

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: OPERATIONS
 TITLE: FOOD SERVICES
 ADOPTED: September 26, 1979
 REVISED: October 30, 1989
 August 20, 1991
 June 23, 2015
 July 19, 2016
 February 20, 2018
 March 20, 2018
 November 27, 2018
 August 27, 2019
 October 22, 2019
 November 15, 2022

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
<p>2. Authority 2 CFR Part 200 24 P.S. 1335, 1337, 504, 807.1 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220 FNS Instruction 113-1 (USDA) 7 CFR 210.23</p>	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p>
<p>24 P.S. 504 42 U.S.C. 1760</p>	<p>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.</p> <p>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.</p>
<p>42 U.S.C. 1760 7 CFR 210.14</p>	<p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items and the percentage mark-up shall be based on an average of all a la carte items sold, which is applied to the unit food cost to establish the selling price for each item. Pricing for catering requests are calculated by tallying all costs associated with the catering (including food, paper, cleaning, labor, payroll taxes, etc.). A nonprogram 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. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.</p>

<p>3. Delegation of Responsibility</p> <p>24 P.S. 504</p> <p>24 P.S. 1337,504</p> <p>24 P.S. 1335, 1337, 504 42 U.S.C. 1751 et seq, 1773 7 CFR Part 210, 215, 220</p> <p>3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.30</p> <p>FNS Instruction 113-1 (USDA)</p>	<p>Operation and supervision of the food service program shall be the responsibility of the Superintendent, Business Administrator, and Food Service Director.</p> <p>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.</p> <p>Cafeterias shall attempt to operate on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator and/or auditor.</p> <p>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 and the National School Lunch Program.</p> <p>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.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p> <p>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.</p>
<p>4. Guidelines Pol. 246</p> <p>24 P.S. 504</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. <p>The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund in the same manner as other</p>

<p>24 P.S. 504</p>	<p>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.</p> <p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</p>
<p>42 U.S.C. 1758 7 CFR Part 245</p> <p>42 U.S.C. 1758 7 CFR Part 245</p>	<p><u>Free/Reduced-Price School Meals</u></p> <p>The district 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>The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none">1. At or around the beginning of the school year.2. Three (3) months after the initial effort.3. Six (6) months after the initial effort. <p>The district may also conduct direct certification on a weekly or monthly basis.</p>
<p>7 CFR 15b.40 Pol. 103.1, 113, 209.1</p>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p>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.</p> <p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:</p> <ol style="list-style-type: none">1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.2. Notify parents/guardians when the student's school meal account reaches a low balance.3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.

<p>24 P.S. 1337</p>	<p>4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, except as provided below or when the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.</p>
<p>24 P.S. 1337 42 U.S.C. 1758 7 CFR Part 245</p>	<p>When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district shall offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.</p>
<p>24 P.S. 1337</p>	<p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian, unless the student is an emancipated minor.</p> <p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.</p>
<p>24 P.S. 1337</p>	<p>District schools shall be prohibited from:</p> <ol style="list-style-type: none"> 1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes, or to provide a student with an alternative meal as provided above. 2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal. 3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance. <p>This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.</p> <p>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</p>

	<p>year and when a student enrolls in school after the start of the school year. When a parent/guardian is notified of a negative school meal account balance, they will be directed to our district website to view the policy. A hard copy will be mailed upon request.</p> <p>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.</p> <p><u>Collection of Unpaid Meal Charges</u></p> <p>Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians up to and including fees from a third-party collection agency and/or charges filed with the local magisterial judge. All collection costs incurred by the district shall be the responsibility of the parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.</p>
<p>Pol. 610, 626, 827</p>	<p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p>
<p>42 U.S.C. 1751 et seq, 1773 7 CFR 210.30, 210.15</p>	<p><u>Professional Standards for Food Service Personnel</u></p> <p>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.</p>
<p>42 U.S.C. 1758(h) 7 CFR 210.13, 220.7</p>	<p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>
<p>7 CFR Part 210, Part 220</p>	<p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or</p>

<p>42 U.S.C. 1758(h)</p> <p>7 CFR 210.13, 220.7, 210.9</p>	<p>minimize the risk of foodborne illness among students.</p> <p>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.</p> <p><u>District Procedures for Meal Accounts</u></p> <p><u>Lunch Charges</u></p> <p>The district utilizes a computerized point-of-sale system in each of its cafeterias. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at the district. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.</p> <p>1. Deposits</p> <p><u>Elementary School</u>: In order to make deposits on an account, the money must be placed in an envelope with the following information and turned in to the cafeteria in the morning:</p> <ul style="list-style-type: none"> a. Student name. b. Student PIN number. c. Amount of deposit. <p><u>Middle/High School</u>: Payments can be made in the cafeteria during breakfast/lunch periods.</p> <p><u>On-Line</u>: Payments can also be made on-line via credit card, debit card, or electronic check by signing up for MySchoolBucks at www.myschoolbucks.com and creating an account.</p> <p>2. Charges</p> <ul style="list-style-type: none"> a. Students must use their account for all purchases. Purchases of extra milk, a la carte items and snacks will be permitted only if there is a positive cash balance on the account. Students with a zero (0) or a negative balance are only permitted to charge regular reimbursable meals. b. Each account has a maximum charge of ten dollars (\$10.00) to the negative or when a student owes five (5) or more meals. It is the individual's responsibility to keep track of his/her balance. Students may ask for their balance each time they make a purchase. c. Notices will be sent home with the student in a "confidential" sealed envelope addressed to the parent/guardian each week at the elementary level if the account has a negative balance. Additionally, calls will be made
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via the district's Alert calling system at least once per week to the household when a student's account has a negative balance. Middle/High school students with negative balances will have a notice mailed home in a "confidential" sealed envelope addressed to the parent/guardian once per week.

- d. Students with negative balances of \$25.00 or more will have a notice mailed home in a "confidential" sealed envelope addressed to the parent/guardian to make payment in full.
- e. Meals will be provided to students that forget or lose lunch money.

3. Refunds

- a. Upon withdrawing from the district, students must bring their account to a zero (0) balance; any refund will be paid in full in person or mailed if over \$1.00 only if there are no other siblings in attendance at the district to credit the funds. No other refunds will be permitted except if requested by a parent/guardian under special circumstances.
- b. Graduating seniors will receive a refund only if there are no other siblings in attendance at the district to credit the funds, unless they give permission to donate the funds to cover unpaid meal charges that were uncollectable. Positive balances for underclassmen will be carried over to the following year.
- c. Adults will not be allowed to charge any purchases if their account is negative.

4. End-of-Year Procedures

Special end-of-year procedures will be in effect as follows:

- a. All accounts showing a negative balance two weeks prior to the last day of school will have their student and parent portals closed.
- b. Portals will not be opened during the last two weeks of school until the negative balance is paid in full and enough monies have been deposited to carry the student through the remainder of the year without going negative (with the assumption that breakfast and lunch will be purchased daily through the last school day).
- c. All students with a negative balance on the last day of school will be turned over to the principal's office and the outstanding balance will be added to the student's obligations. Unpaid meal charges for a student shall result in the school withholding the final report card as well as the student and parent portals remaining closed until all charges are paid in full.

NOTES:

If a student is not eligible for free or reduced-price meals under federal school meal programs and the student's school meal account reaches a negative balance of more than seventy-five (\$75.00) in a school year, the district may provide the student with alternative meals instead of school food program meals until the unpaid balance in the student's school meal account is paid or a payment plan has been established with the district to reduce the unpaid balance.

PSBA Revised 8/22