



Book	BHASD Policies
Section	800 Operations
Title	Food Services
Number	808
Status	Active
Adopted	June 28, 2004
Last Revised	June 5, 2017
Last Reviewed	April 9, 2018

## 808. Food Services

### Purpose

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.

### Authority

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). [\[10\]](#)[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

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. [\[11\]](#)

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. [\[12\]](#)[\[4\]](#)

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 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. [\[12\]](#)

### Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Business Manager.

The Business Manager shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager.[3][4]

The Business Manager shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[10][2][3][4][6][7][8][9]

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.[13][14][15][16]

The Superintendent or designee shall post the contents of this policy and applicable administrative regulations along with information related to nondiscrimination.[11]

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

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.
5. The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

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 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.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

### **Procurement**

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[17][18]

### **Free/Reduced-Price School Meals and Free Milk**

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[19][20]

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 at the discretion of the Business Manager to meet the requirements.

### **Accommodating Students With Special Dietary Needs**

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. [21][22]

### **School Food Safety Inspections**

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations. [14][15][23]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

### **School Food Safety Program**

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of food borne illness among students. [10][14][8]

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. [15][23][24]

### **Professional Standards for Food Service Personnel**

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. [16][6][7]

### **School Meal Service and Accounts**

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district establishes the following guidelines for payment of student school meals:

1. The district shall 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. The district shall notify students and/or parents/guardians when the student's school meal account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. The district shall 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, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.

Applicable charging procedures will be followed to address situations where a student does not have sufficient funds in their school meal account and how negative balances will be collected with the parent/guardian and not with the student directly.

The district shall be prohibited from:

- Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
- 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.
- 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.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures when a parent/guardian is notified of a negative balance and not the student unless the student is an emancipated minor.

The district shall inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website and/or other efficient communication methods.

#### **Collection of Unpaid Meal Charges**

Reasonable efforts shall be made by the district to collect unpaid meal charges from 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.

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 42 U.S.C. 1760
13. 3 Pa. C.S.A. 5713
14. 42 U.S.C. 1758(h)
15. 7 CFR 210.13
16. 7 CFR 210.30
17. Pol. 610
18. Pol. 626
19. 42 U.S.C. 1758
20. 7 CFR Part 245
21. 7 CFR 15b.40
22. Pol. 113
23. 7 CFR 220.7
24. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Last Modified by Katharine Ege on June 14, 2018

# Food Service Charging Procedure

Effective: April 9, 2018

The following procedures are established to address situations where a student does not have sufficient funds in their account for breakfasts and/or lunches but will still be provided a reimbursable meal and how funds will be collected for account balances that become negative. The procedure is consistent with the latest guidance provided by the USDA and the Division of Food & Nutrition of the Pennsylvania Department of Education. The goal is allowing access to meals for all students and to prevent “lunch shamming” from occurring.

- I. All students are to receive a full reimbursable meal (breakfast or lunch) of their choice, regardless of their food service account balance. The full eligibility price will be charged for the meal.
- II. Students may not charge a la carte items.
- III. For parent/guardian convenience, the Point of Sale (POS) System will allow for payment of meals/a la carte by cash, check, or online through the My School Bucks payment portal.
- IV. Adults are not permitted to charge any purchases in the cafeteria without sufficient funds.
- V. Cafeteria cashiers will accept cash, but change from a transaction will be credited to the student’s Point of Sale account if a negative balance exists.
- VI. Balances on the food service account for each student are not to be discussed with the student. If the student requests to know the balance, the cashier is allowed to tell them. Cashiers may also provide a “payment” envelope if student requests.
- VII. Parents/guardians are responsible to pay student negative meal balances.
- VIII. Messages will be sent out weekly to families indicating food service low and negative balances. Parents/guardians are the sole receiver to this information. Students should not be given a receipt, notice, memo or letter of any sort at the register for any reason.
- IX. An additional notice will be sent from the business office when any account has a negative balance greater than \$20.00.
- X. A final notice will be sent from the Business Manager when any account has a negative balance greater than \$50.00.

## Food Service Charging Procedure (cont.)

- XI. The district will be cooperative in setting up a mutually agreed upon payment plans with parents/guardians of students with negative balances. The district has designated the Business Office/Benefits Specialist as the contact person who can be reached at 610-682-5141.
- XII. Free and reduced meal application information will be sent home to parents with delinquent account letters as needed.
- XIII. Free and reduced meal application information will be provided at school events and on the district website.
- XIV. Language assistance will be made available by the district as needed.
- XV. The district will utilize the Administrative Application process if the family situation warrants it.
- XVI. Funds will be collected in a timely manner. If funds are not collected within a timeframe mutually agreed upon by the parent/guardian and the Brandywine Heights Area School District the account may be sent to a collection agency and repayment of the account balance with possible fees and penalties assessed.
- XVII. Funds to restore the food service account will be obtained from the General Fund for accounts deemed to be uncollectable.
- XVIII. Any monies “gifted” to the food service account to support negative lunch balances will be districted based on the most negative account balance that has not had distribution in the last month. Funds will be deposited in the district’s general fund and then distributed to the food service fund per Division of Food & Nutrition Guidelines.