

Non-Instructional Operations and Business Services

Food and Nutrition Services Program

I. Purpose

This policy defines the responsibilities of the school district's food and nutrition services program.

II. General Statement of Policy

The school district recognizes the role proper nutrition has in student learning. The district is committed to providing appropriate school breakfast programs, school lunch programs and other related food service programming. The food and nutrition services program will follow state and federal guidelines when providing school breakfast and school lunch programs.

III. Responsibility

- A. The food and nutrition services manager will be responsible for administering the food and nutrition services program. This includes planning and assessing requirements, training and inservice, budgeting and financial management, and supervision.
- B. The food and nutrition services manager reports to the director of finance and operations who will serve as the district administrator for the food and nutrition services program.

IV. Guidelines

- A. The food and nutrition services program will be a self-supporting program and utilize maximum reimbursements provided through various state and federal programs in which it participates. Every student will receive one (1) free breakfast and one (1) free lunch each school day.
- B. The program will follow nutrient standard menu planning guidelines. Current nutrition knowledge will also play a critical function in this process. Substitutions and accommodations to the regular meal plan will be made for students who are unable to eat school meals due to special dietary needs when the need is certified and based on a prescription written by a licensed physician and there is a 504 Plan in place for the student.
- C. The food and nutrition services manager will coordinate food service operations in each district building. Use of the kitchen facilities outside of the food and

nutrition services program must meet established policy guidelines, and the user must obtain a license for a special use permit from the City of Edina.

- D. No sales of food and beverages other than by the food and nutrition services program will take place between the hours of midnight and 30 minutes before the end of the school day without prior approval of the food and nutrition services manager and district administration. No other organizations, without approval of the food and nutrition services program manager and district administration, will be allowed to sell or serve the following items: entrees, soups, salads, sandwiches, desserts, breakfast items, and other items considered meals. Such approved sale must adhere to the following conditions:
 - 1. The sale meets legal requirements.
 - 2. The sale is offered by a school-sponsored organization and the profits will be used to enhance specific district programming.
 - 3. The sale must meet local and state health and safety regulations, and the necessary permit work is completed.
- E. The food and nutrition services program will strive to promote positive nutrition messages through the food that it serves for school meals and through educational materials in the district. All food items sold through the reimbursable meal lines will adhere to USDA guidelines.
- F. The food and nutrition services program will offer a catering service for various district functions. District organizations and schools are encouraged to access this catering service.

V. School Meal Accounts

The director of finance and operations and the food and nutrition services manager will be responsible for monitoring the financial standing of school meal accounts and applying the following regulations.

- A. Every student will receive one (1) free breakfast and one (1) free lunch each school day. All additional meal purchases, including breakfast, lunch, second lunches, and a la carte items are to be prepaid before meal service begins. Payments can be made through the district's electronic payment system or at the school building. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal or entree until additional money is deposited in the student's account. Second lunches and/or entrees will not be removed if the student has an outstanding meal balance.
- B. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero. Reminders for payments of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping reimbursable meals, withdrawing a reimbursable meal that has been served,

announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

- C. Parents/guardians of students who have negative meal account balances will be asked to make payments eliminating the negative balance of their account. Families who request payment plans will be accommodated at the discretion of the director of finance and operations and the food and nutrition services manager.
- D. Student meal account balances that have been negative for 120 days or more as of June 30 of a given year will be considered uncollectible and written-off as bad debt. The review and classification of negative student meal accounts as bad debt will be conducted by the director of finance and operations. Bad debts will be recorded as an operating loss in the general fund as well as a transfer of cash from the general fund to the Food Service Fund. Any amounts written-off as operating losses in the general fund that are subsequently recovered will be recorded as revenue in the general fund. The district will not utilize collections agencies to recover unpaid school meal debts.
- E. Records of negative student account balances that are deemed uncollectible and classified as bad debt will be maintained in accordance with federal regulations. The following records will be maintained to document the appropriate treatment of bad debts:
 - 1. evidence of efforts to collect unpaid meal charges in accordance with the district's adopted unpaid meal charge policy;
 - 2. evidence that collection efforts fell within the timeframe and methods established by the district's adopted meal charge policy;
 - 3. evidence that debts considered uncollectible were written off as operating losses in the general fund of the district and;
 - 4. evidence that debts written off as operating losses were returned to the food service fund using non-federal sources.
- F. Donations made to the district for the purpose of relieving negative student meal accounts will be accepted with appreciation by the school board at a regular meeting and deposited into the general fund of the district. Donations will not be applied to the accounts of specific students or schools unless specified by the donor. Donations will generally be applied to negative student meal accounts on a first in, first out basis and in the following order: negative accounts belonging to students who qualify for educational benefits, negative accounts of students who are not eligible for free or reduced-price meals but demonstrate economic need, negative accounts deemed uncollectible.

Legal References:

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act (ADA) of 1990

National School Lunch Program, School Breakfast Program, Child and Adult Care, and
Food Program Regulations, 1988

USDA § 210.11 (Food and Nutrition Service)

7 C.F.R. § 210.9(b)(17) (National School Lunch Program Requirements for School Food
Authority Participation)

7 C.F.R. § 210.15(b) (National School Lunch Program Reporting and
Recordkeeping)

Minn. Stat. § 124D.111, subd. 1 (School Meals Policies; Lunch Aid, Food Service
Accounting)

Cross References:

Policy 902 (Use of School District Facilities and Equipment)

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INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota