



Child Nutrition Program Policies and Procedures

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Introduction	4
Code of Conduct	5
Waste, Fraud, and Abuse	5
Child Nutrition Goal	7
Child Nutrition Staff	8
Cafeteria Managers	9
Meal Service	10
Breakfast in the Classroom	10
Lunch	10
CACFP	11
Summer Feeding	11
Special Diets	11
Food Taken From Campuses	12
Meal Prices	13
Student Costs	13
Adult Meals	13
Unpaid Debt	13
Cash Handling	14
Child Nutrition Staff	15
Employee Extra Hours	15
Food from Home	16
Cell Phones	16
Training	16
Dress Code	16
Food & Misc Inventory	17
Requesting Supplies/Small Ware Items	17
Competitive Foods	20
Fundraisers	21
Equipment	22
Vehicles	23

Asset Disposal

23

Procurement

23

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at:

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

and at any USDA office, or write a letter addressed to USDA and provide all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Introduction

These procedures and guidelines are designed to provide standardized guidelines and procedures for administering the Clint Independent School District's Child nutrition department. They are intended to comply with local, state, and federal policies, procedures, and requirements. This document is subject to change; the Child Nutrition Department reserves the right to amend it as needed. This is supplemental to the CISD employee handbook.

The Clint Independent School District Child Nutrition Program (CNP) is a professional department that provides meals to students and staff at all fourteen Clint ISD campuses. Procedures have been developed to standardize district operations. CNP is expected to generate adequate funding for all costs of the Child Nutrition Program. All Clint ISD campuses participate in the National School Lunch and Breakfast Program (NSLBP).

To maximize student options and ensure good quality food for our students, CISD partners with a Food Service Management Company (FSMC). The FSMC runs the food operations, providing expertise in menu creation and promoting healthy eating in the cafeteria. The current food service management company is Aramark.

The CNP program follows all US Department of Agriculture (USDA) & Texas Department of Agriculture (TDA) Guidelines for providing meal service at its campuses. Further information can be found at <https://www.fns.usda.gov/cn> & <https://squaremeals.org>.

Code of Conduct

As representatives of the CLINT ISD Food Services Department, all employees are expected to conduct themselves professionally and ethically, maintaining high standards of integrity and using good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals inside and outside the CLINT ISD.

The following Code of Conduct shall govern the performance, behavior, and actions of the CLINT ISD Food Services Department, including employees, directors, officials, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts; or the administration and supervision of contracts.

No employee, director, or agent of the CLINT ISD Food Services Department shall participate in the selection, award, or administration of a bid or contract supported by federal funds if a conflict of interest is real or apparent to a reasonable person.

Conflicts of interest may arise when any employee, director, or agent of the CLINT ISD Food Services Department has a financial, family, or any other beneficial interest in the vendor selected or considered for an award.

No employee, director, or agent of the CLINT ISD Food Services Department shall award contracts to or show favoritism toward a member of their 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, in circumstances where financial or otherwise interests are not substantial or are within the limits of applicable Federal, State, and local laws and the policies and procedures of the CLINT ISD, the Superintendent's Cabinet shall determine whether the conflict is material under the circumstances.

The CLINT ISD Food Services Department employees, directors, and agents will not solicit gifts, including but not limited to travel packages or other incentives and donations from prospective contractors. However, incentive language may be included as part of the competitive procurement (formal bid and request for proposal) solicitation language to acquire the most favorable terms for the operation and benefit of the non-profit food service account. Such incentives include but are not limited to volume rebates, timely payment discounts, program promotion assistance, upfront savings, etc....

Following TDA requirements, Clint employees must not solicit or accept gratuities, favors, or anything of value to perform improper financial actions, including actions related to procuring contractors or parties to subcontracts. When this occurs, there is a conflict of interest.

A conflict of interest is any action that allows a person to benefit at the expense of the public interest or the expense of his or her employer. A conflict of interest may be real or apparent, i.e., a conflict of interest does not have to be acted upon to be considered a conflict of interest.

