

Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)

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 Program, School Breakfast Program and/or Special Milk Program 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 schools of the District.

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 Business Office or the New York State Office of Temporary and Disability Assistance of the Department of Social Services (OTDA). Appeals regarding eligibility should be submitted to the Assistant Superintendent for Business.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the OTDA. Applications will be provided by the School District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the OTDA, and made available by the State Education Department. Any student receiving federal assistance through 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/ Paid Meals

Although not required by law, 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 from a prepaid account. The Board authorizes the Superintendent or his designee to develop procedures which address:

- a) The system for establishing and maintaining student accounts for breakfast and lunch purchases;
- b) Actions to be taken if/when a student depletes his/her student lunch account balance; and
- c) Ongoing communication of the policy to parents and students.

(Continued)

Non-Instructional/Business
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

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 or the end of the school day.

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.

Restrictions 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 the opportunity to participate in all academic and nonacademic activities including the school 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 for 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 service 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.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

(Continued)

Non-Instructional/Business
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

Prohibition Against Adults Charging Meals

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

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 must develop a written food safety program for each of its food preparation and service facilities that is based on *either* traditional HACCP principles *or* the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.) Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Prohibition Against Meal Shaming

The goal of the Harrison School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

If a student does not have sufficient funds to purchase a meal, he/she will be provided with a meal consistent with the provisions of this policy. **However, the charging of items outside of the standard reimbursable meal (i.e., a la carte items, adult meals, etc.) is expressly prohibited.**

(Continued)

Non-Instructional/Business
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

Parents and guardians who would not want their child to charge a meal upon request must contact the Harrison Central School District Food Service at 914-630 3114, to notify, and follow-up in writing, upon this request.

Food service and school staff will be trained on this plan prior to staffing the meal service as a new hire, and at least annually thereafter as part of pre-service orientation to ensure that the school's policy is implemented correctly and consistently.

The Harrison Central School District provides affected parents or guardians assistance to establish eligibility for reduced price or free meals for eligible children. Kits and applications are distributed annually in the August Parent / Guardian Mailing. Guidance and applications can also be found on the District's website, harrisoncsd.org. For further support, contact the Food Service Director, or the District's Free and Reduced Price Hotline (Business Office).

The Harrison Central School District uses several notification procedures to inform the parent or guardian that their child's account balance is exhausted and unpaid meal charges are due. These notifications include e-mail, mailed notice, telephone notice from the Harrison Central School District Food Service Office, backpack account alerts to primary school parents, low balance and negative balance alerts generated from one or both of the District's My School Bucks and NutriKids school meal financial systems and/or written notice from school Principals. If notifications are sent by way of backpack no student identifiable information will be included.

The District encourages eligible families to enroll children for free or reduced price meals that include a process for determining eligibility, including:

- Determining if a student is directly certified and eligible for free meals
- Sending home the income application at the beginning of the year, and making at least two additional attempts to encourage the parent or guardian to complete an income application on behalf of the child, one in early fall, and another at mid-year.
- Contacting the parent or guardian to determine if there are other factors of why the child does not have sufficient food.
- Consideration of Principal's prerogative to provide an alternative.

The District does not condone and prohibits procedures or behavior that might increase student distress or embarrassment, including the following prohibited actions:

- Announcing or publicizing the names of children with unpaid meal charges
- Sending clearly marked notices home with children who have an outstanding balance

(Continued)

Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)

- Using hand stamps, wristbands, stickers, or other physical markers to identify children with outstanding meal charges
- Requiring children with unpaid meal charges to do chores or other work
- Discussing outstanding meal debt with students regardless if other students are present
- Throwing a child's meal in the trash
- Taking any action directed at the student to collect unpaid meal charges
- Discussing any outstanding meal debt in the presence of other students
- Serving alternate meals (i.e., cheese sandwich)
- Using a debt collector

The Harrison Central School District has processes in place to ensure all eligible students are identified as eligible for free or reduced price meals by:

- Maximizing the use of Statewide Direct Certification (DCMP) by accessing the DCMP data at least monthly.
- Providing a copy of the income application in each student's enrollment packet.
- Providing written and on-line instructions of how to access and complete an on-line version of the application or to request a paper application at no cost.
- Alerting parents/guardians that they are not required to complete the application if they have already been or are eligible to be directly certified.
- Encouraging families to apply for free and reduced price meals and provide materials in a language and at a reading level families can understand. The District's website provides resources for application directions and applications in multiple languages at harrisoncsd.org.
- The District's Registrar office alerts the Food Service to ensure all new migrant, foster, homeless and runaway children are immediately certified for free meals confidentially in the Point-of-Sale System.
- In extenuating circumstances, administrative prerogative is considered and applied.

In addition, the District continues to:

- Provide 30 day carryover of eligibility for free and reduced price students from the previous school year during the first 30 operating days of a new school year, or until a new eligibility determination is made, whichever is first.
- Students transferring from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school **MUST** be provided 30 days free eligibility or until a new eligibility determination is made, whichever comes first.

(Continued)

Non-Instructional/Business
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR Sections 200.2(b)(1) and 200.2(b)(2)

Social Services Law Section 95

Approved: August 22, 2018