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Book	Policy Manual
Section	800 Operations
Title	Food Services
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Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The Board shall provide food service for school breakfasts and for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.[1][2][3][4][5]

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[14][15]

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.[1]

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws. [1][16]

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[16][17]

Delegation of Responsibility

Operation and supervision of the food services program shall be the responsibility of the Director of Food Services.

Cafeterias shall be operated on a nonprofit basis. A monthly review of the cafeteria accounts shall be made by the Director of Fiscal Affairs and by the auditor annually.[1][3]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[6][13][18][19]

To reinforce the district's nutrition education program, foods served in school cafeterias shall:[7]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutritional standards specified in laws and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use food commodities for school menus available under the Federal Food Commodity Program.

The Superintendent or designee shall develop and disseminate administrative guidelines to implement this policy.

Guidelines

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[1]

The district shall participate in the School Breakfast Program and National School Lunch Program.[4][5][11][12]

The district shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[8][20]

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.[6][9][13]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[11][12][13]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.[6][9][10]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[4][5][19][21]

School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

2. The district shall notify parents/guardians when the student's account reaches a low balance.
3. The district shall notify parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal when the student forgets or loses his/her money or when his/her account has insufficient funds.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

Collection of Unpaid Meal Charges -

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Legal

1. 24 P.S. 504
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 42 U.S.C. 1751 et seq
5. 42 U.S.C. 1773
6. 7 CFR 210.13
7. Pol. 246
8. Pol. 103
9. 7 CFR 220.7
10. 7 CFR 210.9
11. 7 CFR Part 210
12. 7 CFR Part 220
13. 42 U.S.C. 1758(h)
14. 7 CFR 210.23
15. FNS Instruction 113-1 (USDA)
16. 42 U.S.C. 1760
17. 7 CFR 210.14
18. 3 Pa. C.S.A. 5713
19. 7 CFR 210.30
20. Pol. 103.1
21. 7 CFR 210.15
- 24 P.S. 807.1
- P.L. 111-296
- 2 CFR Part 200
- 7 CFR Part 15
- 7 CFR Part 215
- 7 CFR Part 245
- Pol. 113
- Pol. 610
- Pol. 626
- Pol. 808.1
- Pol. 827

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