower school performance. For this reason, we thank you for making your child's oral health a priority.

**Section 1: Child's Information (Filled out by parent/guardian)**

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Parent/Guardian First Name: \_\_\_\_\_ Parent/Guardian Last Name: \_\_\_\_\_  
 Child's Race/Ethnicity:  White  Black  Hispanic  Asian  Other

**Section 2: Oral Health Data Collection (Filled out by a California licensed dental professional)**

**IMPORTANT NOTE:** Consider each box separately. Mark each box.

Assessment Date: MM – DD – YYYY	Untreated Decay (Visible Decay Present) <input type="checkbox"/> Yes <input type="checkbox"/> No	*Caries Experience (Visible decay and/or fillings present) <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------------------	---	--

Treatment Urgency:  
 No obvious problem found  Early dental care recommended (caries without pain or infection; or child would benefit from sealants or further evaluation)  Urgent care needed (pain, infection, swelling or soft tissue lesions)

\_\_\_\_\_  
 Licensed Dental Professional Signature CA License Number Date

\*Check "Yes" for Caries experience if there is presence of untreated decay or fillings. Check "No" for Caries experience if there is no untreated decay and no fillings.

**Section 3: Follow-up to Urgent Care (Filled out by entity responsible for follow up)**

Parent notified that child has urgent dental care need on: MM – DD – YYYY

A follow-up appointment for this child has been scheduled for: MM – DD – YYYY

Did child receive needed treatment?  Yes  No (If no, entity responsible for follow-up will be encouraged to check back in with parent)  I don't know

The law states schools must keep student health information private. Your child's name will not be part of any report as a result of this law. This information may only be used for purposes related to your child's health. If you have questions, please call your school.

Return this form to the school no later than May 31st of your child's first school year.  
Original to be kept in child's school record.

California Department of Public Health  
July 2022 – Page 1 of 2

**Clear Form**

**Waiver of Oral Health Assessment**

Please fill out this form if you need to excuse your child from the assessment. Sign and return this form to the school where it was given.

**Section 1: Child's Information (Filled out by parent/guardian)**

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Parent/Guardian First Name: \_\_\_\_\_ Parent/Guardian Last Name: \_\_\_\_\_  
 Child's Race/Ethnicity:  White  Black/African American  Hispanic/Latino  Asian  Other (please specify)

**Section 2: To be filled out by parent or guardian ONLY IF asking to be excused from this requirement**

Please excuse my child from the assessment because (check the box that best describes the reason):

I cannot find a dental office that will take my child's dental insurance plan. My child's dental insurance plan is:  
 Medi-Cal  Covered California  Healthy Kids  None  
 Other: \_\_\_\_\_

I cannot afford an assessment for my child.

I cannot find the time to get to a dentist (e.g., cannot get the time off from work, the dentist does not have convenient office hours).

I cannot get to a dentist easily (e.g., do not have transportation, located too far away).

I do not believe my child would benefit from an assessment.

Other (please specify the reason not listed above for why you are seeking a waiver of this assessment for your child):  
 \_\_\_\_\_

If asking to be excused from this requirement:  
 \_\_\_\_\_  
 Signature of parent or guardian Date

The law states schools must keep student health information private. Your child's name will not be part of any report as a result of this law. This information may only be used for purposes related to your child's health. If you have questions, please call your school.

Return this form to the school no later than May 31 of your child's first school year.  
Original to be kept in child's school record.



# New KOHA Forms

All KOHA Forms are available  
on the COHTAC Website

California Department of Public Health  
July 2022

## On-Site Dental Screening Opt Out Letter

(This letter is only required if on-site dental screenings are being offered at your school.)

Dear Parent/Guardian,

An on-site free dental screening by a licensed dental professional may be provided at your child's school. The purpose of this dental screening is to check your child's teeth for tooth decay.

Cavities (tooth decay) are the most common disease experienced by children. However, tooth decay is preventable. In California, 54% of kindergarteners and 70% of third graders have experienced tooth decay. Tooth decay causes pain and can lead to malnutrition, poor performance in school, childhood speech problems, and serious infections.

Participating in a school screening has many benefits:

- You do not need to take time off from work. No missed school days or workdays.
- FREE dental assessment by a licensed dental professional.
- Quick look at your child's teeth, no instruments are used during the screening.
- Referral to dental professional, if needed
- Complies with the Kindergarten Oral Health Assessment Requirement law (AB 1433 & SB 379) and supports children's school readiness and success under the Kindergarten Readiness Act (SB 1381).

If your child is screened and found to have urgent dental problems, your child will be sent home with a letter. If you receive a letter, it is important that you take your child to a dentist or dental provider for an evaluation.

**If you want your child to participate in the screenings for his/her grade, no further action is required.**

If you **DO NOT** want your child to participate in the on-site dental screenings, please complete the bottom portion of this letter and return it to your child's school. If you have any questions, please feel free to call \_\_\_\_\_.

**Sign the Form below if you DO NOT want your child to participate in the on-site dental health screenings.**

Student's Name: \_\_\_\_\_

I **DO NOT** wish to have my child participate in the on-site Free dental screening.

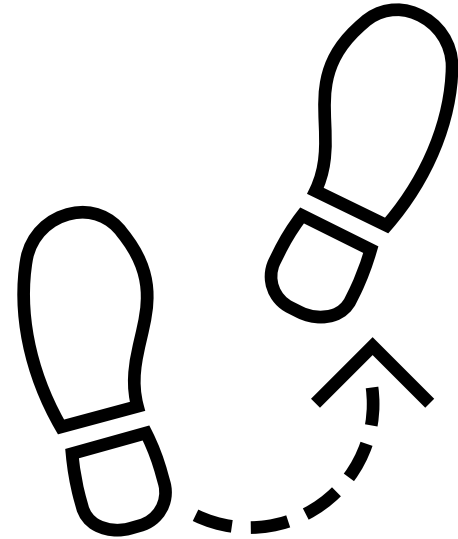
Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



# Next steps

- KOHA & SCOHR One-Pager
  - A living Document
  - [COHTAC Website](#)



# Who can upload the data?

SCOHR Accounts email [scohr@sjcoe.net](mailto:scohr@sjcoe.net)

