

Houston County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 06/09/25
		Rescinds:	Issued: 01/13/03 12/11/17

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with state law and State Board of Education rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state, federal, and local requirements necessary for participation.¹

The district's Food Service Supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which shall comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Program, the Board agrees to the following:

1. Meals shall be made available to all students in attendance; and
2. Free and reduced-price meals/snacks shall be made available to students who are determined eligible for these benefits.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from other students during food service.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

Procedures for implementing guidelines established by the State Department of Education School Nutrition Program shall be on file in the district food service procedures manual.

STUDENTS REQUESTING MODIFIED MEALS

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

The Director of Schools shall develop procedures for notifying parent(s)/guardian(s) of the process for requesting meal modifications and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

COMPETITIVE FOODS

The sale of competitive foods shall comply with all local guidelines, but at a minimum, shall be as stringent as the current federal regulations concerning competitive foods.³

CHARGING MEALS

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal.

The Director of Schools shall ensure that this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.

COLLECTION OF UNPAID MEAL CHARGES

The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The Director of Schools shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt shall be approved by the Board. Upon recommendation of the Director of Schools, the Board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. [TCA 49-6-2302, 2303; TRR/MS 0520-01-06](#)
2. [7 CFR § 210.10-.13](#)
3. [7 CFR § 210.11](#)
4. [2 CFR § 200.426](#)

Cross References

Revenues 2.400
Investment Earnings 2.402
Deposit of Funds 2.500
Financial Reports and Records 2.701