

Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
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### **Purpose**

Food service programs of the district shall be directed at meeting the needs of the pupils in accordance with these guidelines.

The Board shall provide food service for lunch and breakfast in all the schools of this district.

### **Authority**

Unless they have been excused by the principal, all students are expected to remain in school for lunch.

Food sold by the school may be purchased by students, teachers, cafeteria employees and other employees only for consumption on school premises.

### **Delegation of Responsibility**

The operation and supervision of the food services program shall be the responsibility of the Food Services Director.

The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager monthly and the auditor annually.[\[1\]](#)[\[2\]](#)

Excess accounts shall be used only for the improvement and maintenance of the food service program.

All funds derived from the operation, maintenance or sponsorship of the food service facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the school district. Such funds shall be expended in such manner as may be approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund, except that district advances to the food services program may be returned to the district's general fund from any surplus resulting from its operation.[\[2\]](#)

The district shall participate in the National School Lunch Program and Breakfast Program.

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[5\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.

2. Meet the nutrition standards specified in law and regulations.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods (available under the Child Nutrition USDA Foods Programs) for school menus.

#### Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.[\[3\]](#)[\[4\]](#)

The district shall conduct direct certification in accordance with School Nutrition Programs rules and regulations using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. [\[3\]](#)  
[\[4\]](#)

The district may also conduct direct certification on an as needed basis.

#### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law and regulations.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

#### School Meal

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically written notice to the district to withhold a school food program meal.[\[1\]](#)
3. Notify parents/guardians when the student's school meal account reaches a negative balance of five dollars (\$5.00) or more. The notice shall include information on payment options.

When a student owes five dollars (\$5.00) or more, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under national school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[1\]](#)[\[3\]](#)[\[4\]](#)

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.[\[1\]](#)

If a student inquires, it is permissible for the cashier to verbally let him/her know their meal account balance. This should be done as discretely as possible (i.e., low voice, show student the screen, etc.) Verbal communications regarding meal account balances to a student only apply when a student asks directly.

District schools shall be prohibited from:[\[3\]](#)

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Ala Carte Items/Snacks /Second Meal

Students with a negative balance will not be allowed to purchase ala carte items, snacks or a second meal. If a student inquires, it is permissible for the cashier to verbally let him/her know their meal account balance.

#### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Legal

1. 24 P.S. 1337
2. 24 P.S. 504
3. 42 U.S.C. 1758
4. 7 CFR Part 245
5. Pol. 246
6. 7 CFR 15b.40
7. Pol. 103.1
8. Pol. 113
9. Pol. 209.1
- 24 P.S. 807.1
- 24 P.S. 1335
- 3 Pa. C.S.A. 5713
- 42 U.S.C. 1751 et seq
- 42 U.S.C. 1773
- P.L. 111-296
- 2 CFR Part 200
- 7 CFR Part 15
- 7 CFR Part 210
- 7 CFR Part 215
- 7 CFR Part 220
- FNS Instruction 113-1 (USDA)
- Pol. 103
- Pol. 209.1
- Pol. 610
- Pol. 626
- Pol. 827