

Food/School Nutrition Services

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

BREAKFAST AND LUNCH

Cafeterias shall provide meals as defined by state and federal regulations.

FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

ANNUAL REPORT/PUBLIC FORUM

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

DISCRIMINATION COMPLAINTS

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

District personnel shall assist parents/guardians and students wishing to file a complaint.

SPECIAL DIETARY NEEDS

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

MEAL CHARGES

Adults shall not be permitted to charge meals. Students may charge regular reimbursable lunch and breakfast for a limited time. No charging is allowed for extra a la carte items.

Parents will be notified weekly of student charges. Charges in excess of the limit shall require prior approval of the Principal/designee. Payment of cumulative charges is due within ten (10) days of the first charge.

Food/School Nutrition Services**MEAL CHARGES (CONTINUED)**

To accommodate a possible change in a student's family income, the Principal/designee shall encourage students/parents to return a completed application for free or reduced price meals in the following instances:

1. When a student makes repeated charges; or
2. When a student reaches the limit allowed for accumulated charges and payment is not made in a timely manner.

Food Service funds shall not be used to collect outstanding meal charges.

Any unpaid account may be forwarded to the Board Attorney for collection.

REFERENCES:

[KRS 156.160](#)

[KRS 158.852](#); [KRS 158.856](#)

[KRS 160.290](#)

[702 KAR 006:010](#); [702 KAR 006:020](#); [702 KAR 006:040](#); [702 KAR 006:045](#)

[702 KAR 006:050](#); [702 KAR 006:060](#); [702 KAR 006:075](#)

[702 KAR 006:090](#)

7 C.F.R. §210.23, 7 C.F.R. §210.30; FNS Instruction 113

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

Adopted/Amended: 10/17/2016

Order #: 57

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 through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

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 of 10 years per KDE guidelines.
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 PROGRAM DIRECTOR REPORT

Each year, the District/area Food Service/School Nutrition Program 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.

REFERENCES:

[702 KAR 006:090](#)
7 C.F.R. 245.6

Review/Revised:9/19/2016

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 or designee 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:9/19/2016

Meal Charge Procedures

STUDENT MEAL CHARGES

Meal charges are for emergency use only. If a student forgets his/her money or if the funds in a student's account have run out, the student will be allowed to charge a regular, reimbursable meal. Students will be allowed to charge meals up to maximum of ten dollars (\$10.00).

At no time will any student be allowed to charge ala carte food items or a second meal.

The Cafeteria Managers will run charge letters on a weekly basis for students with at least five dollars (\$5.00) in charges. Letters will be sent home with the student, mailed, or e-mailed to parents.

If funds are not sent and the student reaches \$10.00 in charges, the student will be required to call parent/guardian before meal service requesting funds.

If charges are not paid and the student reaches the \$20.00 limit, the Child Nutrition Manager and the Principal/designee will attempt to make contact with the parent/guardian by phone, e-mail, letter, and/or text message.

If there is still no response, the District reserves the right to take any necessary legal action to collect charges owed.

In the event that a student transfers to a school within the District, the account balance will transfer with the student. If charges are owed, the approved charge policy will remain in effect.

FREE/REDUCED MEAL APPLICATIONS

Free/reduced meal applications are available from the Cafeteria Office, Child Nutrition Department, the local schools, and online. If parents cannot pay for meals, they should contact the Cafeteria Manager or the Child Nutrition Director (270-831-5015).

ADULT MEAL CHARGES

There will be no adult faculty/staff charges allowed. Adults are encouraged to make regular deposits into their accounts. Cashiers will inform staff when their accounts fall below five dollars (\$5.00).

Meal Charge Procedures
NOTICE OF MEAL CHARGES

<<GUARDIAN>>

<<ADDRESS>>

<<DATE>>

☐ First Notice ☐ Second Notice ☐ Third Notice

Dear Parent or Guardian:

This is to inform you that <<NAME>> currently has a negative balance of <<BALANCE>>. If your child is attending a CEP school, any charges left from the previous year(s) needs to be paid before the student can purchase ala carte items or ice cream. Charges of any ala carte items or ice cream is not allowed at any time

We urge you to take advantage of our prepayment plan. Money put on account may be used at any time. We strongly encourage payment by check as the most secure way to transport payment between home and school.

