

FOOD SERVICES MANAGEMENT

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Rescinds Policy Number: EE

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The Board will accept all Federal and State revenues available for its Child Nutrition Programs and will maximize the use of these funds for the purpose of providing nutritionally adequate meals to all students at the lowest possible price and to provide adequate income in all categories of meals whether it be free, reduced, or paid. In no way does this policy statement indicate that the Board will be required to provide any additional support but simply direct the financial support being provided. The unit receives USDA donated foods as allocated by the Food Distribution Division of the state. The Board accepts these foods and assumes the responsibility for properly safeguarding them from loss, spoilage, or diversion to unauthorized use.

School food purchasing will be completed on a centralized basis through the Child Nutrition Office. Purchases will be made on a daily, weekly, monthly, or annual basis, using an open market, quotation, or bid method. Purchases shall be made without prejudice in order to obtain maximum value for each dollar spent.

The school system shall operate a cafeteria in each school, which shall be under the supervision of the school food services supervisor and the principal. A school food service manager shall be assigned to each school. Food services shall include breakfasts and lunches, through participation in the National School Lunch Program as the need for such are determined. The School Board shall approve the prices set for school meals.

FREE AND REDUCED PRICE FOOD SERVICES

The district shall take part as feasible in the National School Lunch and other food programs, which may become available to assure that all children in the district receive proper nourishment. In accordance with the guidelines for participation in these programs, and in conformance with federal regulations, shall include the following:

Eligibility Criteria and Selection of Children. In selecting children to receive free and reduced price meals, the child nutrition program will comply with established federal guidelines as amended annually by the U.S. Department of Agriculture.

In making individual determinations and in providing the free or reduced-price meals, every effort shall be made to avoid overt identification to the peers of children receiving such meals. No child shall be required to work for a free or reduced-price lunch.

1. The Child Nutrition Central office staff shall determine the individual children who are eligible for free or reduced-price meals under the established criteria. All applications shall be reviewed by the approving officer(s) and corroborative evidence sought, where necessary.
2. Application forms shall be available to parents or guardians of children who may request free or reduced-price meals, and a file of applications and/or authorizations shall be maintained for three years.
3. Child Nutrition shall maintain a system of collecting payments from paying children and accounting for free and reduced-price meals in a manner which will protect the anonymity of children receiving free or reduced-price meals.
4. In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the board, no student who meets the criteria for eligibility for free and reduced lunch benefits will be denied a free lunch, milk or other food, simply because proper application has not been received from his or her parents or guardian. The principal may complete an application for a student known to be needy if the parents or guardian fails to apply.

PROCEDURES**MEAL PAYMENT/PRE-PAYMENT/CHARGED MEALS/CHECKS****Charges***Adults*

Child Nutrition Services will not allow adults to charge meals. Adults may pay for meals in advance.

Students (High)

Occasionally students may forget money for school meals. Students should call parents to bring money to school or borrow from a friend. High school students are not allowed to charge meals. Students may pay for meals in advance, and it will be in their account.

Students (Middle)

Occasionally students may forget money for school meals. Students should call parents to bring money to school or borrow from a friend. Middle school students are not allowed to charge meals. A meal voucher can be received from the teacher or the school office. Payment should be made to the school office the next day. At the end of the month, voucher amount will be sent to the school office by the cafeteria and the school office will issue a check to the cafeteria to cover the amount of the vouchers. It is the school's responsibility to reimburse the cafeteria weekly for all vouchers issued.

Students (Elementary)

Elementary students are allowed to charge as follows:

1st Charge

Cashier reminds student to bring money the next day. Extra items cannot be charged.

2nd Charge

Cashier reminds student to bring money the next day. A charge letter will go home with the student, and parent contact should be made. This letter will also state that payment must be received before other meals can be charged. The principal will receive a copy of all communication. We realize that emergencies occur, but expect that meals will be paid for when served. After a second unpaid charge, students will receive an approved alternate meal for lunch until charges are paid. Extra items cannot be charged.

Pre-Payments*Adults*

Pre-Payment can be made in advance to their account or pay as they go through the serving line.

Students

Parents are encouraged to pay for student's meals in advance. Pre-payment for school meals may be made by the week, month, or the entire year. Each person has his own account and transactions are recorded daily.

Pre-Payment Refunds

If a student transfers to another school within the Orange County System, the pre-pay will be transferred to the new school's cafeteria account. If the student moves outside the school district, Child Nutrition Services at the parent's request will refund monies.

Checks

Checks will be accepted for payment of school meals. Checks must be bank authorized and printed, clearly showing the account holders; name, address, phone number and account number. Cash receipts will not be used to “cash” checks.

The Child Nutrition Department of Orange County Schools has contracted with the Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient fund (NSF).

VENDING MACHINES

Public vending machines at high schools and middle schools, not operated by the child nutrition program, are not permitted to operate until the lunch period is complete. Authorization for these machines should be requested through the Superintendent. Vending machines shall not be installed in any other Orange County Schools unless such are for adult use only.

Vending machines for adults, inaccessible to students, are not restricted.

School-operated vending machines are subject to approval and management of the school principal. Proceeds from these vending machines will become a part of the individual school general funds and may be expended for the general benefit of the school.