County  
Office of  
Education

School  
District

School  
Level

LOHP

# KOHA Communication

## CDE & OOH

- Superintendent letter
  - [CDE Website](#)
  - Joint letter of support
  - Informs of the Education Code
  - Passive consent
  - Absenteeism
  - Links to the assessment/SCOHR



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

April 19, 2023

Dear County and District Superintendents and Charter School Administrators:

### Kindergarten Oral Health Assessment Requirement Update

The California Department of Education and the California Department of Public Health are writing to inform you that the forms used for the Kindergarten Oral Health Requirement per California *Education Code* Section 49452.8 (Assembly Bill [AB] 1433) have been revised through Senate Bill (SB) 379 to improve oral health outcomes data needed to measure the success of prevention and intervention programs. SB 379 allows schools to provide onsite screening and fulfill the Kindergarten Oral Health Assessment (KOHA) with passive consent, which means that parents/guardians of students would need to notify the school that they do not want their child screened. Please use the updated KOHA forms **effective immediately**. KOHA is another way schools can help reduce dental disease through connecting children to a source of dental care, reduce chronic absenteeism, and improve school readiness.

Tooth decay is the most chronic yet preventable healthcare need among California's children. It is the cause of 874,000 school days missed each year, which costs schools \$29 to \$32 million annually in average daily attendance funding. More than half of California current kindergartners have experienced tooth decay, and by third grade, this number rises to over 70 percent. If left untreated, tooth decay affects children's academic performance, social-emotional development, sleep, and nutrition.

AB 1433 data are managed by the System for California Oral Health Reporting (SCOHR) at <https://www.ab1433.org/home/overview> at no cost to schools, districts, or counties. There are local oral health programs in all counties with oral health resources and assistance to support your efforts.

For copies of the new Oral Health Assessment Forms, please visit the SCOHR Reporting web page at <https://www.ab1433.org/home/reporting>.

If you have any questions regarding this subject, please contact Erin Ross, School Nurse Consultant, Office of School-Based Health Programs, at [eross@cde.ca.gov](mailto:eross@cde.ca.gov).

Sincerely,

Tony Thurmond  
State Superintendent of Public Instruction  
California Department of Education

Jayanth Kumar  
State Dental Director  
California Department of Public Health

TT/JK:er

Last Reviewed: Wednesday, April 19, 2023

# KOHA Communication

## CDE & OOH

- Superintendent letter
  - COHTAC Website ([oralhealthsupport.ucsf.edu](http://oralhealthsupport.ucsf.edu))



Home > Our Programs > School Oral Health Programs & KOHA

### School Oral Health Programs & KOHA

This page is being updated. Please [email us](#) if you notice a broken link or have additional resources to add. The school-related COVID-19 information is still available in our [Resources page](#).

Schools can play a key role in addressing missed school days and improving their students success. School oral health programs such as the Kindergarten Oral Health Assessment (KOHA) and sealant programs help keep students healthy and ready to learn by focusing on oral health prevention and programming strategies to link students to a dental home.

#### KOHA Resources

COHTAC's KOHA specific tools, resources, and toolkits

- [KOHA resources page](#)
- [KOHA toolkit](#)

#### KOHA Data Collection (SCOHR)

Surveillance systems and KOHA forms to report data collected and run reports.

- [System for California Oral Health Reporting \(SCOHR\)](#)
- [SCOHR FAQs](#)

#### KOHA Policy

Laws and recommendations to meet KOHA and school-linked/-based models of care delivery.

- [AB 1433 Full Text](#)
- [SB 379 Full Text](#)
- [SB 653 Full Text](#)
- [Mobile Dental Guidelines](#)



Home > Our Programs > School Oral Health Programs & KOHA > KOHA Toolkit

## KOHA Toolkit

### Getting Started

- [OOH Guidance - A Guide for Local Oral Health Programs To Develop A School-Linked Program](#)

### Working with schools

- [Kindergarten Oral Health Assessment Requirement - Letters \(CA Dept of Education\)](#)
- [Slide presentations to School Board - helpful intro slides when presenting to school administrators](#)
- [Talking points - key messages on absenteeism, school readiness, and equity](#)
- [Sample letter to school boards and parents to promote KOHA- glass half full](#)
- [Sample letter to school boards and parents to promote KOHA- glass half empty](#)
- [Humboldt County KOHA Handbook](#)



