



# SCHOOL NUTRITION PROCEDURES MANUAL



Effective July 1<sup>st</sup>, 2024

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# Local, State, & Federal Policy

## **District Policy**

All School Nutrition employees are responsible for following all applicable Ector County Independent School District policies and procedures and the policies and procedures of the School Nutrition Department.

For the District Administrative Regulations on Personnel, please visit  
<https://www.ectorcountysd.org/Page/309>

## **Board Policy**

For the Ector County ISD Board Policy Manual, please visit <https://pol.tasb.org/PolicyOnline?key=421>

## **Employee Handbook**

For the Ector County ISD Employee Handbook, please visit <http://www.ectorcountysd.org/Page/5467>

## **Federal & State Policy**

ECISD School Nutrition operates in compliance with State and Federal policies from the Texas Department of Agriculture and the United States Department of Agriculture.

For Texas Department of Agriculture policies, including the Administrators Reference Manual (ARM), please visit <https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM>

For United States Department of Agriculture policies, please visit: <http://www.fns.usda.gov>

# Vision and Mission

## **Vision**

To provide our students with nutritious meals they enjoy and foster a prosperous school experience while promoting lifelong healthy lifestyles.

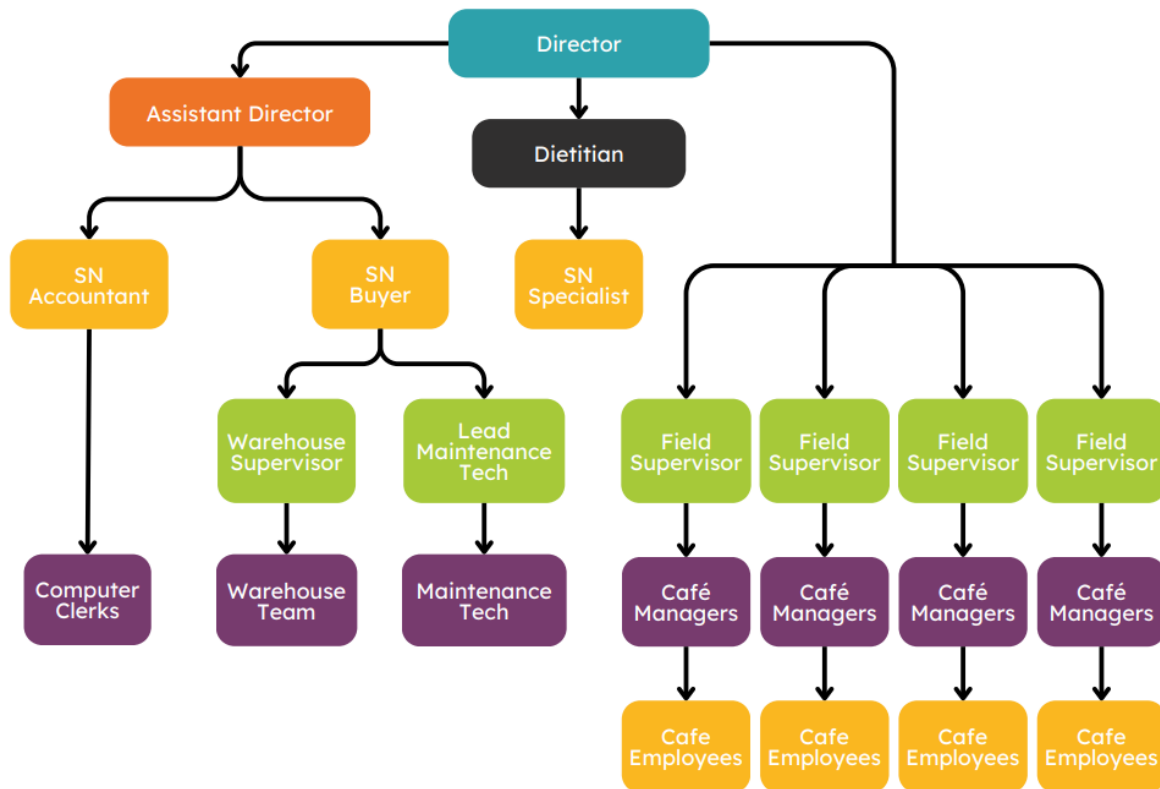
## **Mission**

To ensure every student has access to meals in a welcoming environment, by empowering our employees to provide consistently high-quality service and improving transparency with our local community.



# Personnel

## Organizational Chart



## School Nutrition Job Descriptions

All School Nutrition department job descriptions are located in Appendix A.

## **Code of Ethics**

The ECISD School Nutrition department has adopted the [School Nutrition Association's Code of Ethics Policy](#).

School Nutrition Professionals shall:

- Make the nutrition and well-being of students the fundamental value of all workplace decision-making.
- Act in a kind and respectful manner that is inclusive of ALL individual, cultural and ethnic differences.
- Conduct all duties with honesty, fairness, and impartiality while practicing the highest standards of integrity.
- Demonstrate respect, concern, courtesy, and responsiveness in carrying out the mission and responsibilities of the department or organization.
- Comply with federal, state, and local regulations to maintain child nutrition program integrity.
- Protect the safety, health, and well-being of the communities and stakeholder groups served.
- Refrain from the promotion of, or profit from, any activity in conflict with the mission and policies of the department or organization, as well as in violation of applicable regulations.
- Prioritize organizational values over one's personal agenda at all times.
- Exercise discretion, sensitivity, and sound judgment in protecting all privileged or confidential matters.
- Refrain from acts of discrimination and harassment against other individuals.
- Be accountable for one's own actions and behaviors.

## **Hiring**

The Assistant Director of Kitchen Operations and Menu Planning or designee is responsible for coordinating the hiring process for all kitchen employees in accordance with federal, state, and district policies.

### **Interviews**

Interviews are to be conducted in accordance with federal, state, and local policy. Group interviews may be conducted for the School Nutrition Substitute positions.

### **New Hire Orientation**

Orientation for new hires may be conducted in a group format to provide all information required in accordance with federal, state, and local policy.

## **School Nutrition Employee Benefits**

### **School Nutrition Employee Meals**

As a benefit for School Nutrition employees, the School Nutrition Department will provide breakfast and/or lunch at no charge on days of meal service and employee contracts. Employees who begin work before 8:00 am will be provided breakfast. Employees who work after 11:00 am will be provided lunch.

Employees are not to take food, leftovers, or other items from any facility. The exception to this rule is the lunch meals for the central office staff that are ordered from OHS. The food must be transported in an official ECISD School Nutrition vehicle or in a bag large enough to conceal it. Purchased meals are to be consumed on site.

### **TASN Certification Supplemental Pay Opportunity**

The School Nutrition department encourages and supports the efforts of employees to improve knowledge, performance, and professionalism. The School Nutrition department awards yearly supplemental pay according to the Texas Association of School Nutrition (TASN) certification level for all School Nutrition employees. The payout is scheduled for June of each school year. School Nutrition employees are responsible for presenting a current TASN Certification Certificate by the last day of school before the scheduled supplemental payout. The TASN Certification requirements can be found on page 5 of the [TASN Manual](#). Below is a table that provides the pay for each certification level. If you have questions, please see your immediate Supervisor.

<b>TASN Certification Level</b>	<b>Supplemental Pay Amount</b>
Level One	\$500
Level Two	\$800
Level Three	\$1,000
Level Four	\$1,200
Level Five	\$1,500

### **Travel**

Expenses incurred for staff travel related to CN program improvement and to meet the professional standards requirements are allowable costs for School Nutrition. The school Nutrition department's practice is to stay within the federal per diem rate for hotels. However, higher rates for hotels will be allowed when the safety of staff is in question, and eliminating expenses for parking, renting, and paying for transportation is determined to be the most cost-efficient way of using the School Nutrition funds.

### **Employee Recognition**

The School Nutrition Employee of the Year will be selected based on the recommendations of School Nutrition supervisors and administrative staff. The School Nutrition Employee of the Year and any retirees who have worked for the department for more than five years will be recognized during the end-of-year training on the last day of the school year.

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## **Kitchen Staffing**

The Assistant Director of Kitchen Operations is responsible for assigning School Nutrition employees to campus. The School Nutrition Manager is responsible for coordinating staff schedules and duties at the campus level.

### **Staffing Chart**

The School Nutrition Manager is to post a current staffing chart annually by the first week of school. New staffing charts are to be submitted to the assigned School Nutrition Supervisor within the first four (4) weeks of school. A revised staffing chart is to be submitted when employee schedules or assignments change.

### **Manager Absence**

The School Nutrition Supervisors appoint an employee at each campus or the head cook as a Manager Designee trained to complete manager job duties in a manager's absence. The School Nutrition Supervisor and the campus manager are responsible for training employees to complete these duties.

### **Labor Adjustments**

The Assistant Director of Kitchen Operations determines and adjusts the number of employees and assigned labor hours at each campus based on the needs of the School Nutrition Department and ECISD. These needs may include but are not limited to changes in participation level, operational or procedural changes, and departmentally recognized training requirements and recommendations.

## **Performance Evaluation**

Regular performance evaluations document and provide feedback on strengths and weaknesses.

The Field Supervisors are responsible for distributing Performance Evaluation materials mid-year and end-of-year. The School Nutrition Manager is responsible for completing evaluations according to the instructions.

### **Mid-Year Review**

Mid-year reviews are to be conducted on employees in new positions or on employees whose performance is less than satisfactory in any area.

### **End-of-Year Review**

End-of-year reviews are conducted for every School Nutrition employee to provide feedback and documentation of performance. Performance across the entire year is to be appraised.

## **Training**

All School Nutrition employees are responsible for completing required training as assigned in accordance with federal, state, and local policy.

### **Food Handler Certification**

In accordance with federal, state, and district standards, all School Nutrition employees are to hold a current food handler certification.

### **Professional Standards**

The School Nutrition Supervisors are responsible for ensuring that all School Nutrition employees are in

compliance with federal professional standards. The School Nutrition Department will offer sufficient training opportunities throughout the year for all School Nutrition employees to be in compliance with federal professional standards.

### **Cashier Training**

School Nutrition Cashiers are to complete cashier training annually. Cashier training includes instruction on offer versus serve, customer service, register operation, money handling, and procedures for managing students with allergy alerts.

### **Manager Training**

The School Nutrition Supervisors appoint an employee as a manager designee at each campus if the campus does not have a head cook.

The School Nutrition Supervisor and the campus manager are to:

1. Instruct the head cook/manager designee in the basic principles of School Nutrition management.
2. Familiarize the head cook/manager designee with laws, regulations, and ECISD School Nutrition guidelines and procedures.
3. Train the head cook/manager designee in all responsibilities/functions of the manager.

### **Scheduled Work Hours**

Each School Nutrition employee will adhere to approved scheduled hours. No employee may work overtime without prior authorization from the designated School Nutrition supervisor.

Scheduled work hours are subject to change based on the needs of the School Nutrition Department. Breaks, including mealtimes, are not to be longer than 20 minutes. Clocking out is required for a break 30 minutes or longer.

### **Campus Assignment**

All School Nutrition employees are subject to assignment and/or reassignment based upon the needs of the School Nutrition Department.

### **Timekeeping**

Each School Nutrition employee must abide by ECISD district policy for using the district timekeeping system, KRONOS. Each School Nutrition employee must approve and attest to worked time every week for accurate timekeeping and payroll.

The School Nutrition Supervisors are responsible for verifying accurate accounting of School Nutrition employees' time weekly per district procedures. Any adjustments made in KRONOS must be accompanied by a completed district Time Adjustment Form or an approved Employee Self-Service time-off request. Comp time for staff is limited to a maximum of twenty-four hours. Once that threshold has been reached, the Supervisor will be responsible for coordinating with the employee to bring the hours back into compliance.

### **Absences & Tardy Arrivals**

School Nutrition managers must document all absences, and tardy arrivals are to be documented daily by School Nutrition Managers. All absent employees are to be reported to the designated School Nutrition Supervisor, even if not requesting a substitute.

All kitchen employees are required to provide 48-hr notice for taking days off for discretionary reasons.

If an employee is sick or has an emergency, the employee is required to let their manager know with at least 1-hour notice.

Any absences over 10 days will be considered excessive and disciplinary action may be taken.

The 11<sup>th</sup> absence will be a verbal warning, each absences after 11 will be written warnings. The 14<sup>th</sup> absence will be a written warning and a meeting with the Assistant Director. The 15<sup>th</sup> absence will be possible demotion to a substitute. There is an opportunity to become full-time again with consistent improvement in attendance based on the Assistant Directors discretion.

If an employee does not let their manager know they will not be at work, disciplinary action may be taken.

If an employee misses work for 3 days without informing their manager, the employee may be terminated.

Any tardiness not reported to the manager at least five (5) minutes prior to the employee's scheduled shift will be considered unexcused. Unexcused tardy arrivals over five (5) occasions may result in disciplinary action.

- 5<sup>th</sup> tardy will be a verbal warning, 6<sup>th</sup> tardy will be a written warning, 7<sup>th</sup> tardy will be a written warning and a meeting with the Assistant Director, and 8<sup>th</sup> tardy may result in demotion to substitute. There is an opportunity to become full-time again with consistent improvement in attendance based on the Assistant Directors discretion.

## **Bereavement**

All School Nutrition employees will be allowed three (3) bereavement days for the death of immediate family members.

Immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death.

## **Uniforms**

### **Tops**

All full-time kitchen employees will be issued five (5) uniform tops. The managers will be issued five (5) black/blue polo tops. All warehouse delivery and maintenance staff will be issued five (5) black/blue polo tops. Subs are to wear solid black tops. The School Nutrition Department will maintain a stock of scrub tops to be issued immediately to new kitchen employees.

### **Pants/Skirts**

Employees and substitutes are responsible for their pants/skirts. Pants and skirts should be solid black and

ankle-length. Pants and skirts should not be leggings, yoga pants, sweats, or other stretch polyester material.

## **Returns**

If an employee ends employment with the School Nutrition department, all five (5) uniform tops are to be returned to the School Nutrition Department.

If an employee fails to return the tops as required, the employee may be deemed non-re-hirable.

## **Damages & Replacements**

There is no requirement to replace damaged tops as long as the employee has at least one (1) top available.

After two (2) school years, employees may request replacement new uniform tops at no cost to the employee. The employee's assigned Supervisor has to approve this. The employee is to return the worn top(s) to the School Nutrition Office to exchange for the new top(s). To qualify for an exchange, the worn top should have obvious fading, visible staining, and/or visible tearing.

## **Dress Code**

In addition to the Ector County Independent School District employee dress code, School Nutrition employees are to abide by the School Nutrition dress code to ensure a safe and sanitary work environment. The School Nutrition dress code is to ensure compliance with federal, state, and local health regulations.

Employees serve as role models for students and as representatives of the District. The expectations are that all District employees promote a positive image to patrons. Consistent with these roles, all employees, and substitutes shall dress professionally and appropriately.

## **Kitchen Staff Dress Code**

All kitchen employees are required to follow this dress code during all times located in the kitchen.

## **Clothing**

- All kitchen staff is to comply with the uniform regulations above.
- Any clothing with glitter, beads, or sequins may not be worn at any time.
- Non-uniform clothing may only be worn during school-wide special dress days.
- Jeans must be free from rips, holes, or frays.
- Undergarments are not to show outside of or through clothing.
- Any long-sleeve tops worn under uniforms need to be of non-pilling material.
- Socks, ankle socks, pantyhose, or knee highs must be worn. Footlets are not acceptable.
- Shoes should be sturdy vinyl or leather, neat, and with clean shoe strings. In addition, shoes must have non-skid soles.
- No open-toe or open-heel shoes are to be worn. A 'croc' style shoe may be worn if the shoe is made of solid leather or plastic with no holes or vents in the shoes. The back strap must cover most of the heel.
- Canvas shoes, shoes with mesh, or any other cloth-type material are not to be worn.
- The School Nutrition Department will supply aprons. Nice personal aprons may be worn during line service with approval from Supervisor at the manager's discretion.
- Employees must remove aprons when performing duties outside the immediate kitchen area, such as meeting with teachers, principals, and cashiering.
- Dirty aprons must be changed before line service and during line service as needed.

## Hair

- A wide headband, School Nutrition Department, OSNA, or campus visor or cap may be worn in place of a hair net.
- Hair below the collar must be pinned back and away from the neck and face.
- If a visor or cap is not worn, a hairnet must cover the whole head of the hair. The School Nutrition Department will supply hair nets.
- Loose, unsecured hair such as a ponytail must be covered with a hairnet.
- Braids and ponytails should be away from the face and above the collar.
- Facial hair must be covered with a beard net. The employee is responsible for purchasing the beard net.

## Jewelry

The following jewelry item is the only one permitted while working in the kitchen:

- Plain wedding band (without any stones).

## ID Badges

- ECISD identification badges are to be on the person at all times
- Identification badges must have a name and photo visible during line service.
- Identification badges are to be tucked into a shirt or put in a pocket when it is a danger to employee or food safety, such as during food preparation
- If a lanyard is worn, it must be designed to include a safety break-away clasp that will come apart if pressure is applied.
- Any lanyards or badge clips must be tasteful in appearance and cause no sanitation or safety concerns.

## Hygiene

- Fingernails are to be kept trimmed to less than 1/8" past the tip of the finger and kept clean. Nail polish and artificial nails are not permitted.
- Employees should always present a neat appearance. Hair and bodily cleanliness are required for food safety.
- Uniforms are to be clean and unwrinkled.
- Gum, breath mints, cough drops, and candy are not to be chewed or eaten in the food production and/or serving areas.

## Cell Phones/Watches

Cell phones and smart watches are not to be used in food production or serving areas as it is a hygiene risk. Cell phones and smart watches are to be left in your car or the manager's office at the manager's discretion. A phone is provided at every campus for your use in case of emergencies. Employees may have their phones/watches at lunch. Managers may wear a watch.

## Food from Home



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ECISD School Nutrition employees are not to prepare food from home using School Nutrition equipment to ensure proper food safety and sanitation and prevent cross-contamination of food allergens. Employees are not to spend School Nutrition time preparing Non-School Nutrition meals. Packaged/prepared personal food items may be allowed for reheating only in a designated area.

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## **Summer and Back to School Procedure**

### **Supervisors**

- a. Supervisors will be available from 7am – 3pm if needed. Beginning June 5<sup>th</sup> their hours will be 7am – 3pm, Monday – Thursday. The office will be closed on Friday.

### **Employees**

- b. Distribute attached memo to each of your employees by May 26<sup>th</sup> regarding return to work.
- c. Managers contact all your employees by July 13<sup>th</sup> regarding returning to work.
- d. Managers contact supervisors on or before July 13<sup>th</sup> with the state of your crew.
- e. If any employee has not reported to you by July 13<sup>th</sup>, return the 2<sup>nd</sup> attached form to your Supervisor by July 17<sup>th</sup>.

## School Nutrition Operating Guidelines



**DATE:**

**TO:** School Nutrition Employees

**FROM:** Jieun Pando, Director of School Nutrition

**RE:** Return to Work

It is the responsibility of each School Nutrition employee to contact the manager below before July 13<sup>th</sup>, regarding the intention to work for School Nutrition during the school year. At this time, School Nutrition employees will need to inform the manager whether (s)he will or will not be returning to work in August. Failure to contact the manager will result in the employee's position being filled.

School Nutrition employees will return to work on August 4<sup>th</sup>. Classes begin on August 9<sup>th</sup>. You will work your normally scheduled hours.

Manager's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Best hours to call: \_\_\_\_\_

Dear \_\_\_\_\_

The School Nutrition Department did not receive a decision from you by July 13<sup>th</sup> regarding your intent to return to work in August. It is imperative to know which of our employees will be returning for the coming school year so that we can continue to provide the meal service our students and staff have come to expect from the School Nutrition department. Failure to make contact by July 27, will result in termination. Please contact the office at 432-456-9744. I look forward to your reply.

Sincerely,

\_\_\_\_\_  
School Nutrition Supervisor

## **End of Year Procedures**

### **Excessive Inventory**

#### **Perishable Foods**

- a. All food items must be out of the reach-in refrigerators and reach-in freezers.
- b. Refrigerators and freezers are to be fully cleaned.
- c. Do not return anything to the warehouse unless instructed to do so.

#### **Non-Perishable Foods**

- d. Mark all food items left in your kitchen with a large "X." Use these items first at the beginning of the next school year

### **Equipment, Utensils, and Signage, Except Summer Schools**

#### **Large Equipment**

- a. Assure all equipment is off, unplugged if necessary and cleaned before leaving on the last day of school.
- b. Summer Feeding Schools leave your ice machine plugged in. It will be cleaned and unplugged after summer school. All other schools can unplug and clean your ice machine on the last day of school.

#### **Small Equipment and Utensils**

- c. Clean and empty all drawers.
- d. Lock up all small equipment and small utensils in the storeroom.

#### **Signage**

- e. Remove all mandatory posters from your walls and store them in your pantry.
- f. Summer sites leave your **Justice for All Posters** posted in the café.

### **Computer and Registers, Except Summer Schools**

#### **Computer**

- a. Leave your computer plugged into a surge protector with the surge protector turned on.
- b. Unplug the monitors and the printer from the surge protector.
- c. Laptop registers and power cords should be placed in your office. Do not leave them plugged in

#### **Linen, Except summer schools**

1. Bag all of your linen in two (2) bags.
  - a. 1<sup>st</sup> bag (Clean) – tag with:
    - i. "Clean"
    - ii. School Name
    - iii. # of Aprons
    - iv. # of Swipes
    - v. # of Grill pads

- b. 2nd Bag (Dirty) – tag with:
  - i. “Dirty”
  - ii. School Name
  - iii. # of Aprons
  - iv. # of Swipes
  - v. # of Grill Pads
- c. Arrange for the linen company to pick it up or you can bring it to the warehouse on the last day of school.

## Close of Business

1. Inventory
  - a. Must be checked and approved by your supervisor before submitting.
2. KRONOS
  - a. On the last day of school, have employees review and approve their time on the clock. Managers do the same.
3. Invoices and Campfire Forms are due on the Thursday before the last day of school.
4. Change Fund/Petty Cash
  - a. Bring in all petty cash and change fund money to be reconciled and verified on the Thursday before the last day of school. Please get with the School Nutrition Accountant to sign in the change fund and petty cash.
5. Keys
  - a. Put your back door, storeroom/office keys on a ring, and tag with your school’s name. Keep personal lanyards and keyrings. Leave all other keys in your office.
  - b. Turn in this key ring to your Supervisor on the last day of school, unless you are working Summer Feeding at your campus.

# Pricing & Benefits

## **Meal Pricing**

Ector County ISD provides all breakfast and lunch meals at no charge to all students. This is unprecedented for our area and is going to be a pivotal way to help ensure our students' academic success.

**All Campuses (Community Eligibility Provision)**-Participation in this program lasts for up to four years. Meal applications cannot be provided to students that attend CEP campuses. The school district has to collect the socioeconomic data from the students through the use of an "Income Survey." The district is responsible for the creation, distribution, collection, and processing of these forms. Our department cannot help in this process unless we are hired by the district to do so.

## **Non-Student Meal Prices**

As required by law, the non-student meal price must not be subsidized by federal reimbursement and must be greater than the sum of the reimbursement for a free meal plus the value of USDA Foods.

The non-student meal price is to be set at the beginning of each school year based on the following formula:

Reimbursement for Free Meal + USDA Commodity Value = Meal Price (rounded up to the nearest quarter)

## **A La Carte Prices**

A la carte sales are in place to provide additional food options to all ECISD students and to financially support the cost of free meals served to all ECISD students. A la carte prices are set to maintain a 50% maximum food cost and rounded up to the nearest quarter. A la carte prices are to be charged for all foods sold on campus that are not served as part of a reimbursable meal.

## **Charging Policy**

### **Staff**

Permanent campus staff is permitted to charge meals to a personal account.

Permanent campus faculty will be permitted to charge up to 20 meals per month (\$100). If they move campuses during the year, the charge will remain with them. If they leave the district, the balance remains with the campus where they charged meals. It is highly recommended that they be required to pay their balance in full before leaving the campus or district.

Substitute teachers are not allowed to charge meals.

Payments may be made with cash or check at the campus or online at SchoolCafé.

## **Meal Benefits**

The Meal Application Specialist is responsible for following all federal, state, and local policies regarding meal benefits.

For CACFP daycare participants, free and reduced-price eligibility is valid for the entire 12 months from the signature date of the parent or guardian.

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### **Confidentiality**

Access to the information provided on the meal benefits application is strictly limited to local, state, and federal officials directly involved in the operation and administration of meal programs.



# Menu Planning

The School Nutrition Dietitian is responsible for creating the menus for all ECISD campuses according to applicable local, state, and federal laws. The School Nutrition Manager is responsible for ensuring that planned campus production continues to abide by current local, state, and federal laws regarding nutrition.

