

Policy 6.185 School Food Service Management Policy

1. Purpose

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

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.

2. Scope

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

3. Policy Statement

The Board recognizes that nutritious meals are essential to a child's growth, development, and educational performance. Thus, the District is hereby authorized to participate in the National School Lunch Program, School Breakfast Program, Summer Food Service Program, At-Risk Afterschool Meals Program, and Afterschool Snack Program, and to receive commodities donated by the United States Department of Agriculture (USDA).

It is the policy of the Board to provide free or reduced-priced meals to eligible students as provided by federal and state laws.

- a. 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 States Department of Agriculture (USDA) and Florida Department of Agriculture and Consumer Services (FDACS).
- b. Charter Schools who elect to utilize the District's School Food Service (SFS) Department for meal service must sign a Charter Agreement with the Board, participate in the National School Lunch and School Breakfast programs and serve student meals according to meal patterns as required by the USDA and FDACS.
- c. Per §570.981, Florida Statutes, breakfast meals shall be available to all elementary school students. Per state regulations, all District schools, and Charter schools who receive services from the District SFS department shall provide breakfast meals at no cost to students attending schools where the Free and Reduced percentage is 80% or

greater. When funding allows, as determined by the School Food Service Director, breakfast will be provided at no cost to students at schools where Free and Reduced percentage is less than 80%.

- d. The School Food Service program shall operate on a nonprofit basis in accordance with the Board's contractual agreement with FDACS and/or Florida Department of Health and in compliance with applicable federal and state laws and regulations.

4. School Food Service Guidelines

a. Meal Accounts

- i. The District offers Parents/Guardians the opportunity to participate in a "prepay" debit system for their child's meals and a la carte purchases at all District schools. This system offers account history and the opportunity for Parents/Guardians to make prepayments to the student's account in any amount. Prepayments may be made by cash, check or online using a credit card.
- ii. District employees also may participate in the "prepay" debit system for their meals and a la carte purchases.

b. Meal Prices

- i. The School Food Service Department will annually review the paid lunch revenue to assure compliance with the USDA paid lunch equity requirement in accordance with the Healthy, Hunger-Free Kids Act of 2010. Any change in the price of meals shall be approved by the Board upon recommendation of the Superintendent. Prices of individually priced food and beverage items shall be determined by the School Food Service Director.

c. Unpaid Meals or Overdrawn Meal Accounts

The District shall follow the guidelines below for unpaid meals for the designated school/grade level group. For non-students, no purchases will be allowed without the proper payment.

i. Elementary Schools

- A. Anytime a student does not have sufficient funds to purchase a meal, the student will receive a reimbursable meal of his/her choice until such time that the student attempts to make a purchase that would result in an

overdrawn account balance that exceeds three paid lunch meal equivalents. The Parent/Guardian will be notified verbally or in writing of the negative account balance.

- B. For any meal purchase where the account would result in an overdrawn account balance that exceeds three paid lunch meal equivalents, the student will receive a replacement meal (meal selection determined by the School Food Service Director or designee as defined in procedures). An Overdrawn Account Letter will be sent home with the student at such time.
- C. No student will be allowed to purchase an a la carte food item that would result in an account balance that would exceed three paid lunch meal equivalents.

ii. *Middle and High Schools*

- A. Middle and High school students will receive a reimbursable meal of his/her choice until such time that the student attempts to make a purchase that would result in an overdrawn account balance that exceeds one paid lunch meal equivalent. The parent/guardian will be notified verbally or in writing of the negative account balance.
- B. For any meal purchases where the account would result in an overdrawn account balance that exceeds one paid lunch meal equivalent, the student will receive a replacement meal.
- C. No student will be allowed to purchase an a la carte food items that would result in an account balance that would exceed one paid lunch meal equivalent.

iii. *Elementary, Middle, and High Schools*

- A. In repeated instances of any student not having funds to pay for this or her meals, the Parent/Guardian shall be provided with information on the application process for free or reduced-priced meals.
- B. The charge limits set forth in subsections i and ii above may be extended at the discretion of the School Food Service Director for a limited time under documented special circumstances.

C. The replacement meal provided above will be provided at no cost to the student.

iv. *Delegation of Authority Regarding Unpaid Balances*

The Superintendent or designee shall establish guidelines for the collection of all food service related charges due to the District, including but not limited to, the establishment of a mutually agreed upon payment plan until an account is paid in full, the use of a collection agency or write-off of uncollectible debt. An unpaid food service debt will follow a student from pre-K through high school.