# School Dental Program Workgroup

# Quality Improvement



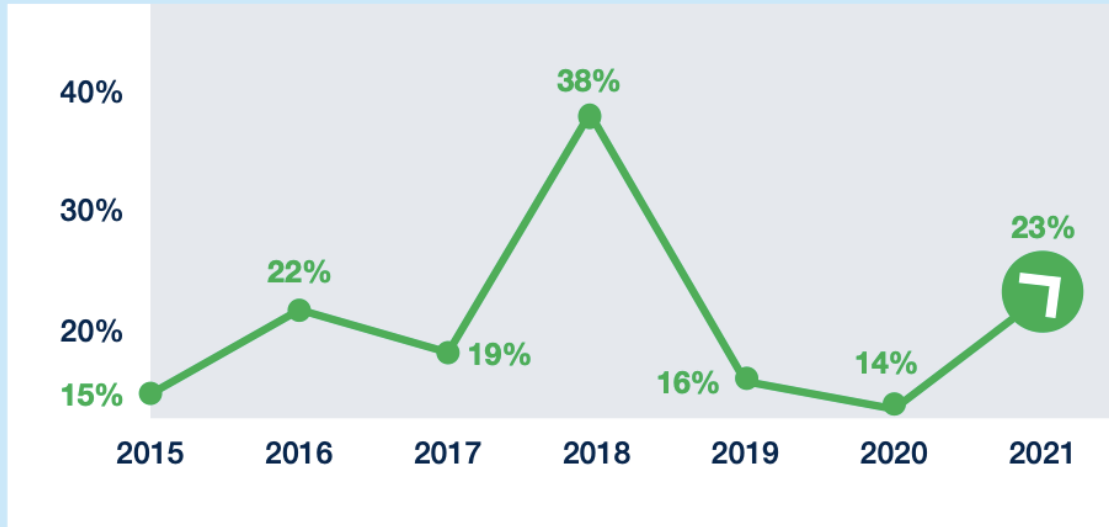




Myryah, Shumaila, Gustavo,  
Shannon

# Results-Based Accountability (RBA)

## Percentage of Kindergarteners with an Oral Health Assessment (KOHA) 2015-2021



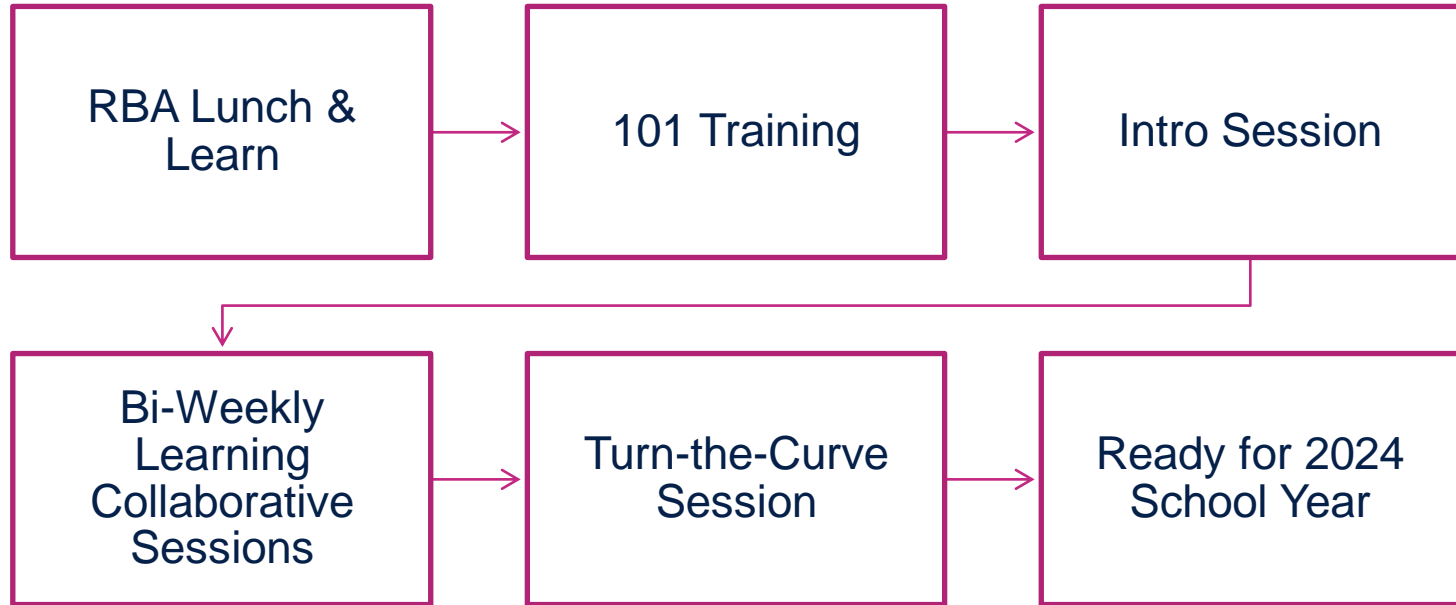
**Turn  
The  
Curve**

Use RBA to  
improve KOHA  
participation  
and our  
children's  
oral health

Data Source: Number of children with proof of KOHA (numerator) via System for California Oral Health Reporting (SCOHR) State Reports downloaded August 2022. Number of enrolled kindergarten students (denominators), California Department of Education (CDE) Annual Enrollment Files.

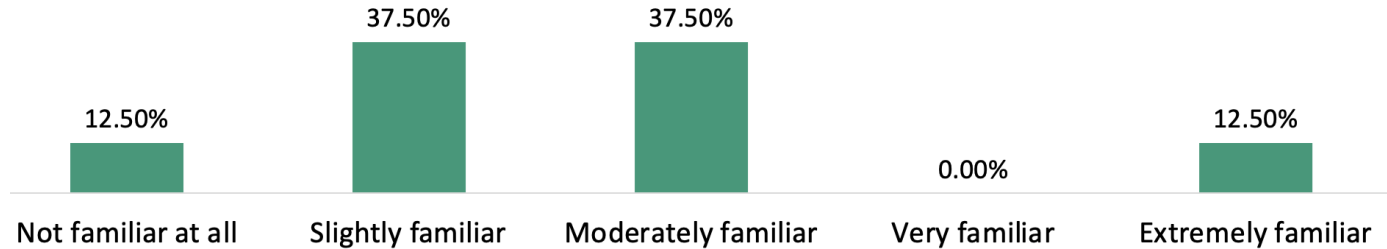


# RBA Learning Collaborative Journey



# Baseline Survey

How familiar are you with Quality Improvement (N=8)?