## **Breakfast**

ECISD School Nutrition breakfast menus follow all regulations set forth by the local, state, and federal governments. The School Nutrition Manager is responsible for ensuring that campus staff is abiding by these regulations, meals are being prepared according to ECISD School Nutrition standardized recipes, and that foods are offered in accordance with the applicable production guide.

## **Lunch**

ECISD School Nutrition lunch menus follow all regulations set forth by the local, state, and federal governments. The School Nutrition Manager is responsible for ensuring that campus staff is abiding by these regulations, meals are being prepared according to ECISD School Nutrition standardized recipes, and that foods are offered in accordance with the applicable production guide.

## **CACFP At-Risk Afterschool Super Snack**

ECISD School Nutrition offers supper meals at extended day campuses that qualify for universal free supper meals according to state and federal law.

ECISD School Nutrition CACFP At-Risk Super Snack menus follow all regulations set forth by the local, state, and federal governments. The School Nutrition Manager is responsible for ensuring that campus staff is abiding by these regulations, meals are being prepared according to ECISD School Nutrition standardized recipes, and that foods are offered in accordance with the applicable production guide.

## **A La Carte**

ECISD School Nutrition a la carte menus follow all regulations for nutrition set forth by the local, state, and federal governments. The School Nutrition Manager is responsible for ensuring that campus staff is abiding by these regulations, items are being prepared according to ECISD School Nutrition standardized recipes, and that foods are offered in accordance with the applicable production record.

## **Standardized Recipes**

Standardized recipes are developed for all School Nutrition food items to ensure quality, consistency, yield, and compliance with local, state, and federal regulations. Recipes are not to be altered without prior approval from the School Nutrition Dietitian. Foods served to students are always to follow the serving size on the recipe, which is the approved portion to comply with local, state, and federal regulations regarding nutrition.

## **Meal Modification**

In accordance with federal, state, and local policies, the School Nutrition Department is to provide meal modifications in the event of a disability. A current meal modification form is to be updated annually and

posted on the School Nutrition website. Parents of students with meal modifications are responsible for submitting a new meal modification form annually.

### **Allergens**

The School Nutrition Dietitian is responsible for entering allergen alerts into the district's counting and claiming software. In the event that a student selects an item listed as an allergen on their Meal Modification Form, the School Nutrition Cashier is responsible for removing that item from the student's tray and suggesting a substitute. Alerts in the counting and claiming system are to be reset annually. In order to remove an alert before the annual reset, the parent is to complete a Meal Modification Cancellation form.

### **Preferences**

For meal modification requests for dietary, religious, or other meal preferences that do not rise to the level of a disability, the School Nutrition Dietitian is responsible for identifying compatible menu items and communicating this information to the parent. The School Nutrition Department may deny or approve developing special menus for such requests depending on the availability of food items and staffing.

# Counting & Claiming

Proper counting and claiming are essential to operating an accurate and sustainable School Nutrition program.

## **Counting & Claiming Software**

PrimeroEdge is the current software program used by ECISD School Nutrition for meal service, counting, claiming, and student account management. School Nutrition Managers are responsible for completing assigned duties in PrimeroEdge following proper software procedures.

## **Cash Registers**

The cash registers are a key component in maintaining legal counting and claiming procedures. The School Nutrition Cashier is responsible for ensuring that all meals are properly recorded using the PrimeroEdge software program.

Cash registers are to be booted upon opening the kitchen each morning and shut down at the end of service. For the proper functioning of cash registers, an internet connection is required. In the event of an internet malfunction, the assigned School Nutrition Supervisor is to be contacted immediately.

Each cashier will be issued a unique user identification number. Cashiers are only to operate registers while logged in under their own identification number. Cashiers are to note any mistakes and report to the School Nutrition Manager for correction.

## **Offer vs. Serve (OVS)**

All ECISD campuses are to abide by assigned offer versus serve (OVS) rules as required by federal law. All managers, lead cooks, head cooks, café workers, and cashiers are required to successfully complete the OVS class offered by the ECISD School Nutrition department annually.

Portions of all foods served are to abide by the standardized recipe for all students and non-students. Additional portions will be charged at the a la carte price per item.

A student may not take 2 of the same item as part of a reimbursable meal. The duplicate item is to be charged at the a la carte price.

Student selections that do not meet the requirements for a reimbursable meal are to be charged at the a la carte price per item.

Second meals are to be charged.

## **Student & Faculty Accounts**

Student and faculty accounts are communicated electronically through an interface between the ECISD student database and PrimeroEdge, the district-level counting and claiming software.

In the case of newly enrolled students who do not yet have an account in PrimeroEdge, the School Nutrition Manager is to contact the Assistant Director to prevent the occurrence of duplicate accounts.

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## **Account Adjustments**

Account adjustments are only to be made with the approval of the respective Field Supervisor.

## **Edit Checks**

Edit checks are to be completed daily by the School Nutrition Manager. If the trigger point is met or exceeded, the School Nutrition Manager is to request an attendance summary from the campus Attendance Clerk. Document and tally each absent student's eligibility. This documentation is to be submitted to the School Nutrition Office weekly. The School Nutrition Field Supervisors are responsible for conducting monthly edit checks for the assigned campuses.

The Director will update PrimeroEdge on attendance factors monthly.

## **Day End**

Day-end procedures are to be completed daily by the School Nutrition Manager.

## **Cash Reconciliation**

Campus School Nutrition funds are to be reconciled daily. Cashiers are never to count their own money. The manager and cashiers will count money together at the end of the day. The manager will complete the reconciliation step in PrimeroEdge for each register. If there is an Over/Under amount, the manager and cashiers will investigate the source of the discrepancy. If the source is not identified, the manager will complete the Amount Adjusted section and put a comment before completing the reconciliation. Any discrepancy over \$10 will be reported to the supervisor.

## **Deposits**

The manager will complete the PrimeroEdge Deposit Slip with the bank deposit bag number, commenting if there is an over/under amount. The manager and cashier will initial/sign the PrimeroEdge deposit slip and the bank deposit slip daily (if the manager is the cashier, the head cook or another employee will verify and initial along with the manager).

## **Refunds**

Refunds are to be issued only with a completed refund form from the student's legal guardian on record. Refunds are not to be issued out of the petty cash fund. In order to issue a refund to someone other than the guardian on record, there must be indisputable proof of payment from said individual.

## **Claiming**

The Director of School Nutrition is responsible for filing a monthly claim with the Texas Department of Agriculture in accordance with federal and state policies.

# Kitchen Operation

## Service Methods

### Line Service

For all meals served in the traditional serving line format, the line is to be completely set up with food labels on sneeze guards and staff in place before students arrive. Serving gloves are to be worn at all times. In order to serve students in the amount of time allotted, elementary schools are to serve 6-10 students per minute, and secondary schools are to serve 5-8 students per minute. School Nutrition staff are to ensure that foods are served at the proper temperature and in the correct portion. All School Nutrition staff are to engage with students and offer exceptional customer service.

### Classroom Meals

Campuses that serve meals in the classroom are to abide by the following procedures:

#### Start of Year

- Obtain a list from the school secretary that includes all teacher names and homeroom numbers.
- Obtain a campus map.
- Create labels for delivery ware (ex: buckets) with the teacher's name and homeroom number.
- Create a plan of how meals will be delivered according to grade level or location.
- List all names of teachers on the cart used for delivery to each location on campus.

#### Rosters

- The homeroom rosters with a list of students are to be printed from PrimeroEdge weekly.
- Label rosters with the teacher's name and room number.

#### Teachers/School Staff Training

- School Nutrition Managers are responsible for providing "Breakfast in the Classroom" training to all homeroom teachers and other staff who may assist during mealtime within the first week of school.
- Homeroom teachers and other school staff who may assist mealtime must complete Civil Rights training.
- The sign-in sheets with the training dates and signatures for Breakfast in the Classroom and Civil Rights will be turned in to the respective Field Supervisor no later than the second week of school.

#### Calculation Form

- Use the Classroom Meal Calculation Form to ensure that meals served are within guidelines.
  - Total Items Served  $\geq$  #Students Served X 3
  - Total Items Served  $\leq$  #Students Served X 4
  - Entrees  $\leq$  #Students Served
  - Milk  $\leq$  #Students Served
  - Fruit  $\leq$  #Students Served
  - Juice  $\leq$  #Students Served

- If items served are found to be too many or too few based on the number of meals claimed, identify which classrooms are serving incorrect numbers of items, and complete a classroom visit.

### **Point of Sale**

- For the purpose of meals in the classroom, the teacher will function as the point of sale.
- A student is not to be marked on the roster until a legal, reimbursable meal is selected.

### **Classroom Visits**

The School Nutrition Manager is to conduct a visit to each classroom during classroom meal service at least once per semester. A follow-up visit will be required if procedures are not being followed.

### **Off-Site Meal Service**

In the event that meals are served at a location other than the serving line, applicable counting and claiming procedures must continue to be upheld. A school official is to be appointed to accurately indicate which students selected a legal reimbursable meal.

The School Nutrition Manager is to complete the Off-Site Meal Service Verification Form for all off-site meal service occasions in order to document the off-site service. This form is to be signed by the appointed school official. Completed forms are to be submitted to the School Nutrition Office monthly.

## **Monitoring**

Each School Nutrition Supervisor is to conduct 3-4 monitoring visits per week using the School Nutrition Monitoring Checklist.

### **Monitoring Visit**

Each School Nutrition Supervisor is to conduct four (4) monitoring visits per campus each school year using the School Nutrition Monitoring Form. Of the four (4) required monitoring visits, at least one (1) must evaluate breakfast and at least one (1) must evaluate lunch.

The School Nutrition Supervisor is to arrive 15-30 minutes prior to meal service and stay a minimum of one (1) grade level period during line service or visit a minimum of one (1) classroom during classroom service.

### **Onsite Review**

In accordance with the TDA Administrators Reference Manual, the School Nutrition Supervisor is responsible for conducting formal onsite reviews each school year.

### **Breakfast**

The School Nutrition Supervisor is responsible for conducting one (1) onsite breakfast review each year at each assigned campus. The onsite review is to be completed before February 1st. The School Nutrition Supervisor is to observe the entire meal service, visiting at least one classroom if applicable, and observe the claiming and reconciliation procedures.

### **Lunch**

The School Nutrition Supervisor is responsible for conducting one (1) onsite lunch review each year at each assigned campus. The onsite review is to be completed before February 1st. The School Nutrition Supervisor is to observe the entire meal service, cash reconciliation, and day-end procedure.

## **Supper**

The School Nutrition Supervisor is responsible for conducting at least three (3) onsite supper reviews each year with no more than six months between reviews at each assigned campus that participates in the Afterschool At-Risk Supper Program. The first onsite supper review is to be completed within the first four (4) weeks of operation. The School Nutrition Supervisor is to observe the entire meal service, visit at least one (1) classroom if applicable, and observe the claiming and reconciliation procedures.

## **Key Performance Indicators**

The Director of School Nutrition evaluates Key Performance Indicators to ensure each kitchen functions and operates efficiently. Key Performance Indicators to be used by the School Nutrition Department include but are not limited to meals per labor hour, post-production menu cost, inventory turnover, days inventory on hand, and health inspections. These measures are to be evaluated in comparison with all ECISD kitchens and school nutrition operations of similar school districts.

## **Posted Information**

In accordance with local, state, and federal regulations, the following information is to be displayed at all times in the locations below.

### **Kitchen**

- Vegetable Subgroups
- Health Permit
- Work Site Postings for Texas Public Employers I
- Work Site Postings for Texas Public Employers II
- Work Site Postings For Texas Public Employers (Spanish)
- Refrigerator/Freezer Temperature Chart
- Staffing Chart
- Cleaning Schedule
- Health Inspection Reports

### **Serving Area**

- First Aid Poster
- Choking Poster
- And Justice for All poster
- Civil Rights Complaint Form and Procedures
- Reimbursable Meal Poster (Make Your Plate a Star or Combo Meal)

### **Back Entrance**

- Concealed Handgun 30.06

## **Inventory & Menu Planning**

### **Inventory & Menu Planning Software**

PrimeroEdge is the current back-of-house software used by ECISD School Nutrition for menu planning, production, and inventory management. All School Nutrition staff members are responsible for completing assigned duties in PrimeroEdge following proper PrimeroEdge procedures.

## Menu Planning

The School Nutrition Dietitian is responsible for documenting menus in PrimeroEdge and ensuring that each campus has access to the applicable menus in sufficient time to complete grocery orders.

