

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICE OPERATIONS
& MEAL CHARGES

ADOPTED: August 21, 2017

REVISED: October 15, 2018

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Authority SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.10, 220.8</p>	<p>The Administration shall provide food service</p> <ul style="list-style-type: none"> ▪ for school breakfasts ▪ for school lunches ▪ that meets the standards required by state and federal school breakfast and lunch programs
<p>SC 504</p>	<p>The Board should annually approve the food service fund budget. A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.</p>
<p>SC 504 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. The price charged to students shall be established annually by the district in compliance with state and federal laws. The charge to the student must be set at a level so that the charge to the student, plus any local, state, and federal reimbursement, does not exceed the cost of operation</p>
<p>3. Delegation of Responsibility</p>	<p>Operation and supervision of the food services program shall be the responsibility of the</p> <ul style="list-style-type: none"> ▪ Business Manager ▪ Food Services Director ▪ Cafeteria Manager

<p>SC 504, 1337</p>	<p>Food Service shall be operated on a nonprofit basis. A periodic review of the food service accounts shall be made by the</p> <ul style="list-style-type: none"> ▪ Superintendent ▪ Business Manager ▪ Auditor
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13</p>	<p>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.</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> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. 5. The District shall use food commodities for school menus available under the Federal Food Commodity Program.
<p>SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</p> <p>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 district funds. Such funds shall be expended in the manner directed by the Business Manager and approved 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 District's general fund from any surplus resulting from its operation.</p>

<p>42 U.S.C. Sec. 1773 7 CFR Part 220</p> <p>42 U.S.C. Sec. 1751 et seq 7 CFR Part 210</p>	<p>The District shall participate in the</p> <ul style="list-style-type: none"> ▪ School Breakfast Program ▪ National School Lunch Program
<p>Pol. 103, 103.1</p>	<p>The District shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p><u>Free/Reduced-Price Meals</u></p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p>The District shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.</p> <p><u>Accommodating Students with Special Dietary Needs</u></p>
<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</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>School Food Safety Inspections</u></p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p>The District shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.</p> <p>The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p>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.</p> <p>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.</p>

7 CFR Sec. 210.9,
210.13, 220.7

School Meal Charges and Accounts

To ensure the effective operation of the school's food service program, the Board establishes the following guidelines for payment of student's meals:

1. Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.
2. The Food Services Director or designee shall notify students and/or parents/guardians when the student's account reaches a low balance amount equivalent to or below \$10.00.
3. The Food Services Director or designee may permit students to charge meals when a student forgets or loses his/her money or when a student's account reaches a zero or negative balance. Students will continue to receive a nutritionally compliant PDE meal of their choice regardless of account balance.
4. The Food Services Director or designee shall notify parents/guardians when the student's account reaches an initial negative balance. When a student owes for five or more school meals, the school must make at least two attempts to reach the student's parent or guardian and make two attempts to have the parent or guardian apply for participation in the school food program. This notification will occur via text and email through the Campus system up to two times weekly. At this time, the District shall provide parents/guardians with information on payment options and the available free/reduced-price meals program. When a student's account balance reaches negative \$10 or more a letter will be mailed home to parents/guardians monthly.
5. "Charging" of a la carte items will not be permitted for any reason. Students who have negative account balances may not purchase a la carte items and/or 2nd meals until the debt is paid. If a student brings in money to make a non-reimbursable meal purchase this money will be applied to negative student balance.
6. Students submitting free/reduced meal applications will be permitted to charge meals from the date in which the Food Service Director receives the application until a determination is made regarding its status. Qualifying students will continue to receive their respective free/reduced meal benefits.

Those students qualifying for reduced meals will be responsible for all charges in excess of the approved reduced meal benefits rates. Denied applicants must pay for both their accumulated negative meal balance, as well as additional meals purchased throughout the school year provided there is no change in eligibility status. The Business Manager or designee will reach out to the student's parents/guardians to discuss possible payment terms suitable for the District and the student's situation.

7. Each School is to make a PDE reimbursable-compliant meal available to any child attending school, who for disciplinary reasons is not allowed to eat in the cafeteria.

8. Adults can request to have a meal account set up in their name. By doing so they can make payments in their account via check or cash. However, all adult accounts must be current.

No charging of meals will be allowed for Adult/District employees, administrators, school food service personnel, other appropriate staff, parents/guardians and students.

Administration shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

Collection of Unpaid Meal Charges

The Business Manager or designee should make reasonable efforts to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have negative impact on the student involved, but shall focus on the parents/guardians responsible for providing funds for meal purchases

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

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 – 000, 103, 103.1, 113, 209.1, 246

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.
7 CFR Part 225