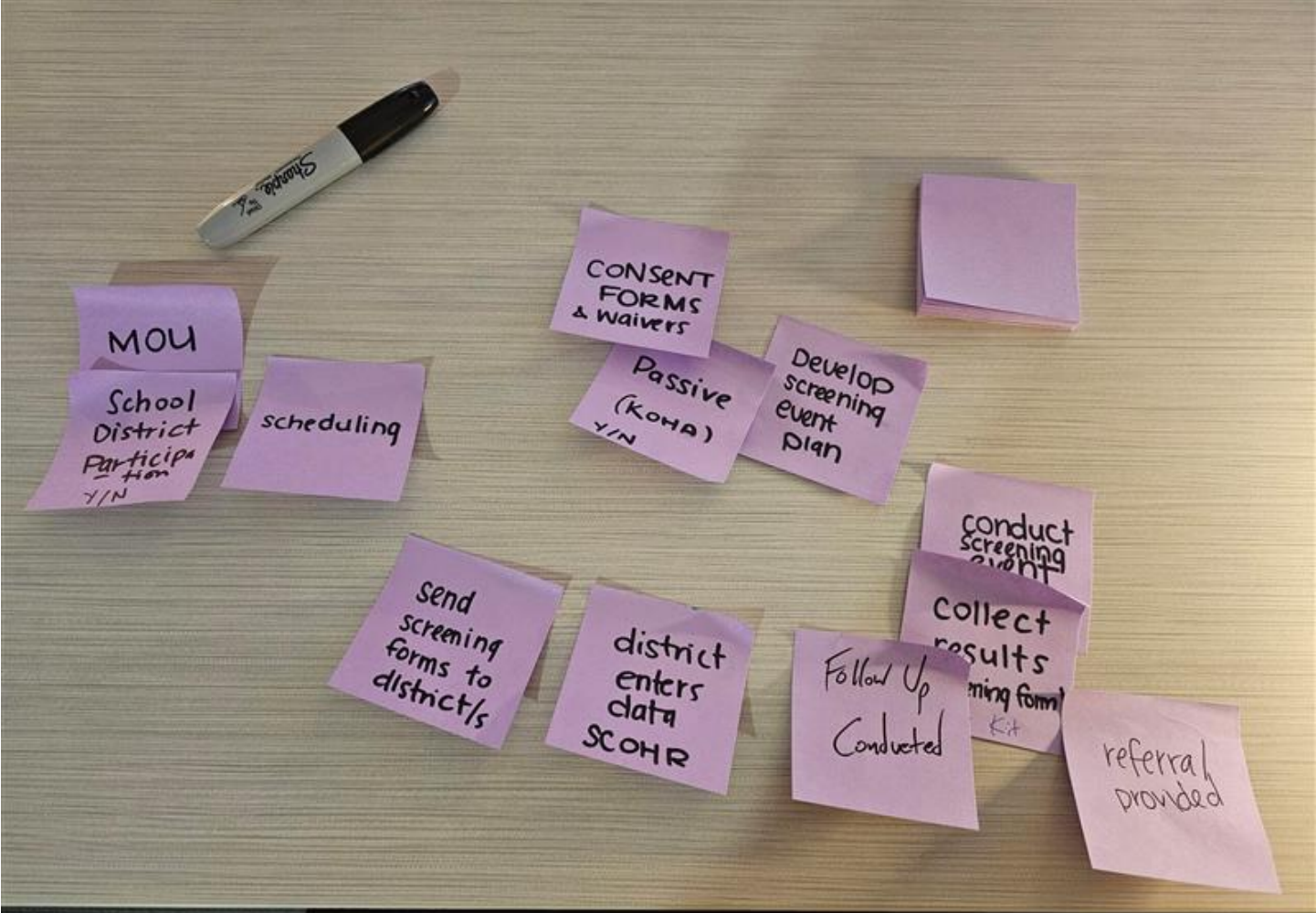
# Baseline Survey

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Please select from the list any or all Quality Improvement tools you have used (Select all that apply):

Answer	%	Count
LEAN	0.00%	0
Plan, Do, Study, Act (PDSA)	33.33%	3
Process Mapping	0.00%	0
Root Cause Analysis	11.11%	1
Other, please share with us we love to learn!	11.11%	1
None- this is my first time : )	44.44%	4
Total	100%	9

---



MOU

School District Participation  
Y/N

scheduling

CONSENT FORMS & waivers

Passive (KOH) Y/N

Develop screening event plan

conduct screening event

collect results

send screening forms to district/s

district enters data SCORR

Follow Up Conducted

referral provided

# KOHA

SBC  
Start  
Determine Targets

Determine Partner availability

Smile SBC

Partners

Outreach Efforts

conduct SBC

collect results (Learning Goals)

referral completed

filled up Contact

partners

School District

School District Participation

MOL

scheduling

end

School district

district enters data SBC

Nurse / school pers.

2 weeks  
1 week

CONSENT FORMS & INVERT

Develop screening chart plan

Send screening forms to district

nurse / teacher

Parents

Passive (Kuma)

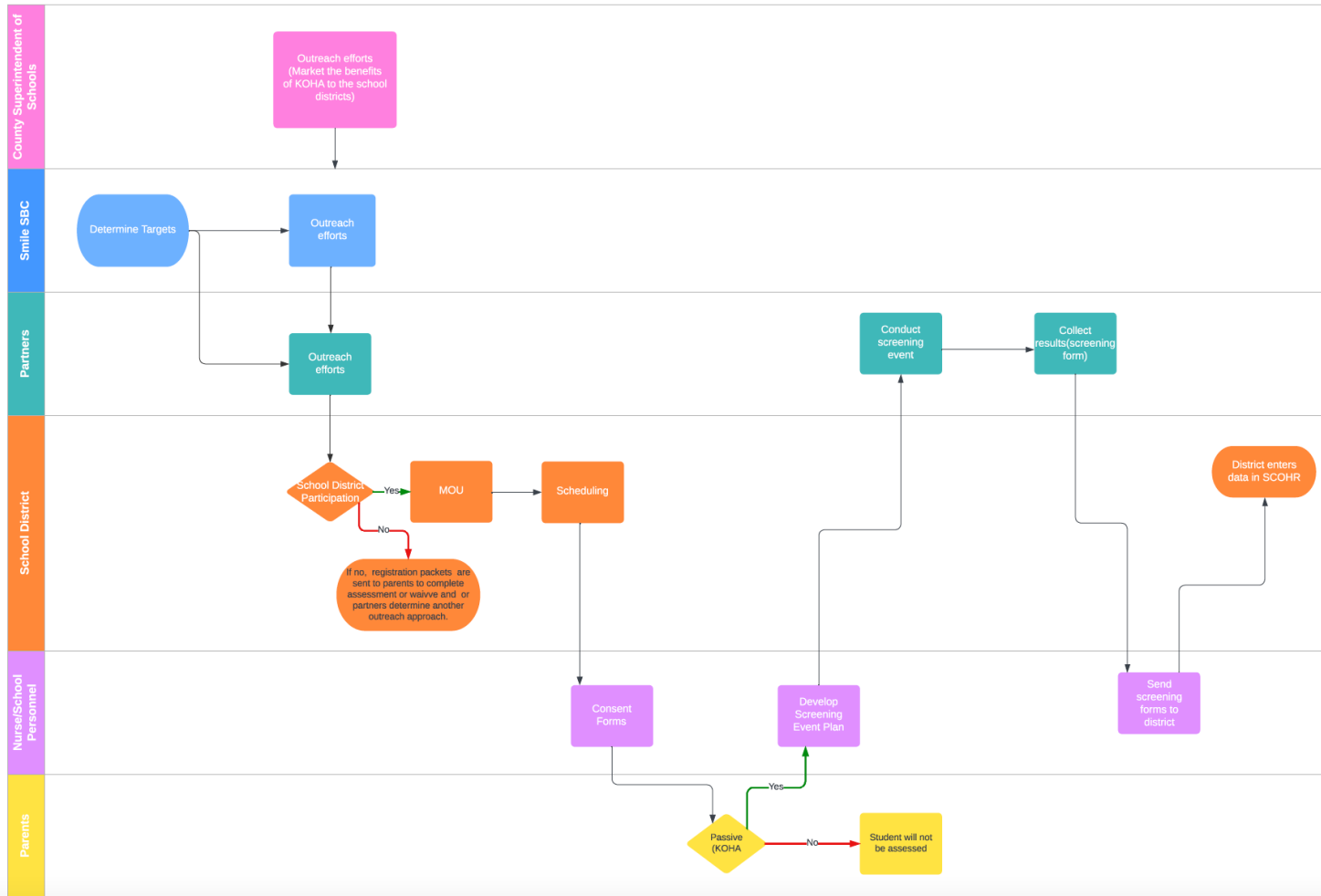
parents

County Office of Edu.

