

NOGALES UNIFIED SCHOOL DISTRICT #1
FOOD SERVICE PROCEDURES MANUAL

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NUSD FOOD SERVICE PROGRAM

NUSD participates in the National School Child Nutrition Program. Our cafeterias offer our students a variety of nutritious entrees, low-fat milk, 100 percent fruit juices, and fresh fruits and vegetables. School meals provide a portion of the recommended daily allowances for calories, protein, calcium, iron, vitamin C and vitamin A. They follow the Dietary Guidelines for Americans, which includes meals that are low in fat. Free and reduced-price meals are available to qualified students.

The Business Office is responsible for determining eligibility for free and reduced price meals of schools that participate in the National School Lunch and breakfast programs and Title I programs.

Applications are mailed every year to each household. Applications are also available online at <http://www.nusd.k12.az.us> or at the Business Office. For a child to be eligible for free or reduced price benefits, the household must submit a complete application and be either categorically eligible or have a total household income at or below the amounts on the USDA income chart that accompanies the applications.

A new application must be completed every school year. In order to maximize district funding, we need to have an application on file for each household, even if you do not qualify.

Records will be kept for a period of five years. All information that is provided is treated confidentially and will be safeguarded and available only to the responsible Food Service personnel, Arizona Department of Education Child Nutrition program reviewers, and Arizona Department of Education auditors.

One percent of applications are randomly selected and verified in November of each year. Verification is conformation of eligibility for free and reduced price meals.

NUSD has over 5,000 students that qualify for the free and reduced-price program and we accept applications at any time during the school year. The district also maintains a Universal Free Breakfast Program for all its students.

Southwest Foodservice Excellence is in charge of operating the district's Food Service program. Breakfast and Lunch menus and nutritional information are available at all schools and can also be found on the District's website.

Meal prices for the 2011-2012 school year are listed below. The price of a meal includes milk.

Elementary Schools	Middle Schools	High Schools	Adults
Breakfast FREE	Breakfast FREE	Breakfast FREE	Breakfast \$2.25
Lunch \$2.00	Lunch \$2.25	Lunch \$2.50	Lunch \$3.25

Reduced Lunch is \$.40 at all grade levels.

Milk or juice may be purchased separately for children bringing a sack lunch (\$.30).

Meals must be paid in advance and may be paid for on a daily, weekly or monthly basis.

Students that qualify for paid meals will only be allowed to charge a maximum of three (3) meals. Alternative meals that also meet nutritional guidelines will be offered and charged to the student thereafter until the student's account is paid in full.

Questions may be directed to Sandy Alcantar @ 520-397-7947.

FOOD SERVICE AUTHORITY (FSA)

For the purposes of this manual Nogales Unified School District #1 is the FSA (Food Service Authority).

FOOD SERVICES POLICY

The District will operate a school food service program for each school and that focuses on good nutrition. Food services will include lunches, breakfasts, at-risk after school snacks, through participation in the National School Lunch Program (NSLP).

The Board will approve the prices set for school meals and will establish the procedure for charging meals.

As required for participation in the National School Lunch Program, the Board prescribes:

- That a school meal be made available to students.
- That free and reduce-price meals be provided students who qualify under federal guidelines.

Students will also be permitted to bring their lunches from home and to purchase beverages.

The Superintendent shall develop and implement procedures as necessary, which are designed to meet the necessary requirements for participation in the National School Lunch Program and for control of the use of school cafeterias.

