

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS
TITLE: FOOD SERVICES
ADOPTED: August 19, 2002
REVISED: April 14, 2014
July 18, 2016

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
<p>2. Authority SC 504, 807.1, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220</p>	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p>
<p>FNS Instruction 113-1</p>	<p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.</p> <p>The Board shall provide food service for breakfast and for lunch in all district schools that meets the standards required by state and federal school breakfast and lunch programs.</p>
<p>SC 504 42 U.S.C. Sec. 1760</p>	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.</p>
<p>42 U.S.C. Sec. 1760</p>	<p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.</p>

<p>SC 504</p>	<p>Unless they have been excused by the principal, all students are expected to remain in school for lunch.</p> <p>Students on in-school suspension (ISS) or other form of disciplinary action may be limited in their opportunity in this regard. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available.</p> <p>A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.</p>
<p>3. Delegation of Responsibility</p>	<p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services.</p>
<p>SC 504</p>	<p>The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>
<p>SC 504, 1337</p>	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor.</p>
<p>SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220</p>	<p>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13 210.30</p>	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p>
<p>SC 504</p>	<p>The Superintendent or designee shall prepare guidelines for the implementation of a food service program including:</p> <ol style="list-style-type: none"> 1. The maintenance of facilities free from fire or health hazards. 2. The purchase of perishable foodstuffs, seasonal commodities and other

<p>SC 504, 1337</p> <p>4. Definitions</p>	<p>supplies.</p> <ol style="list-style-type: none"> 3. Accounting and depositing procedures for cafeteria funds. 4. Control, safekeeping and storage of food and food equipment. 5. Compliance with all state and federal regulations regarding the National School Lunch Program and/or National School Breakfast Program and Special Program and Special Milk Program. <p>Ticket—The term ticket refers to any and all forms of exchange that pertain to paid, free, or reduced price meals and are used in the food service collection program, including computer-based accounts.</p> <p>PIN Number—A person identification number assigned by the school district that allows a student to purchase a meal through a computer-based account.</p> <p>Ticket Misuse—The misuse of a ticket which includes, but is not limited to misrepresentation of identity, attempt to purchase more than one lunch or breakfast in a day through ticket use, stealing a PIN Number, and/or sharing a PIN Number with another student with the intent of making a meal purchase.</p> <p>Charge—A record as a debt to be paid. All meal charges are expected to be paid within two (2) weeks of the charge. Any charge not paid within two (2) weeks shall be considered “Outstanding”.</p> <p>It is a violation of this policy to lend or steal a Personal Identification Number (PIN). Students caught doing so are subjected to disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p>
<p>5. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 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. 5. The district shall use food commodities <u>USDA Foods</u> for school menus available under the <u>Child Nutrition USDA Food Programs</u>. Federal Food Commodity

<p>SC 504</p> <p>SC 504</p> <p>Pol. 610, 626</p> <p>42 U.S.C. Sec. 1758 7 CFR Part 245</p> <p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p>	<p>Program-</p> <p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in a separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p> <p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p> <p><u>Free/Reduced-Price Meals And Free Milk</u></p> <p>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program the School Breakfast Program, and the Special Milk Program. <u>Applications for Free/Reduced Price School Meals are handled through the Office of Administrative Services.</u></p> <p><u>The district shall conduct direct certification a minimum of three (3) times per year 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. Direct certification shall be conducted:</u></p> <ol style="list-style-type: none"> <u>1. At or around the beginning of the school year.</u> <u>2. Three (3) months after the initial effort.</u> <u>3. Six (6) months after the initial effort</u> <u>4. The district may also conduct direct certification on a weekly or monthly basis.</u> <p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p> <p><u>School Food Safety and Sanitation Inspections</u></p>
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<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p>The district shall obtain two (2) safety <u>and sanitation</u> inspections (<u>Retail Food Facility Inspection Report</u>) per year in accordance with all local, state, and federal laws and regulations.</p> <p>The district shall post <u>in the cafeteria</u> the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.</p> <p><u>Professional Standards For Food Service Personnel</u></p>
<p>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30</p>	<p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p> <p><u>School Meal Service and Accounts</u></p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:</p> <ol style="list-style-type: none"> 1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected. 2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.

