LENAPE TECHNICAL SCHOOL

No. 808
SECTION: OPERATIONS

TITLE: FOOD SERVICES

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808. FOOD SERVICES

1. Purpose

The Joint Operating Committee recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Joint Operating Committee directs that students shall be provided with adequate space and time to eat meals during the school day.

2. Authority

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).[1][2][3][4][5][6][7][8][9][10]

The school 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.[11][12]

Food sold by the school may be purchased by students and school employees but only for consumption on school premises. The price charged to students shall be established annually by the school in compliance with state and federal laws. [1][13]

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, that is sold at the school and is purchased using funds from the child nutrition account. **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 child nutrition program account.[13][14]

3. Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Administrative Director.

The individual responsible for the operation and supervision of the food service program shall present to the Joint Operating Committee each month for its approval a statement of receipts and expenditures for cafeteria funds. [1]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager. [1] [4]

	The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program. [1] [3][4][6][7][8][9][10] The Administrative Director 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.[15][16][17] [18] The Administrative Director or designee shall develop and disseminate administrative regulations to implement this policy. The Administrative Director 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.[12]
4. Guidelines	To reinforce the school's commitment to nutrition and student wellness, foods served in the school cafeteria shall: [19] 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Joint Operating Committee. 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. The school shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs. All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other school funds. Such funds shall be expended in the manner approved and directed by the Joint Operating Committee, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, advances to the food service program may be returned to the school's general fund from any surplus resulting from its operation. [1] Surplus accounts shall be used only for the improvement and maintenance of the cafeteria. [1]

Free/Reduced-Price Meals and Free Milk

The school shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[20][21]

The school shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[20][21]

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The school may also conduct direct certification on a weekly or monthly basis.

Community Eligibility Provision (CEP) –

The center (school) participates in the Community Eligibility Provision (CEP), which provides an alternative to submission of household applications to identify students who are eligible for free and reduced-price meals. Under the CEP, the center (school) shall serve all students free lunches and breakfasts for a defined period, in accordance with applicable provisions of law.[22]

Accommodating Students with Special Dietary Needs

The School shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and the Joint Operating Committee policy.[23][24][25][26]

School Meal Service and Accounts

To ensure the effective operation of the school's food service program and delivery of school food program meals to students, the school shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in the cafeteria, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school program meal or who has a negative balance in their school meal account, except when the student's parent/guardian has specifically provided written notice to the school to withhold a school food program meal. [4]

When a student owes money for five (5) or more school food program meals, the school shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The school shall offer assistance to parents/guardians with applying for free/reduced-price school meal benefits. [4][20][21]

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian. [4]

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner. [4]

The school shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

The school shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for the school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student **or school staff** to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate staff, and contracted food service personnel.

The school 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 the school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

The school shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the school website, student

handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the school to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Joint Operating Committee policy and procedures.[27][28][29]

Professional Standards for Food Service Personnel

The school 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 school – operated food service programs and contracted food service programs.[6][7][18][30]

School Food Safety Inspections

The school shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][31]

The school shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The school shall comply with federal requirements in developing a food safety program that enables the school to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The school shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][32]

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

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Legal References

1. 24 P.S. 504
2. 24 P.S. 807.1
3. 24 P.S. 1335
4. 24 P.S. 1337
5. 2 CFR Part 200
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. 7 CFR 210.23
12. FNS Instruction 113-1 (USDA)
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 42 U.S.C. 1759a
23. 7 CFR 15b.40
24. Pol. 103.1
25. Pol. 113
26. Pol. 209.1
27. Pol. 610
28. Pol. 626
29. Pol. 827
30. 7 CFR 210.15
31. 7 CFR 220.7
32. 7 CFR 210.9

7 CFR Part 15

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