

# MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: January 11, 2016

REVISED:

| 808. FOOD SERVICES   |   |
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| <p>1. Purpose</p>  | <p>The Joint Operating Committee (JOC) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The JOC directs that students shall be provided with adequate space and time to eat meals during the school day.</p>  |
| <p>2. Authority<br/>SC 504, 1335,<br/>1337, 1850.1<br/>42 U.S.C.<br/>Sec. 1751 et seq,<br/>1773<br/>7 CFR<br/>Sec. 210.10,<br/>220.8</p> <p>SC 504</p> <p>SC 504<br/>42 U.S.C.<br/>Sec. 1760</p> | <p>The JOC shall provide food service for school breakfasts and for school lunches that meets the standards required by state and federal and school breakfast and lunch programs.</p> <p>A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the JOC for its approval.</p> <p>Food sold by the school may be purchased by students and employees but only for consumption on school premises or school-related activities. The price charged to students shall be established annually by the school in compliance with state and federal laws.</p> |
| <p>3. Delegation of<br/>Responsibility</p> <p>SC 504, 1337</p>   | <p>Operation and supervision of the food services program shall be the responsibility of the Director and Cafeteria Manager.</p> <p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director, Business Manager and/or auditor.</p>  |

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| <p>3 Pa. C.S.A.<br/>Sec. 5713<br/>42 U.S.C.<br/>Sec. 1758(h)<br/>7 CFR<br/>Sec. 210.13</p> | <p>The Director or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p>  |
| <p>4. Guidelines<br/>Pol. 246</p>  | <p>To reinforce the school's commitment to nutrition and student wellness, foods served in the school cafeteria shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>2. Meet nutritional standards specified in laws and regulations.</li> <li>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>4. Be served in age-appropriate quantities, at reasonable prices.</li> </ol>   |
| <p>SC 504</p>  | <p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund: a special bank account, and in the same manner as other school funds. Such funds shall be expended in the manner approved and directed by the JOC, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that JOC advances to the food service program may be returned to the school's general fund from any surplus resulting from its operation.</p> |
| <p>42 U.S.C.<br/>Sec. 1751 et seq,<br/>1773<br/>7 CFR<br/>Sec. 210, 220</p>                | <p>The school shall participate in the School Breakfast Program and the National School Lunch Program.</p>   |
| <p>Pol. 103</p>  | <p>The school shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p>   |

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| <p>42 U.S.C.<br/>Sec. 1758<br/>7 CFR<br/>Part 245</p>                  | <p><u>Free/Reduced-Price Meals</u></p> <p>The school shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.</p>   |
| <p>7 CFR<br/>Sec. 15b.40<br/>Pol. 113, 209.1</p>                       | <p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The school shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable laws, regulations and JOC policy.</p>  |
| <p>42 U.S.C.<br/>Sec. 1758(h)<br/>7 CFR<br/>Sec. 210.13,<br/>220.7</p> | <p><u>School Food Safety Inspections</u></p> <p>The school shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.</p> <p>The school shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>   |
| <p>42 U.S.C.<br/>Sec. 1758(h)<br/>7 CFR<br/>Part 210, 220</p>          | <p><u>School Food Safety Program</u></p> <p>The school shall comply with federal requirements in developing a food safety program that enables the school to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>   |
| <p>7 CFR<br/>Sec. 210.9,<br/>210.13,<br/>220.7</p>                     | <p>The school shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.</p>   |
|  | <p><u>School Meal Accounts</u></p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in the cafeteria.</p> <p>The Administrative Director or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:</p> <ol style="list-style-type: none"> <li>1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.</li> </ol> |

2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

Students and parents/guardians shall be notified annually concerning the contents of this policy and school procedures.

References:

School Code – 24 P.S. Sec. 504, 1335, 1337, 1850.1

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Part 215, Part 220

Joint Operating Committee Policy – 000, 103, 113, 209.1, 246