



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Active

Legal

1. 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. 24 P.S. 1335 - Furnishing Food, Including Milk, to School Children
3. 24 P.S. 1337 - Nonprofit School Food Program
4. 24 P.S. 504 - Cafeterias
5. 24 P.S. 807.1 - Purchase of Supplies
6. 42 U.S.C. 1751 et seq - School Lunch Programs
7. 42 U.S.C. 1773 - School Breakfast Program
8. 7 CFR Part 210 - National School Lunch Programs
9. 7 CFR Part 215- Special Milk Program for Children
10. 7 CFR Part 220 - School Breakfast Program
11. FNS Instruction 113-1 (USDA) -Civil Rights Compliance and Enforcement -- Nutrition Programs and Activities
12. 7 CFR 210.23 - Other responsibilities
13. 42 U.S.C. 1760 - Miscellaneous provisions
14. 7 CFR 210.14 - Resource management
15. 3 Pa. C.S.A. 5713 - School cafeterias and organized camps
16. 42 U.S.C. 1758(h) - Program requirements
17. 7 CFR 210.13 - Facilities management
18. 7 CFR 210.30 - School nutrition program professional standards
19. Pol. 246 Student Wellness
20. 42 U.S.C. 1758 - Program Requirements
21. 7 CFR Part 245 - Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools
22. 7 CFR 15b.40 - Food services
23. Pol. 103.1 - PSBA Nondiscrimination - Qualified Students with Disabilities
24. Pol. 113 - Special Education
25. Pol. 209.1 - PSBA Food Allergy Management
26. Pol. 610 - Purchases Subject to Bid
27. Pol. 626 - PSBA Federal Fiscal Compliance
28. Pol. 827 - PSBA Conflict of Interest
29. 7 CFR 210.15 - Reporting and recordkeeping
30. 7 CFR 220.7 - Requirements for participation
31. 7 CFR 210.9 - Agreement with State agency
- P.L. 111-296 - Healthy, Hunger-Free Kids Act of 2010
- 7 CFR Part 15 - Nondiscrimination
- Pol. 103 - Nondiscrimination in School and Classroom Practices

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### Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn, and maintain good health. The Food Services Program shall be directed toward meeting the needs of the students. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

School Code provides for the establishment of cafeterias within all schools.

### Authority

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).[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

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.[\[11\]\[12\]](#)

Food sold by the school may be purchased by students, staff, and visitors. The price charged to students shall be established annually or as otherwise appropriate by the district in compliance with state and federal laws.[\[4\]\[13\]](#) Unless they have been excused by the principal, all students are expected to remain in school for lunch. Students may bring their own lunch from home or purchase a school lunch.

The Food Services Department may provide ala carte items for sale that are approved by the Director and meet program regulations and may operate a catering program to provide services beyond the regular school meal program.

Nonprogram 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, that is sold at the school and is purchased using funds from the Food Service account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the Food Service Program account.[\[13\]\[14\]](#)

### Delegation of Responsibility

The operation and supervision of the Food Services Program shall be the responsibility of the Business Manager or his/her designee under the direction of the Superintendent. General operations of the program and supervision of program staff shall be managed by the Director of Food Services.

The Superintendent or designees shall prepare guidelines for the implementation of the Food Services Program including the maintenance of facilities free from fire or health hazards, the purchase of perishable foodstuffs, seasonal commodities and other supplies, accounting and depositing procedures for the cafeteria funds; and the control, safekeeping and storage of food and equipment.[\[4\]](#)

### Guidelines

The cafeterias are operated on a nonprofit basis. Monthly reviews of the food services participation reports and financial records shall be made by the Director of Food Services. All financial records of the Food Services Program shall be independently audited on an annual basis. Surplus amounts shall be used only for the improvements and maintenance of the Food Services Program.

All funds derived from the operation, maintenance or sponsorship of the food service facilities shall be deposited in the designated Food Services bank accounts 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 Food Services Fund 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.

The District shall participate in the Federal School Breakfast and School Lunch Program and provide food services to all students in accordance with the state and federal regulations governing the meal programs. Provisions shall be made for free and reduced rate meals as prescribed by federal and state law.

The District shall accept government donated commodities for use in its operations with the provisions set forth by the United States Department of Agriculture.

The District shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

### **Procurement**

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board Policy and Administrative Procedures.[26][27][28]

### **Free/Reduced-Price Meals**

The District shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the National School Breakfast Program.[20][21]

### **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, regulations and Board policy.[22][23][24][25]

### **School Food Safety Inspections**

The District's Food Service Department shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations. [15] [16][17][30]

The District shall post the most recent inspection report in the cafeteria.

### **School Food Safety Program**

The District Food Services Department 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 food borne illnesses.[8][10][16]

The District Food Services Department 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.[17][30][31]

### **Professional Standards for Food Service Personnel**

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and National 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.[6][7][18][29]

### **School Meal Accounts**

Individual meal accounts and a personal identification number (PIN) shall be assigned to each student for the purpose of tracking meals and ala carte purchases from the cafeteria.

The Superintendent or designee shall develop and disseminate Administrative Guidelines that establish procedures to control school meal accounts. Administrative Guidelines shall include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.

2. Procedures for which students and parents/guardians are notified when the student's account reaches a specified level. The notice shall include a description of the consequences for failure to make payment.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.[3]

This policy and applicable Administrative Guidelines and procedures regarding meal charges shall be communicated annually to parents/guardians, school administrators, school food service personnel and other appropriate staff at the start of each school year via the District website, newsletters, posted notices and/or other efficient communication methods. It shall also be communicated to students when they enroll in school after the start of the school year. Administrative Guidelines shall also be sent with the first letter when notifying parents/guardians of a negative balance that reaches the designated limit set forth in the Student Meal Accounts and procedures.


### **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.

### **Confidentiality**

District staff shall maintain the confidentiality of student meal accounts and the student's meal eligibility status as required by law, regulations and Board policy.

Refer to Administrative Guideline 808 Food Services Student Meal Accounts and Procedures.

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