Upper Perkiomen School District

SECTION: OPERATIONS

TITLE: FOOD SERVICE

ADOPTED: 04/13/00
REVIEWED: 02/26/18
REVISED: 04/12/18

	808 FOOD SERVICE
1. Purpose	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.
2. Authority SC. 504, 1335, 1337 42 U.S.C. Sec.1751 et seq, 1773 7 CFR Sec. 210.10, 220.8	The Board shall provide food service for school breakfasts and school lunches that meet the standards required by state and federal school breakfast and lunch programs.
SC 504 (e)	A statement of receipts and expenditures for the cafeteria funds shall be presented monthly to the Board for its review.
SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Director of Food Services. Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator or designee, and a yearly review made by the auditor.
3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758 (h) 7 CFR Sec. 210.13	The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.
4. Guidelines SC 504	Surplus accounts shall be used only for the improvement and maintenance of the food service program. All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other Upper Perkomen School District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Cafeteria Fund to any other account or fund, except that district advances to the food service program may be returned to the Upper Perkiomen School District's general fund from any surplus resulting from its operation.

	The Upper Perkiomen School District shall participate in the School Breakfast Program and National School Lunch Program.
SC 1335, 1337	Provisions shall be made for free and reduced rate meals, as prescribed by federal and State law. The district shall conduct direct certification according to the USDA school nutrition program guidelines 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.
7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1	<u>Accommodating Students With Special Dietary Needs</u> 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.
42 U.S.C Sec. 1758(h) 7 CFR Sec. 210.13, 220.7	<u>School Food Safety Inspections</u> The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations. The district shall post the most recent inspection report and release a copy of the report to members of the public upon request.
42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220	<u>School Food Safety Program</u> 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.
7 CFR Sec. 210.9, 210.13, 220.7	The district 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.
	<u>Breakfast and Lunch</u> All students shall receive a school program meal regardless of the amount of money the student owes unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal. The meal must meet the Federal guidelines as stated by the USDA National School Nutrition Lunch/School Breakfast Program. Students must be offered: 1 Fruit, 1 Vegetable, 1 Grain, 1 Meat/Meat Alternative and 1 Milk. They must take 3 out of the 5 items, one being a fruit or vegetable. Students are not permitted to charge A La Carte items. <u>School Meal Accounts</u> Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias. When a student reaches a low balance a reminder will be emailed to the parents/guardian. A standard letter will be sent via email or can be printed out to be sent home in a sealed envelope with the student. The letter will be updated and emailed weekly.

Charged Meals

Parent(s)/Guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. When a student comes through the serving line without the appropriate form of exchange, the Upper Perkiomen School District will utilize the following procedures and guidelines:

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

District schools shall be prohibited from:

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.

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 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.

Breakfast and Lunch Balance Collections

Parents/Guardians will be informed of the district’s policy regarding meal charges and collection procedures in the student handbook on an annual basis.

A written notice will be sent to parents/guardians indicating that charges are accruing and advising the parents/guardians of the district’s collection policy. Parents/Guardians will be notified in writing of the charges on their student’s account and their responsibility for payment on a weekly basis. Parents/Guardians will be contacted by telephone regarding such matters if there has been no response to the written communication.

Collection Procedures

Student account balances will be reviewed semi-annually. Any account that has reached $50.00 by January 30, and June 30 will be turned over to a third-party collection agency and any fees incurred will be charged to the parents or guardians.

The district will attempt to collect payment for checks returned due to insufficient funds. Parents/Guardians will be responsible for all cost and fees associated with the returned check. Following the receipt of two (2) returned checks, the parent/guardian/student will be required to pay cash and/or a U.S. Postal Service money order or certified check for all school meals.

References:

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

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773, 1758

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 215, Part 220, Part 245

Board Policy 103, 103.1, 113, 209.1, 246