No. 3710
SECTION: BUSINESS
TITLE: FOOD SERVICE: CAFETERIA MEAL CHARGES AND COLLECTION OF DEBT

ADOPTED: 9/19/17
READOPTED: 3/18/25
REVISED:

OXFORD AREA SCHOOL DISTRICT

The district shall ensure that, in the operation of the food service program, no student, staff member or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.

Food shall be priced to generate sufficient revenues to cover the cost of such items. Food shall be defined as a food or beverage, other than a reimbursable meal or snack that is sold at the school and is purchased using funds from the child nutrition account. Foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of food shall accrue to the child nutrition program account.

Operation and supervision of the food service program shall be the responsibility of the:

a. Superintendent
b. Business Manager
c. Food Services Director
d. Cafeteria Supervisor

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval, a statement of receipts and expenditures for cafeteria funds.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the:

a. Superintendent
b. Business Manager
c. Auditor

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.

The Superintendent 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.

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

a. Be carefully selected to contribute to students' nutritional well-being and health.
b. Meet the nutrition standards specified in law and regulations and approved by the Board.
c. Be prepared by methods that will retain nutritive quality, appeal to students and foster lifelong healthy eating habits.
d. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operations, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

Free/Reduced Price Meals and Free Milk

The district shall provide free and reduced price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

Accommodating Students with Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with the local, state and federal laws and regulations.

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of food borne illness among students.

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, *professional standards* include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

a. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
b. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
c. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
d. The district shall provide students and/or parents/guardians with information on payment options and free and reduced price meals and/or free milk.
e. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal will be made when required by the student's documented special dietary need.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year and when a parent/guardian is notified of a negative balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.