



Section: OPERATIONS
Title: FOOD SERVICES
Adopted: April 15, 2004
Revised: August 15, 2017

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<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</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>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>The Center shall insure that, in 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 Center may be purchased by students and center employees but only for consumption on school premises. The price charged to students shall be established annually by the Center in compliance with state and federal laws.</p> <p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack that is sold at the Center 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>Operation and supervision of the food services program shall be the responsibility of the Business Administrator.</p> <p>The individual responsible for the operation and supervision of the food service program shall present to the JOC each month for its approval a statement of receipts and expenditures for cafeteria funds.</p> <p>Cafeteria shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator.</p>	<p>SC 504, 807.1, 1335, 1337 42 USC Sec. 1751 et seq 2 CFR Part 200 7 CFR Parts 210, 215, 220</p> <p>FNS Instruction 113-1</p> <p>SC 504 42 USC Sec 1751 et seq</p> <p>SC504</p> <p>SC 504, 1337</p>

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4. Guidelines	<p>The individual responsible for the operation and supervision of the food service program shall ensure that all meals meet the standards required by the National School Lunch Program.</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>The Director 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>To reinforce the Center’s commitment to nutrition and student wellness, foods served in the center cafeteria shall:</p> <ul style="list-style-type: none"> • Be carefully selected to contribute to students’ nutritional well-being and health. • Meet the nutritional standards specified in law and regulations and approved by the Joint Operating Committee. • Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. • Be served in age-appropriate quantities, at reasonable prices. <p>The center shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Program.</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 Center funds. Such funds shall be expended in the manner approved and directed by the Joint Operating Committee, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, center advances to the food service program may be returned to the Center’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 style="text-align: center;"><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and JOC policy and procedures.</p> <p style="text-align: center;"><u>Free/Reduced-Price Meals and Free Milk</u></p> <p>The center shall provide free and reduced-price meals and/or free milk to students in accordance with terms and conditions of the National School Lunch Program.</p>	<p>SC504, 1335, 1337 42 USC Sec 1751 et seq. 7CFR Parts 210, 215, 220 3 Pa. CSA Sec 5713 USC Sec 1751 et seq 7 CFR Parts 210.13, 210.30</p> <p>FNS Instruction 113-1</p> <p>Pol. 239</p> <p>SC504</p> <p>Pol. 608, 626</p> <p>42 USC Sec 1751 et seq 7 CFR Part 245</p>

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	<p style="text-align: center;"><u>Accommodating Students with Special Dietary Needs</u></p> <p>The center shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Joint Operating Committee policy.</p> <p style="text-align: center;"><u>School Food Safety Inspections</u></p> <p>The center shall obtain two (2) per year in accordance with local, state and federal laws and regulations.</p> <p>The center shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p style="text-align: center;"><u>School Food Safety Program</u></p> <p>The center shall comply with federal requirements in developing a food safety program that enables the center to take systematic action to prevent or minimize the risk of foodborne illness among students.</p> <p>The center 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 style="text-align: center;"><u>Professional Standards for Food Service Personnel</u></p> <p>The center shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch Program. 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 school-operated food service programs and contracted food service programs.</p> <p style="text-align: center;"><u>Center Meal Charges and Accounts</u></p> <p>To ensure the effective operation of the center's food service program, the center establishes the following guidelines for payment of student meals:</p> <ul style="list-style-type: none"> • The center shall assign individual accounts to each student for the purchase of meals served in the center cafeteria, which ensure that the identity of each student is protected. • The center 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 a payment. • The center shall provide students and/or parents/guardians with information on payment options and free and reduced price meal and/or free milk. 	<p>7 CFR Sec 15b.40 Pol. 103, 113, 208</p> <p>42 USC Sec 1751 et seq 7 CFR Part 210.13, 220.7</p> <p>42USC Sec 1751 et seq 7CFR Part 210 Part 220 7 CFR Sec 210.9, 210.13, 220.7</p> <p>42 USC Sec 1751 et seq. 7 CFR Sec. 210.30</p>

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- The center 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 shall be made when required by the student's documented special dietary need. This policy and applicable procedures or administrative regulations regarding meal charges shall be communicated annually to center administrators, center food service personnel, other appropriate staff, and contracted food service personnel.
- The center shall provide online access of this policy and any applicable procedures or administrative regulations.
- The center shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the center website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meals

Reasonable efforts shall be made by the center to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

The purpose of this policy is to establish consistent meal charge account procedures. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a center wide policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal counts.
- To support positive situations with center staff, center business policies, students and parents/guardians/adult students to the maximum extent possible.
- To encourage parent/guardian/adult students to assume the responsibility for meal payments and to promote self-responsibility of the student.

Responsibilities

Food Service Department: Responsible for maintaining charge records and notifying the center of outstanding balances. Also responsible for notifying the student's parent/guardian/adult student of low or outstanding balances.

CTC Administration and Personnel: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian/Adult Student: Responsible for immediate payment of debt.

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Guidelines

- All meals eaten before a free/reduced application is processed and approved are the responsibility of the parent/guardian and must be paid for as required by law.
- All students will be allowed to charge up to a maximum of 4 lunches, which will be known as “account cap”. Students are not permitted to charge ala carte items at any time.
 1. These meals will be fully reimbursable meals with all components allowed for students.
 2. Notices of low or deficient balances will be sent to parents/guardians throughout the school year.
 3. When a student reaches the “account cap” the student will be offered a modified meal. The cashier will do their best to ensure the student is aware of the negative balance and that student will receive a modified meal the following day if the amount owed is not paid.
 4. Any account that is negative more than five dollars (\$5) will have a notice sent home to the parent/guardian.
 5. If the parent/guardian does not make an attempt to repay the negative balance within 90 days, the debt may be turned over to the appropriate authority for collection.
 6. The center has the right to hold the student’s certificate until the food service debt is paid in full.
- A balance greater than five dollars (\$5) on a student account that is not returning to the CTC the following school year will be refunded at the request of the student via check to the address of record. Any balance remaining on a returning student’s account must be carried over to the following school year.

References:

School Code – 24 P.S. Sec 504, 807.1, 1335, 1337

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

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

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

Uniform Administrative Requirements for Federal Awards, Title 2,
Code of Federal Regulations – 2 CFR Part 200

Nondiscrimination on the Basis of Handicap 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, Part 245

U.S. Department of Agriculture Food and Nutrition Services (FNS)
Instruction 113-1

Joint Operating Committee Policy 103, 113, 208, 239, 608, 626