LEGAL REF.: A.R.S. 15-1151, 15-1152, 15-1153, 15-1154, 15-1155, 15-1156, 15-1157, 15-1158
Administrative Regulations, U.S.F.R., Section VI, Food Services

FOOD SERVICES REGULATION

The District food service program will comply with the following:

- Any student may eat in a school cafeteria.
- A student may bring a sack lunch; milk or juice may be purchased.
- Meal prices for students and adults will be recommended by the food service Director to the district administration for approval by the Governing Board by April 30th of current fiscal year.
- Meal prices will be posted in each cafeteria.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the District. All meals for adults must be paid for when served.
- A guest must be cleared through the food service director by the host to be eligible to eat in the cafeteria. The host must make arrangements to pay the full price of the meal.
- Food service employees have the right to refuse to serve anyone who is either not employed by the District or cleared through the food service director.
- The cafeteria, kitchen and food service facilities and equipment will be used only for school-sanctioned purposes.
- Facilities used by outside organizations or individuals must have approval from the Superintendent or designee.
- If outside organizations or individuals use the food service facilities, a food service staff member must be on duty at the expense of the outside organization.
- The food service director will develop in-service training programs, approved by the Superintendent or designee, for the food service staff.

TIMELINE

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|----|--|--|
| 1. | PROPOSE MEAL PRICES FOR UPCOMING YEAR | April 30 (prior year) |
| 2. | KINDERGARTEN REGISTRATION
Current year application is filled out for eligibility for the first 30 days of the new school year | April 30-June 30 |
| 3. | KINDERGARTEN STUDENTS INPUT
IN STUDENT MANAGEMENT SOFTWARE | By the 1 st day of school |
| 4. | NSLP APPLICATION PROCESS | Fifteen days prior to 1 st day of class |
| | a) Mail applications to households | August 1 st |
| | b) Initial Direct certification | 1 st day of school + 30 days |
| | c) Previous year eligibility | 1 st day of school + 15days |
| | d) Notification to non-respondent households | 10 days after application receipt |
| | e) Application processing/determination | 10 days after determination |
| | f) Eligibility notification | |
| 5. | VERIFICATION PROCESS | |
| | a) Begin income application verification | October 1st |
| | b) Determine total number of approved applications | October 31 st |
| | c) Compute & select # of applications to be verified | November 1 |
| | d) Send follow-up notice to non-respondents | November 15 |
| | e) Send notice of termination of benefits | December 4 |
| | f) Terminate benefits for non-respondents | December 13 |
| | g) Complete verification process | December 15 |
| | h) Complete verification report | February 20 |
| | i) Last day to complete verification report ADE | March 1 |
| 6. | ON-SITE REVIEWS | |
| | a) Start on-site review process | December 1 |
| | b) Complete on-site review process | February 1 |
| 7. | REIMBURSEMENT CLAIMS | |
| | a) Submit to ADE | 10 th of each month |
| | b) Claim status verification | By the end of the month |
| 8. | CASH CONTROL | |
| | a) Deposit cash collections | On the day cash is collected |
| | b) Submit validated bank deposits to Business Office | By the end of the month |

CODE OF STANDARDS POLICY

The duties of any officer, employee, or agent of the District who has occasion to handle school food or monies shall be performed in a manner consistent with good business practices. This shall include prohibition of:

- Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- Participation in awards or administration of contracts to firms in which the employee, or any member of the employee's immediate family, has a financial or other interest.

If financial interest is not substantial, or the gift is unsolicited and of nominal intrinsic value, the officer, employee, or agent of the District shall conform to the requirements of Policies BCB, DJ, or GBEAA. Penalties or other disciplinary actions for infractions will be based on the seriousness of the violations. Disciplinary actions may include, but are not limited to:

- A written disciplinary report filed in the individual's personnel file.
- Suspension of duties.
- Termination of employment.
- Prosecution by legal authorities.

DISTRIBUTION INSTRUCTIONS

These standards are incorporated into the general operation policy manual of the District and are reviewed regularly by the Superintendent or the Governing Board and designee. Copies of these standards are to be distributed to all personnel who have occasion to handle school food, monies, or supplies, together with their supervisors and program directors.

