
ADMINISTRATIVE REGULATIONS**AUX-8****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations - Meal Service, Counting & Claiming 06-01-20****Page 1 of 3**

NISD School Nutrition Program is operated through the Child Nutrition Department and partners with the United States Department of Agriculture and the Texas Department of Agriculture to administer the National School Breakfast Program, National School Lunch Program and Seamless Summer Option Program. Each meal program has a meal pattern set by USDA and is required to adhere to the federal regulations that govern all program operations.

Meal Service Type

The Child Nutrition Department serves meals according to the age/grade group. Students age 5 and under not enrolled in Kindergarten are served using a pre-plated method offering a low fat unflavored milk, entrée consisting of meat/meat alternate and grains, vegetable and fruit. Grades K-12 are served using offer versus serve method in which the student is offered multiple selections of the meal pattern and are able to select preferred items of a reimbursable tray. This method assists the Child Nutrition Department with meeting student's preferences and reducing waste.

Complete Meal Tray (Reimbursable Tray)

The Child Nutrition Department make great effort to communicate what food items are available to students to select to make a complete meal tray and at minimum a tray that is reimbursable by the State of Texas. Meal signs and menu boards are posted in the cafeteria and serving area prior to the beginning of the meal service line to assist students with making their selections.

Lunch: NISD students are able to select one entrée consisting of meat/meat alternate and grains, one each of up to 3 vegetables and up to 2 fruit and one choice of milk selection from a variety of milk flavors and different fat content. At minimum students are advised to select 3 Food Components with one of the components being a fruit or vegetable. Students are offered all items available and served items based on their selection.

Breakfast: NISD students are able to select one entrée consisting of meat/meat alternate and grains, one fruit, fruit juice and a milk selection from a variety of milk flavors and different fat content. At minimum selections must include a fruit or vegetable (if offered) and 2 other food items. Students are offered all items available and served items based on their selection.

Afterschool Snacks Care Program: Designated students at the assigned campus administering Afterschool Programs will be given a snack with two components consisting of any combination. Students are not allowed to deny any items offered.

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Meals

Breakfast and lunch schedule is determined by the principals and varies at each school.

Low-fat cooking methods of baking and steaming are utilized. Protein options include beef, turkey, fish, pork, eggs, yogurt and cheese to allow for variety in menu planning and meal acceptability. Grains are 100% Whole Grain to aid in increased fiber and vitamin consumption. To reduce sodium; fresh, frozen and canned low salt/no salt added vegetables (when available) are offered. Only salt free seasonings are used in recipes. To reduce sugar; fresh, frozen and canned fruit in its own juice or light syrup are offered. Only 100% juice is offered with breakfast. A variety of milk is offered and includes low-fat unflavored and nonfat flavored milk.

Incomplete/Non-Reimbursable Meals: If a student selects meal options that are not a complete (reimbursable) tray, the student will be encouraged to select the necessary items to complete the tray. If the student refuses to select additional items for a complete tray, the student will be charged a la carte prices.

Second Meals: Students are allowed to purchase a second meal tray providing the tray meets smart snack rules. Second meal trays are allowed on a day to day basis depending on the menu offerings. When the student enters their ID the cashier will notice the meal is a second meal and charge the student the second meal price.

Visiting Student Meals: Students visiting a district campus may enter their student ID to receive a meal at the campus they are visiting.

Adult and Non-Student Meals: Adults, Guest and School District Employees are welcome to eat with the Child Nutrition Program. The meal cost includes at minimum, the total amount for a reimbursed meal + supplemental payments received + per meal value of USDA Foods used for the meal. The meal price for adult visitors is higher than the meal price for district employees. If a complete tray is not selected, the customer will be charged a la carte pricing for the items selected.

Student Worker Meals: If the student is working at a school, he or she is allowed to eat meals on the campus they are working on using their student ID number on the keypad and are considered a visiting student. Their meal benefits will be applied.

A la Carte: Students may select meal items a la carte, apart from the complete meal offering, however, a la carte pricing will be charged to the student.

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Field Trips: Students are given an opportunity to receive a sack lunch with the complete meal offerings for field trips. The teacher will notify the Child Nutrition staff of the field trip and the students interested in receiving a sack lunch. Students will pick up their sack lunch and enter their ID number.

Forgotten Student ID Number: Students whom have forgotten their student ID number are able to obtain their student ID number from their homeroom teacher. When presented in the cafeteria with an unknown/forgotten ID number, the cashier will ask the student first and last name and look for them in the POS system.

Life Skills Class: A teacher or designee will select a tray for any student that is unable to do so independently, and then take it to that student in the classroom. The cashier will enter the student's ID number into the register.

Counting and Claiming

Attendance Factor: The district attendance average of 96% is used to calculate the number of eligible students for regular, free and reduced-price meals.

Meal Accountability: Accountability software provides a common data source for centralized free and reduced application processing, district meal accountability and government reporting. The interactive software allows for bi-directional "Real Time" transfer of data between the central Child Nutrition office programs, and each campus site point-of-service system over the school district's network.

District enrollment is imported daily to update new and withdrawn student accounts. Student account meal status is updated when free and reduced meal applications are processed. The software calculates the number of students approved for free, reduced, and regular priced meals, times the attendance factor, to arrive at number of eligible used for edit check.

Point of Service System: The medium of exchange or point when meals are purchased occurs at the end of the meal serving line after students have been served. The medium of exchange ensures there is no overt identification of a student's eligibility status by allowing students to access their meal accounts using their student ID number into pin pads.

At the end of the meal service, the manager completes reconciliation for all meal service sessions and the deposit slip. The manager is also able to print *Balance Reminder Letters* for employees and students as necessary.