## Production Records

Production records are used for planning and guiding production. The School Nutrition Manager is responsible for planning production records based on projected participation. The School Nutrition Manager is responsible for ensuring that planned production numbers continue to abide by current local, state, and federal laws regarding nutrition. Production record planning must be completed before placing grocery orders.

Production records must be completed and documented in PrimeroEdge no later than one business day after service.

## Ordering

The School Nutrition Manager is responsible for ordering groceries from the School Nutrition Warehouse and other suppliers to receive groceries before meal production. Grocery orders are calculated based on the projected quantities documented in the production records. The School Nutrition Manager is responsible for ensuring that ordered groceries are sufficient and are not excessive based on current inventory. All orders are to be reviewed and approved by the respective Field Supervisor.

## Processing Orders

The School Nutrition Warehouse Team is responsible for processing orders and providing documentation to the School Nutrition Warehouse Delivery staff. They are to document items as they are pulled and then sign the completed picklist. They are also responsible for informing the School Nutrition Warehouse Supervisor of any errors or shortages before a ticket is generated and products are delivered.

## Transfer Orders

### *Campus to Campus*

Proper kitchen management should ensure that needed items are always on hand. In the event that needed items are not on hand, School Nutrition Managers should first see if another campus kitchen has surplus items. The School Nutrition Manager at the campus sending items is to create and complete a transfer order in PrimeroEdge at the time of transfer. The School Nutrition Manager at the campus receiving items is responsible for confirming the accuracy of the transfer.

### *Return to Warehouse*

Items may be returned to the School Nutrition Warehouse in the following situations:

- Upon receiving an item not ordered
- Upon ordering excessive quantities of an item that cannot be used before the expiration date
- Upon ordering an incorrect item

In the event that items need to be returned to the School Nutrition Warehouse, the School Nutrition Manager is to create and complete a transfer order in PrimeroEdge at the time of transfer. The Warehouse is responsible for confirming the accuracy of the transfer order in PrimeroEdge upon receipt of items at the Warehouse.

## Hot Shots

Proper kitchen management should ensure that needed items are always on hand. Hot shot orders should only be initiated when absolutely necessary. To hot shot, the School Nutrition Manager will determine the



items needed and send the Warehouse Supervisor and their Supervisor an email containing the name of the items and the amount needed. There should not be more than ten (10) cases on your hot shot order. Hot shots should only be picked up after 8:00 AM. The Warehouse Manager will submit a transfer via PrimeroEdge and the School Nutrition Manager will confirm they received the correct items and accept the transfer to add the items to the inventory.

## **Deliveries & Receiving**

All personnel who enter receiving data into PrimeroEdge are to review the item number, quantity, and price for accuracy before posting the entry.

### **Kitchen Receiving**

The School Nutrition Manager is responsible for accurately documenting received orders in PrimeroEdge no later than the close of business on the day the order was delivered. The School Nutrition Manager is to sign delivery tickets for School Nutrition Warehouse deliveries. The School Nutrition Warehouse Deliverymen are responsible for submitting completed delivery tickets to the Warehouse Supervisor.

The School Nutrition Manager is responsible for taking the temperature of each delivery they receive and recording the temperature on the invoice. If the temperature is above 40 degrees Fahrenheit the School Nutrition Manager will open a case and retake the temperature. If the temperature is still over 40 degrees Fahrenheit, the delivery should be rejected.

When unitized meals are received from prep kitchens, the temperature will be taken as follows: A thermometer will be placed in the middle of a bag containing cold items to take the temperature. If a package is open, a thermometer will be placed inside the package to take the temperature.

### *Delivery Shortages*

In the event that a Warehouse Delivery included fewer items than ordered, the School Nutrition Manager is to inform the Warehouse Supervisor and record the correct amount on the receiving document in PrimeroEdge. The Warehouse Supervisor is to document the shortage. The Warehouse Deliveryman is to deliver the item(s) as soon as possible following standard delivery procedures.

## **Warehouse Receiving**

The School Nutrition Warehouse Supervisor is responsible for scheduling deliveries to the School Nutrition Warehouse. The Warehouse Supervisor is responsible for gathering nutrition documentation for scheduled deliveries daily. Upon delivery to the Warehouse, the Warehouse Supervisor is responsible for ensuring that delivered items are in compliance with current bids.

## **Inventory Management**

All personnel who enter inventory data into PrimeroEdge are to review the item number, quantity, and price for accuracy before posting the entry.

The School Nutrition Manager is responsible for maintaining accurate campus inventory records in PrimeroEdge by properly completing production records, receiving records, transfer records, and inventory adjustment records.

The School Nutrition Warehouse Supervisor is responsible for maintaining accurate warehouse inventory records in PrimeroEdge by properly completing receiving records, transfer records, and inventory adjustment records.

The School Nutrition Assistant Director, Business Operations is responsible for reviewing adjustments to

inventory to determine the cause and verify accuracy.

### **Physical Inventory**

A complete physical inventory is to be completed and recorded in PrimeroEdge monthly at all campuses and the Warehouse. The School Nutrition Supervisors are responsible for reviewing and approving assigned schools' physical inventory reports.

### **Inventory Adjustment**

Inventory adjustments are to be recorded in PrimeroEdge at the time of disposal or sale of items as needed.

Campus-level inventory adjustments due to entry errors are to be reviewed and reconciled by the School Nutrition Supervisor to determine the cause and verify accuracy.

### **Equipment Inventory**

The School Nutrition Manager is responsible for completing an equipment and small utensils inventory annually. Inventory records are to be submitted to the School Nutrition Assistant Director, Business Operations.

## **Bank Procedures**

### **Cash Reconciliation**

Cash reconciliation is to be completed daily for each cash register. The School Nutrition Manager and an assigned employee are to complete the reconciliation process and sign two deposit slips (one from PrimeroEdge and one from Bank). Employees are never to count their own cash drawer. Beginning cash is to be returned to the change fund and excess money is to be recorded on the PrimeroEdge deposit slip. The PrimeroEdge total and the actual total should always match.

### **Deposits**

Deposits are to be kept in the kitchen safe until scheduled pick-up by the Police Department. The School Nutrition Field Supervisor is responsible for reconciling deposit slips with the data in PrimeroEdge and researching any unmatched deposit slips.

### **Petty Cash**

Each campus is given a petty cash allowance at the beginning of each school year. Petty cash is to be used only as needed for groceries or yearly decorations unless approved by the School Nutrition Accountant and assigned Field Supervisor in advance of purchase. No more than \$75 may be used for yearly decorations. Before purchasing decorations, the manager must get it approved by the Supervisor before making the purchases. The manager will be reimbursed for the decorations. The School Nutrition Manager is to record all transactions on the petty cash log. The School Nutrition Manager is to turn in receipts to the School Nutrition Accountant for reimbursement. Receipts are to be submitted in a sealed envelope labeled with the manager's name and campus. The School Nutrition Accountant is to record all transactions on the Warehouse petty cash log. The School Nutrition Accountant is to reconcile and replenish warehouse and campus petty cash funds on a monthly basis, if possible. Any spending of personal monies is to be approved in advance and reimbursed as needed. The School Nutrition Accountant is responsible for ordering cash from the bank to replenish the petty cash fund. Copies of receipts are to be provided to the manager's respective Field Supervisor.

### **Change Fund**

Each campus is supplied a change fund to use for stocking the cash drawer in the beginning of the school year.

This amount is to remain constant.

At the beginning of the year, managers are responsible to get with the School Nutrition Accountant and receive their change fund. They must count it before they take it with them and sign off with the School Nutrition Accountant. At the end of the year, managers are to turn their campus change fund to the School Nutrition Accountant. All change fund money are to be tracked separately from any A La Carte/Petty Cash money. They must not be combine.

## **Invoices**

School Nutrition Managers are responsible for turning in final invoices to the office weekly on Thursday. The School Nutrition Computer Clerk is responsible for ensuring proper payment of invoices according to district procedures.

Invoiced prices are to be verified prior to payment to ensure accuracy. The School Nutrition Accountant and the School Nutrition Computer Clerk are both responsible for monitoring the pricing. Most of the items that are ordered are tracked through either MUNIS or our Master Purchase Order Summary Spreadsheets. If any discrepancies are noted, the School Nutrition Computer Clerk will follow up with the vendor to obtain a corrected invoice.

Receiving documentation is to be scanned into MUNIS for all items purchased prior to payment.

## **Leftovers**

Overproduction may result in leftover items. Proper food safety methods are to be used to ensure the safety of all leftover items. Leftovers are only to be served the next day if the safety, taste, texture, appearance, and quality are maintained. These items may be served the next day only as part of the meal or as an a la carte item. Production records are to be adjusted accordingly.

## **Safety & Sanitation**

It is of the utmost importance that the safety and security of our students remain the first priority. It is the responsibility of the ECISD School Nutrition department to ensure the safety of school meals. All School Nutrition employees are to hold a Texas-approved food handler license before handling food.

As a prevention measure, all ECISD School Nutrition employees are to be:

- Trained in proper receiving techniques
- Trained in proper management of suspicious items
- Trained in proper Hazard Analysis Critical Control Point (HACCP) procedures
- Alert at all times

A copy of the "Food Safety Plan HACCP-Based Standard Operating Procedures" handbook is required to be kept in each manager's office. For all guidelines regarding safety and sanitation, refer to this handbook. In accordance with federal, state, and local policies, copies of the Safety Data Sheet for all chemicals are to be kept in each kitchen.

## **Health Inspections**

In accordance with federal, state, and local policy, the Ector County Health Department is to regularly inspect each ECISD food service location. The newest Health Inspection Report must be posted at each campus cafeteria. Copies of the inspection reports and the dates of inspections are to be kept on file by the School

Nutrition Director.

## **Temperatures**

To prevent foodborne illness, temperatures of all items are to be measured and documented in the production records daily. Temperatures of all items must follow current local, state, and federal regulations.

Refrigerator and freezer temperature temperatures are to be documented daily in accordance with Texas state law. This process is completed with E-Control sensors. In the event that the installed sensors malfunction, paper documentation will be required pending repairs.

## **Chemical Solutions**

All chemicals are to be properly labeled at all times.

All chemical solutions are to be tested with pH strips to ensure proper concentration. Small equipment and utensils are to be immersed in 50ppm bleach solution for a minimum of one (1) minute. Surfaces are to be sanitized with a 100ppm bleach solution.

## **Sample Plates**

Each kitchen is required to keep a full portion of each food item that was prepared daily in the event of an investigation of foodborne illness. The sample plate entrée item will be cut open to ensure satisfactory quality inside as well as outside. These samples are to be kept for three (3) days. Food samples are to be individually wrapped, labeled with date and meal, and refrigerated.

## **Pest Control**

Each kitchen is to abide by current local, state, and federal pest control guidelines. Pest treatments are to be available to the health inspector and remain on file for one (1) year.

## **Spoiled Food Disposal**

Spoiled foods are to be denatured in order to avoid public contamination. Bulging cans, punctured cans, or other spoiled foods are to be denatured with bleach prior to disposal.

## **Food Recall**

In the event of a food recall, the item, brand name, and product code will be communicated by telephone or email.

Complete the following procedures:

- Separate any recalled products from inventory
- Mark recalled products with "DO NOT USE" and "DO NOT DISCARD"
- Inform the entire staff of recalled product
- Account for all received products and report to School Nutrition Safety Supervisor
- Determine if the recalled product has been used or served, document findings, and report to School Nutrition Safety Supervisor
- Collect, return, discard, and/or destroy recalled products only when instructed by School Nutrition Supervisor
- Upon discarding recalled product, adjust inventory in TrakNow accordingly

Direct any reports of possibly related health problems to the appropriate medical personnel or school nurse. Collect and document the informant's name, reported symptoms, and actions taken, and submit them to the

School Nutrition Field Supervisor. Do not give medical advice.

The Director of School Nutrition is responsible for informing the local health department of the usage of recalled food items and registering email notifications of recalled products through USDA Food Safety and Inspection Service..

## **Safety Officer Program**

The Safety Officer Program aims to reduce the number of accidents in the kitchen to support employee health and well-being. Encouraging safety is also a financial responsibility to control costs related to injuries and absences.

Each campus is to designate at least one (1) safety officer based on the kitchen size and number of employees. An alternate safety officer should be designated in case of absence. The assigned safety officer must be an experienced, trusted employee that is aware of potential hazards and is able to correct fellow employees. The safety officer must care about the health and well-being of fellow employees. The safety officer must be able to communicate well with School Nutrition employees and School Nutrition Supervisors and be tactful, courteous, and discreet.

Safety officers are to wear the safety officer badge as part of the uniform. Each kitchen employee should know the identity of the safety officer.

The safety officer is responsible for:

- Remaining alert to potential hazards
- Informing employees in the case of a hazardous act
- Informing manager of hazardous behavior that has not been corrected
- Investigating and documenting accidents
- Reporting to the manager weekly regarding the safety of the kitchen

## **Bioterrorism**

In the unlikely event of bioterrorism, follow the ECISD Emergency Operations Procedures. School Nutrition Managers are to notify their assigned School Nutrition Supervisor as soon as possible.

## **Maintenance**

### **Preventive Maintenance**

Preventive maintenance is to be prioritized during non-school operation and as time allows in order to ensure proper equipment function and longevity.

### **Equipment Malfunction**

In the event of equipment malfunction, the School Nutrition Manager is to contact the School Nutrition Office and submit a Work Order. The School Nutrition Computer Clerk is responsible for forwarding equipment maintenance requests to the School Nutrition Lead Technician. The School Nutrition Computer Clerk must enter every work order in the Work Order Spreadsheet and it must be kept up to date. The School Nutrition Lead Technician must submit a work order ticket for tracking purposes of preventative maintenance and repairs.

Work Orders are to be prioritized as follows:

1. Food and Employee Safety
  - a. Electrical Issues
  - b. Cold Storage Issues
2. Food Preparation
  - a. Cooking Equipment Issues
    - i. Ovens
    - ii. Stoves
    - iii. Tilt Skillets
    - iv. Steamers
  - b. Non-Cooking Equipment Issues
    - i. Mixers
    - ii. Dish Machines
    - iii. Carts
    - iv. Can Openers
3. Food Service
  - a. Warmers
  - b. Serving Lines
4. Other
  - a. Dish Machine
  - b. Carts

## Equipment Replacement

Equipment is to be replaced as needed when the cost of repair is prohibitive in comparison to the value of the equipment and as department finances allow. Equipment replacement is to be completed during the non-operation time if possible.

## Work Orders

Managers are to direct any issues with equipment in the kitchen to School Nutrition Computer Clerk and Lead Technicians. In the event of an electric, plumbing, or other building malfunction, the maintenance request is to be reported to the School Nutrition Clerk, who will communicate the request to the Maintenance department in accordance with local policy. Maintenance requests are to be forwarded to the assigned School Nutrition Supervisor.

## Substitutes

School Nutrition Substitutes are employed on a day-to-day basis as needed.

## Substitute Requests

1. The campus School Nutrition Manager has permission to request a substitute when at least one (1) of the following criteria are met:
  - a. Absent employee
  - b. Open position
  - c. An expected increase in participation
2. The School Nutrition Manager is responsible for emailing or calling for their respective School Nutrition Field Supervisor.
3. Requests are to include the following information:
  - a. Name of school

- b. Absent employee's name
  - c. Reason for absence
  - d. The time you need the substitute
4. At the end of each day, a substitute is present at the campus, the School Nutrition Manager is to contact their respective School Nutrition Supervisor to find out:
  - a. Keep the substitute for the following day, or
  - b. Release the substitute if no longer needed.
5. If there is a shortage of School Nutrition Substitutes, requests will be filled based on the meals per labor hour discrepancies and as the number of employees present.

### **Substitute Evaluation**

At the end of a substitute's service with the campus, the School Nutrition Manager is to email their evaluation of the substitute to the School Nutrition Field Supervisor.





# Procurement

This Procurement Procedures Manual (2 CFR 200.318) has been created to ensure that all purchases made with the Child Nutrition (CN) Federal Funds are in compliance as regulated by all Federal, State, and Local written policy.

## General Procurement Procedures

The Ector County ISD School Nutrition Department uses the following resources for all procurement methods:

- Super Circular 2 CFR part 200
- Texas Department of Agriculture's (TDA) "Administrative Review Manual", Section 16 and 17(including 17A), the Education Department Guidelines and Regulations (EDGAR), and the SY23-24 Administration Business Operating & Federal Procedures Manual

The following standards will be applied to all procurement methods. Solicitation will...:

1. Allow for "full and open" competition
2. Be handled with integrity and fairness to all potential bidders
3. Award responsive and responsible contractors
4. Be fully documented to allow for complete transparency and follow the 5-years record retention requirement

Ector County ISD allows the School Nutrition Department to participate in the following:

1. Agreements that identify participation level
  - a. Inter-governmental agreements (operator-only/ESC)
  - b. Third Party Cooperatives
  - c. Agents
2. Informal Purchases
  - a. Micro-Purchase: any purchase that does not exceed the State threshold of \$10,000.
  - b. Small Purchase Acquisition: any purchase that exceeds \$10,000 but is not greater than the State threshold of \$50,000.
3. Formal Purchases
  - a. Competitive Bid (IFB-Invitation For Bid)
  - b. Competitive Proposal (RFP-Request For Proposal)
  - c. Non-Competitive Proposal. TDA "pre-award approval" required
4. Other Purchases
  - a. Sole Source – as determined through a failed procurement method due to no competition. Requires TDA approval prior to awarding the vendor or purchasing from the vendor.
  - b. Capital Expenditures – any single piece of equipment that exceeds \$5,000 in cost must be approved by TDA prior to purchase.

Ector County ISD will use the following 4 phases of procurement:

1. **Planning.** Below is a list of the first steps that will be taken prior to any purchase.
  - a. What is needed in the way of product/products and/or services?

- b. When are the products or services needed?
  - c. What is an estimated cost of the products or services needed? Multiple resources will be used to determine an “estimate” of the value or cost. The cost/price analysis will be used to determine the most appropriate procurement method.
  - d. How we will pay for the products and/or services?
- 2. **Forecasting.** Below is a list of the resources to be used for forecasting our needs.
  - a. We will review our past program to determine if the products or services were used in the previous program year.
  - b. Current program needs will be assessed and product amounts and/or service needs will be determined.
  - c. Upcoming program years will be considered in regard to future needs and possible renewal or extensions of contracts if necessary.
- 3. **Soliciting.** The following general steps will be taken to start the solicitation process. Each procurement method is more specifically outlined later in this manual.
  - a. Based on the cost/price analysis in our planning phase, the most appropriate procurement method will be used.
  - b. A general specification with details will be written to document the product or service needed.
  - c. Terms and conditions of the contract will be outlined and reviewed to ensure the solicitation clearly describes our needs and deliverables required.
  - d. Each solicitation will include the following information:
    - a. Deadline (date and time) the quotes or responses are to be received.
    - b. The method the quotes or responses are to be submitted and to whom.
    - c. Evaluation criteria, if any is used, clearly outlined to include scoring rubric.
    - d. Date and time by which the solicitation will be awarded.
    - e. Term and Conditions of the contract and if any renewals or extensions will be allowed.
    - f. All USDA Federal and State-required certifications and affidavits if applicable to the procurement method used.
  - e. Research will be done to identify potential suppliers.
- 4. **Awarding.** Based on the procurement method, the following general processes will be used:
  - a. A winner will be selected using the following methods.
    - a. Equitable distribution for all Micro-Purchases.
    - b. Low bid winner for Small Purchases and IFB's.
    - c. A single winner through evaluation criteria for Small Purchases and RFP's.
    - d. Pre-award approvals must be obtained from TDA for any solicitation that is deemed non-competitive or sole source.
    - e. Multiple winners are selected for RFP's when a “line-item” award approach is taken to procure the best price for each product specified in the solicitation.
- 5. **Contract Management.** The following items will be monitored during the life of an awarded contract.
  - a. Quantities specified are made available and delivered at the price specified in the contract.
  - b. Provisions for price changes as specified in the contract.
  - c. Invoices match the price specified in the contract.
  - d. Delivery times and schedules are being met per contract terms.

- e. Product deliveries and/or services are occurring at the correct location if multiple locations are part of the awarded contract.
- f. Products and/or services are meeting the specifications as described in the solicitation.
- g. Substitutions of products are being handled as outlined in the Terms and Conditions and are adequate to the specified product.
- h. Vendor response time to product or service issues is appropriate in regard to each situation, if any.

## **Procurement Methods: Informal and Formal (2 CFR 200.320)**

Ector County ISD will follow the below steps with each procurement method:

### **Micro-Purchases**

The micro-purchase method is an “Informal Procurement Method” for purchases where the aggregate value in a single transaction is at or below \$10,000. This enables the District to purchase supplies or services without soliciting competitive quotes if the school considers the price reasonable. The District may purchase products and/or services that are similar or dissimilar, purchased as a single or collective unit.

- a. All unplanned, non-routine purchases with an aggregate total that does not exceed the threshold of \$10,000 are allowed (2 CFR 200.67) and will include:
  - i. Documentation that explains the reason for the purchase and vendor name.
  - ii. List of items or service purchased.
  - iii. Receipt.
  - iv. All documentation will be kept in a file labeled “Micro-Purchases.”
- b. Types of Micro-Purchases allowed:
  - i. Emergency and/or equipment repair parts
  - ii. Small to medium catering events
  - iii. Emergency food shortages
  - iv. Staff training and travel expenses
  - v. Small kitchen equipment purchases
- c. The following employee positions have permission to make a Micro-Purchase:
  - i. School Nutrition Director; SN Assistant Director; Program or Operations Manager
  - ii. Purchasing Specialist; Business Office Manager; Equipment Technician; Accountant
  - iii. Field Supervisor; Cafeteria Manager
- d. Eligible vendors.
  - i. Equitable distribution of purchases will be made to all suppliers within an appropriate proximity to the district’s school sites
  - ii. All suppliers within the county
  - iii. Only district-approved and qualified suppliers
- e. Payment for Micro-Purchases.
  - i. Credit card to be picked up from the Accounting/Purchasing Departments
  - ii. Personnel cash, credit card, or debit card to be reimbursed by the Accounting Office

### **Small Purchases**

The small purchase method is an “Informal Procurement Method” for purchases that exceed the micro-purchase threshold but have an aggregate amount no greater than the Simplified Purchase Acquisition threshold of \$50,000. The District must contact a minimum of 3 potential suppliers and attempt to get a minimum of 2 quotes.

- a. Based on the determination through a cost/price analysis that a purchase will exceed the Micro-Purchase threshold (2 CFR 200.67) but will not exceed the State's/District's Simplified Purchase Acquisition (Small Purchase) threshold of \$50,000
- b. Allowable types of Small Purchases:
  - i. Single/one-time purchase with an aggregate amount between \$10,000<\$50,000
  - ii. Multiple purchases of same or similar products and/or services from a prime vendor during the fiscal year with an aggregate amount between \$10,000<\$50,000
- c. Ector County ISD will use the following steps to make a Small Purchase (2 CFR 200.320 [b])
  - i. Identify potential suppliers; who to contact for bids; what is available on the market.
  - ii. Write the product and/or service specification to include details but not restrictive as to exclude competition.
  - iii. Draft the solicitation to include contract terms and conditions, invoice methods, delivery and/or service requirements, duration of contract, and evaluation criteria if any is being used with the scoring rubric.
  - iv. Contact a minimum of 3 vendors (if possible) and provide each one with the same information to include all details of the solicitation. Emailed or faxed documents is the preferred method but verbal delivery of solicitation details is allowed.
  - v. Document vendor responses to include:
    - 1. Vendor name and contact with email address and phone
    - 2. Contact method
    - 3. Price quoted to include the date received
    - 4. Duration of the price quote
    - 5. If less than 3 quotes are received, explanation of why this occurred will be included in the documentation
  - vi. Award will go to the most responsive and responsible vendor with the lowest price or highest evaluation score if used. A responsive vendor is one whose response conforms to all the material terms and conditions of the solicitation. A responsible vendor is one whose financial, technical, and other resources indicate an ability to perform the services required.
  - vii. All documentation will be kept in a file labeled "Small Purchase Acquisitions"
- d. The following employee positions have permission to make a Small Purchase:
  - i. School Nutrition Director; SN Assistant Director of Business Operations
  - ii. Purchasing Specialist; Business Office Manager; SN Accountant
- e. Eligible vendors.
  - i. All suppliers that have been identified as potential bidders
  - ii. Only district-approved and qualified suppliers
- f. Payment for Small Purchases.
  - i. Credit card to be picked up from the Accounting/Purchasing Department
  - ii. PO to be created prior to the invoice payment. This is handled through the Purchasing Department.

