

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. Upon recommendation of the Superintendent/Principal or designee, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.

Meals may be offered to employees and Board members as a matter of convenience. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

Meals may be served to adults other than employees and Board members who are on campus during meal times for a legitimate purpose, such as serving as a classroom volunteer. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

Cafeteria Fund

The Superintendent/Principal or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

Contracts with Outside Providers

With Board approval, the district may enter into a contract for management consulting services related to food service on a year-to-year basis.

With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

Unpaid Meal Charges

The purpose of this provision is to establish consistent meal account procedures throughout the Freshwater School District. Unpaid meal charges place a financial strain on the Food Service Department and well as the School District. The goals of this policy are as follows:

- To establish a consistent district policy regarding charges and collection of charges;
- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive and clear communication with staff, administrators, teachers, students and parent(s)/guardian(s);
- To establish fair practices that can be used throughout the school district;
- To establish a consistent practice regarding charges and collection of charges;
- To allow school food services to be self-supporting and cost effective.

A. SCOPE OF RESPONSIBILITY:

The Food Service Department is responsible for maintaining charge records and notifying the School District of outstanding balances. The Food Service Department is also responsible for notifying the student's parent(s)/guardian(s) of outstanding balances. The School District is responsible for supporting the Food Service Department in collection procedures and notifying parent(s)/guardian(s) of the School District's policies. The parent(s)/guardian(s) are responsible for prompt payment of outstanding balances.

B. RULES & PROCEDURES:

1. All students Transitional Kindergarten through 8th grade will be allowed to charge up to a maximum dollar equivalent of 10 meals, this will be known as the "account cap."
2. When a student has charged 6 lunches, a notification will be sent to parent(s)/guardian(s) that they are approaching the 10 meal account cap.
3. Students with unpaid debt shall not be overtly identified at school. They shall not be treated differently at school except for loss of charging privileges, as set forth herein.
4. Failure to bring the account up to date will result in the student losing charging privileges. However, students in need of a meal will not be denied a nutritionally adequate free or reduced price meal during each school day.
5. The parent(s)/guardian(s) will be notified that a balance is due by email, mail and correspondence home until the account is brought back into good standing.
6. If a balance is due and no effort has been made to bring it back into good standing, the School District will withhold report cards until efforts are made to clear unpaid charges.
7. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals.
8. If attempts to recover debt have proven unsuccessful, unpaid meal charges, which are deemed "bad debt," (i.e. unrecoverable), will be paid out of the general fund at

the end of each school year. Notwithstanding the above, if the debt was incurred less than 90 days prior to the end of the fiscal year, the School District shall have 90 days to recover the debt before it is deemed “bad debt.”

9. Parents shall be informed of this policy in writing on an annual basis at (1) the start of the fiscal year, or (2) upon enrollment after transferring into the Freshwater School District. Notification will be made through registration materials, student handbook, website and in application packets for free and reduced-price meals.

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-49562 Meals for needy students

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual

Food Distribution Program Administrative Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division:
<http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service:
<http://www.fns.usda.gov/cnd>