

CHILD NUTRITION SERVICES



2024-2025

PRINCIPAL HANDBOOK



MISSION STATEMENT

WELL FED CHILDREN
BEAR FRUITFUL MINDS

Child Nutrition Services
601 E. Northside Drive
Fort worth, Texas 76164
817-814-3500

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Introduction to the 2024-2025 Principal Handbook

Child Nutrition Services is committed to providing safe and nutritious meals to Fort Worth ISD students and serving as a collaborative partner with school leaders and district administrators in meeting all students' needs to prepare them for learning success.

The Principal Handbook has been prepared to give site-based administrators the information needed to ensure optimal nutrition services. This guide has valuable information on student nutrition services and programs, departmental services, staffing, and contact information for crucial nutrition staff members.

General questions regarding Fort Worth ISD Child Nutrition Services can be answered by referring to this handbook. Child Nutrition Services staff is always eager to answer additional questions regarding school breakfast, lunch, snacks, supper meals, and other services. For personalized support, the CNS Hotline is 817.814.3540. Additional resources are also available on our [department website](#).

We look forward to serving you and being your partner in building and maintaining a high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

~ Fort Worth ISD Child Nutrition Services



Child Nutrition Services Contacts

Fort Worth ISD Contacts

[Child Nutrition Services Website](#)

