

Free and Reduced-Price ~~Food Services~~ Meals

~~The Jefferson County Public Schools shall comply with the federal and state regulations governing free and reduced-price meal service.~~ The Superintendent/designee shall submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning student eligibility for free and reduced-price meals.

Only District employees designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without written parental consent. A list of designated District employees authorized to receive this information shall be maintained.

School and Community Nutrition Services shall maintain an accurate and up-to-date file on each student within the ~~d~~District who is eligible for participation in this program.

Detailed collection procedures for student charges shall be established by the School and Community Nutrition Services Unit in accordance with federal guidelines. ~~in keeping confidential the identity of participants in the program.~~ Food Service funds shall not be used to pay outstanding charges.

REFERENCES:

KRS 160.290

702 KAR 006:010; 702 KAR 006:050

7 C.F.R. §245.6; 20 U.S.C. 1232g, 34C.F.R. 99.1 – 99.67

42 USC §1751 et seq.

42 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

Adopted/Amended: 01/01/1900

Order #:

Competitive Foods**MINIMAL NUTRITIONAL VALUE**

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

"Competitive Food" shall mean any food or beverage item sold in competition with the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria.

"School day" means the period of time between the arrival of the first student at the school building and the end of the last instructional period.

"School-day-approved beverage" means water, one hundred percent (100%) fruit juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from the time of arrival of the first student at the school building until thirty (30) minutes after the last school lunch period. Only school day approved beverages shall be sold in elementary schools during the school day in vending machines, school stores, canteens or fundraisers that sell beverages by students, teachers, or groups.

Each school shall limit access to no more than one (1) day each week to retail fast foods in the cafeteria, whether sold by contract, commercial vendor, or otherwise.

Foods and beverages sold on school campus during and after the school day outside of the National School Breakfast/Lunch program shall, at minimum, meet the minimum nutritional standards specified by KRS 158.854 and 702 KAR 6:090. This requirement shall not apply to after school concession sales.

Fund-raising activities held off of school property are not subject to regulatory requirements of 702 KAR 006:090.

FOOD/BEVERAGES AS REWARDS

When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, items that do not comply with nutritional guidelines set out in Kentucky Administrative Regulation shall not be served until thirty (30) minutes after the close of the last lunch period.

SUPPORT SERVICES

07.111
(CONTINUED)

Competitive Foods

REFERENCES:

7 CFR 210.11b; 7 CFR 220.12

[KRS 156.160](#); [KRS 158.850](#); [KRS 158.854](#); [702 KAR 006:090](#)

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

Adopted/Amended: 01/01/1900

Order #:

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal or the Director of School and Community Nutrition Services.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations. All sales from vending machines during and after the school day shall meet the nutrition guidelines established in KRS 158.854(1) and 702 KAR 6:090. Only school-day-approved beverages shall be sold in elementary schools during the school day, (water, one hundred percent [100%] fruit juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving).

All sales from vending machines shall be prohibited on the school campus during the school day until thirty (30) minutes after the close of the last lunch period.

SALES

~~Competitive food and beverage sales shall be governed by the provisions of state law and regulation concerning competitive food and beverage sales and services requirements. Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, the sale or serving of any food or beverage item to students by students or parent organizations or school personnel through food sales, snack bars, or vending machines shall be prohibited on the school campus during the school day until one half (1/2) hour after the close of the last lunch serving period.~~

REFERENCES:

[KRS 156.160](#)

[KRS 158.854](#)

[KRS 160.290](#)

7 CFR 210.11b

[702 KAR 006:090](#)

RELATED POLICY:

07.111

Adopted/Amended: 01/01/1900

Order #:

School and Community Nutrition Program Supplies**FOOD PURCHASING**

The School and Community Nutrition Services Unit shall purchase food products and recurring common use items in compliance with the regulations stated in the Kentucky Model Procurement Code and in a manner that provides full and open competition consistent with the standards in applicable federal regulations. ~~Individual schools may submit requests directly to the approved vendor for the purchase of food items. Individual schools must submit requests for food according to the method approved by the School and Community Nutrition Services Unit.~~