## Capital Expenditures

Texas Department of Agriculture (TDA) requires a CE to get pre-approval on expenditures for food service equipment or alterations to equipment, only if the total equipment "per unit" cost is greater than \$10,000.

- a. Ector County ISD will submit a Capital Expenditure Request for approval prior to purchasing the item via TXUNPS to TDA including:
  - i. District Name, CE ID, and contact information (phone and email address)
  - ii. Description of the equipment, including the purpose and how it supports the operation or maintenance of the District
  - iii. Provide an estimated cost and whether or not we have sought bid pricing
  - iv. Describe how the old equipment (if any) will be disposed of and acknowledge that any proceeds from the disposal will be used to offset the cost of the replacement
  - v. Specify the % paid by the SN program funds for the equipment purchased

### **Competitive Sealed Bidding (IFB – Invitation For Bid)**

The competitive sealed bidding method is a “Formal Procurement Method” that is used when the contract value is at or above the Small Purchase threshold, which is \$50,000 in the state of Texas. The formal procurement method requires a District to post a public advertisement in a newspaper of general circulation for two consecutive weeks upon release of the solicitation. It is recommended that the District post the advertisement on their website or a trade website as well as email or make phone calls as a means of advertising to potential bidders.

- a. Ector County ISD will ensure the following conditions:
  - i. A complete, adequate, and realistic specification or purchase description will be made available
  - ii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price
  - iii. Evaluation criteria will be included in the solicitation in regard to determining a winner if the same price has been received from 2 or more different vendors
- b. Ector County ISD will adhere to the following requirements:
  - i. The solicitation will be publicly advertised
  - ii. Provide detailed information such as response time, date and time responses are to be received, how responses must be submitted, date and time of public opening, and any other pertinent details
  - iii. Provide product and/or service specifications that allow multiple responses
  - iv. Award the contract to the most responsive and responsible bidder. Factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest.
  - v. Any or all bids may be rejected if there is a sound documented reason
- c. The following employee positions will participate in the IFB Procurement Method:
  - i. School Nutrition Director; SN Assistant Director of Business Operations; Purchasing Specialist; Business Office Manager
    - 1. Write product or service specifications
    - 2. Write the solicitation document
    - 3. Send the IFB to potential suppliers
    - 4. Participate in the opening of the submitted bid quotes and determine a winner
- d. Eligible vendors.
  - i. All suppliers that have been identified as potential bidders
  - ii. Only district-approved and qualified suppliers
- e. Payment for IFB Purchases.

- i. PO to be created prior to the invoice payment. This is handled through the Purchasing Department

## Competitive Proposals (RFP – Request For Proposal)

A request for proposal is a “Formal Procurement Method” used for purchases when an IFB is not appropriate. An RFP describes in a general way what is needed and requests that vendors submit a proposal for servicing the needs of the district. RFP’s can be used for either goods or services and require the prospective vendor to submit a technical proposal that explains how they will meet the objectives of the solicitation document and a cost element that identifies the costs to accomplish their proposal. Price is to remain the major consideration but can be one of many evaluation factors used to determine the most advantageous winner. The RFP also allows for negotiation as a means to obtain the best value or price.

1. Ector County ISD will ensure the following conditions:
  - i. A complete, adequate, and realistic specification or purchase description will be made available
  - ii. The procurement lends itself to a firm fixed price contract or cost reimbursable price
  - iii. The selection of the successful bidder will be made after an evaluation of criteria with price being the “heaviest weighted factor”
  - iv. Negotiation of price or best value will be handled with complete fairness and integrity
2. Ector County ISD will adhere to the following requirements and required documents (2 CFR 200.318 - 326):
  - i. The solicitation will be publicly advertised
  - ii. Solicitation document will include a cover sheet with the RFP description, contact information, issue date, closing date and opening date
  - iii. Written instructions and bidder information sheet to be completed by the proposer
  - iv. Clear product and/or service specifications
  - v. Clear description of district demographics and product usage (as relevant)
  - vi. Clearly stated evaluation criteria to include scoring rubric
  - vii. Standard and/or Special Terms and Conditions of the contract
  - viii. Discounts, Rebates, and/or credits provisions where applicable
  - ix. Questionnaires as appropriate
  - x. Reference Sheet
  - xi. Certifications per ARM Section 17 and Appendix II to Part 200 of 2 CFR 200:

Intangible Property	<a href="#">2 CFR 200.315</a>
Procurement of Recovered Materials/Solid Waste Disposal	<a href="#">2 CFR § 200.322</a>
Profit as a Separate Element of Price	<a href="#">2 CFR 200.323(b)</a>
Record Retention Requirements	<a href="#">2 CFR § 200.333</a>
Rights to Inventions	<a href="#">37 CFR §401.2 (a)</a>
Anti-trust Certification	Section <a href="#">2155.005</a>
Certification of Residency	<a href="#">Chapter 2252, Subchapter A</a>
Companies Engaged in Business with Iran, Sudan, or a Foreign Terrorist Organization	<a href="#">Chapter 2252, Subchapter F</a>
Compliance with the Energy Policy and Conservation Act	<a href="#">Pub.L.94-163, 89 Stat.871</a>
Compliance with Texas Family Code	Section <a href="#">231.006</a>
Food/Product Recall and HACCP Procedures	
Form 1295	Section <a href="#">2252.908</a>
Health & Safety Certificates, Licensing and Regulation	<a href="#">ARM 17.62</a>
No Israel Boycott	Section <a href="#">2270.002</a>

Prohibited Employment Assistance	<a href="#">20 USC 7926</a>
Non-Collusion Declaration	<a href="#">Section 15.01</a>
Non-Collusion Affidavit	<a href="#">Section 15.01</a>
Signature and Declaration of Compliance	Notary of Public Required
Proposal Form	<a href="#">200.326 Appendix I To Part 200</a>
Breach of Contract Terms, Sanctions and Penalties	<a href="#">200.326 Appendix II to Part 200 (A)</a>
Termination for Cause or Convenience	<a href="#">200.326 Appendix II to Part 200 (B)</a>
Certificate of Insurance	<a href="#">2 CFR 200.447</a>
Cooperative Agreements	<a href="#">2 CFR 200.24</a>
Byrd Anti-Lobbying	<a href="#">2 CFR 200.450; 200.326 Appendix II Part 200 Sec. "I"</a>
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts	<a href="#">200.326 Appendix II To Part 200 Sec H</a>
Clean Air and Water Certificate	<a href="#">200.326 Appendix II Part 200 Sec. "G"</a>
Equal Opportunity Employment	<a href="#">200.326 Appendix II Part 200 Sec. "C"</a>
Contracting with Small, Minority, Women Business Enterprises, and Labor Surplus Area Firms	<a href="#">2 CFR 200.321</a>
Conflict of Interest Questionnaire	<a href="#">24 CFR § 3282.359</a>
Disclosure of Lobbying Activities	<a href="#">Appendix B To Part 418 2 CFR</a>
Felony Conviction Notification (Exhibit Only)	<a href="#">21 CFR 1301.90</a>
Nutrition Services Certification For "Buy American" Provision	<a href="#">7 CFR 210.21 Sec. D</a>
Nutrition Services "Buy American Waiver Exception List	<a href="#">7 CFR 210.21 Sec. D</a>
Certificate Regarding Worker's Compensation	<a href="#">48 CFR 970.2803-1</a>
Certificate Regarding Drug-Free Workplace	<a href="#">38 CFR § 48.635</a>
Certificate Regarding Alcoholic Beverage And Tobacco-Free Campus Policy	<a href="#">21 CFR § 1140.1</a>
E-Verify	<a href="#">48 CFR 52.222-54</a>
Iran Contracting	<a href="#">48 CFR 25.703-3</a>
Civil Rights/Discrimination	<a href="#">FNS Instruction 113-1</a>
W9	<a href="#">Most Current Version Required</a>

- xii. Awarding of the contract:
  1. Evaluation will consist of product quality, services, or past performance, but not limited to, along with price as the heaviest weighted factor
  2. Cost plus percentage of cost will not be allowed as a basis for award (2 CFR 200.320)
- xiii. Any or all bids may be rejected if there is a sound documented reason
3. The following employee positions will participate in the RFP Procurement Method:
  - i. School Nutrition Director; SN Assistant Director; Purchasing Specialist; Business Office Manager
    1. Write product or service specifications
    2. Write the solicitation document
    3. Send the IFB to potential suppliers
    4. Participate in the opening of the submitted bid quotes and determine a winner
4. Eligible vendors.
  - ii. All suppliers that have been identified as potential bidders
  - iii. Only district-approved and qualified suppliers
5. Payment for RFP Purchases.
  - i. PO to be created prior to the invoice payment. This is handled through the Business Office

## Solicitation

An announcement of an IFB or an RFP will be placed in the newspaper, website, or other inter, (Odessa American email oa\_legals@oaoa.com) to publicize the intent of the SFA to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 14 days. We will also use an e-mail mailing list to help reach a wide variety of potential offerors.

1. An advertisement is required for all purchases over the district's small purchase threshold greater than \$50,000. The announcement (advertisement or legal notice) will contain:
  - General description of items to be purchased.
  - Deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - Date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - deadline for submission of sealed bids or proposals; and
  - address of the location where complete specifications and bid forms may be obtained.
2. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
3. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
4. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by School Nutrition Assistant Director, Business Operations and will specify the deadline for all questions.
  - The School Nutrition Assistant Director of Business Operations will be responsible for securing all bids or proposals.
  - The School Nutrition Assistant Director of Business Operations will be responsible to ensure all SFA procurements are conducted in compliance with applicable federal, state, and local procurement regulations.
  - The following criteria will be used in awarding contracts as a result of bids/proposals. The price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
5. In awarding an RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for the award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and best and final offer negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price as the primary and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - CEs reviews the procurement system to ensure compliance with applicable laws.
  - CEs is responsible for documentation the actual product specified is received.
  - Any time an accepted item is not available, the CEs will select the acceptable alternate. The contractor must inform the School Nutrition Assistant Director of Business Operations as soon as possible if a product is not available. In the event a nondomestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, written approval for the product. The CEs must comply with the Buy American Provision.
6. If the amount of purchases is more than the federal small purchase threshold currently valued at \$50,000, or SFA approved threshold if less, formal procurement procedures will be used as required



- by 2 CFR *Part 200* and any local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the **most restrictive** small purchase threshold.
7. The School Nutrition Assistant Director of Business Operations will perform a cost analysis before issuing a solicitation. In conducting their cost analysis, the Assistant Director will use the tools such as prior year quotations, bids, and velocity reports that will also be used in forecasting as well as any other available tools (i.e., Google search, Internet Catalogs, etc.) or strategies that may help to identify the estimated cost of the products and/or services to be purchased. The method and depth of the cost analysis is dependent on the complexity of the products and/or services to be purchased. Generally, the cost analysis for a formal procurement method is more in-depth than the cost analysis for an informal procurement method.
  8. Because of the potential for purchasing more than \$50,000, it will be the responsibility of contracting entities (CEs) to document the amounts to be purchased so the correct method of procurement will be followed.

### Non-Competitive Negotiation and Sole Source Procurements

These types of procurement methods are used to compensate for the lack of competition. This lack of competition may result from overly restrictive solicitation documents, an inadequate number of suppliers in the area or the procurement environment may have been compromised by inappropriate supplier actions (i.e. market allocation schemes). Non-competitive negotiation occurs after the solicitation (sealed bid, competitive negotiation or small purchase) has been issued, but competition on that solicitation has been deemed inadequate.

- a. Non-competitive negotiations or sole source procurements are restricted to specific situations and may only be used when:
  - i. Inadequate competition in a formal procurement method
  - ii. Public emergency exists
  - iii. Goods or services are only available from one manufacturer through only one supplier
- b. Ector County ISD will obtain TDA's approval prior to award and purchase of products or services. All requests for approval must be submitted through the State Agency's online system, TX-UNPS.
- c. The following employee positions will oversee the approval process for a Non-Competitive and/or Sole Source Procurement Method: School Nutrition Director and SN Assistant Director of Business Operations.

