

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 808

Section OPERATIONS

Title FOOD SERVICES

Adopted AUGUST 21, 1989

Last Revised MARCH 21, 2023

POLICY NO. 808 FOOD SERVICES	
Section 1	<p><u>Purpose</u></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>
Section 2	<p><u>Authority</u></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>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, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.</p> <p>Food sold by the school may be purchased by students and district employees, but only for consumption on school premises or on school-sponsored field trips. The price charged to students shall be established annually by the District in compliance with state and federal laws.</p>

2 CFR Part 200
 SC 504, 807.1,
 1335, 1337
 42 U.S.C. 1751 et
 seq., 1773
 7 CFR Part 210,
 215, 220

FNS Instruction
 113-1 (USDA)
 7 CFR 210.23

SC 504
 42 U.S.C. 1760

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Section 3	<p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program 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>42 U.S.C. 1760 7 CFR 210.14</p>
	<p><u>Delegation of Responsibility</u></p>	
	<p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services. The Director of Food Services is responsible for maintaining and monitoring charge records and notifying the persons in parental relation of outstanding balances by means of phone calls and messages, written documentation, or any other reasonable means of communication.</p>	
	<p>The Assistant to the Superintendent for Operations shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>	<p>SC 504</p>
	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Assistant to the Superintendent for Operations monthly and the auditor.</p>	<p>SC 504, 1337</p>
	<p>The Director of Food Services 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>SC 504, 1335, 1337 42 U.S.C. 1751 et seq., 1773 7 CFR Part 210, 215, 220</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 inspection services and training programs.</p>	<p>3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.31</p>
	<p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p>	

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Section 4	<p>The Superintendent or designee shall annually notify students, persons in parental relation, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p>	FNS Instruction 113-1 (USDA)
	<p><u>Guidelines</u></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 nutritional standards specified in laws 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 USDA Foods for school menus available under the Child Nutrition USDA Foods Programs. 	Pol. 246
	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the Food Service Account, a separate 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 to any other account or fund; however, district advances to the food services program may be returned to the District’s general fund from any surplus resulting from its operation.</p>	SC 504
	<p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</p>	SC 504

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Free/Reduced-Price School Meals and Free Milk

The District shall provide free and reduced-price school 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.

42 U.S.C. 1758
7 CFR Part 245

The District shall conduct direct certification 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:

42 U.S.C. 1758
7 CFR Part 245

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The District may also conduct direct certification on a weekly or monthly basis.

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.

School Meal Service and Accounts

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 persons in parental relation when the student's school meal account reaches a low balance.
3. Notify persons in parental relation when the student's

7 CFR 15b.40
Pol. 103.1, 113,
209.1

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<p>school meal account reaches a negative balance. The notice shall include information on payment options.</p> <p>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 their school meal account, except when the student's person in parental relation has specifically provided written notice to the District to withhold a school food program meal or to withhold select categories of food items.</p>	<p>SC 1137</p>
<p>Students will not be denied a meal of their choosing of their account is in the negative. Meals will always be provided. However, a la carte items and components that may have additional cost may be denied if the student owes greater than \$10. The District shall offer assistance to persons in parental relation with applying for free/reduced-price school meal benefits.</p>	<p>SC 1337 42 U.S.C. 1758 7 CFR Part 245</p>
<p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's person in parental relation.</p>	<p>SC 1337</p>
<p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.</p>	<p>SC 1337</p>
<p>The District shall be permitted to contact the student's person in parental relation by means of a letter addressed to the person in parental relation that is delivered by the student.</p>	<p>SC 1337</p>
<p>District schools shall be prohibited from:</p> <p>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. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.</p>	<p>SC 1337</p>

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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 or school staff 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 persons in parental relation with information about 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 person in parental relation is notified of a negative school meal account balance.

Information about this policy and any applicable procedures or administrative regulations for persons in parental relation, student and staff will be available via the District website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year and will travel with the student throughout their enrollment in the District.

Reasonable efforts shall be made by the District to collect unpaid meal charges from persons in parental relation. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the persons in parental relation responsible for providing funds for meal purchases.

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<p>Negligent debt will be sent to the local Magistrate for collection, and person in parental relation are responsible for all court costs and fees assigned by the magistrate for the collection of monies due to the cafeteria.</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>Professional Standards for Food Service Personnel</u></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 Food Safety Inspections</u></p> <p>The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p> <p>The District shall post 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>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>The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</p>	<p>Pol. 610, 626, 828</p> <p>42 U.S.C. 1751 et seq., 1773 7 CFR 210.31, 210.15</p> <p>42 U.S.C. 1758(h) 7 CFR 210.13, 220.7</p> <p>7 CFR Part 210, 220 42 U.S.C. 1758(h)</p> <p>7 CFR 210.9, 210.13, 220.7</p>

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References:

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

Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards – 2 CFR Part 200

U.S. Code Chapter 13 School Lunch Programs – 42 U.S.C. 1751 et seq., 1758, 1759a, 1760, 1773

National School Lunch Program – 7 CFR Part 210, 210.9, 210.13, 210.14, 210.15, 210.23, 210.30

Special Milk Program for Children – 7 CFR Part 215

School Breakfast Program – 7 CFR Part 220, 220.7

Eligibility for Free and Reduced Price Meals and Free Milk in Schools – 7 CFR Part 245

Nondiscrimination, Food Services – 7 CFR 15b.40

Civil Rights Compliance and Enforcement – Nutrition Programs and Activities – FNS Instruction 113-1 (USDA)

Title 3 School Cafeterias and Organized Camps – 3 Pa. C.S.A. 5713

Board Policy – 103.1, 113, 209.1, 246, 610, 626, 828