

REFERENCE COPY

FILE: EF
Critical

EXPLANATION: FOOD SERVICE MANAGEMENT

MSBA added a nondiscrimination statement to this policy after receiving notice that the U.S. Department of Agriculture (USDA) Office for Civil Rights was requiring such a statement as part of its food service compliance review process.

This policy was also changed to include language stating that the district expects staff and students to pay for meals prior to or at the time of receipt, and that the ability to charge a meal is a privilege subject to limitations. See EF-AP1 in this update for a sample meal charges procedure.

The policy now includes a section on contracting for food services as well.

Finally, MSBA has updated the legal references to include the Healthy, Hunger-Free Kids Act of 2010, which amended the National School Lunch Act.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance	X	Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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FOOD SERVICES MANAGEMENT

The food services program provided by the school district is designed to provide wholesome and appetizing nutritious school meals, snacks and milk to district students in accordance with law. School meals contribute to good nutrition, which is vital to mental and physical growth during the formative years. As such, the food services program operates as an integral part of the total school program and contributes to the district's efforts to improve student achievement.

Program leadership, direction and supervision at all levels are the responsibilities of a trained staff. The assistant superintendent, in cooperation with the food service director of food services, is charged with administering the total program, implementing Board policy as it pertains to the school food services program and making recommendations pertaining to the Board about the program and food services personnel to the Board. Food services personnel in the schools will be directly responsible to the food service director of food services in the district and the building principal.

The school food service program will comply with all applicable laws, ordinances, rules and procedures pertaining to health, sanitation, storage and the service of foods. The district will meet all state and federal requirements necessary for participation in school meal programs. The principal of each school shall administer the food service program in the particular his or her school and shall maintain discipline in the cafeteria or lunchroom. In addition, the Each building principal will require correlation between the district's health instruction and is responsible for ensuring a safe dining environment and coordinating the food services program with instructional activities and other school and district programs as appropriate.

The school food services program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet all state and federal requirements necessary for participation in state and federal meal programs. All school food services receipts must flow through the district chart of accounts and be used only to pay allowable food services costs, in accordance with law. The food service director is responsible for ensuring that all foods and beverages sold or served to students during the school day on any property under the jurisdiction of the district meet the nutrition standards established by the U.S. Department of Agriculture (USDA). The food service director will maintain records verifying that all foods meet required nutrition standards or will document any applicable exemption.

Receipts

1. The principals will be responsible for collection of meal receipts from their respective units. These receipts shall be deposited in the school district funds as instructed by the office of the superintendent of schools.

2. Deposits shall be entered in the district financial records as all other receipts, and a separate record of each meal program shall be kept.

Expenditures

1. Expenditures of the meal program shall be paid as all other bills of the Board of Education.
2. Expenditures must be approved by the superintendent and food services supervisor before payment shall be made.
3. All expenditures shall be recorded to the district financial records as required by law, and a record of expenditures separately, by program, shall be kept.

Meal Prices and Charges

Meal prices shall be established annually by the Board of Education in accordance with law.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures.

A student may charge one day if he or she forgets meal money or ticket. The charge must be paid the next day

Contracted Food Services

The district will contract with a third party to administer its meal services if the Board, after consultation with the superintendent, determines it is in the best interest of the district and its students to do so. Contracted food services will be bid in accordance with state and federal law and Board policy.

Nondiscrimination Statement

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the USDA Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

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Community Use of Food Service Facilities

When food services facilities are used by outside agencies, an adequate fee approved by the Board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used. Outside organizations that use food service facilities may be charged a fee in accordance with Board policy. The food service director will ensure that supplies provided for the regular food service program, including USDA commodities, are not used by outside organizations.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 06/13/2005;

Cross Refs: ADF, District Wellness Program
DLB, Salary Deductions
JHCF, Student Allergy Prevention and Response
KG, Community Use of District Facilities

Legal Refs: §§ 167.201, .211, RSMo.
Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1760
Child Nutrition Act, 42 U.S.C. §§ 1777-1785
P.L. 79-396, National School Lunch Act, as amended and accompanying regulations
P.L. 89-642, Child Nutrition Act of 1966, as amended and accompanying regulations

Camdenton R-III School District, Camdenton, Missouri