

Food Services Management

The School Nutrition Program (SNP) will be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel.

The goal of the School Nutrition Program is to provide acceptable meals which are nutritionally sound to all students, regardless of income or family status. These meals should be delivered with nutrition education so that students are equipped for a lifetime of nutritional wellness. "Acceptable" means that foods are sanitary, of good quality, of adequate portion size, attractive, nutritious and the type of foods in combinations that students will accept and consume.

The primary responsibility of the program is to provide the basic nutrition needs of the children. Basic nutrition is that which meets the U.S. Recommended Dietary Allowances (RDA's) and USDA Meal Pattern Guidelines under the Healthy Hunger Free Kids Act (HHFKA) for a particular age and sex. Children eligible for a free or reduced priced meal must be served a meal that meets all requirements with no alternate meals being served. A la Carte items, larger portions and extra portions, may be purchased. These items will be sold at the current price set according to standards for supplemental sales. Offer versus Serve is the preferred method of service at all school levels to reduce waste and expenses associated with unwanted food. Offer versus Serve is mandatory by regulation in the High Schools.

It is the responsibility of the SNP Administration, meal planner, managers and staff to ensure that all processes, preparation and service result in meals that meet all the regulations.

The school cafeteria is an integral part of the educational environment and should be a source of learning in the following areas:

1. nutrition
2. health
3. formation of good food habits
4. sanitation and safety
5. positive behavior

Modifications to Student Meals/Special Dietary Needs

Reimbursement for modified meals served with an approved substitute food will be claimed at the same reimbursement rate as meals which meet the regular meal pattern.

1. Medical Reasons: Special diets and modifications to the USDA meal pattern for students if based on the specifications and prescription in the medical documentation stating what is necessary for medical reasons. A Special Diet Medical Statement Form or equivalent must be received from a "State licensed healthcare professional (doctor, physician assistant, nurse practitioner). The food(s) to be omitted, included, modified, etc. must be listed with and the appropriate suggested substitute(s), quantity, the medical reason for the modification and effective dates. Also, included in the instance of allergens must be the possible symptoms of the child's reaction. If the medical statement provided does not fully explain the modifications needed, SNP will contact the parent/guardian and ask for an amended medical statement. The statement must be maintained on file at the school office and in the SNP Central Office and Cafeteria Manager's Files. The form must be available for audit purposes. The School Nutrition Program will protect the privacy of children who have a disability. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act of 1974 (FERPA) require medical information to be kept confidential. Only the information necessary to provide modification will be shared with the site staff.

If a request is denied based upon program's inability to meet the required modifications, i.e. cost prohibitive, labor prohibitive, the parent/guardian has the right to under the Procedural Safeguards Requirements, file a grievance if they believe a violation has occurred.

2. Handicapped Students: A handicapped student is a student who has a condition which substantially limits one or more major life activities. Those with chewing and swallowing difficulties may need the physical characteristics of their foods changed. Modifications can usually be made within the meal pattern. Others may require commercially prepared food/supplements, etc. Since the feeding of a handicapped student is a part of the student's total care plan, the School Nutrition Personnel (Manager, Dietitian, or Site Support Manager) must be included in the student's IEP (Individual Education Program)/504 Plan Process. When the student's IEP is prepared, it must (1) address verification that special meals are needed because of the handicap and (2) prescribe the alternate foods and forms of foods needed to meet the student's special dietary needs.

Meals Brought from Home

Students and faculty may bring meals prepared at home into a school lunchroom. The School Nutrition Program will not be responsible for the safety of meals brought from home by students or faculty. Due to safety standards and health department regulations meals brought from home are the responsibility of the person bringing the meal and may not be stored in the cafeteria or kitchen. Students are encouraged to purchase milk and other items to balance or complete their meals at breakfast or lunch periods. Beverages brought from home must be insulated containers. No fast food meals (i.e. McDonald's, Wendy's, Pizza, etc.) may be brought in any Bibb County School District ("District") cafeteria.

Adult Lunches

Adults must be offered the same foods served to students with portions equivalent to, but not more than those served to high school students. Larger portions, additional portions or individual items without a meal will be sold at the current a' la carte price(s) established according to the standards for supplemental food sales.