### Emergency or "Pressing Need" Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase must be authorized by School Nutrition Director and inform the Purchasing Director. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Texas Department of Agriculture. At a minimum, the following emergency procurement procedures shall be documented:
  - Item name
  - Dollar amount
  - Vendor
  - Reason for emergency

2. The SFA shall agree to retain all books, records, and other documents relative to the award of the contract for three (5) years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the 5-year period as long as required for the resolution of the issues raised by the audit. Specifically, the SFA shall maintain, at a minimum, the following documents:
  - Written rationale for the method of procurement.
  - A copy of the original solicitation.
  - The selection of contract type.
  - The bidding and negotiation history and working papers.
  - The basis for contractor selection.
  - Approval from the state agency to support a lack of competition when competitive bids or offers are not obtained.
  - The basis for award cost or price.
  - The terms and conditions of the contract.
  - Any changes to the contract and negotiation history.
  - Billing and payment records.
  - A history of any contractor claims.
  - A history of any contractor breaches.

## **Bid/Proposal Questions and Protest Procedures**

An interested party may protest any of the following situations:

- Solicitation or other request for offers for a contract for the procurement of property or services
- Cancellation of a solicitation or other request
- Award or proposed award of a contract
- Termination of a contract, if the protest alleges that the termination was based on improprieties in the administration of the contract.

Ector County ISD will do the following:

1. Include clear instructions in each solicitation document about questions and protest procedures.
2. Follow all written procedures to resolve protests.
3. Ensure that all protests are resolved.
4. Retain all documentation related to a protest.
5. Notify TDA when a protest is received.

Ector County ISD will address all respondent protests within 24 hours of the bid award. Ector County ISD will provide evaluation scores and pricing at the request of the respondent. Violations of law should be referred to the local, state or Federal authority.(2 CFR, Section 200.318[k])

Ector County ISD will allow respondents to request clarification of information prior to the close of the bid/proposal. These requests must be received a minimum of 3 business days prior to the close of the bid/proposal. Ector County ISD will address the request for additional information as an addendum to all respondents.

## Economic Price Adjustments in Vendor Contracts

The economic price adjustments, which allow a District to adjust costs in the contract, must be tied to an appropriate standard or cost index. Relating the price adjustments in a contract to an index allows the District to ensure that increases under the contract are not without basis. For example, if fuel prices are increasing drastically, an appropriate index such as the Consumer Price Index (CPI) will reflect this change.

This index is preferred because the USDA uses this index for the National School Lunch Program (NSLP) yearly funding increases. The intention is that if the USDA increased funding by a certain percentage the District would be able to allow the increase in food cost to rise at the same percentage. Vendors will be able to bid on multi-year contracts that allow for inflation and the District will be able to maintain a consistent level of service and food cost percentage from year to year.

## Applying Geographic Preferences in Procurement

As amended, the National School Lunch Act (NSLA) allows SFA's receiving funds through the CN Programs to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. This applies to operators of all of the School Lunch Programs.

Ector County ISD will apply geographic preference to the procurement of agricultural products that:

1. Are unprocessed
2. Are locally grown or locally raised
3. Have not been cooked, seasoned, frozen, canned, or combined with any other products

Because the NSLP is Federally Funded, geographic preferences cannot be restrictive to local definitions such as city, county, or state lines. Ector County ISD determines local as "within the United States territory and within the state of Texas" (mileage may vary for items dependent on bidding preference).

## Discounts, Rebates, and Credits

Ector County ISD requires that all discounts, rebates, and credits accrue back to the school nutrition account. The contractor will be required to identify the amount of each discount, rebate, or other applicable credit on bills and invoices presented to the Ector County ISD. Contractors will be required to identify the method by which they will report discounts, rebates, and credits. All discounts, rebates, and credits will be tracked via monthly invoices or annual velocity reports. Contractors will be required to maintain documentation of costs, discounts, rebates, and credits and make those available to Ector County ISD upon request.

## Buy American Provision

Ector County ISD adheres to the Buy American Provision (7 CFR 210.21) when purchasing commercial food products to be served in the district's SNP meals. This provision will be included in all solicitations for food to be used in the school nutrition programs.

Per Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 {Public Law 105-336} added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring School Food Authorities (SFA's) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guan, American Samoa, Virgin

Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFA's must comply with when purchasing commercial food products served in the school meals programs.

Ector County ISD will purchase domestic food products per the Buy American Provision unless:

1. The product needed is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; or
2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product

Ector County ISD will maintain all documentation in regard to any food purchases that are deemed "non-domestic" to include cost comparisons if the product is available as a "domestic" product that is seen as unreasonable in cost; or if not available as a U.S. grown product the documentation will include the "country of origin."

### **Small and Minority Businesses, Women Business Enterprises, and Labor Surplus Area Firms and/or Disabled Veteran Business Enterprise (MWDVBE)**

Ector County ISD will encourage open competition amongst small, minority, woman, and disabled veteran's businesses by:

1. Reducing barriers in Formal and Informal Contract solicitations by:
  - a. Allowing for businesses that may be MWDVBE to compete on an equal footing. This will be accomplished by having a qualification process where MWDVBE bids are given points equal to the requirements that may be restrictive, such as length of service in business, size of distribution facilities, etc...
  - b. Allowing for extra points in the evaluation if a bidder/proposer qualifies as an MWDVBE
  - c. Structuring contracts to allow "awards to more than one Proposer in the best interest of the District in order to award a portion of the agreement to MWDVBE vendor that may not be able to perform to an agreement that is too large for current financial/logistical capabilities.
2. Structuring Contracts that May allow for Cost Credit to Small, Minority and Women owned businesses:
  - a. Ector County ISD may structure an RFP Formal Procurement agreement to allow for price variation of not more than 5% of total cost above the lowest responsive bidder to award to a small, minority or women owned business. For example, the lowest bidder was \$100 dollars, a certified small, minority or women owned enterprise bid \$105, the contract may be awarded to the small, minority or women owned enterprise if it is in the best interest of the District.
3. Providing Positive Outreach
  - a. Ector County ISD will place qualified small, minority and women owned enterprises on solicitation lists; and
  - b. Assure that small, minority and women owned enterprises are solicited whenever they are potential sources

### **Local Sourced Products: Farm to School Initiative**

Ector County ISD is committed to local markets and family farmers in the State of Texas. Our objective is to

support the local agricultural economy and reduce the environmental impact of long distance shipping.

Ector County ISD defines “Local Sources Products” as products that are grown within the State of Texas, with preference to sources located within 100 miles of the school’s main campus.

When purchasing local sourced products, Ector County ISD will follow the planning phase as stated earlier in this manual and do a cost/price analysis to determine the most appropriate procurement method.

In order to encourage the bidders to purchase locally sourced produce, Ector County ISD may assign additional point values in the “Award of Contract” section of the solicitation that can demonstrate:

1. The bidder is purchasing produce locally by submitting a list of local farmers, their addresses, the produce that is anticipated to purchase from each farm location, and the anticipated harvest dates of the produce
2. The bidder must also agree to the ability to submit a report during the term of the contract that demonstrates continued purchases from local farms

### **Use of Excess and Surplus Property**

Ector County ISD, to the best of the district’s ability, may utilize excess and surplus property when available. The TDA allows a district to use a significant portion of our entitlement (PAL) allocation from USDA to purchase DOD fresh fruit and vegetable products. The TDA manages the solicitation and award of the DOD Produce Vendors. Contracting Entities (CE’s) in the state of Texas and participating in the DOD Fresh Program can receive weekly deliveries as outlined in the awarded contract.

### **Cooperative Membership and Procurement**

The USDA allows for “Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services.

Ector County ISD may participate in a purchasing cooperative when it is determined to be in the best interest of the district. As a governmental agency, Ector County ISD has the option to legally join a “governmental agency or Education Service Center (ESC) agency” purchasing cooperative through an Interlocal or Inter Agency Agreement.

If determined in the best interest to join an ESC Agency cooperative, Ector County ISD will request a copy of the Interlocal or Inter Agency Agreement and complete and submit to the appropriate contact of the co-op. Ector County ISD will do the following once membership in the cooperative has been confirmed:

1. Provide product estimated quantities planned for purchase for each bid selected.
2. Review that all procurement documents and cooperative processes have been conducted in accordance with applicable Federal, State and local regulations.
3. Will confirm that their addition to any contract selected does not create a material change as outlined in the contract per 2 CFE 200.318[e] that states a material change occurs when the change in scope of the contract is significant enough that potential bidders might have bid differently had they been award of the impacts from adding additional agencies.
4. Request access to all documentation related to the contract for compliance with records retention requirement to include but not limited to:
  - a. Solicitation
  - b. Verification of Published Advertisement
  - c. Contract Terms and Conditions

- d. Evaluation Criteria, if any
- e. Responses
- f. Notification of Awarded vendor(s)
- g. Documentation of any extensions or Amendments
- h. Recall Procedures

### Unnecessary or Duplication of Goods/Services

Ector County ISD will avoid acquisition of unnecessary or duplicative items/services. Purchases will be justified using the following criteria:

1. Purchaser will determine if there are like items in the District that may not be in use and consider transferring item before determining if purchase is necessary
2. The item is being considered for menus or is needed to serve, prepare, receive, transport or store an item on the menu
3. The item is replacing an obsolete, broken, damaged or outdated piece of equipment

### Recalls

Ector County ISD will use the following procedures in regard to products that have been recalled, or are discovered to be defective or faulty:

1. The School Nutrition Director/SN Assistant Director will register for email notifications of recalled products through USDA Food Safety and Inspection Service ([usfsis@public.govdelivery.com](mailto:usfsis@public.govdelivery.com)) and/or [recalls.gov](http://recalls.gov) or any other viable resource in regard to food and product safety and recalls
2. Vendors' Recall procedures will be requested with every Small Purchase, IFB and RFP procurement method used
3. Any notices or alerts from awarded vendors or distributors in regard to a recalled product will be handled immediately, following all instructions from the vendor or distributor in regard to the handling of the recalled product
4. Actions may include but not be limited to:
  - a. Disposal of all affected product
  - b. Photos of products affected, documentation of case lot numbers, distributor codes or any other pertinent information as documentation of product origin
  - c. Removal of affected product to a safe area to be picked up by the vendor or distributor
  - d. Credits issued for all affected product that could not be used

### Requisition/Purchase Order Entry

No item can be purchased or receive an order without a purchase order. Funds must be encumbered through the purchase order process (MUNIS) to guarantee payment of an invoice. A purchase order is also a binding agreement between the vendor and the district. It is also against district policy to place an order with an "unapproved vendor".

Before requesting a requisition Entry/Purchase order to be created proper documentation will be gathered and emailed to the School Nutrition Accountant.

Documentation needed but not limited to the following.

- Award letter
- Quotes
- TDA documentation
- TDA/USDA ARM documentation

- Cost Analysis and/or Vendor price comparison

The School Nutrition Accountant will upload the documents when creating the Requisition Entry and verify correct General Ledger accounts is being used based on FARS.

Once purchase order has been created, the department will follow up with the vendor to confirm the PO has been received.

If purchase order has not been received, the department will follow up with the district's purchasing department. Or download the PO if available and email it directly to the vendor representative.

After the purchase order has been received by the vendor/supplier. The department will coordinate the following based on IFB/RFP, and Quote specifications and details.

- Delivery location
- Drop instruction
- Lead time
- Discrepancies

## Miscellaneous

1. New food product evaluation procedures will include:
  - a. Evaluation of product labels
  - b. Sample
  - c. Student taste-tests
2. Payments will be made to the vendor when the contract has been met and verified and has met the SFA's procedures for payment. The School Nutrition Computer Clerk-Invoicing Specialist will work with the School Nutrition Accountant to review each invoice and ensure that items were received and the correct price is verified prior to issuing payment. The (If prompt payment is made, discounts, etc., are accepted.)

Sponsors are encouraged to verify State Agency and USDA requirements to ensure compliance.

## **Code of Conduct**

**Regulations:** 2 CFR Part 200.318(c)(1) and 7 CFR Part 210.21(c) State Procurement Code and Regulations, and ISD Child Nutrition Department.

**Procedures:** ECISD seeks to conduct all procurement procedures:

In compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts.

No employee, administrator, or agent of ECISD's School Nutrition Department may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest.

Such a conflict of interest may arise when any employee, administrator, or agent of the ECISD School Nutrition Department has a financial, family or any other beneficial interest in the vendor selected or considered for an award.

No employee, administrator or agent of the ECISD School Nutrition Department shall award contracts to or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal State and local procurement laws and policies established to maximize free and open competition among qualified vendors. Those circumstances where interests, financial or otherwise, are not substantial or are within the limits of applicable Federal, State and local laws and the policies and procedures of the ECISD, the Superintendent's Cabinet shall determine whether the conflict is material under the circumstances. Discipline for violation of the School Nutrition Code of Conduct may include a verbal reprimand, written reprimand and/or termination of employment.