USE OF DONATED COMMODITIES

The School and Community Nutrition Services Unit shall develop a program for the use of donated foods in compliance with the USDA and the ~~State~~Kentucky Department of Education and Kentucky Department of Agriculture regulations. Commodity foods shall be used solely for the benefit of those eligible persons served by the School and Community Nutrition Services Unit. ~~Food distribution shall be allocated to each student based on the average daily number of reimbursable lunches served.~~

DONATION OF PERISHABLES

Donation of leftovers, scraps, unused food, or commodities to organizations shall occur pursuant to procedures established by the Superintendent/designee and partnership agreements with the recipient organizations or agencies. Only food items deemed surplus after being served once as a leftover, or perishable items deemed to go out of date before they can be used as intended in the ~~National School Breakfast and Lunch Program~~ Federal meal programs administered by SCNS, or perishable food items deemed surplus as a result of unscheduled school closings may be donated. Donated surplus perishables shall be the sanitation and transport responsibility of the recipient agency.

REFERENCES:

[KRS 160.290](#)

[KRS 424.260](#)

[702 KAR 006:010](#)

7 CFR 210.21

RELATED POLICY:

04.32

Adopted/Amended: 01/01/1900

Order #:

Financial Reports - School and Community Nutrition Services

Financial Records and reports for the School and Community Nutrition Services Unit shall be kept in the Jefferson County Public Schools maintained in compliance with all federal and state regulations. Full cost accounting principles shall be applied to establish each school's expenditures and receipts.

School lunch program financial reports shall be made monthly, by the Director of School and Community Nutrition Services to the Superintendent through the Chief Financial Officer, and periodically as required by state and federal agencies. Complete financial and inventory records shall be available to the Board and Superintendent at all times.

REFERENCES:

[KRS 160.290](#)

[702 KAR 006:010](#)

[702 KAR 006:020](#)

[702 KAR 006:075](#)

Adopted/Amended: 01/01/1900

Order #:

Food Service Employees

FOOD SERVICE EMPLOYEES

All food service employees shall meet the qualifications of and be in compliance with the responsibilities noted in 702 KAR 006:045.¹ In addition, food service directors and school cafeteria managers shall meet training and credential requirements specified in state law.²

REFERENCES:

¹[702 KAR 006:045](#)

²[KRS 158.852](#)

[KRS 156.160](#)

[KRS 161.011](#)

RELATED POLICY:

See Section 03.2

Adopted/Amended: 01/01/1900

Order #:

Service Notification

The Superintendent or the Superintendent's designee shall notify in writing each full-time food service employee of the hours, terms, and conditions of employment; lines of authority; general responsibilities; and a service termination policy.

Full-time food service employees shall be paid in accordance with a uniform pay scale.

REFERENCE:

702 KAR 6:040 (2) (3)

RELATED POLICIES:

03.27

07.162

Service Termination for Food Service Employees

Full-time food service employees are employed annually for the period of time students are in school and for reasonable periods at the beginning and end of the school year, as determined by the Board.

TERMINATION FOR CAUSE

Employment of food service employees may be terminated for cause at any time by the Superintendent for the reasons specified in policy 03.27.

~~UNAUTHORIZED USE OR TAKING OF LUNCHROOM FOOD SUPPLIES OR EQUIPMENT~~ PENALTIES UNDER FEDERAL LAW

~~Whoever~~Any employee who embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property whether received directly or indirectly from School and Community Nutrition Services, shall be subject to appropriate disciplinary action and/or penalties as set out in federal law. ~~Whoever~~Any employee who receives, conceals, or retains for personal use or gain, funds, assets, or property provided by School and Community Nutrition Services, whether received directly or indirectly from Nutrition Services, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to ~~the same penalties.~~disciplinary action and/or penalties set out in federal law.

REFERENCES:

[KRS 160.380](#)

[KRS 161.011](#)

[702 KAR 006:040](#) (2)

RELATED POLICIES:

03.27

04.41

Adopted/Amended: 01/01/1900

Order #: