

07 Support Services

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School and Community Nutrition Program**PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept for a period of three (3) fiscal years and are subject to audit by state and federal officials.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

FOOD SERVICE/SCHOOL NUTRITION DIRECTOR REPORT

Each year, the District/area Food Service/School Nutrition Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include:

- An evaluation of compliance with the National School Breakfast/Lunch program;
- An evaluation of the availability of contracted fast foods or foods sold through commercial vendors;
- A review of access to foods and beverages sold outside the National School Breakfast/Lunch program, including vending machines, school stores, canteens and a la carte cafeteria sales;
- A list of foods and beverages available to students, noting the nutritional value of those foods and beverages; and
- Recommendations for improving the school nutrition environment.

Review/Revised:

Food Allergies and Special Dietary Needs

The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

PARENTAL ASSISTANCE

Parents will be asked to:

1. Notify the school principal of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide medical information from a District-approved recognized medical authority (RMA) authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

SCHOOL SITE RESPONSIBILITIES

1. Identify children requiring special dietary modifications.
2. The Principal or designee shall refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
3. The Principal or designee shall make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
4. Admissions and Release Committee (ARC) chairs, Section 504 chairs, the school nurse, or the school nurse assistant, as appropriate, shall communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
5. Monitor and update the IEP, Section 504 plan, or health plan as needed.

FOOD & NUTRITION SERVICES RESPONSIBILITIES

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.

Review/Revised:

Notice of Returned Check

Date: _____

Dear: _____

(Name of parent/guardian)

This is to inform you that the check you submitted for payment of your child's meal(s), check number _____, dated _____, drawn on account number _____ with the following banking institution, _____, has been returned for the following reason:

☐ Insufficient funds☐ Uncollected funds☐ Closed account☐ Other, as specified _____

We have submitted this check for payment on two (2) different occasions and the check was returned both times. Please send cash or a money order in the amount of \$_____ to clear the bill. We will return your check upon receipt of this amount. If you have any questions, please contact me at the following number: _____.

(school telephone number)

If you have not contacted me or submitted the amount indicated in this correspondence within ten (10) working days from the date of this letter, I will direct our attorney to pursue appropriate action.

Sincerely,

*Principal's Signature*xc: ☐ Cafeteria Manager☐ Food Service Director☐ Other as specified _____

Review/Revised:

Free and Reduced-Price Meals

Since the school in the District participates in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed.

STUDENTS

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year. If applicable, an application form for free and reduced-price meals will accompany the letter. Applications will be kept on file for a period of three (3) fiscal years and are subject to audit by state and federal officials.
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents' cooperation to submit an application, an application shall be submitted in the student's name by the SFS Director.

The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.

4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by the SFS Director.
5. Written notification of approval or denial of the application shall be provided to the parents by the SFS Director.
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to the SFS Director.
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent.

ADULTS

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may receive meals at no cost.
2. All other District employees who do not provide a service in the operation and administration of the School Food Service Program and all other adults shall pay the full adult meal price.

Review/Revised:

Competitive Foods

SALE OF COMPETITIVE FOODS

The sale or serving of any food or beverage item to students in competition with the School Food Service Program shall be permitted only in accordance with current federal and state laws and regulations. Specifically, the sale of competitive foods shall be prohibited from the time of arrival of the first student until one-half (1/2) hour after the close of the last lunch period.

Review/Revised:

Bidding of School Food Service Supplies**LIKE ITEMS IN EXCESS OF \$20,000**

If the total amount of purchases for like items is \$20,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid through or in accordance with a schedule determined by the local educational cooperative.

BID SPECIFICATIONS

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the SFS Director.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the SFS Director.
5. The bids shall be submitted to the Board of Education for action.

PERISHABLES

Applicable federal law (7 C.F.R. §3016.36) does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 7 CFR 3016.36 and 7 CFR 210.21.

EMERGENCY PURCHASES

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the SFS Director.

The log of emergency purchases shall include: item name, dollar amount, vendor, and reason for emergency.

RECORDS MANAGEMENT

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

Bidding of School Food Service Supplies**CONFLICT OF INTEREST**

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds.

1. No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a) District employee, officer, or agent;
 - b) Any member of his/her immediate family;
 - c) His/her partner;
 - d) An organization that employs or is about to employ one of above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

DISCIPLINARY ACTION

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

RELATED PROCEDURE:

04.32 AP.1

Review/Revised:

Financial Reports of School Food Service

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of Nutrition and Health Services, the Superintendent or designee shall complete the required Monthly Report and Claim for Reimbursement Form. All other optional forms provided by KDE shall be completed at the direction of the Superintendent or designee.

REFERENCE:

Kentucky Department of Education, Division of Nutrition and Health Services

Review/Revised: