

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch and Breakfast Programs and to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the District school(s).

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the Superintendent.

Free or reduced price school meals may be allowed for qualifying students attending Belfast Central School District schools upon written application of the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary Disability Assistance (OTDA). Applications will be provided by the School District.

School officials must also determine eligibility for free/ reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals and milk. There is no need for families to complete further applications. School Districts shall notify parents or guardians of such eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

Child Nutrition Program/Charging Meals

Because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. A student will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

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- Full Pay Students – Students will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Parents/Guardians are responsible for meal payment to the food service program. If a student has a negative account balance, parents/ guardians will be contacted directly via telephone and e-mail. The issue will not be addressed with the student.
- Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to Belfast Central School Lunch. Further details are available on our webpage at www.belfastcsd.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Belfast Central School Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the school.

If a student is without meal money beyond the five day charge limit, the administration will investigate the situation closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. If the District has reasonable knowledge that the family qualifies for free or reduced price lunches, after at least three attempts to have the family complete the required form, the designated District official will complete the free/reduced price application.

Prohibition Against Adults Charging Meals

Adults should pay for their meals at the time of service or set up pre-paid accounts.

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Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restriction on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need or the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal services is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Food Substitutions for Nondisabled Children

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

Process for Meal Modifications

If a meal modification is being requested for a student, the BCS Medical Statement Requiring Special Meals Due to Food Allergy or Intolerance form must be completed by the student's physician. The form is available on the BCS website or by contacting the District Office. The completed form must be submitted to the cafeteria manager. The cafeteria manager will review the meal modification form for completeness and take the steps necessary to start the dietary change. Please allow 10 working days from receipt of the meal modification form to review, approve, and implement the request.

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HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District will ensure that a written school food safety plan is in place which includes methods for documenting menu items in appropriate HACCP process category; documenting critical control points of food production; monitoring; establishing and documenting corrective actions; recordkeeping; and reviewing and revising the overall food safety program.

Offer vs. Serve

The Board of Education hereby authorizes the implementation of the Offer vs. Serve lunch program for K-12 students.

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq., Richard B Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq., Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq., Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485, 7 code of Federal Regulations (CFR) Part 15B, Education Law Section 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a), 8 New York Code of Rules and Regulations, (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2), Social Services Law Sections 95

Adopted: 2004
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