CROSS REF.: BCB - Board Member Conflict of Interest
 DJ - Purchasing
 GBEAA - Staff Conflict of Interest
 GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
 GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

NSLP APPLICATION POLICY

A program of free and reduced-price meals shall be established through Board approval and participation in the National School Lunch and School Breakfast Programs to provide meals for students who qualify. All parents, including those of students entering during the year, shall be informed of the program by letter. Applications shall be reviewed and maintained by the district designated official.

The income poverty guidelines prescribed on July 1 of each year must be used for the ensuing fiscal year. Each state agency has special responsibilities for informing schools and service institutions of their obligation to provide free or reduced-price lunches and breakfasts to students who qualify. Furthermore, the Governing Board will submit to the Food and Nutrition Office a policy and criteria that will be followed in determining the eligibility of all students for free or reduced-price meals.

The District will serve meals free or at a reduced price to any student who is a member of a family that has an annual income not above the applicable income level for the student's family size. The adopted income guidelines must meet the income poverty guidelines prescribed by the federal Office of Management and Budget.

LEGAL REF.: A.R.S. 15-1158

FOOD SERVICES RECORDS AND REPORTS POLICY

The State Board of Education prescribes regulations for keeping food services records and making reports. The accounts and records shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period not to exceed five years. The school lunch programs will be administered according to appropriate state and federal provisions and the regulations made by the State Board. The State Board conducts or causes to be conducted audits, inspections, and administrative reviews of accounts, records, and operations.

LEGAL REF.: A.R.S. 15-1155, 15-1156
Administrative Regulations, U.S.F.R., Sec. VI, Food Services

NSLP APPLICATION PROCESS

DISTRIBUTION AND COLLECTION

- Mail one application per household between 15 days prior to the 1st day of class.
- Instruct households to include all siblings on one application and submit complete application to the nearest school site or district office by the first day of school.
- All applications will be processed within 10 days of received date.
- NSLP eligibility will be determined according to the Income chart provided by the state.
- Notification of eligibility letter mailed to household within 10 days of determination.
- All school lunch clerks must send received applications to the district designated official on a daily basis.
- Notification to non-respondent households will be mailed by district designated official.
- District designated official will attempt to obtain an application for each household including those not interested in the program.

MAINTENANCE OF APPLICATIONS

- All applications will be kept on file by the district designated official.
- As per section 106, eligibility is for the current school year + 30 days of the following school year unless new application is filed.
- If no application is filed within the first 30 days of the school year eligibility status will default to paid until a new application is filed and eligibility is determined.
- A new application is not required if income changes after the initial submission of application for current school year. However, if necessary a new application may be filled anytime income decreases to maximize eligibility.
- Applications will be kept on file at district office by an appropriate filing system.

DIRECT CERTIFICATION

- Matching process for former students will be conducted after August 1st.
- All new students will be included in the district-wide matching process within the first 30 days of the current school year.
- Notification of eligibility letter will be mailed within 10 days of determination.
- Students qualifying under direct certification must be placed in program within 3 calendar days of receiving match results.
- SFA approval date is the day the SFA runs a Direct Certification match and receives confirmation of eligibility. The DES Decision Date may not be used as the first day of eligibility unless it falls on the same day as the SFA approval date.

VERIFICATION

- Direct Certification and denied applications are exempt from the verification process.
- Verification process is performed randomly by using 3% of approved applications as prescribed in the Free and Reduced Handbook.
- Verification process must be initiated by October 1st and completed by December 15th.
- Households selected will be advised of requirement to provide verification of eligibility information and proof of income with the application for continued eligibility.
- Failure to respond to verification request will result in eligibility status changed to paid.
- The household will receive notice of adverse action 10 days prior to lunch status change.
- Verification results will be submitted to ADE electronically by March 1st.

BASIC PROCEDURES

CASH

Cash requires a strong system of internal control because it is more susceptible to manipulation than any other asset. Therefore, the district has adopted the following policies and procedures to adequately safeguard and properly account for cash.