CNS Hotline

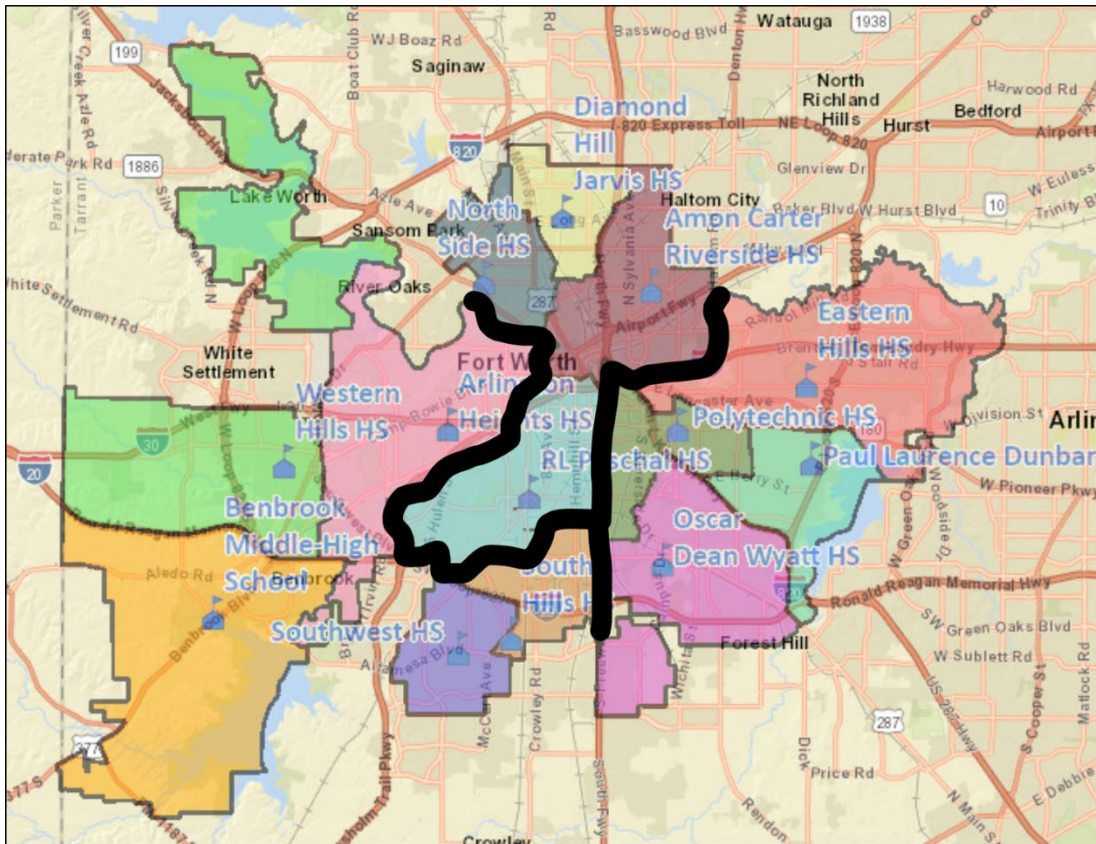
817.814.3540

Executive Director

Pamela Watson, RDN

pamela.watson@fwisd.org

Office: 817.814.3500



Compliance Specialists

General Questions: compliance@fwisd.org

Area 1 – Southwestern

Arlington Heights
Benbrook
South Hills
Southwest
Western Hills

Compliance Specialist

Crystal Cole

crystal.cole@fwisd.org

Office: 817.814.3531

Area 2 – North Central

Amon Carter
Riverside
Diamond Hill
Jarvis
North Side
Paschal

Compliance Specialist

Erick Acevedo Rosario

erick.acevedorosario@fwisd.org

Office: 817.814.3526

Area 3 – Eastern

Dunbar
Eastern Hills
Polytechnic
Wyatt

Compliance Specialist

Alicia Berry

alicia.berry@fwisd.org

Office: 817.814.3524

Food Service Management Company Contacts

District Manager, Sodexo Operations, LLC

Eugene Bradford

ebradford@fwisd.org

Office: 817.814.3510

Diet Prescriptions, Food Allergies, or Testing Snacks

dietitians@fwisd.org

General Manager, Sodexo Operations, LLC

Leslie Domstead

ldomstead@fwisd.org

Office: 817.814.3512

Area 1 - Southwestern		Area 2 - North Central			Area 3 - Eastern	
Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
Leigh Fuller	Raul Salcido	Lisa Brown	Aarion Marshall	Jamie Contini	Mark ish Mosby	Roshonda Suber
817.308.5427	817.271.8176	817.412.9647	682.359.1743	817.296.5023	682.371.1361	817.296.7542
002	003	001	008	010	005	006
014	021	004/085	011/082	049	009	045
015	053	042	051	069	016/086	048
026	058	044	055	081	019	052
057	061	050	056	116	070	054
060	071	101	114	120	083	059
062	103	119	115	122	087	105
067	107	138	121	150	111	110
084	149	139	146	168	124	123
104/35	154	151	148	171	126	125
117	163	175	159	172	133	127
118	165	177	161	223	135	129
134	166	190	220	225	141	130
137	167	194	227	229	147	132
156	176				153	143
157	178				160	144
180	207				162	152
184	216				186	169
187	226				206	188
221	256				208	209
					219	222

Supervision of Food Service Employees

- I. The cafeteria manager (who may be a FWISD or SODEXO employee) assigned to your school has the primary responsibility of managing the daily operations of your school nutrition program. Each Cafeteria Manager is supported and supervised by a SODEXO Ops Manager, who oversees the operations and responsibilities of at least 20 FWISD schools. Ops Managers ensure that the cafeteria and its staff's needs are met at every assigned school site and that all cafeterias operate within local health code requirements. Ops Managers report to the SODEXO General Manager to ensure that all school sites follow the USDA guidelines, state and federal regulations relating to school meal services, and the National School Break and Lunch Programs (NSBP and NSLP).
- II. Staffing levels for each school cafeteria are determined based on numerous factors, including the number of meal programs being administered, the number of students participating in the meal programs, meal periods (time allocated for meal service), service style, cafeteria layout, and equipment. With support from the SODEXO General Manager, Human Resource Manager, and FWISD CNS Payroll Specialist, the Ops Manager will evaluate staffing needs for each school. They will work to organize the cafeteria layout, service areas, and POS stations and schedule staffing to meet the needs of each school efficiently.
- III. All Nutrition school site employees (SODEXO and FWISD) must follow the policies and procedures of FWISD Child Nutrition Services regarding progressive discipline, evaluation process, request for time off, and reporting of scheduled work time.
 - Progressive Discipline – The Ops Manager assigned to each school site will direct the responsibility for documenting and disciplining all classified and non-classified employees. If a school administrator has any concerns and/or issues concerning a classified or non-classified employee on the CNS staff, they should consult with the Ops Manager assigned to that site for resolution.
 - Evaluation Process – The district requires the annual review of employee performance for classified and non-classified CNS employees. This review will be administered by the employee's direct supervisor, who is the Cafeteria Manager and/or the Ops Manager assigned to that school site. This includes Food Service Workers and Cafeteria Managers.
 - Request for Leave or Time off – All requests for leave/time off for site-based employees must be approved by the Ops Manager assigned to that school site before a request is granted. However, in extraordinary circumstances, FWISD employees must have leave approved by the Executive Director of Child Nutrition Services. This process must be followed to meet the school site's needs.
 - Reporting of Scheduled Work Hours – All FWISD employees are to record their actual work hours on district-approved Kronos units (computer-based or wall-mounted units located in the school's kitchen or central office.) All requests for overtime must be submitted and approved by the Ops Manager before working the requested overtime hours. Overtime is the time worked over forty (40) paid hours in any payroll week and is identified as either emergency or planned. No employees are to work in any facility in a status known as "off the clock."