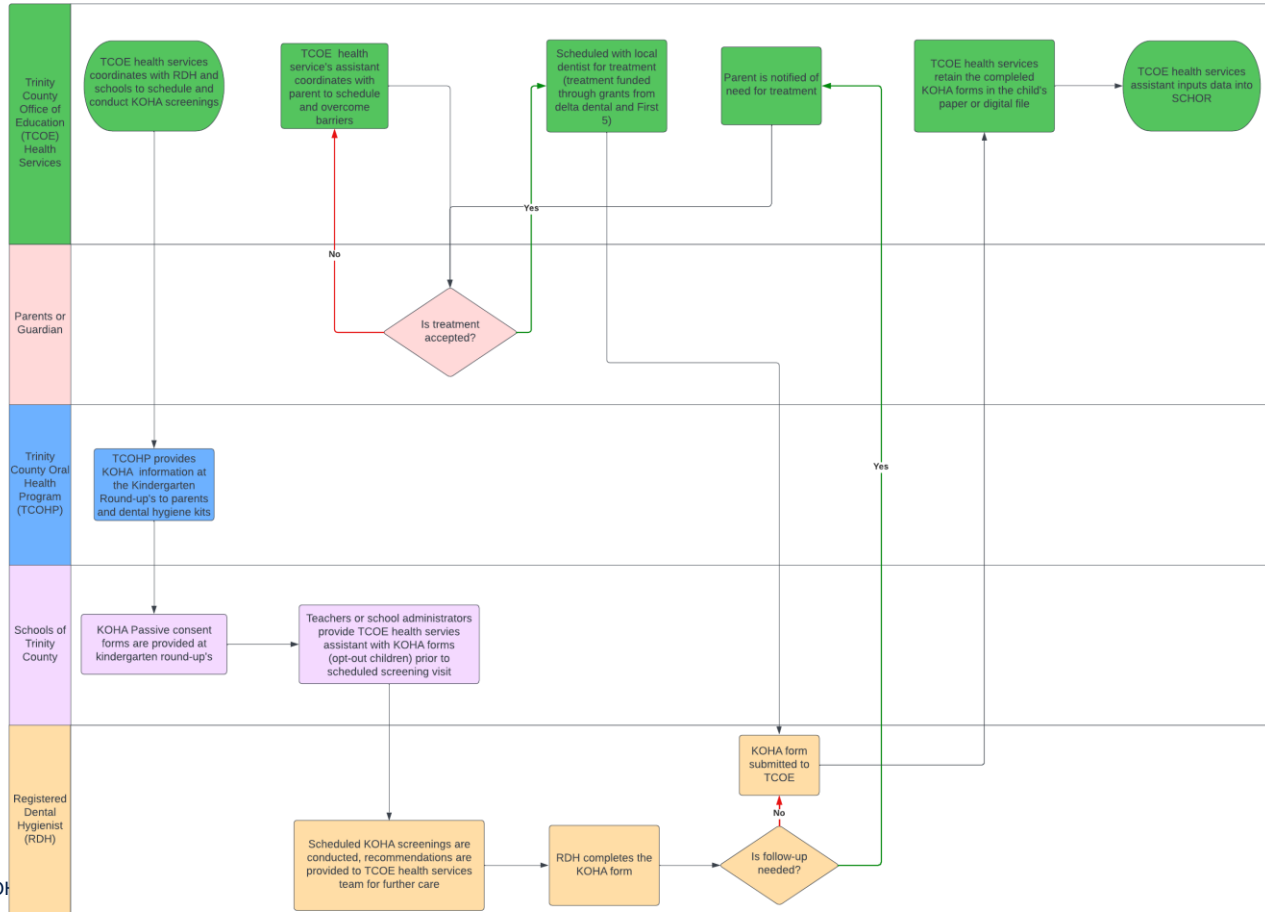
County office of education

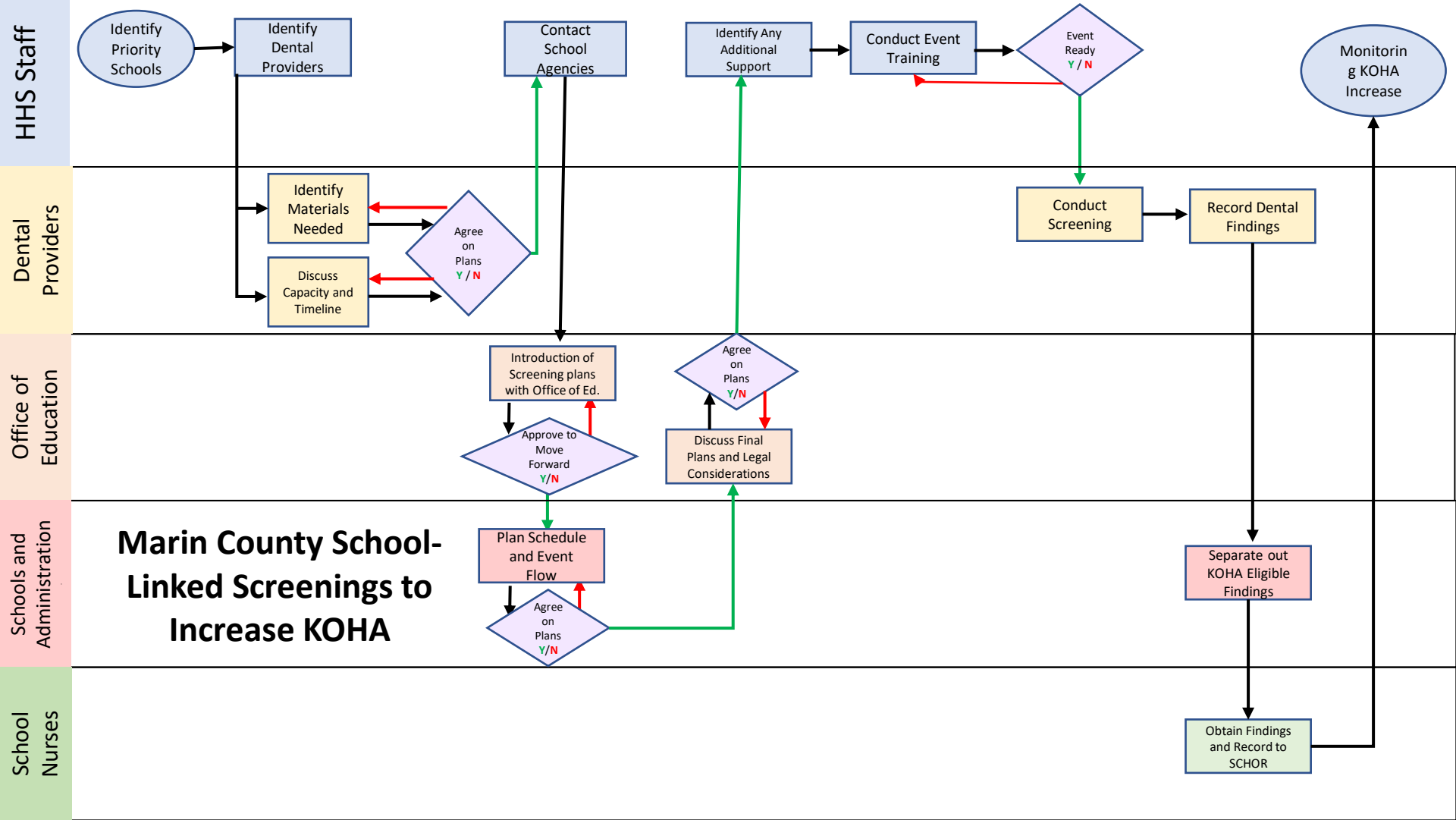


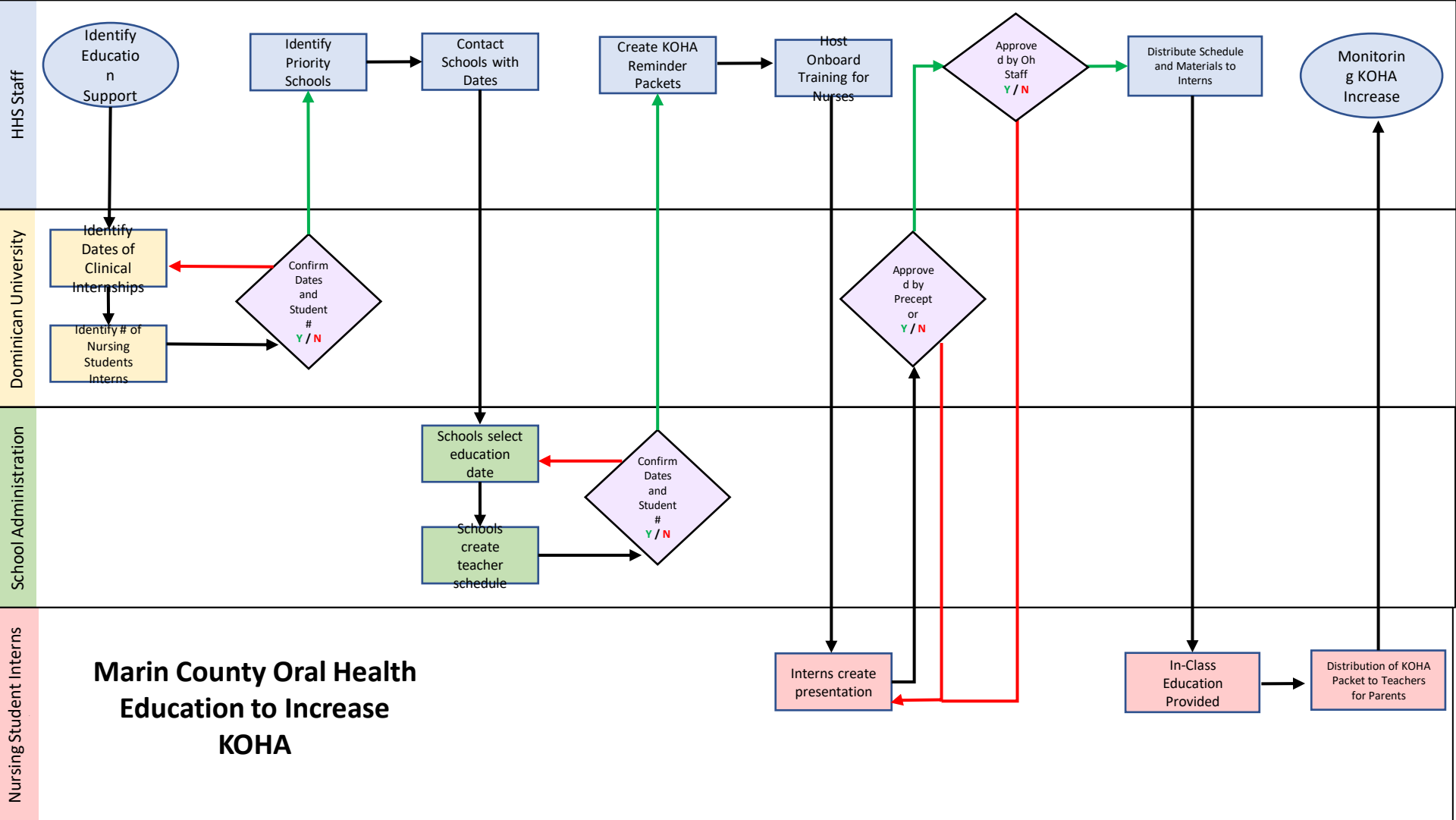




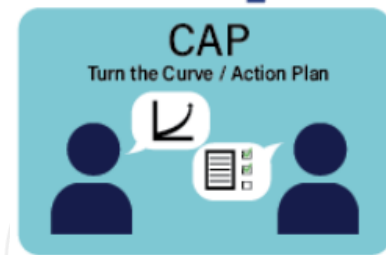
## Trinity County Oral Health Program KOHHA Process Map







# Consensus Building



“Consensus building is a process involving a good-faith effort to meet the interests of all stakeholders and seek a unanimous agreement.”

