

Business and Non-Instructional Operations

Nutrition Services Operations/Cafeteria Fund

1. Payment for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student for the purchase of school meals.

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the District's meal payment policies and encouraged to prepay for meals whenever possible. This information is published in the District's "Information for Parents/Guardians and Students" booklet.

Once a week, after a student's school meal account has reached a negative balance, they will receive a phone call from the Nutrition Services Office. When they reach negative \$20.00, a letter will be mailed to their home with payment instructions, and information on how to apply for the free and reduced priced meal application.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application free or reduced-price meals or need referral to social services.

At the end of the school year in which the debt was incurred, and after reasonable steps have been taken to collect the debt, the unrecovered/delinquent debt becomes "Bad Debt" and, as per 2 CFR 225, Appendix B, Item 5, it cannot be a charge to the Cafeteria Fund. The Cafeteria Fund will be made whole through the use of a non-federal funding source.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

Business and Non-Instructional Operations

Nutrition Services Operations/Cafeteria Fund

Any payments made to a student's food service account shall, if not used within the school year, be carried into the next school year or be refunded to the student's parents/guardians.

The district shall not direct any action toward a student to collect unpaid school meal fees; for example report cards, diplomas, participation in school events or activities may not be withheld nor used as an incentive for households to pay the unpaid meal charges. Students will not be denied meals for any reason, and will be served reimbursable meals, not an alternate meal, regardless of their meal debt. Students will not be overtly identified as receiving free or reduced-price meal benefits or as having delinquent debt. (Education Code 49557.5)

2. Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

3. Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school mealtime. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health & Safety Code 114079)

Food that may be donated includes prepackaged, non-potentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health & Safety Code 114079)

Business and Non-Instructional Operations

Nutrition Services Operations/Cafeteria Fund

4. Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund.

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias.

Any charges to, or transfers from, a nutrition services program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis.

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less.

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures.

5. Buy American Provision

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

Federal regulations require that to the maximum extent possible, only domestic products be purchased consistent with the "Buy American" provisions of Public Law [PL 100-237] when purchasing commodities for the school lunch program. Therefore, the Glendale Unified School District Nutrition Services department will ensure, to the maximum extent possible, that we purchase domestically produced and purchased foods.

Business and Non-Instructional Operations

Nutrition Services Operations/Cafeteria Fund

This policy will allow for an exception only in the case when an acceptable product is not available domestically, in which case other countries of origin may be considered or purchased

6. U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health procedures for responding to food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfast or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit nutrition service account. (7CR 250.59)

Legal Reference: Education Code Section: 38090-38092; 38100-38103; 45103.5; 49550; 49554
Code of Federal Regulations Title 7, 250.14; 250.59-60 United States Code, Title 42, 1758; 1773

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