1. Cash should be adequately safeguarded, promptly recorded, and accurately classified.
2. Cash-handling and recordkeeping functions should be segregated among employees.
3. Cash receipts should be deposited intact daily, if significant, or at least weekly.
4. Checks should be prenumbered and numerically controlled, should be properly completed before issuance, and should not be made payable to cash or bearer. Void checks should be so stamped to prevent reuse and numerically filed with other canceled checks.
5. Checks drawn on the Food Service Fund clearing account must be made payable only to the county treasurer.
6. Unused checks should be physically safeguarded and access to them limited to authorized personnel who do not have access to the signature facsimile plates.
7. Employees authorized to sign checks, and those handling significant amounts of cash, must be adequately bonded.
8. Bank reconciliations should be prepared monthly on a timely basis. An employee not responsible for handling cash or issuing checks should prepare the bank reconciliations. In small districts where an employee performs both functions, reconciliations should be reviewed and approved by district management. Bank reconciliations should be signed and dated when reviews are completed.
9. Meal cards or tickets should be prenumbered, numerically controlled, and adequately safeguarded.

FOOD SERVICE FUND CLEARING BANK ACCOUNT

A Food Service Fund clearing bank account may be established by the governing board for the deposit of cash receipts. Cash receipts should be deposited daily, if practicable, or at least weekly. Monies in the bank account should be remitted to the county treasurer to the credit of the Food Service Fund weekly, or at least monthly. Amounts disbursed from the bank account should agree to the validated treasurer's receipts. No other disbursements should be made from this account.

INVENTORY

Inventory generally consists of commodities donated by the United States Department of Agriculture (USDA), and food and supplies purchased by the district. Purchased food and supplies should be recorded on the supplies inventory listing at cost. Donated commodities should be recorded on the listing at their estimated fair market value at the time of donation. Districts should obtain the estimated fair market value from ADE's Child Nutrition Programs Office.

Districts should follow the policies and procedures described in [§VI-D, Supplies Inventory](#), for maintaining inventory systems, taking a physical inventory, and controlling and pricing Food Service Fund inventory.

FIXED ASSETS

Fixed assets for meal programs may be purchased from the Food Service or the Capital Outlay Funds. Districts should follow the policies and procedures described in [§VI-E, Fixed Assets](#) for maintaining fixed assets systems, taking physical inventories, and controlling and pricing fixed assets.

REVENUES

Food service revenues account for a major portion of the revenues generated at the District level. Therefore, control over these revenues is an extremely important function requiring strict controls and close supervision.

1. Monies will be safeguarded at all times and amounts properly recorded in the accounting records.
2. The function of receiving and disbursing cash and recording transactions will be segregated among employees.
3. Custodians of change funds will be bonded for an amount equal to the fund.
4. Checks will be serially pre-numbered to facilitate full accountability.

5. The bank will be instructed to pay only those clearing account checks made payable to the County Treasurer.
6. Checks received will be immediately endorsed upon receipt.
7. The use of Meal cards or Tickets will be the method used to account for Food Service Fund revenues. Meal cards or tickets should be prenumbered and numerically controlled, and may be issued for students, student workers, adults, and adult workers.
8. Districts participating in child nutrition programs administered by ADE's Child Nutrition Programs Office may issue separate meal cards or tickets for full price, reduced price, and free meals; however, the meal cards or tickets must be identical in appearance.
9. Adults and students may also pay cash in lieu of presenting a meal card or ticket

ISSUANCE OF MEAL CARDS

Meal cards will be issued to all students at no cost, however, fee may be assess for the replacement of meal cards issued to students.

CHARGED MEALS STUDENTS

The Board will approve the prices set for school meals and will establish the procedure for charging meals for students whose eligibility is paid or reduced.

All charges made by a student before and while their application is being processed are the responsibility of the parent/guardian.

Students that qualify for paid meals shall be allowed to charge a total of three (3) meals.