A real or apparent conflict of interest occurs in situations such as the following:

- CNP employee has a financial or other interest in a business being considered for a contract.
- CNP employees receive tangible personal benefits from a business being considered for a contract.
- A CNP employee has a personal relationship or friendship with a business being considered for a contract.
- CNP employee is employed by, about to be employed by, or is seeking employment from a business being considered for a contract.

If a CNP employee receives a tangible benefit, there is a conflict of interest. A tangible benefit includes, but is not limited to, the following:

- Offering a special item at a much lower price than the price structure for a current contract.
- Offering an item not presently used by the district at a special price below market value.

7 Examples of nominal value include inexpensive aprons, calendars, mousepads, or coffee cups.

The following circumstances may foster conflicts of interests:

- Arbitrary action
- Business interest in or corporate relationship among those involved
- Financial or other interest
- Noncompetitive contracts
- Organizational conflicts
- Relationships between affiliates or subsidiary organizations/firms/companies
- Tangible benefit received
- Offering an incentive, such as equipment or other prizes for purchasing items.
- Allowing staff to make purchases from a CNP-procured contract.

The Child Nutrition Department follows the Administrators Reference Manual published by TDA.

Failure of a District employee to comply with any of these requirements may result in disciplinary action, up to and including termination.

Waste, Fraud, and Abuse

To ensure the public receives the most value, the district strives to ensure its administrative management of public, state, and federal funds is as effective and efficient as possible, with a high standard of accountability to prevent waste, fraud, and abuse.

All trustees, employees, vendors, contractors, consultants, volunteers, and other parties involved in the Clint ISD Child Nutrition Program shall act with integrity and diligence in their everyday duties.

Fraud and impropriety include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other district assets, including employee time;
- Intentionally providing inaccurate Breakfast Meal Counts;
- Removing any equipment from the cafeterias without permission;
- Taking leftover food for personal use, with or without monetary compensation;
- Theft of supplies and or food inventory
- Not entering sales into the point-of-sale system
- Intentionally claiming reimbursable meals when they did not meet TDA requirements
- Intentionally claiming inaccurate reimbursable meals with TDA

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, Superintendent or designee, Board President, or local law Enforcement.

The district has provided a fraud/abuse hotline at 915-926-4160 or a web form at <https://www.clintweb.net/Domain/62> as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to disciplinary action.

Child Nutrition Goal

Our goal is to enhance students' quality of life through fresh and wholesome food, a strong focus on nutrition, and unparalleled customer service for students and the community. At the Clint ISD Child Nutrition Department, we proudly serve over 10,000 students daily. Our facilities are throughout the Horizon, Montana Vista, and Clint Areas.

According to the "No Kid Hungry Organization, 60% of children from low-income families come to school hungry, affecting school performance. The child nutrition program is committed to feeding as many children as possible. During standardized testing, where there may be larger gaps between breakfast and lunch, we will provide snacks at no cost to the students if funding is available. These snacks should not be given during breakfast, lunch, or supper programs. Please see the section below regarding competitive foods.

All employees of the child nutrition department are expected to maintain a positive attitude towards internal and external clients. This includes speaking professionally and courteously to students, co-workers, teachers, maintenance staff, management, and any other person we may encounter throughout the day.

Child Nutrition Staff

Carlos Villalobos	Director of Child Nutrition	Carlos.Villalobos@clint.net (915) 926-4981
Sergio Chairez	Financial Director of Child Nutrition	Sergio.Chairez@clint.net (915) 926-4982
Dwayne Wisniewski	Aramark District Manager	Wisniewski-Dwayne@aramark.com (915) 926-4986
Aurora Dominguez	Food Service Manager	Aurora.Dominguez@clint.net (915) 926-4863
Mayra Lopez	Food Service Manager	mayra.lopezramirez@clint.net
Sara Borrego	Marketing	sarah.borrego@clint.net
Karla Guerra	Dietitian	Karla.guerra@clint.net
Laura Lerma	CISD Secretary	Laura.Lerma@clint.net (915) 926-4980
Joe Soto	Commodity/Custodian	Joe.Soto@clint.net (915) 926-4980
Manuel Frausto	Chef	Manuel.Frausto@clint.net (915) 926-4863
Erika Sapien	Accounting/Payroll Clerk	Erika.Sapien@clint.net (915) 926-4089