All employees should leave the facility immediately after signing out for the workday. Personal visitors are not permitted in the kitchen at any time.

- Kronos – All scheduled work time is captured using Kronos. The online Kronos website for FWISD employees is <https://fwisd.Kronos.net/wfc/navigator/logon>.
 - All employees must use the Kronos online to clock in and out each day:
 - 1) Employees will adhere to written procedures for clocking in and out using the designated computer(s) in the kitchen or Cafeteria Manager's office.
 - 2) Any Kronos Timestamp System issues must be reported to the CNS Payroll office and copy the assigned Ops Manager.
 - 3) Timestamps for FWISD employees will be maintained in the online Kronos system and monitored by the designated FWISD Nutrition Timekeeper.
 - All requests for overtime must be submitted and approved before working overtime:
 - 1) Cafeteria Managers must submit a written request using the Request for Overtime Form.
 - 2) The Ops Manager is to return the form to the Cafeteria Manager, approved or denied, with a copy to the FWISD Nutrition Timekeeper.

Employee Meals

Child Nutrition Services cafeteria staff employees are authorized by the Fort Worth ISD to receive one meal per day at no charge as part of their employment compensation. All other employees must purchase their meals.



Policies and Regulations

Fort Worth ISD utilizes the United States Department of Agriculture (USDA) Food-Based Menu Planning System to provide all school meals with 1/3 of the Recommended Dietary Allowances for lunch and 1/4 of the Recommended Dietary Allowances for Breakfast to ensure consistency of the Dietary Guidelines.

Defining Reimbursable Meals

Breakfast

- A minimum of 4 food items must be offered.
- A minimum of 3 food items must be taken by the student. Students may decline one food item, excluding the fruit/vegetable component.
 - **1 - 2 servings of Grains/Bread**
(Ex: 1-2 slices of toast, 1 Biscuit – 2oz, 1 Bun – 2oz).
This will vary based on grade level.

OR

- **1 - 2 servings of Grain + 1oz. Meat/Meat Alternative**

(Ex: 1 Biscuit + 1 oz turkey sausage patty, 1 smoothie + 2 Pkts. Graham Crackers, 4oz. yogurt + 2 Pkts. Graham Crackers). This will vary based on grade level.

- **1 serving of Fruit or Fruit Juice**
(Ex: 4oz. Juice, 1/2 Cup Fruit)
- **1 serving of Milk**
(Ex: Low-fat/Skim or 1% low-fat Chocolate)



Lunch

- 5 food components must be offered.
- A minimum of 3 food items must be taken by the student. Students may decline two food components, but must take at least one fruit/vegetable component.
 - **1 serving of Grain/Bread**
(1-2 oz – Ex: 1 Slice Bread oz., 1/2 cup Pasta = 1oz, 1/2 cup Rice = 1oz) This will vary based on grade level.
 - **1 serving of Meat/Meat Alternative**
(1-2 oz - Ex: Cheese 1-2 oz, Beef 1-2 oz) This will vary based on grade level.
 - **1 serving of Vegetable**
(1/2 - 1 cup each) This will vary based on grade level.
 - **1 serving of Fruit or Fruit Juice**
(1/2 - 1 cup each) This will vary based on grade level.
 - **1 serving of Milk**
(Ex: Low-fat/Skim or 1% low-fat Chocolate)



Food Safety and Sanitation

All food and beverage temperatures are monitored throughout the meal service to ensure compliance with state and federal regulations regarding safe food handling. Additionally:

- Cafeteria Managers are ServSafe Certified at each school site
- All cafeterias are inspected twice a year by the Local County Health Department
- All cafeteria local health inspections are posted in the cafeteria

All Fort Worth ISD kitchen grease traps are inspected by the City of Fort Worth. Grease trap disposal will require truck access to the kitchen loading dock at the building's rear.

Student ID Number

All students must use their student ID number on all reimbursable and non-reimbursable transactions. This ensures accountability compliance and that all students receive meals at their correct meal eligibility status.

- Student ID numbers are generated in the student information system upon registration.
- Students may obtain their Student ID numbers from the Cashier in the cafeteria.
- Students not enrolled in Fort Worth ISD will pay the non-FWISD student/Adult price for meals.

