

School and Community Nutrition Program

PROGRAM FUNDS

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

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch a la carte) 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 U.S. Department of Agriculture USDA and the Kentucky Department of Education.
4. In accordance with the Public School District Records Retention Schedule of the Kentucky Department of Libraries and Archives (KDLA):
 - a. — 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; and -
 - b. A copy of all Educational Benefits Forms (EBF) collected in conjunction with participation in the Community Eligibility Provision shall ~~will~~ be kept following the same retention schedule.
5. All meals receiving federal reimbursement shall be ~~are~~ priced as a complete unit.
6. The school nutrition program shall be ~~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 Executive Administrator, ~~of~~ School and Community Nutrition Services 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

[KDLA Public School District Records Retention Schedule](#)

Review/Revised:10/15/2019

Food Allergies and Special Dietary Needs

The District School Nutrition Program shall provide modified menus or food substitutions for ~~a student~~ ~~students~~ as required by ~~the student's~~ ~~their~~ individual education ~~program 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 ~~the student~~ ~~s/he~~ is enrolled.

School and Community Nutrition Services shall provide for substitution of food items based on child-specific medical guidance.

PARENT RESPONSIBILITIES

~~A parent/guardian~~ ~~Parents~~ requesting ~~a~~ dietary ~~accommodation~~ ~~accommodations~~ for their child shall:

1. Notify the school principal of any food allergy or special dietary need related to a ~~disability~~ ~~disabling condition~~ or medical necessity.
2. Provide a written statement containing disability or medical information from a licensed medical provider ~~authorized to practice within the State of Kentucky~~ as noted in the student's IEP, ~~Section~~ 504 plan, or health plan.
3. Provide updated medical information ~~relating to the request for a dietary accommodation~~ as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any ~~change~~ ~~changes~~ relating to the food allergy or special dietary need and provide an updated medical statement from the licensed medical provider to support the ~~change~~ ~~change(s)~~.

SCHOOL SITE RESPONSIBILITIES

~~The principal/designee of a school shall:~~

1. Inform school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
2. Identify ~~students~~ ~~children~~ requiring special dietary modifications.
3. Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the ~~Exceptional Child~~ ~~Special~~ Education Director, Section 504 Coordinator, school nurse, or health services assistant, as appropriate, given the nature of the medical requirement or ~~disability~~ ~~disabling condition~~ known or suspected.
4. ~~Confer with the student's parent/guardian regarding food-related precautions and strategies to promote the student's health and safety.~~
- 4.5. 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.
- 5.6. Communicate plan requirements to all potential plan implementers, ~~including but not limited to such as~~ designated School Nutrition staff ~~and~~, the student's teachers, ~~etc.~~
- 6.7. Monitor and update the IEP, Section 504 plan, or health plan as needed.

Food Allergies and Special Dietary Needs

FOOD & NUTRITION SERVICES RESPONSIBILITIES

1. Provide food item services and/or substitutions for a student ~~students~~ based on the student's medical need. Menus ~~shall~~ will not be modified based on personal student 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.

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Meal Charge Notification

Each school district participating in the United States Department of Agriculture school meal programs is required to have a charge policy. This policy is shared with parents in the annual summer mailing from School and Community Nutrition Services (SCNS); on the free/reduced meal application instructions and the educational benefits forms; the policy is also posted on the SCNS website.

No student will be denied a reimbursable school breakfast or lunch at the point of sale (POS).

Students who reach the POS without funds to purchase a reimbursable meal will be allowed to charge the meal. Students may never charge a la carte items. Adult charges are never allowed. SCNS staff are not allowed to take a tray from a student and must charge students for reimbursable meals at the POS.

Students are encouraged to pay in advance for meal purchases at the point of sale or online at www.myschoolbucks.com. Students will be reminded verbally as needed when their account is getting low. With a student incurs meal charges parents/guardians will be notified via the District's automated call system regarding the amount owed. Charge letters will be mailed to households from the SCNS central office once the account reaches negative \$10.00. Principals will receive a report weekly via e-mail that provides the name and amount owed by students in their building. School administration will assist in determining if there are extenuating circumstances and assist as needed. No students will be denied food or beverage. At the end of each school year either the school or the District Central Office will reimburse SCNS for charges that were not collected. The District may pursue additional collection efforts.

School-based administrators may complete a free/reduced meal application for a student with a non-responsive parent/guardian. The USDA requirement to notify the parent/guardian of the action will be followed.

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Returned Check Notification

~~The District contracts with eTech Transaction Solutions, Inc. to handle returned checks. eTech works directly with the check writer to collect the check amount. The District receives one hundred percent (100%) of all funds collected.~~

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Meal Programs

FREE AND REDUCED PRICE MEALS

~~Schools~~ ~~Since schools~~ in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, and federal and state ~~laws policies~~ and regulations regarding these programs shall ~~must~~ be followed.

DEFINITION

For purposes of this administrative procedure, “authorized school official” means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education (KDE) who are authorized by applicable law and regulation to process information or act in connection with the matter described.