Cafeteria Managers

Maria Zaragoza	Clint High School	(915) 926-8318
Juan Gutierrez	Clint Jr. High School	(915) 926-8018
Liliana Rodarte	Clint Early College	(915) 926-8118
Gioana Guzman	WD Surratt	(915) 926-8218
Susie Corpus	Horizon High School	(915) 926-4218
Ilda Cerda	Horizon Middle School	(915) 926-4718
Irene Hidalgo	Ricardo Estrada Middle	(915) 926-4818
Rosie Rivera	Frank Macias Elementary	(915) 926-4618
Brenda Moreno	Desert Hills Elementary	(915) 926-4518
Rosangelica Gonzalez	Carroll T. Welch Elementary	(915) 926-4418
Leticia Gutierrez	Mountain View High School	(915) 926-5018
Beatriz Juarez	East Montana Middle	(915) 926-5218
Elizabeth Tucker	Montana Vista Elementary	(915) 926-5318
Karina Ortiz	Red Sands Elementary	(915) 926-5418

Meal Service

Breakfast in the Classroom

The **Breakfast in the Classroom** program allows CISD to do even more to ensure students have a nutritious breakfast to focus on learning and achieve their full potential. CISD serves a complimentary breakfast to all students. It is a well-documented fact that when students start their school day with a good breakfast, they tend to perform and behave better. However, when breakfast is served in the school cafeteria before school, two-thirds of students skip it. To ensure children get a nutritious breakfast daily, Clint ISD has implemented the Breakfast in the Classroom program, serving breakfast right in the classroom during the first few minutes of the first class.

The cafeteria staff will deliver breakfast to the classroom, including forms that must be filled out to be picked up later. The teacher must empty all bags and make the items accessible to the students. The bags will contain multiple items: milk, fruit juice, some fruit, and the entree; items will vary daily. The teacher will mark off the attendance roster when each student picks up breakfast; the students must take all items.

Sometimes, when a child doesn't consume all the items, non-perishable items can be placed on the shared table for other students to enjoy, and all other perishable items must be thrown away. If a student is absent or declines their whole meal, those meals must be returned to the cafeteria for proper disposal of the items.

Lunch

CISD participates in the Offer vs. Serve Program. This Program is a serving method designed to reduce food waste and food costs in the school lunch program without jeopardizing the nutritional integrity of the lunch served. It allows students to choose what they would like to eat. The meals are broken down into components, and the students must take a minimum of three components to qualify the meal as a reimbursable meal. Elementary school students have a choice of 5 popular entrees, while Middle and High School students have a large variety.

CACFP

CISD Participates in the Child the Child and Adult Care Food Program (CACFP), which allows food to be served during educational or enrichment programs. Schools can serve supper on weekdays and Saturdays, provided they simultaneously have education or enrichment programs. During intersession, the CACFP programs allow breakfast and lunch to be served to kids. These programs serve children who meet CACFP age requirements (through age 18 years, 19 if the child turns 19 during the school year.)

Children with disabilities are eligible regardless of age. However, CACFP supper and other meals can only be served after the TDA has approved them.

Summer Feeding

During the summer, CISD offers meals through the Summer Food Service Program (SFSP). The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children. Please visit the district website for details on which schools will serve breakfast, lunch, and summer meals.

Special Diets

In recent years, we have seen increasing emphasis on ensuring children with disabilities have the same opportunities as other children to receive an education and education-related benefits, such as school meals.

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation, as well as the regulations governing the National School Lunch Program (NSLP) and School Breakfast Program (SBP), make it clear that substitutions to the regular meal must be made for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.

In most cases, children with a special diet request can be accommodated with offer vs. serve. A statement signed by a licensed physician must specify the nature of the child's disability, the reason the disability prevents the child from eating the regular school meal, and the specific substitutions needed.

A Special Diet form must be submitted to accommodate children with special dietary needs. The form requires a physician's signature. The form can be found in the Child Nutrition Section of the Clint ISD website at <https://sites.google.com/clint.net/cisdchildnutritiondept/special-diets>

Food Taken From Campuses

CLINT ISD does not allow any employee, officer, or agent acting on behalf of the CLINT ISD to take food or leftover food (including milk) from the premises for personal use, personal gain, or benefit to another person or entity.

