

EXPLANATION: THESE CHANGES CLARIFY THAT REPORTS BY BOTH THE USDA AND KDE ARE REQUIRED BY SCHOOLS. HOUSEHOLD INCOME FORMS ARE TO BE USED BY DISTRICTS/SCHOOLS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION. THIS MEETS REQUIREMENTS OF BOTH THE FREE AND REDUCED LUNCH PROGRAM AND COMMUNITY ELIGIBILITY PROVISIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

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 USDA and 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 through the current fiscal year and the a period of three (3) fiscal years that follow or through the completion of any unresolved audit issues, whichever is longer, and are subject to audit by state and federal officials.
It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
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 requirements specified by state and federal regulations.:

4. An evaluation of compliance with the National School Breakfast/Lunch program;
5. An evaluation of the availability of contracted fast foods or foods sold through commercial vendors;
6. 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;
7. 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.

REFERENCES:

702 KAR 6:090
7 C.F.R. 245.6

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RECOMMENDED: THIS CHANGE WILL CLARIFY THAT MEAL PRICES AND CONFIDENTIALITY APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11

Free and Reduced Price Meals Meal Pricing

The Superintendent/designee shall annually 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 students eligibility for free and reduced-price meals as required by law.

Only District employees and contractors 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 parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

REFERENCES:

KRS 160.290
702 KAR 6:010; 702 KAR 6:050
7 C.F.R. §245.6; 20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
7 C.F.R. 210.18(q)
42 U.S.C. §1751 et seq.
42 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

EXPLANATION: DISTRICTS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION (CEP) MUST COLLECT A HOUSEHOLD INCOME FORM (HIF) INSTEAD OF A FREE AND REDUCED PRICE LUNCH APPLICATION TO BE USED FOR DETERMINATIONS SUCH AS ELIGIBILITY FOR FEE WAIVERS FOR QUALIFYING STUDENTS. THE HIF MAY BE COLLECTED BY THE FREE AND REDUCED ASSESSMENT MODULE (FRAM) COORDINATOR. THIS APPLIES ONLY TO DISTRICTS PARTICIPATING IN THE COMMUNITY ELIGIBILITY PROVISIONS (CEP) MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
SUPPORT SERVICES

07.11 AP.1

Free and Reduced-Price Meals Community Eligibility Provision (CEP) Meal Program

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), federal and state policies and regulations must be followed.

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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.~~
- ~~2.1. 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.~~
- ~~2. Household Income Forms (HIF) shall be collected by a designated District official outside of federal food service operations. It is recommended by KDE that copies of Household Income Forms (HIF) be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.~~
- ~~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 or designee. SFS Director.~~

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SUPPORT SERVICES

07.11 AP.1
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Free and Reduced-Price Meals Community Eligibility Provision (CEP) Meal Program

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.

EXPLANATION: DOCUMENTS THAT COMPLY WITH FEDERAL FREE/REDUCED MEALS PROGRAM AND COMMUNITY ELIGIBILITY PROVISION MEAL PROGRAM ARE MORE EASILY LOCATED AT THE KY.GOV LINKS. THIS MEETS REQUIREMENTS OF BOTH THE FREE AND REDUCED LUNCH PROGRAM AND COMMUNITY ELIGIBILITY PROVISIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

07.11 AP.21

SUPPORT SERVICES

Notification to Parents of Child's Eligibility for Free/Reduced-Price Meals Meal Program Forms and Letters

FREE AND REDUCED PRICE MEAL PROGRAM

Forms, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:

<http://education.ky.gov/federal/SCN/Pages/Forms%20School%20Lunch%20Programs.aspx>

Hard copies of applications and other free-reduced price materials shall be made available at each school. Documents include, but are not limited to: Free and Reduced Meal Application and Instructions; Free and Reduced Policy Statement; letters to households for notification of direct certification, approval/denial, and availability of the program; and media releases.

COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM

Household Income Forms and other documents relating to the Community Eligibility Provision meal program may be found at the following link:

[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-\(CEO\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx)

Student's Name	Last Name	First Name	Middle Initial
Student's Address	City	State	ZIP Code
Student's Age	Date of Birth	Student's Phone Number	
School	Grade	Teacher/Classroom	
Student's Name	Last Name	First Name	Middle Initial
Student's Address	City	State	ZIP Code
Student's Age	Date of Birth	Student's Phone Number	
School	Grade	Teacher/Classroom	
Student's Name	Last Name	First Name	Middle Initial
Student's Address	City	State	ZIP Code
Student's Age	Date of Birth	Student's Phone Number	
School	Grade	Teacher/Classroom	

Date

DEAR PARENT:

School District personnel have determined that your child(ren) may be eligible for free and reduced-price meals as determined by federal and state guidelines. An application for Free and Reduced Price Meals has been filed on your child(ren)'s behalf by the:

☐ Principal ☐ School Food Services Coordinator ☐ School Food Services Director

☐ Lunchroom/Cafeteria Manager ☐ Superintendent or designee, specify _____

You will receive written notification if this application is approved or denied. If you have questions, please contact the District employee indicated above by calling _____

Sincerely,

School Personnel's Signature

Title

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Field Code Changed

LEGAL: CHANGES TO 7 CFR PARTS 210 AND 220 HAVE REDEFINED "COMPETITIVE FOOD", "SCHOOL DAY", AND "SCHOOL CAMPUS". THESE POLICY REVISIONS REFLECT THOSE CHANGES MADE TO THE INTERIM FINAL RULE AND WHICH GO INTO EFFECT JULY 1, 2014.
FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALE OF COMPETITIVE FOODS
REVISED 6/4/14

07.111

SUPPORT SERVICES

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.

Exception to this policy would be foods delivered or served in compliance with a medically necessary diet prescribed by a physician.

DEFINITIONS

"Competitive Food" shall mean ~~any-all food or-and beverages-item sold in competition with to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria.~~ Act and the Child Nutrition Act.

"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 from midnight before to thirty (30) minutes after the end of the official school day.~~

"School Campus" shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"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~~ midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations. ~~At the elementary school level during the school day, only school-day approved beverages shall be available in vending machines, school stores, or canteens or as fundraisers that involve sale of beverages by students, teachers, or groups.~~

~~Beginning with the 2006-2007 school year, 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 during the school day outside of the National School Breakfast/Lunch program shall, at minimum, comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation, unless the District requests, and is granted, an annual waiver from the Kentucky Board of Education (KBE).~~

Fund-raising activities held off of the school property ~~campus or not during the school day~~ are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

OTHER RESTRICTIONS

There shall be no delivery of commercially prepared foods to students ~~at school before or during the designated lunch serving period during the school day.~~

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SUPPORT SERVICES

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Competitive Foods

FOOD/BEVERAGES AS REWARDS

When possible, rewards given to students shall be other than food/beverages items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12
KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

EXPLANATION: THIS PROCEDURE IS NO LONGER NEEDED BASED UPON MODIFICATION OF POLICIES PER RECENT GUIDANCE FROM KDE REGARDING COMPETITIVE FOODS AND BEVERAGES. WE RECOMMEND RESCINDING THIS PROCEDURE.
REVISED 6/4/14

07.111 AP.1

SUPPORT SERVICES

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.~~

LEGAL: NUTRITION STANDARDS FOR ALL FOODS SOLD IN SCHOOL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 HAVE REVISED ALLOWABLE BEVERAGES THAT CAN BE SOLD IN VENDING MACHINES ACCESSIBLE TO STUDENTS. ALSO, RECENT GUIDANCE FROM KDE REGARDING COMPETITIVE FOODS AND BEVERAGES IS ADDRESSED.
FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM VENDING MACHINE SALES
REVISED 6/4/14

07.12

SUPPORT SERVICES

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Board.

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.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines, e.g. (water, one hundred percent [100%] fruit-/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving)(unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements.

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), as permitted by the school meal requirements.

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220, and state law and regulation, (whichever is more restrictive) may be available in vending machines at the high school level.

Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from vending machines from the time of the arrival of the first student at the school building until midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290
7 C.F.R. 210.11b; 7 C.F.R. 220
702 KAR 6:090

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SUPPORT SERVICES

Vending Machines

RELATED POLICY:

07.111

07.12
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