



POLICY 6.185

5-B I recommend the Board approve development of the proposed **revised** Policy 6.185, entitled “School Food Service Management.”

[Contact: Mike Burke, PX 48584 and Steve Bonino, PX 52000.]

Development

CONSENT ITEM

- This proposed revised policy is amended to comply with state law requiring the Board to adopt policies providing a food service program for District students.
- The proposed policy:
 - Authorizes the District to participate in the National School Lunch, School Breakfast, Summer Food Service, and After-School-Snack Programs, and to receive USDA commodities. See Sec. 3A and B.
 - Requires the food service program to be operated on a nonprofit basis. See Sec.3C.
 - Requires universal free breakfast to be provided in schools where 80 percent or more of the students are eligible for free or reduced-priced meals. Otherwise, free breakfast is provided at the discretion of the SFS Director. See Sec. 3D.
 - Authorizes the use of a prepay debit system for student and employee meals. See Sec.4A.
 - Requires the price of meals to be approved by the Board. See Sec. 4B.
 - Establishes guidelines to govern unpaid meals/overdrawn accounts for elementary, middle, and high school students, and replacement meals. See Sec.4C.
 - Delegates authority to superintendent/designee to establish guidelines for the collection of food services charges which may include the use of agreements or a collection agency. See Sec.4C.
 - Addresses the sale of competitive foods.
 - Defines competitive foods.
 - Prohibits competitive foods to be sold in elementary schools.
 - Permits only School Food Services to sell competitive foods and beverages in middle and high schools, unless it is during the hour before the beginning of breakfast or one hour after the last lunch period. See Sec.4D.
 - Requires the food service program to be in compliance with applicable sanitation and health regulations. See Sec.4F.
 - Outlines the responsibilities for School Food Service central staff, the school principal and school staff, and School Food Service Managers. See Sec.5.

- Establishes the guidelines for the use of food service facilities and staff at times other than for the provision of student food services. See Sec.6.

POLICY 6.185

SCHOOL FOOD SERVICE MANAGEMENT POLICY

1. Purpose ~~In General.~~

Pursuant to Fla. Stat. §570.981, the Board is to adopt policies to provide for an appropriate food and nutrition program for District students that remains consistent with federal and state laws and regulations, and ensures District students are provided with well-balanced, nourishing meals.

~~The School Board recognizes that nutritious meals are essential to a child's growth and development and influences academic achievement. To this end, the School Board believes that every school age child should have adequate nutrition; and therefore, the school district is authorized to participate in the National School Lunch, School Breakfast, Summer Food Service, and After School Snack Programs; to provide supplemental foods; and, to receive commodities donated by the United States Department of Agriculture (USDA).~~

~~The School Food Service Program (the "Program") shall be an integral part of the District's educational program, offering nutritional and educational opportunities for students. The Program shall operate in accordance with the requirements set forth in federal and state laws and regulations, and local laws and policies as adopted by the School Board.~~

2. Scope ~~Meal Service.~~

This policy applies to the District's school food service operations.

~~All schools shall participate in the National School Lunch and School Breakfast Programs and shall serve student meals according to meal patterns as required by the United States Department of Agriculture and State Board of Education.~~

3. Policy Statement ~~Meal Prices.~~

a. The Board recognizes that nutritious meals are essential to a child's growth and development and influences academic achievement. Thus, the District is hereby authorized to participate in the National School Lunch, School Breakfast, Summer Food Service, and After-School-Snack Programs, and to receive commodities donated by the United States Department of Agriculture.

b. It is the policy of the Board to provide free or reduced-price meals to eligible students as provided by federal and state laws. All District schools shall participate in the National School Lunch and School Breakfast Programs and shall serve student meals according to meal patterns as required by the United

34 States Department of Agriculture (USDA) and Florida Department of
35 Agriculture and Consumer Services(FDACS).

- 36 c. The School Food Service program shall be operated on a nonprofit basis, in
37 accordance with the Board's contractual agreement with FDACS and in
38 compliance with applicable federal and state laws and regulations.