Special Event Catering

The Child Nutrition Program offers catering for special events. Campuses and Departments requesting catering services must adhere to the following procedures:

Submit a Child Nutrition Catering Request form to the Catering team at catering@clint.net.

Note: Delays in the approval process may affect event scheduling or your event being denied unless approved within the 7-day notice. Plan and follow up on your order to ensure the Child Nutrition Program received it.

The following items must be included on the Child Nutrition Program Catering Request:

- Time set-up should be ready for service
- Items requested
- Name and telephone/extension number of the contact person.

A quote will be returned to the requestor indicating the costs associated with the request. A Purchase Order is required to book the catering event.

Meal Prices

Student Costs

Currently, all our schools operate under the Community Eligibility Provision. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest-poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications.

Adult Meals

Adults can purchase meals from the cafeteria for a nominal fee.

Lunch

Complete Meal \$5.00

Main Dish or Salad Bar \$3.50

Side Item \$0.50, ie. Vegetables, fruit, and or milk

Supper

Main Dish \$5.00

Side Item \$0.50, ie. Vegetables, fruit, and or milk

Breakfast

\$3.29

Special occasions, such as Thanksgiving luncheons, will be priced accordingly. Tickets for these meals will be sold at the campuses to ensure smooth lunch lines.

As an added convenience, **CISD district employees** will sign the Meal Authorization form with the cashier and have the fees deducted via a payroll deduction. **Substitutes cannot** utilize a payroll deduction and are required to pay cash.

Unpaid Debt

Under the CEP, students will not be charged and will not accrue debt. District employees would clear any debt through payroll deductions on their last check.

Cash Handling

To prevent fraud, CNP attempts to minimize the number of cash transactions. Except for substitutes, district employees will utilize the employee deduction method to pay for any meal purchased in the cafeteria. Cash may be used in extenuating circumstances.

All Cash:

- Transactions must be documented in the point-of-sale system.
- Depending on the district courier, it can be deposited the same day or the next day.
- The manager must sign the Bank Deposit Summary, attesting to its accuracy.
- Subject to auditing

To ensure the public receives the most value, CNP strives to ensure its administrative management of public, state, and federal funds is as effective and efficient as possible, with a high standard of accountability to prevent waste, fraud, and abuse.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

The district has provided a fraud/abuse hotline at 915-926-4160 or a web form at <https://www.clintweb.net/Domain/62> as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to administrative action as described in CAA (Local Policy) and CAA (Regulation).

Child Nutrition Staff

Employee Extra Hours

In addition to the regular wages, CNP employees may need to work:

Overtime

Cafeteria Managers must get approval from their supervisor before anyone works more hours than they are scheduled to.

Supper

During the school year, the Clint Independent School District serves supper meals after regular school hours at various campuses. The hours vary depending on the campus's needs and TDA approval times.

Saturdays

Employees who work on Saturdays will be paid their regular pay rate. There is no premium pay associated with working on a Saturday. If the employee exceeds 40 hours worked in a week, they will be paid at their overtime rate.

Food from Home

CISD School Nutrition employees should avoid preparing food from home using School Nutrition equipment to ensure proper food safety and sanitation. Any food brought from home must be taken home by the end of the shift.

Cell Phones

Cell phones and smart watches are not to be used in food production or serving areas as they are a hygiene risk. They are to be left in your car or on the hanging shoe rack in the manager's office. A phone is provided at every campus for your use in emergencies. Employees may have their cell phones on their lunch or break.

Training

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

Dress Code

All Kitchen Staff must wear their uniform shirt, with dark colored pants. Leggings are not allowed as they do not provide sufficient burn protection.

Non-uniform clothing may only be worn during school-wide special dress days. Cafeteria staff are encouraged to participate in school-sponsored dress-up days, such as spirit and college days, provided they do not cause a safety hazard.

Any clothing with glitter or beads may not be worn at any time.

Staff are prohibited from wearing jewelry on their arms or hands except for a smooth, plain ring. Necklaces with medical information or identification tags are acceptable.

Staff shall trim, file, and maintain their fingernails so that the edges and surfaces are clean and not rough.