For additional convenience, we have an online payment system. Please log on to www.myscholbucks.com and follow the prompts to set up an account. You will need your students full ID number (<<ID NUMBER>>). There is a charge of \$1.95 to make a deposit.

Sincerely,

<<PRINCIPAL>
<<TEACHER>>

<<CAFE.MANAGER>>

<<CAFE.PHONE>>

<<SCHOOL>>

Review/Revised:9/19/2016

Meal Pricing

The Superintendent/designee shall annually submit, for Board review, administrative regulations 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 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 006:010](#); [702 KAR 006:050](#)

7 C.F.R. §245.6; 7 C.F.R. 210.18(q)

20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67

42 U.S.C. §1751 et seq.

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

RELATED POLICY:

09.14

Adopted/Amended: 8/18/2014

Order #: 24

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-Provision-\(CEP\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Provision-(CEP).aspx)

Review/Revised:7/21/2014

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. No competitive foods shall be sold on the school campus.

DEFINITIONS

“Competitive Food” shall mean all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time 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.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from 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.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of [702 KAR 006:090](#) or federal competitive food limitations.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 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 POLICIES:

07.12

09.2

Adopted/Amended: 8/17/2015

Order #: 23

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 (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 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 006:090](#)

RELATED POLICY:

07.111

Adopted/Amended: 8/18/2014

Order #: 24

Vending Machines

A classified employee designated by the Principal shall be responsible for the maintenance of vending machines including receipts, supplies, and stocking.

Vending machines approved for limited student and public use will be placed in a controlled access area. Student access to vending machines shall be in compliance with current District policy/procedures relative to competitive foods. Vending machines may be used by the public when the building is open to the public after regular school hours.

Review/Revised:7/25/2005

School Nutrition Procurement**OPEN BIDDING**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 04.32 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

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 the 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. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” (covering anything of more than fifty dollars [\$50] value) set forth in [KRS 45A.445](#) shall apply.
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.

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.

REFERENCES:

2 C.F.R. 200.318; 2 C.F.R. 200.320
[KRS 160.290](#); [KRS 424.260](#)
[KRS 45A.345](#) – [KRS 45A.460](#)
[702 KAR 006.010](#)

RELATED POLICY:

04.32

Adopted/Amended: 8/17/2015

Order #: 23

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 annually in August.

BID SPECIFICATIONS

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program 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 School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

PERISHABLES

Applicable federal law 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 2 C.F.R. 200.320.

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 School Food Service/School Nutrition Program 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

RELATED PROCEDURE:

04.32 AP.1

Review/Revised:7/20/2015

Financial Reports of Lunchrooms**FOOD SERVICE DIRECTOR'S RESPONSIBILITY**

Financial reports of the school lunch program shall be made monthly, by the Food Service Director to the Superintendent's office, 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: 8/9/1988

Order #: 34

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. The Food Service Manager from each school will submit month end reports to the Director of Child nutrition. The Director of Child Nutrition will verify the data and prepare the monthly claim to be submitted to CNIP. 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:9/19/2016

Food Service/School Nutrition Employees**FOOD SERVICE/SCHOOL NUTRITION EMPLOYEES**

All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation or [702 KAR 006:045](#), whichever is most stringent.¹ In addition, food service/school nutrition program directors and school cafeteria managers shall meet training and credential requirements specified in statute.²

REFERENCES:

¹[702 KAR 006:045](#); 7 C.F.R. §210.30

²[KRS 158.852](#)

[KRS 156.160](#)

[KRS 161.011](#)

7 C.F.R. 235.11 (g); 42 U.S.C. 1776(g)

RELATED POLICIES:

See Section 03.2

07.1

Adopted/Amended: 8/17/2015

Order #: 23

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 shall include a service termination policy.

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

REFERENCE:

[702 KAR 006:040](#) (2) (3)

RELATED POLICIES:

03.27

07.162

Adopted/Amended: 9/16/1991

Order #: 65

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.

SUSPENSION WITHOUT PAY

A food service employee may be suspended without pay for good reason by the Superintendent, pending action to consider the employee's status.

REFERENCES:

[KRS 160.380](#)

[KRS 161.011](#)

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

RELATED POLICY:

03.27

Adopted/Amended: 8/21/1995

Order #: 26