5. Sale of Competitive Foods and Beverages

Per "USDA Smart Snacks in School Standards," competitive food and beverages shall mean any food or beverage item sold to students that competes with the District's operation of the National School Lunch and School Breakfast Programs. Items include those sold in vending machines or those sold by students, parents, school administrative staff, or any other person, company, or organization during the school day. The USDA defines the "school day" as "the period from midnight before to 30 minutes after the end of the official school day."

a. The sale of foods and beverages on school grounds to students shall be limited to those provided by the Department of School Food Service, except as provided below:

- i. Elementary schools may sell food and beverages that meet the USDA Smart Snacks in School Standards thirty minutes after the last lunch period. Any food and beverages sold in vending machines, or those that do not meet the nutrition standards, may be sold beginning 30 minutes after the end of the official school day. No food may be sold outside the parameters as listed above.
- ii. Middle schools may sell food and beverages that meet the USDA Smart Snacks in School Standards, including those sold in school stores, vending machines and snack bars, thirty minutes after the last lunch period. Food and beverages that do not meet the nutrition standards may be sold beginning 30 minutes after the end of the official school day. No food may be sold outside the parameters as listed above.
- iii. High schools may sell food and beverages that meet the USDA Smart Snacks in School Standards in school stores, vending machines and snack bars at any time during the school day

except when meals are being served. Any food and beverages that do not meet the nutrition standards may be sold beginning 30 minutes after the end of the official school day.

- iv. Food and beverages sold in vending machines must comply with the "USDA Smart Snacks in Schools Standards" at all times.
- v. Per Department of Agriculture and Consumer Services Rule 5P-1.003, Florida Administrative Code, unless being sold by the District School Food Service Program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternate as defined by 7 CFR 210.10, and grain product, as defined by 7 CFR 210.11.
- vi. The Board may grant a special exception from the Standards of Competitive Foods for infrequent school-sponsored fundraisers, as set forth below. "School-Sponsored Fundraisers" is defined by Rule 5P-1.003(2)(c), Florida Administrative Code, as any event or activity occurring on the school campus during which currency, tokens, tickets, or the like are exchanged for the sale or purchase of items or services to benefit the school, a school organization or group, or a charitable organization, and which is authorized according to Board policy and has been approved by the School Principal or designee.
 - A. Per Rule 5P-1.003(2)(c), F.A.C., no food related school sponsored fundraiser shall be permitted to occur until thirty minutes after the conclusion of the last designated meal service period.
 - B. The Board grants the following number of special exemptions for school-sponsored fundraisers to allow the sale of items that do not meet the USDA Smart Snacks in School Standards as follows (timing of the sales must still comply with the regulations as listed above):
 - I. Elementary schools allowed five (5) days per school year.
 - II. Middle and combo schools allowed ten (10) days per school year.
 - III. High schools allowed (15) days per school year.

- C. The school must maintain dated documentation listing the food and beverages sold during each exempted fundraiser.
- vii. Healthy School Team - Each school must establish a Healthy School Team. Each Healthy School Team should include, but not be limited to , the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the public, Healthy School Team shall:
- A. For monitoring compliance with Rule 5P-1.003(2)(c) and 7 CFR 210.11 competitive food and beverage items sold on a school campus;
 - B. Maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur; and
 - C. Report its school's compliance with this rule to the designated District official or school official responsible for overall compliance with the District's Wellness Policy.

6. Assurance of Non-Discrimination Practices

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

- a. Work for their meal;
- b. Use a separate room, go through a separate line, or enter the cafeteria through a separate entrance, eat at a different time, or eat a different meal from the meal sold to other children as a result of his or her status;
- c. Pay the full price of such meal, if determined to be eligible for a free or reduced-price meal;
- d. Students may not be disciplined by denying the right to participate in the school breakfast and lunch program.

7. Confidentiality/Disclosure

Student lunch status may only be share with individuals outside of those responsible for the operation of the National School Lunch Program in limited situations:

- a. Eligibility status may be provided to a staff member who is directly responsible for the administration of specific student local education programs once a Confidentiality Agreement has been signed and submitted to the School Food Service Department. The eligibility status may only be provided to the person signing the form and may not be shared with third parties.
- b. Teachers, guidance counselors, principals, or administrators who do not provide such assistance may not have access to information regarding a student's school lunch status.
- c. The School Food Service Department may only share school lunch status information with persons having a legitimate "need to know" and solely to the extent necessary to provide a service or carry out an activity educational in nature.

8. Compliance with Sanitation and Health Regulations

The School Food Service program shall meet the standards for food service and sanitation and safety as required by the Florida Department of Health and FDACS.

9. USDA Donated Commodities

The USDA donated commodities shall be received and used in accordance with current USDA and applicable FDACS agreements or rules. Such commodities shall not be sold, exchanged for any purpose, or used in any manner which violates federal regulations.