All adults, other than school nutrition personnel, are required to pay for breakfast and lunches. Any violation of this regulation must be reported to the manager and principal. It is the responsibility of the Manager and Principal in the individual school to make sure all adults pay for school lunches.

It is the responsibility of the Principal to monitor the scheduling of adults and guests to assure priority in the most efficient preparation and service of meals to students and guests.

Meals will not be sold to the general public, as to appear, to be in competition with the local restaurants.

System employees, parents, school volunteers, those having official business with the school during the lunch period and invited guests will be sold a lunch at the appropriate adult price. No food will be sold as a "to go" item, unless it is sold to an employee of the Bibb County Board of Education ("Board").

Meal Prices

Student, system employee, and guest lunch prices will be set annually and approved by the Board during the School Nutrition Program budget review.

Charging of Lunches

The District is currently a community Eligibility Provision (CEP) school district and no students are required to pay for the reimbursable meal (Breakfast, Lunch). If students wish to purchase a la carte, extra portions or other, no charging will be allowed. No

adults may charge a school meal, a la carte, etc.

The principal may set up policies in the individual school to meet his or her needs for collecting the money for lunches charged.

Personal Checks

Personal checks for the School Nutrition Program may be accepted. Such checks should be deposited by the School Nutrition Program manager to the school lunch account. Those school lunch checks returned by the bank after funds are subsequently deemed uncollectible by the principal, after reasonable attempts to collect on checks returned by the bank for insufficient funds, the debt will be charged to the school Nutrition Program. If a personal check is deemed uncollectible, no future checks should be accepted from that person or family. **No personal checks will be cashed for an individual by the School Nutrition Program.**

Community Use of Cafeteria and Catering Special Functions

School Nutrition Program (SNP) funds will not be used to support the cost of meal preparation and service other than the regularly scheduled breakfast and/or lunch and snacks, as approved by the Georgia Department of Education.

SNP funds, purchased or donated foods, scheduled labor, etc., will not be used for functions such as football camp, student club dinners, faculty dinners and the like. The full cost of providing food for such functions must be borne by the customer or host group.

Meals of this type should be charged to the appropriate funding source, collected for at a rate established in accordance with state and federal guidelines, and reported as non-reimbursable meals on DE Form 0120, Record of Costs of Non-Reimbursable Food and Mile Used and DE Form 0106, Data Form.

All federal and state funds disbursed to the school nutrition program are subject to audit and any expenditure of these funds must be supported by invoices, records and reports.

There will be a fee charged when the service area and/or kitchen is used. A member of the school nutrition program staff must be present. This may be the cafeteria manager or designated assistant. It is recommended that the rate of time and a half, established annually for special functions, be used to pay labor expenses.

Use of School Nutrition Funds

All funds received from local, state and federal sources will be deposited to the school nutrition account upon receipt.

All income received will be deposited daily and recorded in proper categories. All

money must be kept safely locked up, when it is not attended. No income will be held over a weekend or holiday. When the program receives state and federal funds, they must be deposited to the appropriate school nutrition account within five days.

Income from school nutrition activities must be adequately and accurately accounted for from the time it is received. The procedure for collecting monies must provide assurance that all funds collected will be properly recorded and deposited.

School nutrition operating funds will be used in accordance with current state and federal guidelines. School nutrition funds may be used for one delegate per school, preferably the manager, or another employee appointed by the manager, to attend the annual state conference.

Excessive Balances

The regulations of the National School Lunch and Special Milk Programs specify that operations must be non-profit and operated on a sound financial basis. Operating reserves in excess of three average monthly expenditures are considered excessive.

Transfer of Funds

Funds may be transferred between schools provided all of the following conditions are met:

1. No school nutrition funds may be transferred from special assistance schools.
2. Funds may be transferred from other schools only with the approval of the School Nutrition Director and Superintendent or his or her designee.
3. Funds may only be transferred to schools that participate in the National School Lunch Program within the District.
4. Transferred funds are subject to the same restrictions on expenditures, as all other School Nutrition Program Funds.