

Board Policy EE: Food Services Management

Status: ADOPTED

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Food Services Management

The Board of Public Education for Bibb County ("Board") is committed to supporting the well-being of students by developing and maintaining an effective nutrition program. 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 SNP shall be managed by a properly certified and trained school nutrition employee, as required.

The SNP will adhere to all local, state, and federal policies and regulations. Bibb County School District ("District") will maximize student participation and quality meals in the SNP by the following:

1. Provision of nutritious meals to all students, regardless of income or family status;
2. Delivery of nutritional education so that students are equipped for a lifetime of nutritional wellness.
3. Compliance with the requirements for school food programs as mandated by federal and state law and by the State Board of Education.

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

~~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~~ Students eligible for a free or reduced priced meal ~~shall~~ must be served offered 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. The "Offer versus Serve" option 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 applicable ~~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~~

~~2.1. health~~

~~3.1. formation of good food habits~~

~~4.1. sanitation and safety~~

~~5.1. positive behavior~~

Modifications to Student Meals/Special Dietary Needs

~~The District will make meal modifications, including substitutions, for students with a disability and whose disability restricts their diet, including students with an Individualized Education Program ("IEP") or on a 504 Plan. The modification must be related to the disability or limitations caused by the disability and must be offered at no additional cost. In order to provide the modified meal, a Special Diet Medical Statement Form or equivalent by a State licensed healthcare professional (doctor, physician assistant, nurse practitioner, or registered dietitian) must be submitted to the District.~~

~~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 reason. 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-should be listed with-and-as well as the appropriate suggested substitute(s), quantity, the medical reason for the modification and effective dates. Also, included in the instance of allergens must-should be the possible symptoms of the child's reaction. If the medical statement provided does not fully explain the modifications needed, a representative from the SNP will-should contact the parent/guardian and ask for an amended medical statement. The statement must-will be maintained digitally within the SNP office's food service management program 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 SNP will protect the privacy of children who have a disability as required by law and will limit sharing of information with site staff unless necessary to provide modification. 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. To support a student's IEP, 504 Plan or medical plan, the SNP personnel (Manager, Dietitian, or Site Support Manager) must-should be consulted or included in initial team meetings.~~

~~The specific procedures for requesting meal modifications for disabilities and the process for procedural safeguards related to meal modifications for disabilities can be found on the District's website at eatrightbobb.com.~~

~~2. 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.~~

~~3. 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 SNP 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 MealsLunches

Adults, such as parents/guardians, school volunteers, or those having official business with the school, may be permitted to purchase a meal in accordance with District policy and regulations.

District employees and all other adults, other than SNP personnel, are required to pay for all food and beverages from the SNP. SNP personnel are exempt from this requirement in certain circumstances as provided by federal and state guidelines.

Adults must will 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. No food will be sold as a "to go" item, unless it is sold to a District employee.

~~All adults, other than school nutritionSNP personnel, are required to pay for breakfast and lunches. Any violation of this regulation-policy shouldmust~~ be reported to the manager and principal. It is the responsibility of the ~~m~~Manager and ~~p~~Principal in the individual school to ~~make sureensure~~ all adults pay for school lunches.

It is the responsibility of the ~~p~~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. All District policies and procedures governing visitors to the school will apply.

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

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

Meal PricesPayment for Meals

The District is currently a Community Eligibility Provision (CEP) school district, meaning no student is required to pay for a reimbursable meal (Breakfast, Lunch). Students may purchase a la carte, extra portions or other such items at the current price.

Student, as necessary, District employee, and guest lunch prices will be set annually and approved by the Board during the SNP budget review.

Payment must be made by credit card or cash, no charging will be allowed and no checks will be accepted.

~~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)~~ 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 to the SNP program, ~~scheduled labor~~ SNP personnel, etc., will not be used for functions such as football camp, student club dinners, faculty dinners and the like. The full cost or 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. Community use of the cafeteria is governed by Policy KG and Regulation KG-R(1) - Use of School Facilities.~~

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.~~