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. A brochure explaining the School Food Service Program in addition to a free/reduced meal application shall be sent in July each year to all households that have students enrolled in schools that do not participate in the Community Eligibility Provision (CEP). Applications are also available throughout the school year at each school site and in the School and Community Nutrition Services (SCNS) office. Applications will be kept on file through the current fiscal year and the five (5) 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 an authorized school official.

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 an authorized SCNS official.~~
- ~~5. Written notification of approval or denial of the application shall be provided to the parents.~~
- ~~6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced price meals, an appeal may be made to an authorized SCNS official.~~
- ~~7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent/designee.~~

COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM

The District participates in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), and shall ~~must~~ follow the federal and state ~~laws policies~~ and regulations as described below:

Meal Programs**STUDENTS**

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

1. A brochure explaining the School Food Service Program ~~and in addition to an~~ instructions on how to access the online Educational Benefits Form (EBF) shall be sent in July each year to all households that have students that participate in the ~~(CEP) Community Eligibility Provision~~ and as needed throughout the year. Paper copies of the EBF will be provided to each school.
2. ~~EBFs Educational Benefits Forms (EBFs)~~ shall be collected by the Specialist Coordinator of Nutrition Service Operations, as approved by KDE. All time, effort, and resources utilized ~~for to~~ processing the EBFs ~~shall will~~ be tracked, documented, and billed back to the District annually.
3. EBFs ~~shall will~~ 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.
4. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent ~~/designee or designee (s).~~

ADULTS

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. Charges for adult meals shall be as follows:

1. ~~An adult Those adults~~ who ~~is are~~ assigned to work full or part-time in the School Food Service Program and whose ~~salary is salaries are~~ paid entirely from food service funds may, at the discretion of the District, receive meals at no cost.
2. ~~Any All~~ other District ~~employee or other adult employees and all other adults~~ shall pay the single, districtwide, full adult meal price, which shall be ~~approved by the Board and~~ be determined annually as provided by KDE and required by the United State Department of Agriculture (USDA) in accordance with the ~~following~~ formula in the USDA Food Nutrition Service (FNS) Instruction 782-5, Rev. 1. The cost of the adult meal price shall will be determined annually according to the current federal requirements for establishing adult meal pricing by Nutrition Services.

Adult meal price formula for Non-Pricing Sites: The minimum adult payment ~~shall should~~ reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).

3. ~~It is required that the~~ The school food service program ~~shall~~ cost out ~~its their~~ meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. ~~The cost of the adult meal price will be determined annually according to the current federal requirements for establishing adult meal pricing. Changes to the adult meal price will be approved by the Board as needed.~~

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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:~~

~~www.myschoolapps.com~~

~~Hard copies of applications and other free-reduced price materials shall be made available at each school.~~

~~COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM~~

~~Hard copies of Educational Benefit Forms and other documents relating to the Community Eligibility Provision meal program shall be made available at each participating school. Information may also be found at the following link:~~

~~www.jeps.me/ebf~~

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Vending Machines

FACULTY/STAFF ACCESS

The Principal shall designate responsibility for maintenance of vending machines for faculty/staff use, including receipts, supplies, and stocking. ~~A student~~ ~~Students~~ shall not have access to vending machines intended for faculty or staff use.

STUDENT AND PUBLIC ACCESS

Vending machines approved for limited student and public use ~~shall will~~ be placed in a controlled access area. Student access to vending machines shall be in compliance with current federal, ~~and~~ state law and Board Policies and Administrative Procedures relating District policy/procedures relative to competitive foods.

Foods and beverages vended to students shall not be available from midnight before until thirty (30) minutes after the last lunch period ends. In accordance with ~~Per~~ federal regulations foods and beverages vended to students from thirty (30) minutes after the last lunch until thirty (30) minutes after the end of the school day shall meet federal Smart Snacks in Schools requirements. The person responsible for the vending machines shall maintain the Smart Snacks product calculation report for each food and beverage item available in machines that vend to students from thirty (30) minutes after the last lunch until thirty (30) minutes after the end of the school day. The Smart Snack calculator is available at:

<https://foodplanner.healthiergeneration.org/calculator>

School and Community Nutrition Services ~~shall will~~ assist schools in identifying smart snacks as requested.

Vending machines may be used by the public when the building is open to the public after regular school hours.

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NO CHANGE NEEDED

SUPPORT SERVICES

07.13 AP.1

Procurement of School Food Service Supplies

In accordance with United States Department of Agriculture regulations, the District shall approve a Procurement Plan for ~~the School and Community~~ Nutrition ~~Program~~Services. The plan shall be periodically reviewed by ~~School and Community~~ Nutrition Services and revised ~~as if~~ needed.

RELATED PROCEDURE:

04.32 AP.1

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Financial Reports of School Food Service

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of School and Community Nutrition (SCN), the Executive Administrator of School and Community Nutrition Services/ ~~or~~ designee shall complete the required Monthly Report and Claim for Reimbursement utilizing the approved KDE-SCN software. All claims shall be completed by the deadlines ~~established provided~~ by KDE-SCN. 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 School and Community Nutrition

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