Beginning with the fourth (4th) meal that a student does not have funds to pay for his/her meal, the student shall be offered an alternative meal that meets the minimum nutritional requirements of the National School Lunch/Breakfast Program. The alternative meal will be charged at the student's eligibility rate. Alternative meal must meet Arizona Nutritional Guideline.

After the first (1st) charge, the appropriate Food Service Authority will make every effort to contact the parents/guardians to notify them of the situation.

CHARGED MEALS ADULTS

The FSA will not allow adults to charge food purchases.

EARNED MEALS

The use of earned meals is strongly discouraged. However the FSA will allow adult volunteers serving as lunch room monitors to receive a meal without charge. Earned meals shall be limited to a one adult to one hundred (100) student ratio per site. These adults must be working directly with the meal service and providing direct supervision during the entire meal period. Adult receiving earned meal must sign a log maintained by the food service clerk. The food service clerk must enter into the POS system and attach copy of the log to the daily meal report.

SECOND MEALS

Sponsors must ensure that lunches and breakfast are planned and produced on the basis of participation trends with the objective of providing one reimbursable lunch and/or breakfast per child per day. Production and participation records must be maintained to demonstrate positive action toward providing one reimbursable lunch and/or breakfast per child per day. Any excess lunches and/or breakfasts that are produced may be served but shall not be claimed for reimbursement. Any second meal served to students shall be charged at full value regardless of eligibility.

A LA CARTE

Milk & Juice are sold A La Carte to students whom do not purchase a reimbursable meal in all schools. Other food items may be sold A La Carte at the middle and high schools. All items sold A La Carte must meet the Arizona Nutrition Guideline for school, for their respective grade level. A La Carte proceeds are deposited in the district's Food Service Fund.

WITHHOLDING OF STUDENT RECORDS/UNPAID DEBT

The District reserves the right to withhold all student records for students 17 or older who have outstanding debt to the Food Service Authority. However, the District must allow parents of any students to review the records as required by FERPA. Copies of such records do not need to be provided.

NSF CHECKS

Any fees generated for non-sufficient checks returned to the district will be charged to the individual student account. The school food service clerk will be responsible for collecting any outstanding balance due to the individual student account.

REFUNDS

The unused portion of prepaid meals may be refunded but limited to 1) change of eligibility status, 2) student withdrawing from district, 3) special circumstances with parent request. Cashiers should be encouraged to reduce the number of refunds required by accepting prepayments only for amounts that can reasonably be used through the end of the school year. Refunds may only be made from the FSA revolving bank account. Under no circumstances will refunds be issued from daily cash receipts. Checks will be issued to parent or legal guardian unless student is emancipated.

ELIGIBILITY ADJUSTMENT

In any case that a student is determined under wrong qualification, proper account adjustments will be made by the food service specialist.

ON SITE REVIEWS

- All on site reviews will be conducted by FSA utilizing the approved form before Feb. 1st of current fiscal year.
- The FSA may conduct additional reviews as deemed appropriate in order to ensure compliance with regulations.
- A summary of findings will be submitted to School Site Administrators and FSMC by April 1st

NUTRITION AND WELLNESS

Please Refer to District Policy JL and Regulations JL-RA

FOOD SERVICE ADVISORY COMMITTEE

Food Service Advisory Committee Meetings will be conducted every month by the Food Service Director. Strong participation is encouraged by all sites. Site representatives should be; Student Representative, Parent Representative, Site Representative (preferable Food Service Lunch Clerk). Topics discussed are monthly menus, food service quality satisfaction, wellness program and any other concerns.

COMPETITIVE FOOD SALES / VENDING MACHINES

Vending machines may be located on school campuses. However, the operation of vending machines shall in compliance with District Policy and not compete with the school lunch program.

FOOD SERVICE SANITATION PROGRAM

School food service programs must meet all sanitary regulations recommended by the State Department of Health for food-handling establishments and the respective county or federal inspection agency.

Cleanliness and sanitation should be an integral part of food production, and shall receive the proper emphasis to ensure that standards are high.