Staff may not wear fingernail polish or artificial fingernails.

Intact gloves must be worn when working with food.

Employees may bring a purse or a small bag every day. Large tote bags are prohibited.

Food & Misc Inventory

Cafeteria Managers/Assistant Managers should ensure their inventory counts are accurately reported.

If inventory needs to be transferred from one location to another, the sending and receiving managers must complete and sign a transfer form. All documentation will be housed at the CNP office. Managers should make a copy for their records. Transfer paperwork must be submitted by the end of the day before the delivery date.

Moving inventory from one location to another can only be done:

When the transfer form is completed.

Office personnel (Commodities custodian, FSMC Management, CNP Directors), cafeteria managers, or those designated by the manager may complete a transfer. Cafeteria managers must obtain prior approval to do so.

All Equipment, including office equipment, furniture, and small ware items, are district property assigned to the campuses and should not be moved. Removing items without permission can be considered theft.

Requesting Supplies

When supplies are needed at the various campuses, the Cafeteria Manager or Assistant Manager must notify the corresponding Supervisor. Once approved, the information must be provided to the CNP Director or CNP Financial Director to determine the feasibility of purchasing the items.

To maximize efficiency, the commodities custodian will only deliver small ware items or office supplies once weekly. Delivery of these supplies on other days will need the approval of the CNP Director or CNP Financial Director.

Safety & Sanitation

It is of the utmost importance that the safety and security of our students remain the priority. The CISD School Nutrition Program is responsible for ensuring the safety of school meals. All School Nutrition employees must hold a Texas-approved food handler license before handling food.

As a prevention measure, all CISD 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 must be kept in each manager's office and can be found in the Manager's office. This handbook provides all guidelines regarding safety and sanitation. 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 City of El Paso Department of Public Health regularly inspects each CISD food service location. Cafeteria managers and the CNP secretary/clerk are to keep copies of the inspection reports and the dates of inspections on file.

Temperatures

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

Refrigerator and freezer temperatures are to be documented daily in accordance with Texas state law.

Chemical Solutions

All chemicals are to be labeled appropriately at all times.

Sample Plates

Each kitchen must keep an entire portion of each food item prepared daily in case of an investigation of foodborne illness. The sample plate entrée item will be cut open to ensure satisfactory quality inside and out. These samples are to be kept for Seven (7) days. Food samples are to be individually wrapped, labeled with the date and meal service, and refrigerated.

CISD staff must follow the FSMC's safety procedures, policy, logs, and other materials designed to keep the cafeterias operating safely, provided it does not go against district policy.

Competitive Foods

Competitive foods and beverages sold to students compete with the school's operation of the NSLP and SBP. This definition includes but is not limited to food and/or beverages sold a la carte in a meal service line, in vending machines, in school stores, or as part of fundraisers.

The Competitive Food Nutrition Standards (Smart Snacks) apply only to food and/or beverages sold on campus during the school day. The school day is defined as the period from midnight before the beginning of the official instructional day to 30 minutes after the end of the official instructional day.

Sale Definition

Sale of a food and/or beverage includes all direct or indirect sales such as (1) cash or credit transactions; (2) tokens, tickets, or other representations of value in exchange for cash or credit that a student may use to purchase food and/or beverages; or (3) food and beverages given to students in exchange for donations, whether those donations occur by cash or credit. If a student receives food and/or beverage as a result of any form of payment, donation, or other the food and beverage item must meet the Smart Snack Standards.

Food and/or Beverages Given to Students

Suppose a student is given food and beverage items at no charge (no form of payment, donation, or other contribution exchanged for the item). In that case, these items are not subject to the Competitive Food Nutrition Standards. Food given to students is a transaction that does not result from a payment, donation of funds, or a value contribution by the student or parent.

Food and Beverages Purchased with Classroom Funds

When the parents of students in a classroom agree to donate funds toward the purchase of treats to be shared by all children in the classroom for special occasions, food and beverage items served are not subject to the Competitive Food Nutrition Standards.

Food and/or Beverages Purchased with Tickets or Tokens Given as a Reward.

If a ticket or token is given to a student for good behavior or good grades—i.e., a behavioral or performance award—and no money or other form of payment is exchanged in order to acquire the ticket or token, the exchange of the reward ticket or token is not considered a sale to the student.