39 ~~It is the policy of the School Board to provide free or reduced price meals to eligible~~
40 ~~students as provided by federal and state laws. The Program shall be operated on~~
41 ~~a nonprofit basis and shall be primarily for the benefit of students. Meal prices shall~~
42 ~~be approved by the School Board as provided for in School Board Policy 6.03~~
43 ~~(Cost of Meals).~~

44 **4. School Food Service Guidelines ~~Sale of Competitive Foods and~~**
45 **~~Beverages.~~**

46 a. Meal Accounts

47 The District offers parents/guardians the opportunity to participate in a
48 “prepay” debit system for their child’s meal and a la carte purchases at all
49 schools. The debit system used in District cafeterias provides each student
50 with his/her own account. Parents may make prepayments, in any amount, to
51 the student’s account. Prepayments may be made by cash, check or online.
52 On-line prepayments to student accounts may be made at:
53 <http://www.palmbeachschools.org/sfs/>.

54 District employees also may participate in the “prepay” debit system for their
55 meals and a la carte purchases.

56 b. Meal Prices

57 The School Food Service Department will annually review the paid lunch
58 revenue to assure compliance with the USDA paid lunch equity requirement,
59 in accordance with the Healthy, Hunger-Free Kids Act of 2010. The price of
60 meals shall be approved by the Board upon recommendations of the
61 superintendent. Prices of individually priced food and beverage items shall be
62 determined by the School Food Service director.

63 c. Unpaid Meals or Overdrawn Meal Accounts

- 64 i. Unpaid Meals. The District shall follow the guidelines below for unpaid
65 meals for the designated school/grade level group. For adults, no
66 purchases will be allowed without the proper payment.
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68
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- 70 (a) Elementary Schools
- 71 (i) Elementary school students are allowed to overdraw their
- 72 cafeteria account by a maximum of three paid lunch meal
- 73 equivalents.
- 74 (ii) Anytime a student does not have enough money to purchase a
- 75 meal, the student will receive the reimbursable meal of his/her
- 76 choice until such time that the student attempts to make a
- 77 purchase that would result in an account balance that would
- 78 exceed the three paid lunch meal equivalents. The
- 79 parent/guardian will be notified verbally or in writing of the
- 80 negative account balance.
- 81 (iii) For any meal purchase where the account would result in a
- 82 charge of more than three paid lunch meal equivalents, the
- 83 student will receive a cheese sandwich on whole wheat bread
- 84 and a choice of a low fat milk or a 100% fruit juice (documented
- 85 food allergies will be accommodated). An Overdrawn Account
- 86 Letter will be sent home with the student at such time.
- 87 (iv) No student will be allowed to charge a la carte.
- 88 (b) Middle Schools
- 89 (i) Middle school students are allowed to overdraw their cafeteria
- 90 account by a maximum total of one paid lunch meal equivalent.
- 91 (ii) The student will receive the reimbursable meal of his/her choice
- 92 until such time that the account balance would exceed the one
- 93 paid lunch meal equivalent. The parent/guardian will be notified
- 94 verbally or in writing of the negative account balance.
- 95 (iii) No student will be allowed to charge a la carte.
- 96 (c) High Schools
- 97 (i) No purchases will be allowed without proper payment.
- 98 (d) Elementary, Middle, and High Schools
- 99 (i) In repeated instances of any student not having funds to cover
- 100 his or her meals, the parents or guardian shall be provided with
- 101 information on the application process for free or reduced-priced
- 102 meals.
- 103 (ii) An unpaid food service debt will follow a student from pre-K
- 104 through high school.
- 105 (iii) If desired, a principal's account may be set up to cover the cost
- 106 of any unpaid meals. The cost of meals must be paid in
- 107 advance. The bookkeeper, subject to the principal's approval,
- 108 may provide a check to be applied to the principal's account.

- 109 ii. Replacement Meals. The replacement meal as provided in this section
110 is provided at no cost to the student. The Board recognizes that such
111 replacement meal cost is non-reimbursable to the District.
112 iii. Delegation of Authority Regarding Unpaid Balances. The
113 superintendent or designee shall establish guidelines for the collection of
114 all food service related charges due to the District, including but not
115 limited to, the establishment of a mutually agreed upon payment plan until
116 an account is paid in full, the use of a collection agency, and write-off of
117 uncollectible debt.

118 d.4. Sale of Competitive Foods and Beverages

119 The sale of foods and beverages on school ~~on school~~ grounds shall be limited
120 to those provided by the Department of School Food Services, except as
121 provided below.