The ECISD School Nutrition Department employees, administrators, and agents will not solicit gifts, including but not limited to travel packages or other incentives, and/or donations from prospective contractors.

The ECISD School Nutrition Department employees, administrators, and agents acting on the ECISD School Nutrition Department's behalf, any member of the immediate family of the ECISD School Nutrition Department employee, administrator or agent acting on the behalf of the ECISD School Nutrition Department cannot accept anything of value from a vendor. Incentive, gratuities, or kickbacks include, but are not limited to, personal gifts or gratuities that may be construed to have been given to influence the purchasing process. Giving and receiving gifts in the public sector may constitute a violation of the law. Gift to a Public Servant is a Class A misdemeanor offense if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.

An ECISD School Nutrition Department employee or former employee must not knowingly use confidential school



nutrition program information for the actual or anticipated personal benefit or benefit for any person or entity.

Disciplinary actions up to and including termination will be applied for violations of above stated standards by ECISD School Nutrition employees, administrators, or agents acting on behalf of the ECISD School Nutrition Department.

The ECISD School Nutrition Department will provide guidance to each employee, administrator or agent acting on the ECISD's School Nutrition's behalf at the time of hire on how to avoid undue influence. ECISD will provide all employees, administrators, and agents acting on behalf of ECISD's School Nutrition Department a copy of ECISD's Employee Handbook that addresses professional and ethical standards.

The ECISD School Nutrition Department requires any employee, administrator or agent acting on behalf of the ECISD School Nutrition Department to disclose in writing any possible situations where there is an appearance of incentives, gratuities, or kickbacks being received.

ECISD will consult with their attorney or legal counsel if there is a question about whether a specific situation is a conflict of interest.

ECISD's procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to choose a method of procurement to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

ECISD will purchase goods, products, and/or services for use in the School Nutrition Program in compliance with 2 CFR Part 200 and State Laws using the procedures outlined as follows.

The primary purpose of this procurement plan is to ensure that open and free competition exists to the maximum extent possible. The procurement process practiced by the ECISD School Nutrition Department must not restrict or eliminate competition (2 CFR Part 200.318(c)). For example, description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets the needs of the School Nutrition Program.

New procurement procedures do not need to be developed every year. However, an annual review of procedures is suggested to assure its relevance to current procedures.

# Customer Service

School Nutrition Staff are to treat all students, parents, staff members, and fellow team members as customers.

## **Customer Interaction**

All School Nutrition employees are to display a positive attitude and be friendly, courteous, honest, and prompt. Email correspondence is to be responded to within 24 hours.

## **Marketing**

In order to ensure community knowledge of School Nutrition operations, menus and other School Nutrition events are to be marketed in multiple formats.

### **Print**

Menus may be printed yearly in a quantity sufficient for all students to receive a menu and for extra copies to be available as needed. Special event flyers are to be printed as needed in quantity sufficient for all students to receive one (1) flyer. The ECISD print shop is to be utilized for printing whenever possible.

### **Website**

Menus and special events are to be posted on the ECISD School Nutrition webpage.

### **Social Media**

Menus and special events are to be advertised on all School Nutrition social media outlets. Other School Nutrition social media activities may be conducted to promote positive School Nutrition experiences with approval from the Director of School Nutrition.

# Other Operational Issues

## **Special Dietary Needs**

The School Nutrition Dietitian is responsible for managing meal modifications for students with special dietary needs. The current Meal Modification Form can be found on the School Nutrition webpage and is updated yearly. Students with special dietary needs must have a current Meal Modification Form on file that is completed by a medical authority. Meal Modification Forms are to be turned into the School Nutrition Dietitian for implementation. The School Nutrition Dietitian is responsible for ensuring up to date information in the counting and claiming program.

## **Summer Food Service Program**

### **Operation**

The School Nutrition Dietitian is responsible for coordinating the Summer Food Service Program in collaboration with the Assistant Director, department staff, and district staff. The Summer Food Service Program is to be operated in accordance with all applicable federal, state, and local policies and procedures.

### **Menus**

Summer Food Service Program menus are to prioritize the use of food items in the current School Nutrition inventory that are not on the menu for the following school year. Every effort is to be made to ensure students acceptable items that are financially responsible.

### **Staffing**

School Nutrition Managers are given first priority in the management of the Summer Food Service Program, followed by Manager Trainees, and then kitchen employees.

## **School Delays & Cancellations**

### **Delayed Start**

In the event of a delayed start to the school day, inform all employees of the delay and the time to report to work. Inform all employees to continue to access local news in case of further delay. In the event that school is scheduled to start at or after 10:00am, breakfast will not be served unless otherwise notified by the district. a School Nutrition Supervisor. Production records, menus, and inventory are to be adjusted accordingly.

### **School Cancellation**

In the event of school cancellation, inform all employees of the cancellation. Production records, menus, and inventory are to be adjusted accordingly.

## **Food Fundraisers**

The ECISD School Nutrition Department is required to give approval for all food-based fundraisers on all campuses participating in the National School Lunch Program (NSLP). In accordance with federal law, food-based fundraisers are to meet all regulations for the All Foods Sold in Schools regulations.

Campuses are allowed six exempt days for fundraisers in accordance with the Local Wellness Policy. Exempt

days are to be on file with the School Nutrition Department in advance of the scheduled fundraiser.

The School Nutrition department sells cases of Smart Snack compliant items. These items are to be sold following ECISD purchasing procedures.

Food and beverage for fundraisers cannot be sold during meal service times and in areas where school meals are served.

## **School Foodservice Organizations**

Membership in local, state, and national school nutrition organizations is encouraged for all School Nutrition employees in order to support the goals of the department.

## **Catering**

The ECISD School Nutrition program operates a catering department to generate additional income in support of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Available products are listed in the Catering Menu posted on the ECISD School Nutrition webpage. This service has been stopped due to COVID-19 and will resume once the pandemic is over.

## **Orders**

Any catering orders are to be forwarded to the School Nutrition Manager at the catering department campus and the assigned School Nutrition Supervisor. Orders for warehouse supplies are to be forwarded to the School Nutrition Accountant. The School Nutrition Accountant is responsible for generating invoices. The School Nutrition Accountant will be responsible for reconciling payment of invoices in MUNIS.

## **Purchasing of Catering Supplies**

The School Nutrition Manager is responsible for coordinating the procurement and production of catering orders. Any ingredients that are kept in stock by the School Nutrition Warehouse are to be ordered from the Warehouse. Any other ingredients may be purchased at an approved grocery store out of the petty cash fund. Receipts may be submitted to the School Nutrition Accountant for reimbursement of petty cash. The School Nutrition Manager is responsible for documenting and reporting production costs to the School Nutrition Supervisor in charge of catering.

## **Equipment Use & Ice**

All kitchen equipment belongs to School Nutrition, and the first priority of equipment use is for the operation of meal service. Ice may be provided in quantity to the campus nurse. Teachers and other campus staff members may be provided a cup of ice. Bulk ice quantities may be provided upon request if there is sufficient quantity to do so without hindering the operation of meal service. To ensure the continued safety of our customers and sanitation of School Nutrition Kitchens, ice is to be handled by certified food handlers only.

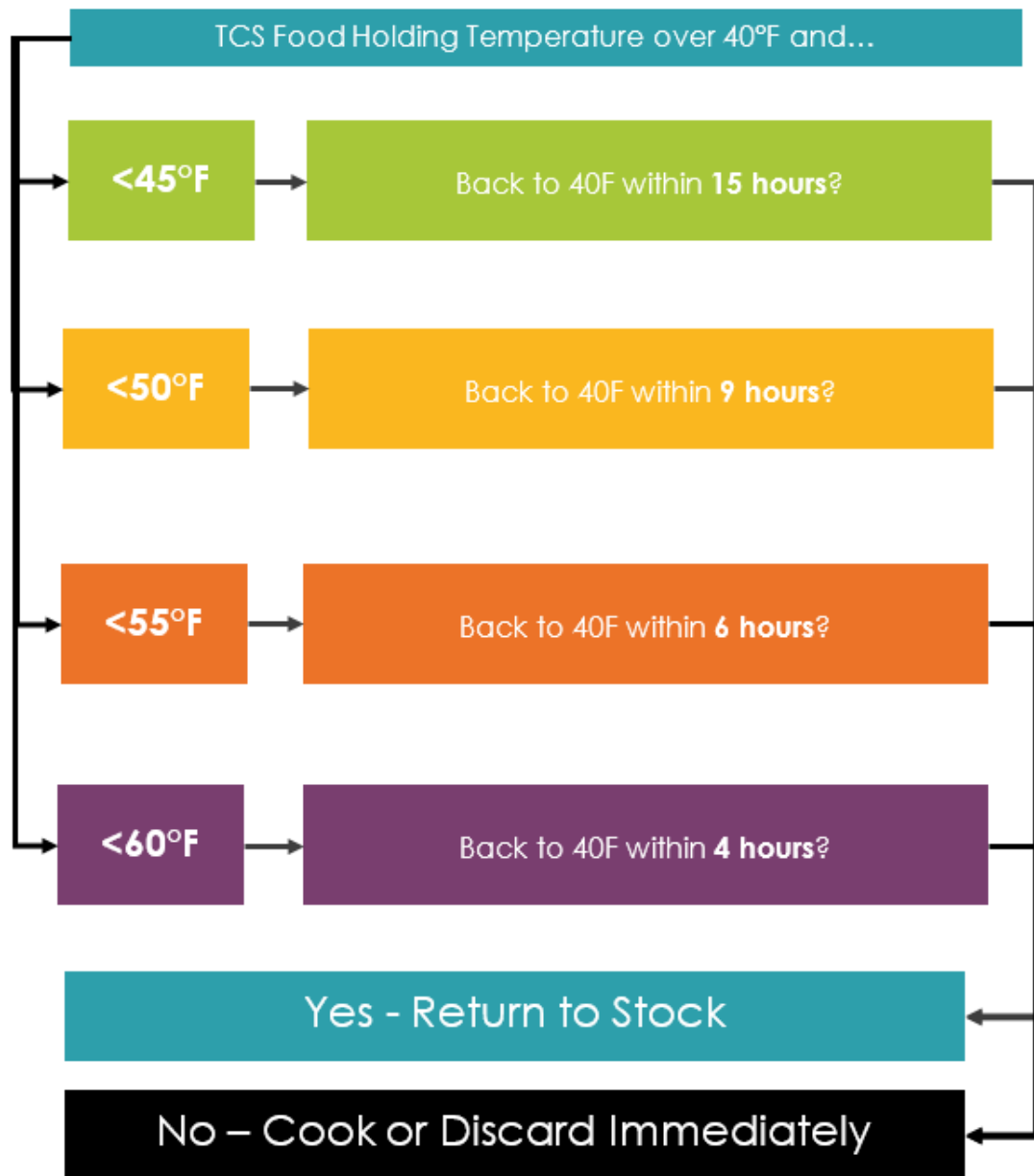
## **Power Outages**

Both School Nutrition Refrigeration Techs receive E-Control alerts regarding temperature on power on their phones. If both School Nutrition Refrigeration Techs are unavailable, alerts are to be forwarded to the School Nutrition Assistant Director.

In the event of a power outage that results in coolers and freezers without power, the decisions are to be made in accordance with the following Temperature Emergency Flow Chart. In the event that items need to

be transferred to another cooler or another campus, these items are to be prioritized based on cost per case.

## Temperature Emergency Flow Chart



\*Time and Temperature guidelines based on 2014 Conference for Food Protection –  
Emergency Action Plan for Retail Food Establishments

# Start & End of Year

## **Start of Year Procedures**

### **Office**

- Check that all computers are working properly.
- Print student keypad cards and place them in teacher boxes.
- Print a negative balance report and adjust all negative balances to \$0.00.
- When instructed by the Technology Administrator, close all student accounts and accept any file imports.

### **Kitchen**

- Check that all equipment is working properly.
- Clean kitchen.
- Post staffing chart.
- Post cleaning equipment chart.

### **Serving Line**

- Check that serving line equipment is working properly.
- Place registers in the correct, labeled positions.
- With the office computer in "Meal Time," ensure that each register has a functional connection and that overlays are correct. Do not ring up any meals during this time.
- Clean and decorate the serving line.
- Print classroom rosters for all grade levels and place them at each register.

### **Personnel**

- Conduct at least one team meeting before school begins.
- Ensure that all kitchen staff has completed the required training.

## **Year End Procedures**

Current, detailed year-end procedures will be communicated at the end of each school year. It is imperative that all instructions are followed exactly.

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