Exceptions to the Competitive Food Nutrition Standards

- Travel away from campus for competitions or other events
- Accommodating IEPs
- Food and or Beverages Brought from Home or Food Given to Students
- Food and or Beverages Ordered and Paid for Off-Campus

Fundraisers

Schools may sell food and or beverages as part of a fundraiser that does not meet the Competitive Food Nutrition Standards during the school day for up to six (6) days per school year on each school campus. Food and beverages sold during an exempt fundraiser must not be sold in competition with school meals in the food service area during the school meal service. Clint ISD refers to these days as “Candy Days.” Candy Day fundraisers require coordination with the campus budget secretary and must be approved by the Child Nutrition Department.

There is no limit on fundraisers that meet the Competitive Food Nutrition Standards. Any food and/or beverage item that meets the standards may be sold on the school campus during the school day. They may not be sold during breakfast time or lunchtime.

Smart Snack requirements can be found:

<https://foodplanner.healthiergeneration.org/calculator/>

<https://squaremeals.org/Portals/8/files/publications/Nutritious%20Snack%20Broch2.pdf>

<https://squaremeals.org/Portals/8/files/NSLP/Resources/Smart%20Snacks%20One-Pagerv2.pdf>

Adherence to the Competitive Foods Texas Department of Agriculture regulations will result in the CISD district being found in violation of guidelines, which may include financial penalties or loss of program revenue.

Equipment

Use of equipment

The School Food Authority shall use equipment used for the Child Nutrition Programs in the program(s) that it was acquired for as long as needed. When equipment is no longer needed for the program, the equipment may be used in other USDA programs, provided the use will not interfere with the work/program for which the equipment was originally acquired. First preference shall be given to other USDA programs for use. If acquiring replacement equipment, the SFA may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Use of cafeterias and associated equipment by others not employed by the Child Nutrition Program is strictly prohibited. Suppose a cafeteria or associated equipment must be used. In that case, the campus must submit a Cafeteria Request Form and provide a budget account number to reimburse Food & Nutrition Services for the labor cost incurred by having a trained and certified food service employee present during the event.

Equipment can only be used safely in the manner it was intended for. Equipment must be cleaned and sanitized by the end of the day.

Suppose any equipment is damaged or has become inoperable. In that case, the cafeteria manager must notify their supervisor and submit a ticket so a technician can inspect the equipment and repair it if possible.

Intentionally damaging equipment could result in disciplinary action up to and including termination of employment.

Cafeteria Managers or employees can not remove equipment from the cafeteria. This includes office furniture and office equipment. Only district personnel can remove equipment from the premises, provided they have the proper documentation, including permission from the CNP Director or CNP Financial Director.

Any loss, damage, or theft of equipment will be investigated.

Vehicles

District vehicles are only intended to be used by district employees for district business.

Catering vehicles should only be used for catering events.

Any damages to the vehicle or accidents to the vehicles should be immediately reported.

Vehicles are monitored for speed, idle times, and locations.

Asset Disposal

A request to dispose of any asset, regardless of value, must be submitted to the CNP Finance Clerk.

Disposition of equipment/property will follow the requirements outlined in the TDA ARM, Section 16 Financial Systems, Equipment/Property, Disposal:

Items Valued Less Than \$10,000

Items of equipment/property with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the CE. However, if the item is sold, all funds will be credited to the child nutrition department.

Items Valued at More Than \$10, 000

Items of equipment/property with a current per unit fair market excess of \$10,000 may be retained or sold. If sold and the SNP paid the total cost of the equipment, the SNP account must be credited for the full amount received for the equipment/property. If sold and the SNP paid a percentage of the total cost for the equipment/property, the SNP must receive a portion of the sale price (percentage of the cost) that is equal to the portion the SNP paid (percentage of the cost) toward purchase—multiply the current market value or proceeds from sale by SNP share of the equipment/property.

Documentation must be provided to the District Fixed Assets Team for the proper disposal of equipment.

Procurement

The Clint ISD Child Nutrition Program has its specific procurement policies. Please refer to the CNP Procurement Policy Handbook.