## Definition

# Consensus Building

## Best Practices

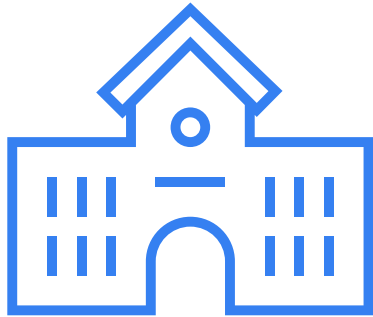
1. A Conventional Problem-Solving Approach
2. Working with a Single-Text Document
3. A Visioning Approach
  - “What do we have?”
  - “What do we want?”
  - “How do we get there?”

# Turn the Curve

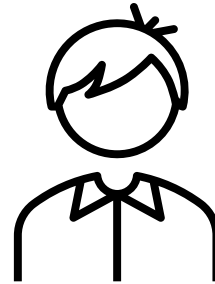


# KOHA Performance Measures

- % of School Districts Participating in KOHA



- % of Children with KOHA



# Partnerships

Menti time

Who are your three primary partners  
that help you with KOHA?

<https://www.menti.com>

Code: 9875 3841



# SWOT Analysis

## STRENGTHS

What are you doing well?  
What sets you apart? What are  
your good qualities?

S

W

## WEAKNESSES

Where do you need to improve?  
Are resources adequate? What  
do others do better than you?

## OPPORTUNITIES

What are your goals?  
Are demands shifting?  
How can it be improved?

O

T

## THREATS

What are the blockers you're  
facing? What are factors  
outside of your control?

# Action Plan

Who does what, by when?

Action	By Whom	By When



**Intervention**

# Riverside County Oral Health Program



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## Mission



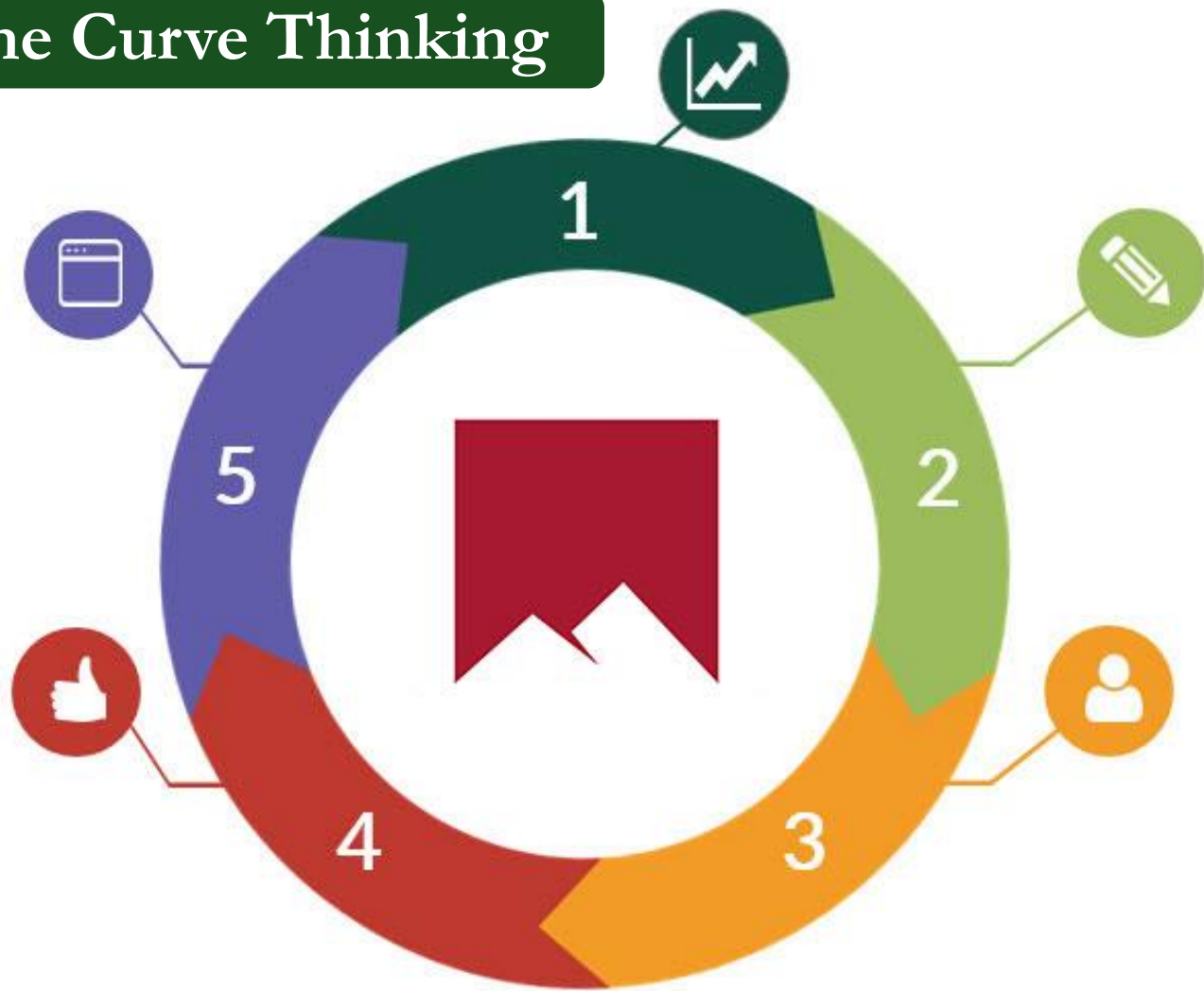
Improving Riverside County's oral health through collaboration, outreach, education and advocacy.

## Vision



Oral health is valued as essential to overall health and well-being: opportunities exist to ensure that Riverside County residents are able to achieve optimal oral health.