Vending Machines and Competitive Food Services

The USDA regulation for the National School Lunch Program prohibits the sale of any food during the school day that competes with scheduled meal services. This includes non-FWISD food trucks, which are not allowed on campus during the school day.

Smart Snacks

The USDA regulations require that all competitive foods and beverages meet the nutritional standards specified by the National School Lunch Program. The Smart Snacks nutrition standards apply to all foods sold outside the school meal programs, on the school campus, and at any time during the school day. This includes À la carte purchases in the cafeteria, school stores, concession stands, vending machines, and other venues. Each campus is allowed three exempt days each semester.

Deadlines to request exemption dates are as follows:

- Fall Semester – September 16, 2024
- Spring Semester – January 15, 2025

Emergency Meals

In case of power loss, gas, and water loss, the Cafeteria Manager will contact the Ops Manager. The Cafeteria Manager and the Ops Manager will determine whether a cold meal should be prepared. If meals cannot be made on-site, the meals will be prepared at an alternative site and delivered to the school.

Example emergency meal selections are as follows:

- Breakfast – Cereal, Graham Crackers, Juice, and Milk
- Lunch – Ready to Eat Meal Kit, Fruit, Juice, and Milk

Cafeteria Food Storage

The Nutrition Department only provides cafeteria food storage for the following:

- Foods on school menus
- Foods purchased by the Child Nutrition Services Department
- Food to be used for SODEXO-catered services
- Food purchased for a school event that will be used within 24 hours, pending Child Nutrition Services Department approval

Customer Service

The Fort Worth ISD Child Nutrition Services Department provides customer service training to all Cafeteria staff. All employees must be courteous and helpful to students, parents, and staff. Customer concerns can be resolved with the Cafeteria Manager or contact the Further concerns can be submitted by calling 817.814.3500 FWISD Main Number.

Fort Worth ISD Wellness Policy

Each district must establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast program under the jurisdiction of the district. The local school wellness policy is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The School Health Advisory Committee reviews and assesses the FWISD Wellness Policy.

Click to view the [Fort Worth ISD Wellness Policy](#).



2024-2025 Pricing and Payments

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by The Healthy, Hunger-Free Kids Act of 2010 and allows children in low-income, high-poverty schools to receive free meals. Any child who attends a CEP school will receive a free reimbursable breakfast and lunch every day.

For the 2024-2025 school year, all Fort Worth ISD campuses are eligible for the CEP and all student meals will be free. In addition, parents will no longer be required to fill out Free & Reduced Meal Applications.

Any student wishing to purchase more than one meal will pay full price for all additional meals.

Meal Prices

Guest Breakfast	\$3.30	Elementary À la Carte Menu
Guest Lunch	\$5.00	Middle School À la Carte Menu
Student Extra Lunch	\$5.00	High School À la Carte Menu

Payments Options

Child Nutrition Services offers multiple convenient meal payment methods.

- Online Prepayment System
 - Log onto <https://www.myschoolbucks.com/> to register for an account.
 - Parents will need the child's name, school, and student ID number, which can be obtained from the school's main office.
 - Staff will need their full name, employee ID number, and date of birth.
 - Email Charlotte Torres at charlotte.torres@fwisd.org with any questions.
 - All meal numbers should be kept private. They are used to access account funds when purchasing food in the cafeteria.
- On-Campus Payments
 - Students and staff may pay in cash through the Cafeteria Manager.
 - Money Orders and cashier's checks are also accepted in all cafeterias. Please make all payments payable to FWISD Child Nutrition Services.

Student Refunds

Parents and/or guardians seeking a refund for money on a student's account:

- Should complete the [Student Refund Request Form](#) at CNS website or Cafeteria Manager
- If the refund is under \$50, the cafeteria manager will be able to refund the money. If the amount is over \$50, a refund will be issued via a Fort Worth ISD check within 30 days from the day received by the Accounts Payable Department.

Specialty Services

Specialized Diets

Students who need food item substitutions due to a medical condition, food allergies or intolerances, or a need for a modified food that a licensed physician has identified will be accommodated. The parent and/or guardian of a student requiring a specialized diet program should contact the School Nurse for the **Dietary Allergy Request Form** ([English/Spanish](#)). The completed form is then submitted to the School Nurse.

- The School Nurse will submit the Dietary Allergy Request Form to the Registered Dietitian, who will provide all information specifying the special diets and/or food allergies.
- An alert to the POS system will be added to the student's account so that when the child goes through the line, the Cashier or Cafeteria Manager who contacts the child are alerted of the student's special diet needs.
- The Cafeteria Manager shall notify all cafeteria employees of the allergy and give instructions for special food preparation.
- Regulations require that this document be on file for each student who receives a special meal. This document must be on file in the school cafeteria, Nurse's office, and with the Registered Dietitian.
- An updated form must be provided every school year and for changes in the child's dietary needs.

