



**Standard Operating Procedure
Huntington Beach Union High School District
Food Services and Nutrition Services Department
Smart Snacks/Competitive Food Sales**

I. Process/Scope Overview:

The purpose of this procedure is to outline the process to be adhered to regarding the sale of food, other than food sold and/or otherwise provided, through the school cafeteria by the Food and Nutrition Services Department and in accordance with USDA and California Department of Education (CDE) National School Lunch Program (NSLP) guidelines.

II. Policies:

Food provided to students at school sites must adhere to USDA, CDE, and Huntington Beach UHSD guidelines as well as local, state, and federal laws. Smart Snack foods are defined by the USDA “as any food sold in competition with the National School Breakfast and Lunch Program to children in food service areas during meal periods.” Food service area is defined by USDA, through CDE interpretation, as any area on the school premises where reimbursable meals are served and/or eaten. Smart Snack sales are clearly restricted as defined within the procedures of this policy. Food and Nutrition staff collect and run analysis of food and beverages to determine if the items meet the nutritional standards as per regulations. This includes compliance with restriction of trans- fats.

III. Procedures:

A. Secondary Schools

1. During the school day (from Midnight to ½ hour after the end of the school day)

a. Snacks that contain **no more than:**

i. 35% of its’ total calories from fat, except for the following foods which are exempt from this specific requirement:

-nuts, nut butters, and seeds

-eggs

-cheese packaged for individual sale

-fruit

-vegetables (no deep fried vegetable is allowed)

-legumes

ii. 10% of its total calories from saturated fat, except for the following foods which are exempt from this specific requirement:

-eggs

-cheese packaged for individual sale

- iii. 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar, except the following foods which are exempt from this specific requirement:
 - fruits and vegetables (no deep fried fruit or vegetable is allowed)
 - iv. .5 grams of trans fat (no exceptions)
 - v. 200 milligrams of sodium (no exceptions)
 - vi. 200 calories
 - b. Entrée items that qualify as entrees using USDA meal pattern definitions, and that contain:
 - i. ≤ 4 grams of fat per 100 calories; and
 - ii. ≤ 400 calories
 - iii. $< .5$ grams trans-fat per serving
2. During the school day (from Midnight to $\frac{1}{2}$ hour after the end of the school day)
- a. Beverages that may be sold
 - i. fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener; ≤ 12 fl. oz. serving size
 - ii. vegetable-based drinks that are composed of no less than 50% vegetable juice and have no added sweetener; ≤ 12 fl. oz. serving size
 - iii. drinking water with no added sweetener
 - iv. 1% fat milk, non-fat milk, soy milk, rice milk, and other similar nondairy milk products; ≤ 12 fl. oz. serving size
 - v. An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce s.
3. Exceptions to the above requirements
- a. Any food items may be sold
 - i. off of and away from the school premises; or
 - ii. on the school premises at least one-half hour after the end of the regular school day; or
 - iii. at and during a **school-sponsored pupil activity** at least one- half hour after the end of the regular school day
 - b. Beverages that do not comply with 2a above may be sold **as part of a school event**
 - i. at and during the school-sponsored event at least one-half hour after the end of the regular school day; and/or
 - ii. in vending machines, pupil stores, and/or cafeterias not later than one-half hour after the end of the regular school day

4. Exceptions to the above requirements
 - a. any food items may be sold
 - i. off of and away from the school premises; or
 - ii. on the school premises at least one-half hour after the end of the regular school day; or
 - iii. at and during a **school-sponsored pupil activity** at least one-half hour after the end of the regular school day
 - b. beverages that do not comply with 2a above may be sold **as part of a school event**
 - i. at and during the school-sponsored event at least one-half hour after the end of the regular school day; and/or
 - ii. in vending machines, pupil stores, and/or cafeterias not later than one-half hour after the end of the regular school day
- B. Sales to students, only as approved by District administration, contact Food and Nutrition Services for detailed information of guidelines.
1. Secondary schools
 - a. Only one student/school organization each school day, any and all student/other school organizations may sell on the same four designated days per year.
 - b. Up to three types of food or beverage items
 - c. Food or beverage must be pre-approved by Food and Nutrition Services
 - d. Any one or more student/other school organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any and all organizations
 - e. The sales during the regular school day are not of food prepared on the premises; and
 - f. Food items sold during the regular school day shall not be the same as any item sold by the district in the food service program at that school during that school day

IV. Responsible Individuals/Department:

- A. Food and Nutrition Services Department determines which foods and beverages comply with the District's nutritional and sanitation standards, using the smart snacks calculator provided by the California Department of Education, Nutrition Services Division.
 1. Request form must be filled out with the nutrition facts of the food

label (See appendix A)

- B. School Principals or their designees will review all foods and beverages to be sold on campus during or until ½ hour after the end of the regular school day by any group (including, but not limited to Associated Student Body, clubs, parent groups, teachers, and other school staff) and vending machines to ensure compliance with local, state, and federal laws.

V. Record Keeping Requirements:

- A. If there are violations to these rules or regulations, Food Services Staff is required to contact the Food and Nutrition Services Department at 714-894-1698 to have the information documented. Information provided includes:
- Name of School
 - Name of person reporting
 - What is being sold and when, how often
 - Has the Principal been notified

School Site Competitive Food/Beverage Request Form

Date/Time: _____

School site: _____

Description of event (i.e. fundraiser, student sale, etc.): _____

School Official in Charge: _____

Contact Information: Email: _____ Phone: _____

List of food(s) and beverage(s) proposed for sale or exchange on your school site during the school day:

Please complete the Nutrition Facts information below for each proposed food or beverage you would like to sell. You can go to <http://www.CaliforniaProjectLEAN.org> to use a nutrition calculator. Staple copies to this form.

<u>Nutrition Facts</u>	
Serving Size oz <input style="width: 50px;" type="text"/>	(gm) <input style="width: 50px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	
Servings Per Container <input style="width: 100px;" type="text"/>	
Amount Per Serving	
Calories <input style="width: 50px;" type="text"/>	Calories from Fat <input style="width: 50px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	
Total Fat (g) <input style="width: 100px;" type="text"/>	
Saturated Fat (g) <input style="width: 100px;" type="text"/>	
Trans Fat (g) <input style="width: 100px;" type="text"/>	
Sodium (mg) <input style="width: 100px;" type="text"/>	
Carbohydrates	
Sugars (g) <input style="width: 100px;" type="text"/>	

<u>Nutrition Facts</u>	
Serving Size oz <input style="width: 50px;" type="text"/>	(gm) <input style="width: 50px;" type="text"/>
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Servings Per Container <input style="width: 100px;" type="text"/>	
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<input style="width: 100%; height: 20px;" type="text"/>	
Total Fat (g) <input style="width: 100px;" type="text"/>	
Saturated Fat (g) <input style="width: 100px;" type="text"/>	
Trans Fat (g) <input style="width: 100px;" type="text"/>	
Sodium (mg) <input style="width: 100px;" type="text"/>	
Carbohydrates	
Sugars (g) <input style="width: 100px;" type="text"/>	

*Attach actual product labels if available. All documentation for the sale of food must be kept on file for 3 years.

For use by Food and Nutrition Services:	
Circle one: product meets – product does not meet Smart Snack in School Criteria	
Request Approved _____	Date _____
Request Denied _____	Date _____
Board Approval _____	Date _____