# Turn the Curve Thinking



## STRENGTHS

- Brush Curriculum implemented at all Head Start sites in Riverside County
- Results Based Accountability Pilot with Kindergarten Oral Health Assessments
- Partnership with GeriSmiles
- Launched an Oral Health Curriculum with Riverside County Health Foundation Fall 2022
- Hired a dental hygienist.
- Newly created referral system through EPIC
- Staff are qualified to provide education and resources in Spanish which is the most common language used in Riverside County
- Providing BBB to RUSD Elementary Schools

## WEAKNESSES

- Outreach to desert school districts.
- Limited staff for outreach and education
- Limited rapport with school staff
- Collaboration between school staff, providers and RC-OHP
- Pushback from school administration and parents for KOHA
- Dental Provider participation

## OPPORTUNITIES

- RC-OHP to connect with additional school districts.
- Partner with Colgate or other company/organizations to obtain more resources for the community.
- Become fully staffed by interviewing two more Health Education Assistant's
- Improve employee retention to maintain projects running efficiently.
- Revamp the RCOE parent trainings to include KOHA information.
- Obtain feedback.

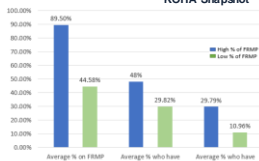
## THREATS

- Community partners requesting more than the available resources and supplies (limited funds for resources)
- Funding
- Limited funds for resources may decrease the number of organizations/community member receiving services.
- School closures due to COVID-19, flu, colds and etc.
- School districts may refuse to participate due to parent pushback

# RC-OHP KOHA SWOT ANALYSIS

# Oral Health Program

## KOHA Snapshot



Schools with the highest percentage of students on Free and Reduced Meal Plans (FRMP) had a higher percentage of students with caries and visible decay versus schools with a lower percentage.

Children from schools with a high FRMP had visible decay rate nearly 3 times higher than their peers at higher income schools.

Source: 2017-20 California Department of Education Free and Reduced Price Meals, 2017-2022 RC-GAP-KOHA Data

## Kindergarten Oral Health Assessment (KOHA)

### What is it?

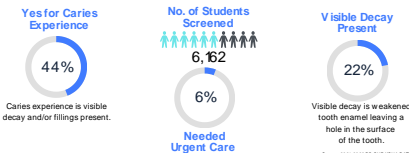
To make sure your child is ready for school, California law requires that children have a dental check-up by May 31 in either kindergarten or first grade, whichever is their first year in public school.



### Why is it important?

Poor oral health can affect a child's attendance, grades and overall performance in school. The KOHA helps ensure children are healthy and ready for a successful school year.

## KOHA Data School Year 21/22



Source: 2021-2022 RC-GAP-KOHA Data

## School Readiness facts

- Children who have poor oral health often miss more school and receive lower grades than children who don't.
- Children with cavities may also have difficulty eating, talking, and concentrating in school.
- Establishing good oral health habits in childhood helps create a lifetime of healthy smiles.

Source: 2021-2022 RC-GAP-KOHA Data

## You Can Make A Difference By Promoting KOHA

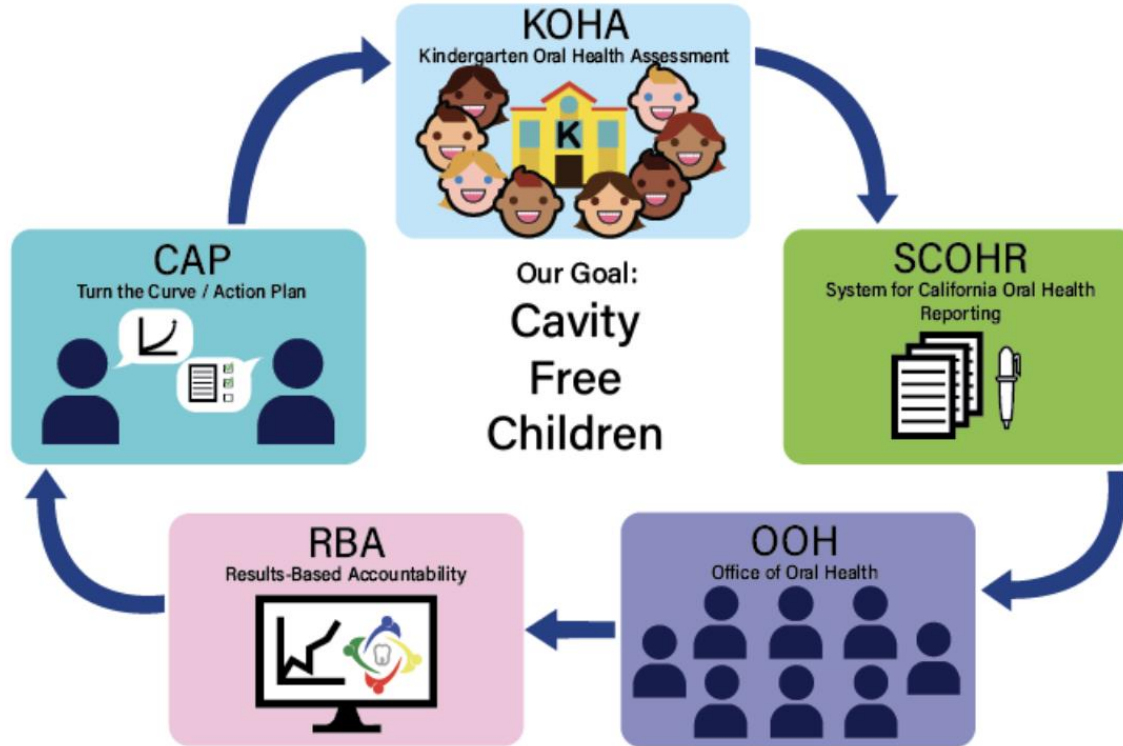
- Promote the importance of the registration form that will be distributed to caregivers when they register their child for school.
- Encourage caregivers to visit or find a dental home.
- Remind caregivers to take their child for a dental check-up by May 31st.



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# Turn the Curve with KOHA





# Turn The Curve

Use RBA to  
improve KOHA  
participation  
and our  
children's  
oral health



Get ready for the upcoming school year!  
Session 3, after lunch

# Lunch 12:00 – 1:00 pm

- Enjoy your lunch!
- Please make sure to return to your seat by 1:00 pm
- If you did not place a special lunch order, please do not take any of the boxes labeled “Special Order”