- 122 i. ~~a.~~ Competitive foods and beverages may be available, in middle and high
123 schools of the ~~School~~ District, up to one hour before the beginning of
124 breakfast and one hour after the last lunch period.
- 125 ii. ~~b.~~ Competitive foods and beverages shall not be sold during the school
126 day at any elementary school in the ~~School~~ District.

127 "Competitive foods and beverages" shall mean any food or beverage item sold
128 to students that compete with the District's operation of the National School
129 Lunch and School Breakfast Programs. Items include those sold in vending
130 machines or those sold by students, parents, school administrative staff, or
131 any other person, company, or organization.

132 e. ~~5.~~ Assurance of Non-Discrimination Practices

133 The names of students and their meal status shall not be published, posted, or
134 announced except as required by law. Thus, there shall be no overt
135 identification of any student by the use of special tokens, tickets, lists, or by
136 any other means. Further assurance is to be given that a student, eligible for
137 free or reduced-price meals, shall not be required to:

- 138 i. work for their meal;
- 139 ii. use a ~~separate separate~~ room, go through a ~~separate separate~~ line,
140 enter through a ~~separate separate~~ entrance, eat at a different time, or eat
141 a different meal from the meal sold to other children as a result of his or
142 her status;
- 143 iii. forego school breakfast or lunch as a disciplinary action; or
- 144 iv. pay the full price of such meal, if determined to be eligible for a free or
145 reduced-price meal.

146 Students facing disciplinary action must be allowed to receive foods in the
 147 same manner as the regular school population in order to afford them the
 148 opportunity to select their meal choices and to ensure that USDA
 149 accountability guidelines are met. This will be accomplished by having all
 150 students come through the serving line to receive their meals.

151 f. ~~6.~~ *Compliance with Sanitation and Health Regulations*

152 The School Food Service program ~~Program~~ shall meet the standards for food
 153 service and sanitation and safety as required by the Florida ~~Board~~ Department
 154 of Health and FDACS ~~Florida Department of Education~~.

155 g. ~~7.~~ *USDA Donated Commodities*

156 The USDA ~~U.S. Department of Agriculture~~ donated commodities shall be
 157 received and used in accordance with current USDA and applicable FDACS
 158 ~~State Board of Education~~ agreements or rules. Such commodities shall not be
 159 sold, exchanged for any purpose, or used in any manner which violates
 160 federal regulations.

161 **5. 8. Responsibilities for School Food Services**

162 a. *Responsibilities of School Food Service Director and Central Administrative*
 163 *Staff*

164 The ~~responsibilities~~ responsibilities of the School Food Services director and
 165 central administrative staff shall include, but not be limited to, ~~the following:~~

- 166 i. ensuring ~~To ensure~~ the program is operated in accordance with federal
 167 laws and regulations, rules of the FDACS ~~State Board of Education~~, and
 168 School Board Policies;
- 169 ii. developing ~~To develop~~ the food service annual District ~~district~~ budget;
- 170 iii. developing and implementing ~~To develop and implement~~ food service
 171 procedures and an accountability system, including developing and
 172 distributing all necessary forms needed for the program;
- 173 iv. implementing ~~To implement~~ an ongoing system of in-service training for
 174 all food service employees of the school system;
- 175 v. administering ~~To administer~~ the Manager Intern Training Program to
 176 qualify candidates to be eligible for hire as School Food Service
 177 Managers at individual schools;
- 178 vi. administering ~~To administer~~ the USDA Free and Reduced-Price Meal
 179 Program and approving ~~approve~~ those students who are entitled to free
 180 or reduced price meals;
- 181 vii. identifying ~~To identify~~ food service equipment and facilities ~~in the~~
 182 school's Program ~~for maintenance, and repair, and replacement;~~ and

183 ~~recommending such needs to the Chief Operating Officer and replacing to~~
184 ~~replace~~ equipment that has reached the end of its productive use;

185 viii. ~~periodically~~ To periodically inspecting all food preparation and serving
186 areas to ensure that all health and sanitation standards are being met;

187 ix. ~~partnering with~~ assist the principal ~~on the upon request with~~ selection of
188 food service personnel at individual school sites; and ~~To assist the~~
189 ~~principal upon request with selection of food service personnel at~~
190 ~~individual school sites for recommendation to the Superintendent for~~
191 ~~employment~~; and

192 x. administering ~~To administer~~ the USDA Donated Commodity Food
193 Program, including acquisition, warehousing, storage, allocation, and
194 distribution to schools.

