

Houston County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 12/11/17
		Rescinds:	Issued: 01/13/03

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.¹

The system's food service coordinator will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Programs, the board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

STUDENTS REQUESTING MODIFIED MEALS

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis and must be supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

The director of schools shall develop procedures for notifying parents/guardians of the process for requesting meal modifications.

COMPETITIVE FOODS

The sale of competitive foods must comply with all local procedures, but at a minimum must be as stringent as the current state and federal regulations concerning competitive foods.³

CHARGING MEALS

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal in accordance with the Houston County Meal Charge Procedure.

The director of schools shall ensure that this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.

COLLECTION OF UNPAID MEAL CHARGES

The school shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The director shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701
HCS Student Handbook: Child Nutrition Meal
Charge Administrative Procedure