

CIVIL RIGHTS ASSURANCES	Disclosure of a student's eligibility for free or reduced-price meals is prohibited by federal regulations except for federal education programs (e.g., Title 1), state health or education programs, (provided the programs are administered by a state agency), or state-sponsored grant programs. Campus administrators should make certain that students' rights are protected and that information regarding a student's socioeconomic status is not disclosed.
POINT-OF-SERVICE	Point-of-service counting and claiming procedures are required when determining reimbursable meals. Federal regulations define a point-of-service meal count as "that point in the food service operation when a determination can accurately be made that a reimbursable meal is served to an eligible child." Counts taken in the classroom, attendance counts, head counts, and tray counts are not allowable methods for claiming federally reimbursed meals.
OFFER VS. SERVE	"Offer vs. serve" is a serving method developed by the USDA designed to reduce food waste and costs in the school lunch program without jeopardizing the nutritional integrity of the lunches served. As per federal regulation, campus personnel may not require that certain food items be taken, and students must be given the opportunity to decide which food items they will consume, e.g., a student cannot be required to take milk.
MEAL PRICING	Periodic adjustments to meal prices are needed to ensure the financial integrity of the Food Services Department. Any changes to meal prices require approval by the Superintendent and the Board. The Food Services Department will be responsible for informing campus personnel of changes as they occur.
AFTER-SCHOOL SNACK PROGRAM	As per federal regulation, qualified programs must include education or enrichment activities in organized, structured, and supervised environments. Organized athletic programs engaged in interscholastic sports are not considered an approved program. However, while athletic teams participating in interscholastic sports programs may not be approved programs, those that include supervised athletic activity along with education or enrichment activities may participate. Campus administrators must ensure that programs requesting snacks conform to the regulations stated above.
USE OF WASHERS AND DRYERS	Washers and dryers are placed in the kitchens for use by the Child Nutrition Department staff only. Personal laundry or mops and chemically treated rags used by the custodial staff may not be laundered in the machines per Health Department regulations.
CHARGE POLICY	Students will be allowed to charge to individual accounts to accommodate special circumstances where funds are not available to pay for a meal. All charges are the sole responsibility of the student and must be paid in full by the end of the school year. Payment plans are available if the student needs. If the amount of charges

becomes excessive, an alternate meal may be provided until the balance of the debt is paid in full.

SHARE TABLE

Spring Branch ISD and the Child Nutrition Services Department recognize the value of a food sharing program to our students and our community. A recent USDA study found that more than 133 billion pounds of food is wasted each year. SBISD is committed to helping ease this problem. Food safety must remain of the highest priority! The person, entity, or organization who will be conducting the food sharing program will have sole and complete responsibility to monitor the donations and ensure the safety and quality of all donated foods including maintaining safe temperatures and ensuring all items are not contaminated or damaged beyond use after donation. Collection points should be away from the service areas, preferably near cafeteria exits but not near trash collection points. Due to Federal guidelines concerning confidentiality, students should not be directly encouraged to donate foods. Best practice would be to advertise the program but allow students to make their own decisions to donate foods. Only the following items are allowed for sharing programs: Any item still in the original, unopened, and undamaged packaging. Any whole and intact fruit. Any beverage in the original, sealed container. Opened items such as open bags of vegetables or fruits, items that are served without any packaging, packaged items that are designed to be opened then resealed, and perishable items when proper temperature controls cannot be put in place must NEVER be shared or donated.

FOR ON-SITE
CONSUMPTION

It is the sole responsibility of the person/entity organizing the sharing program to ensure that all temperature and food safety guidelines are followed. Please coordinate with your school's kitchen for assistance or guidance. It is recommended that a collection point be established somewhere in the cafeteria for students to place donated items. Donated foods must be selected before the last serving period of the day. All remaining food should be discarded. Only students are allowed to take items - no adults or staff. Students may take as many items as they wish.

FOR OFF-SITE
CONSUMPTION

It is the sole responsibility of the person/entity organizing the sharing program to ensure that all temperature and food safety guidelines are followed. This includes all transportation equipment. Only non-profit, 501(c)(3) organizations such as food banks, homeless shelters, or charitable entities may receive products. A completed memorandum of understanding must be completed by the person/entity organizing the donation process prior to any food being donated. Please contact CNS for additional information and a copy of the document. A record must be kept of the amount of product that is donated including identifying the amount/number of foods donated, the organization it was donated to, and the temperature.