195 b. *Responsibilities of School Principal and School Staff*

196 The responsibilities of the principal and local school staff shall include, but not
197 be limited to, the following:

198 i. complying ~~To comply~~ ~~ensure the Program in the school is operated in~~
199 ~~accordance~~ with all applicable federal and state laws, regulations and
200 School Board policies;

201 ii. scheduling ~~To schedule~~ students to effect the greatest participation in
202 the school's food service program ~~Program~~;

203 iii. complying with ~~To ensure that the exclusion of a meal not be used~~
204 ~~contrary to~~ the non-discrimination provisions herein; and

205 iv. ensuring ~~To ensure that~~ all students new to the district receive a Free and
206 Reduced Price Meal Application or the location of the online application.

207 c. *Responsibilities of School Food Service Manager*

208 The food service manager ~~located~~ at each school shall work under the
209 administrative direction of the Director of School Food Service and the support
210 of the principal and ~~shall be subject to technical supervision and oversight by~~
211 ~~the School Food Service Director~~ in accordance with School Board Policy,
212 federal requirements, and other applicable state laws. ~~The food service~~
213 ~~manager in each school shall be responsible for collecting and accounting for~~
214 ~~all student and adult receipts, and shall maintain the required cash control~~
215 ~~procedures.~~

216
217 **6. 9. Food Prepared Outside of the Program**

218 If the kitchen or serving area of a school cafeteria will be used by parties other
219 than the staff of the Department of School Food ~~Food~~ Service and involves the
220 preparation of food or service, ~~the provisions of School Board Policy 6.27 (Food~~
221 ~~Prepared Outside the Regular School Food Service Program)~~ shall be applicable.
222 the following provisions shall be followed:

- 223 a. No such foods shall leave the premises of the school center at which they are
224 prepared.
225 b. No extra foods shall be prepared for activities other than official school
226 functions.
227 c. When extra foods are prepared or served for a special event, the cafeteria
228 manager or a food service employee must be on duty, and must agree to
229 perform any overtime activity.
230 d. Both the food and labor costs for such events must be fully reimbursed to the
231 School Food Service Department by the sponsoring group.
232 e. The sponsoring group must be in compliance with the provisions of Policy 7.18
233 and its provisions applicable to preparing, selling, serving, or catering of
234 foods.

235 **7. ~~40.~~ School Food Services Purchases and Expenditures**

236 School Food Service purchases and expenditures shall be made in compliance
237 with FDACS Rule 59-1.003(2)(i), F.A.C., State Board of Education Rules
238 governing educational facilities, and the National School Lunch Act Regulations, 7
239 C.F.R. Parts 210-250. Purchases for the Program shall be governed by School
240 Board Policy 6.17 (Purchasing for School Food Service) and shall be made in
241 conformance with any federal and/or state laws and regulations. School Food
242 Service is exempt from the requisitioning process, encumbering, and the use of
243 purchase orders for food and non-food supplies.

244 **8. ~~41.~~ Food Services Procedures**

245 The School Food Service Director or designees shall develop School Food
246 Services procedures ~~manuals~~ containing administrative procedural guidance for
247 the operation of the food service program ~~Program, including appeal procedures~~
248 ~~for the denial of any applications for free and reduced price meals.~~ School Food
249 Service employees, principals, and any other staff members designated by the
250 ~~principal~~ shall be expected to become familiar with and abide by all applicable
251 provisions of the procedures manuals.

254 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1),(2); 1001.42(16),(26); 570.981(3)

255 LAWS IMPLEMENTED: Fla. Stat. §§ 570.981; 570.982; 42 USC § 1751 *et seq.* (Richard B.
256 Russell National School Lunch Act); 42 USC § 1771 *et seq.* (Child
257 Nutrition Act of 1966); Healthy, Hunger Free Kids Act of 2010 (Public
258 Law 11-296); 7CFR Parts 210, 215,220, 225-227, 235, 240, 245, 250
259 and 252

261 FL. DEPARTMENT OF AGRICULTURE
262 AND CONSUMER SERVICES RULES: 5P-1.001; 5P-1.002; 5P-1.003, F. A.C.

264 HISTORY: 8/27/08; __/__/2013
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Legal Signoff:

The Legal Department has reviewed proposed Policy 6.185 and finds it legally sufficient for development by the Board.

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Attorney

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Date