

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: June 23, 2004

REVISED: October 10, 2016

808. FOOD SERVICES	
<p>1. Purpose Pol. 808.1</p>	<p>The district's food service programs shall be directed at meeting the nutritional needs of the students.</p>
<p>2. Authority SC 504, 807.1, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220 FNS Instruction 113-1</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 provide food service for breakfast and lunch in all district schools.</p>
<p>SC 504</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, national origin, age, sex, or disability.</p>
<p>SC 504</p>	<p>A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.</p>
<p>42 U.S.C. Sec. 1760</p>	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises.</p> <p>Unless they have been excused by the principal, all students are expected to remain in school for lunch.</p>
<p>3. Delegation of Responsibility SC 504, 1335,</p>	<p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram 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 Food Service Fund. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the Food Service Fund.</p> <p>Operation and supervision of the food services program shall be the responsibility of the Food Services Director, who will ensure that school meals meet the standards required by the School Breakfast Program and the National School Lunch Program.</p>

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<p>1337 42 U.S.C. Sec. 1751 et seq, 1773, 7 CFR Parts 210, 215, 220</p>	
<p>SC 504, 1337</p>	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent and auditor.</p>
<p>SC 504, 1337</p>	<p>The Superintendent or designee shall prepare guidelines for the implementation of a food service program including:</p> <ul style="list-style-type: none"> <li>• The maintenance of facilities free from fire or health hazards.</li> <li>• The purchase of perishable foodstuffs, seasonal commodities and other supplies.</li> <li>• Accounting and depositing procedures for cafeteria funds.</li> <li>• Control, safekeeping and storage of food and food equipment.</li> </ul>
<p>FNS Instruction 113-1</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p>
<p>35 P.S. Sec. 655.6</p>	<p>The Superintendent or designee shall cooperate with the Department of Agriculture in conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs made available by the department.</p> <p>The Superintendent, in cooperation with the Food Services Director, shall develop administrative procedures to implement this policy.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ul style="list-style-type: none"> <li>• Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>• Meet the nutrition standards specified in law and regulations.</li> <li>• Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>• Be served in age-appropriate quantities, at reasonable prices.</li> <li>• The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</li> </ul>
<p>SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p>

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<p>Pol. 610, 626</p> <p>SC 1335, 1337</p> <p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p> <p>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30</p>	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the Food Service Account, a special 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, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</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>The district shall participate in the Federal School Lunch Program.</p> <p>Provisions shall be made for free and reduced rate meals, as prescribed by federal and state law.</p> <p><u>Accommodating Students With Special Dietary Needs</u></p> <p>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.</p> <p><u>Food Service Workers</u></p> <p>The Superintendent or designee shall assign duties to food service workers in accordance with the needs of the district.</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>In the performance of their assigned duties, food service workers shall maintain high standards of personal conduct and professional service, be responsible for the proper care and use of equipment assigned to them, and perform their duties according to the primary objectives of supporting the educational climate and process for the students attending district schools.</p>
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The Superintendent, in cooperation with the supervisor of each food service worker, may develop administrative procedures stating the purpose, reporting responsibilities, and any illustrative duties of the various food service positions authorized by the Board.

### References:

School Code – 24 P.S. Sec. 504, 807.1, 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

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

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

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

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1

Board Policy – 000, 103, 103.1, 113, 209.1, 246, 610, 626

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