The Registered Dietitians can be contacted at dietitians@fwisd.org. Please be advised that all diet prescriptions and medical statements are confidential files and must follow the chain of custody to ensure the privacy of the student.



After School Snack or Dinner Requests

Child Nutrition services offers free after-school dinner meals at participating schools for the upcoming year. This is made possible through the CACFP Program (Child and Adult Care Food Program), a federally funded program.

What to Know about Dinner Service

- Any campus with organized, structured, after-school programs that offer educational or enrichment activities that are open to all children may take part in this program.
 - Examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc.
 - **NOTE:** There is no requirement that all children receiving meals participate in the scheduled activities; the activities just need to be available to all children.
- Dinner meals will be served 15 minutes after the end of the school day and must be consumed on-site. There is no grab-and-go option.
- Dinner options will meet the five requirements for a reimbursable meal, including a grain, meat or meat alternative, fruit, vegetable, and dairy.
- For those requesting dinner and snacks, the snack will be served **2 hours** after dinner service in accordance with Texas Department of Agriculture regulations.
- **Supervision of the cafeteria is required and is the responsibility of the campus and/or participating program.**



Campuses wishing to participate should submit the [After-School Snack & Dinner Program Agreement](#) to dietitians@fwisd.org. Applications must be received **two weeks** before the desired service start date.

USDA Fresh Fruit & Vegetable Program (FFVP)

Fort Worth ISD continues to be awarded funding for its submission for the USDA FFVP Grant. Schools are selected by The FFVP to promote the consumption of fresh fruits and vegetables of elementary students during the school day. FFVP will provide each student with a free fresh fruit or vegetable sample snack in the classroom as scheduled by your school for the entire school year. A weekly educational menu will also be emailed to each school's designated FFVP Coordinator to share with every classroom teacher. Teachers are encouraged to visit the Child Nutrition Services website, provide hyperlink to Child Nutrition webpage for tips and activities on incorporating nutrition education into their classrooms.

2024-2025 Participating Locations

- A M Pate Elementary
- Atwood McDonald Elementary
- Bill J Elliott Elementary
- Charles Nash Elementary
- Christine C Moss Elementary
- Clifford Davis Elementary
- Como Elementary
- Edward Briscoe Elementary
- John T White Elementary
- Maudrie Walton Elementary
- Mitchell Blvd Elementary
- Morningside Elementary
- Seminary Hills Elementary
- Sunrise Elementary
- T A Sims Elementary
- Van Zandt-Guinn Elementary
- W M Green Elementary
- Western Hills Elementary

Field Trip Sack Lunches

The [Sack Lunch Order Form](#) must be completed and submitted via email to the Cafeteria Manager and Ops Manager assigned to your respective school site. The request must be submitted **two weeks** before the day of the scheduled field trip. Any leftovers must be returned to the Cafeteria Manager upon return to the campus.

Use of Kitchen Facilities

To maintain state and federal regulatory compliance, the use of school kitchens is limited to food preparation and meal service by Child Nutrition Services employees only. [Requests for Use of Facilities](#) by non-CNS staff must be submitted to Leslie Domstead at ldomstead@fwisd.org. If a request is approved, there is a charge to have Fort Worth ISD CNS staff in the cafeteria for the time the facility is utilized, from opening to thoroughly cleaning all equipment and space after the event. The minimum charge is \$100.00 for one Child Nutrition Services staff member to oversee the kitchen utilization for three hours. An hourly labor cost of \$30.00 is assessed for each additional hour the staff member is requested to be on site. For larger events, and if the requesting school group is seeking assistance with service or kitchen clean up, additional Child Nutrition Services staff members can be requested at \$30 per hour for three or more hours of support. There is a three-hour minimum time for CNS staff member support.

To properly maintain all walk-in coolers and freezers, access to these kitchen areas is limited to only food service staff. The storage of non-food service items is not permitted per local health codes. After School Snack Programs are authorized to use pass-thru refrigerators located behind the serving line for daily storage of after-school snacks only.

Cafeteria Food Storage

The Nutrition Department only provides cafeteria food storage for the following:

- Foods on school menus
- Foods purchased by the Child Nutrition Services Department
- Food to be used for SODEXO-catered services
- Food purchased for a school event that will be used within 24 hours, pending Child Nutrition Services Department approval