<p>School Code 504, 1335, 1337</p> <p>Pol. 218</p>	<p>3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.</p> <p>Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.</p> <p><u>Ticket Use</u></p> <p>Any student eligible to receive free or reduced price meal is permitted one (1) lunch per day per ticket and one (1) breakfast per day per ticket. Any additional meals requested for purchase the same day will be charged to the student at full price.</p> <p>A student who is eligible to receive free or reduced meals is not permitted to lend his/her ticket (or PIN Number) to any other person; sharing a ticket or PIN Number with any other person may result in the loss of the student's eligibility and disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p> <p>Parent(s)/Guardian(s) and students must be advised in writing of the school's policy regarding misused meal tickets and of the students' corresponding responsibility for their tickets and numbers. Such notice shall be provided annually, preferably at the time applications are distributed to household or upon approval for free or reduced price benefits.</p> <p>Incidents involving ticket misuse can result in disciplinary consequences as per the school code of conduct and applicable Board Policy.</p> <p>The school shall maintain a list of students who have misused ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student due to the misuse of a ticket, the list should always be reviewed to determine if the student has already had at least two (2) ticket misuses and/or special meal arrangements for misused tickets within that school year.</p> <p>After two (2) misuses of a ticket or PIN Number in one (1) school year, the following may occur: the student may be charged the full price for a meal; or provided a complete reimbursable meal; or provided a peanut butter and jelly sandwich and a drink; or the child may bring a lunch from home. The Superintendent or designee shall decide which sanction shall be imposed, on a case-by-case basis.</p> <p>At least one (1) advance written warning must be given to the student and the parent(s)/guardian(s) prior to refusal to allow additional meals due to ticket misuse. The written warning must include an explanation that the student has repeatedly had a problem with the chosen form of exchange and that, should the student again misuse the ticket, s/he will be expected to either bring lunch or pay full price for</p>
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~~lunch.~~

~~Meals must always be provided to preprimary and young primary students or for any disabled students who may be unable to take full responsibility for a meal ticket.~~

~~**Meal Charges**~~

~~In the case of any student who comes through the serving line without a meal ticket or the money needed to purchase a lunch, these procedure will be followed:~~

- ~~1. A student will be allowed to charge a meal up to four (4) times (2 lunch meals and 2 breakfast meals) without having repaid the charge(s).~~
- ~~2. Once a student has accumulated outstanding charges for four (4) total meals, and s/he is unable to repay the charge(s) and is incapable of purchasing a meal, s/he will be provided a peanut butter and a jelly sandwich, a cheese sandwich (or other form of food as determined by cafeteria staff) and a drink.~~
- ~~3. Any charge made is done so with the understanding that the student will reimburse the school for the charged meal within two (2) weeks of the date of the charge.~~
- ~~4. In the case of outstanding obligations resulting from meal charges that have not been paid or checks returned due to insufficient funds, the school shall allot a reasonable amount of collection time for fulfilling this responsibility. If the deadline date for this obligation has passed and the obligation has not been satisfied, outstanding obligations may result in legal action being filed with the appropriate Magisterial District Judge. Additionally, parent(s)/guardian(s) may be responsible for court costs and attorney fees. In the attempt to collect this debt, parent(s)/guardian(s) share have thirty (30) days to dispute the validity of the debt. If parent(s)/guardian(s) notify the school district within thirty (30) days that the debt is wholly or partially disputed, they will be provided with a verification of the debt. Unless parent(s)/guardian(s) dispute the validity of the debt within thirty (30) days after receipt of a written statement regarding the debt, the debt will be assumed to be valid.~~

~~**Method of Payment**~~

~~Students may pay for meals with cash, personal check, certified check or money order.~~

~~Parents may put money on child's account via a Board approved web-based system.~~

~~Any checks returned due to insufficient funds will result in an obligation on the part of the student to compensate for the original debt and any additional debt accrued, including a \$20.00 charge. See Item 4 immediately above (under the "Meal Charges" section of this policy) for further details regarding outstanding obligations.~~

FNS#791-1

~~Prohibition Against Denying Meals and Milk to Students as a Disciplinary Action~~

~~Disciplinary action that indirectly results in the loss of meals or milk is allowable (Example: A student is suspended from school). However, withholding meals or milk as a disciplinary action, or imposing a disciplinary action that directly results in the loss of meals or milk, is inconsistent with regulation and not allowable. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available. Denial of meals or milk is inconsistent with Section 2 and 9 of the National School Lunch Act and Sections 2, 3, and 4 of the Child Nutrition Act of 1966.~~

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. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. 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 provided written notice to the district to withhold a school food program meal.

When a student owes money for five (5) or more school food program meals, 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 federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

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.

District schools shall be prohibited from:

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 provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school 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.

References:

School Code – 24 P.S. Sec. 504, 807.1, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq., 1758, 1758(h), 1760

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Uniform Administrative Requirements for Federal Awards, Title 2, Code of

	<p>Federal Regulations – 2 CFR Part 200</p> <p>Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15</p> <p>National Food Service Programs, Title 7, Code of Federal Regulations – <u>7 CFR 15b.40, 210.9, 210.13, 210.14, 210.15, 210.23, 210.30, 220.7</u> 7 CFR <u>Part 15</u>, Part 210, Part 215, Part 220, Part 245</p> <p>U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1</p> <p>Board Policy – 000, 103, 103.1, 113, 209.1, 246, 610, 626, <u>827</u></p> <p>Summer Food Service – 42 U.S.C. Sec. 1751 et seq. 7 CFR Part 225</p>
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