10. Responsibilities for School Food Service

- a. The responsibilities of the School Food Service Director and central administrative staff shall include, but not be limited to:
 - i. Ensuring the Program is operated in accordance with federal laws and regulations, rules of the FDACS, and School Board Policies;
 - ii. Developing the food service annual District budget;
 - iii. Developing and implementing food service procedures and an accountability system, including developing and distributing all necessary forms needed for the Program;
 - iv. Implementing an ongoing system of in-service training for all food service employees;

- v. Administering the Manager Inter Training Program to qualify candidates to be eligible for hire as School Food Service Managers at individual schools;
- vi. Administering the USDA Free and Reduced-Price Meal Program and approving those students who are entitled to free or reduced-price meals;
- vii. Identifying food service equipment and facilities for maintenance, repair, and replacement; and replacing equipment that has reached the end of its productive use;
- viii. Periodically inspecting all food preparation and serving areas to ensure that all health and sanitation standards are met;
- ix. Partnering with the principal of each school on the selection of food service personnel at individual school sites; and
- x. Administering the USDA Donated Commodity Food Program, including acquisition, warehousing, allocation, and distribution to schools.

b. *Responsibilities of School Principal and School Staff*

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

- i. Complying with all applicable federal and state laws, regulations and School Board Policies;
- ii. Scheduling students to effect the greatest participation in the school's Program;
- iii. Complying with the non-discrimination provisions herein;
- iv. Ensuring all students new to the district receive Free and Reduced-Price Meal Application information and the location of the online application;
- v. Ensuring the Principal's Review of the School Food Service Manager is completed twice annually; and
- vi. Ensuring that safety and sanitation practices are followed when the kitchen is utilized for afterschool activities when cafeteria staff members are not present to oversee the event.

c. *Responsibilities of School Food Service Manager*

The food service manager at each school shall work under the administrative direction of the Director of School Food Service and the support of the principal in accordance with School Board Policies and procedures, federal requirements, other applicable state laws.

11. Food Prepared Outside of the Program

When School Food Service is utilized to prepare foods for special functions and other events the following shall apply:

- a. Foods purchased and prepared by School Food Service shall not leave the premises of the school center at which they are prepared or served with the exception of transporting to another site for an event for which the food was prepared.
- b. Both the food and labor costs for such events must be fully reimbursed to the School Food Service Department by the sponsoring group.
- c. When food is prepared or served for a special event outside the requirements noted in policy 7.18 Community Use of School Facilities, it is the principal's discretion whether or not to utilize School Food Service staff in the kitchen.
- d. The sponsoring group must be in compliance with the provisions of Policy 7.18 and its provisions applicable to preparing, selling, serving, or catering of foods.
- e. The sponsoring group must follow all safety and sanitation practices as set forth by the Department of Health Florida Food Hygiene Rule 64E-11, Florida Administrative Code.

12. School Food Services Purchases and Expenditures

- a. School Food Service purchases and expenditures shall be made in compliance with Rule 6A-1.012, F.A.C., and Board Policy 6.14, except that food items not including milk may be excerpted from such provisions where market fluctuations indicate that an exception is in the best interest of the District.
- b. Milk may be except from the competitive solicitation process outlined in Policy 6.14 under the following conditions:
 - i. The Director of School Food Services has made a finding that no valid or acceptable firm bid has been received or;
 - ii. An emergency situation exists.

- c. Foods purchased must conform to the Federal Food, Drug and Cosmetic Act, The Federal Meat Inspection Act, and the Meat Inspection Law of Florida, and other federal and state safeguards relating to the wholesomeness of specific items being purchased.
- d. School Food Service is exempt from the requisitioning process, encumbering, and the use of purchase orders for food and non-food items.

13. Food Services Procedures

The School Food Service Director or designees, shall develop School Food Service procedures containing administrative procedural guidance for the operation of the Program. School Food Service employees shall be expected to become familiar with and abide by all applicable provisions of the procedures.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.42(16); Fla. Stat. Chap. 595

LAWS IMPLEMENTED: Fla. Stat. §§ 595; 42 USC Chapter 13 and 13A et seq. (Richard B. Russell National School Lunch Act); (Child Nutrition Act of 1966); Healthy, Hunger Free Kids Act of 2010 (Public Law 11-296); 7 CFR Parts 210, 220, 225-227, 235, 240, 245, 247, 250 and 252. Florida Department of Agriculture and Consumer Services Rules: 5P-1.001; 5P-1.002; 5P-1.003, F.A.C.

HISTORY: 8/27/08; 4/22/2015