

Book
Policy Manual

Section
800 Operations

Title
Food Services

Number
808

Status
Active

Adopted
January 8, 2008

Last Revised
June 21, 2016

Purpose

The district's food service programs shall be directed at meeting the nutritional needs of the students, including students with exceptional dietary requirements.

Authority

The Board shall provide food service for breakfast and for lunch in all district schools.[\[1\]\[2\]\[3\]\[4\]\[5\]\[10\]\[11\]](#)

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.[\[1\]](#)

Food sold by the school cafeterias may be purchased by students and district employees but only for consumption on school premises or on school-related field trips or events.[\[1\]\[12\]](#)

Delegation of Responsibility

Operation and supervision of the food services program shall be the responsibility of the Food Services Supervisor.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent and the auditor. The accounts of the cafeteria shall be subject to examination by district auditors in the same manner as other accounts of the district.[\[1\]\[3\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs made available by the department.[\[6\]\[7\]\[13\]\[14\]](#)

Guidelines

Surplus accounts shall be used only for the improvement and maintenance of the food service program.[\[1\]](#)

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the food service account, a special bank account, 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 service account 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.[\[1\]](#)

The district shall participate in the Federal School Breakfast Program and Federal School Lunch Program.[\[4\]\[5\]\[8\]\[9\]](#)

Provisions shall be made for free and reduced rate meals, as prescribed by federal and state law.[\[2\]\[3\]](#)

School Lunch Period

All students shall be required to purchase lunches in the school cafeteria or to bring their lunches when they come to school.

Exceptions shall be granted only upon written request of parent/guardian and with approval of the Superintendent, building principal and food service manager.

Charge Meal & Delinquent Account Policy

Parent(s)/Guardian(s) and students will be advised in writing of the guidelines regarding payment for meals of the student and responsibility to maintain a positive balance in his/her cash/credit account. This notice will be provided at the time applications are distributed to households or upon approval of free or reduced price benefits.

A list will be maintained of all students who receive a meal on credit during the current school year and the number of occurrences for each student. Prior to denying a meal to any student, the list will be reviewed to determine if the student has at least three (3) special meal arrangements within the school year.

After five (5) charged meals, a written warning will be given to the student and the parent(s)/guardian(s). The written warning will include an explanation that after the student has received ten (10) charged meals, payment in cash will be required. Each subsequent time the student fails to have cash, s/he will be expected to either bring a lunch, or receive an approved meal alternative.

Meals will always be provided to students unable to take full responsibility for meal tickets (i.e. pre-primary, young primary, special education students).

Student Meals/Cash Charges

The district will provide for the nutritional needs of students while operating an efficient and economical food service program. In order to establish a uniform practice concerning students cash charges for meals, the following practices will be followed:

1. A notice of the guidelines for cash meal charges will be sent to the parent(s)/guardian(s).
2. A maximum of ten (10) cash meal charges will be permitted to prior to providing students with meal alternatives or denying lunches.
3. A written and/or verbal notice will be given to the student and parent(s)/guardian(s) prior to refusal to provide additional charged cash meals.
4. Upon written/verbal notice and a total of ten (10) charged meals, the student may not charge additional regular lunches. Students in grades 6 – 12 will be provided with an alternative meal from the regular served meal. This practice is to remain in effect until the student's account is paid in full. The student's lunch account will be charged with the cost of providing the alternative meal. Meals will always be provided to students in K-5 and disabled students incapable of taking responsibility.
5. The district reserves the right to institute additional regulations in cases involving continual, flagrant, misuse of cash charged.
6. The district will provide meals to those students identified by law or regulation who do not fall under this policy (i.e. pre-primary, special education students, etc.).
7. After twenty (20) calendar days of a \$50.00 or more negative balance, a letter will be sent to parents and the student will no longer be permitted to participate in extra-curricular activities or march in graduation until the balance is paid in full. In addition, the negative balance will be sent to a collection agency as elected by the district.
8. No a la cart items can be purchased district wide:
 - a. When there is a negative balance in the account.
 - b. If there are insufficient funds to cover the items being purchased.

Cash Meal Charges –

The district provides an advance payment service that establishes an account for each student from which meals may be debited. Failure to maintain a positive balance in such account can lead to loss of debit privileges.

Meal Alternatives –

Students who are unable to pay for a meal will be provided an alternative meal that may consist of a peanut butter sandwich (an alternative sandwich will be provided for any student with allergies), apple and milk or the equivalent.

Legal

1. 24 P.S. 504

2. 24 P.S. 1335
3. 24 P.S. 1337
4. 42 U.S.C. 1751 et seq
5. 42 U.S.C. 1773
6. 7 CFR 210.13
7. 42 U.S.C. 1758(h)
8. 7 CFR Part 210
9. 7 CFR Part 220
10. 7 CFR 210.10
11. 7 CFR 220.8
12. 42 U.S.C. 1760
13. 3 Pa. C.S.A. 5713
14. 7 CFR 210.30
7 CFR Part 215
7 CFR Part 245
Pol. 000
Pol. 103
Pol. 246
2 CFR Part 200
24 P.S. 807.1
7 CFR Part 15
FNS Instruction 113-1 (USDA)
P.L. 111-296
Pol. 113
Pol. 209.2
Pol. 610