



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Active
Adopted	August 15, 2000
Last Revised	May 16, 2017

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 food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[16\]](#)[\[18\]](#)[\[21\]](#)[\[22\]](#)[\[19\]](#)[\[23\]](#)

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, age, sex, national origin, or disability.[\[7\]](#)[\[24\]](#)

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.[\[1\]](#)[\[4\]](#)

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.[\[4\]](#)[\[27\]](#)

Delegation of Responsibility

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

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[1\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent, Business Manager, and/or auditor.[\[1\]](#)[\[5\]](#)

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[16\]](#)[\[18\]](#)[\[19\]](#)[\[23\]](#)

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.[\[6\]](#)[\[7\]](#)[\[20\]](#)[\[25\]](#)

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

The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[24\]](#)

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[8\]](#)

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 USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[1\]](#)

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

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[\[26\]](#)[\[28\]](#)

Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[\[10\]](#)[\[17\]](#)

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations for students with special dietary needs in accordance with applicable law, regulations and Board policy.[9][11][12][13]

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.[7][14][20]

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.[18][19][20]

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.[7][14][15]

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.[2][3][25][29]

School Meal Accounts/Lunch Charges

The district utilizes a computerized point-of-sale system in each of its cafeterias. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at Conemaugh Township. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.

1. Deposits

In order to make deposits on an account, the money must be placed in an envelope with the following information:

- a. Student name.
- b. Student PIN number.
- c. Amount of deposit.

All envelopes must be turned in to the cafeteria in the morning.

2. Charges

- a. Students must use their account for all purchases. Purchases of extra milk, a la carte items and snacks will be permitted only if there is a positive cash balance on the account. Students with a zero (0) or a negative balance are only permitted to charge

regular meals.

- b. Each account has a maximum charge of twenty dollars (\$20) to the negative. It is the individual's responsibility to keep track of his/her balance. Students may check their balance each time they make a purchase.
- c. Notices will be sent home with the student every two (2) weeks if the account has a negative balance. Additionally, high school students with negative balances of ten dollars (\$10) or more will have a notice sent directly home to the parent/guardian every two (2) weeks.
- d. At this time, a meeting between the parent(s)/guardian(s) and principal will be arranged.
- e. If an account reaches twenty dollars (\$20) in the negative and no payment is received, the student will not be permitted to participate in the regular meal program. Instead, an alternative will be offered in place of the meal until money is received on account. Charges will continue to accrue for alternative meals. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary need.
- f. Meals shall always be provided to students in elementary grades (K-6).

3. Refunds

- a. Refunds from student accounts are permitted only in the event that a student leaves the school district, or the refund is requested by a parent/guardian under special circumstances.
- b. Upon withdrawing from the district, students must bring their account to a zero (0) balance; any refund will be paid in full.
- c. Graduating seniors will receive a full refund prior to graduation. Positive balances for underclassmen will be carried over to the following year.

4. End-of-Year Procedures

In order to attempt to balance students' accounts for the end of the school year, special procedures will be in effect in May.

- a. Starting on the first day of May, the maximum charge limit will be negative five dollars (\$5.00). Students will not be permitted to charge beyond this limit.
- b. During the last week of school, students must have a positive cash balance in order to make purchases of any kind. There will be no charges permitted.
- c. At this time, accounts with negative balances will be turned over to the principal's office and the money will be added to the student's obligations. Unpaid lunch charges for a student shall result in the school withholding the final report card until the charges are paid in full.

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 annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Legal

- [1. 24 P.S. 504](#)
- [2. 42 U.S.C. 1751 et seq](#)
- [3. 42 U.S.C. 1773](#)
- [4. 42 U.S.C. 1760](#)
- [5. 24 P.S. 1337](#)
- [6. 3 Pa. C.S.A. 5713](#)
- [7. 7 CFR 210.13](#)
8. Pol. 246
9. Pol. 103.1
- [10. 42 U.S.C. 1758](#)
- [11. 7 CFR 15b.40](#)
12. Pol. 113
13. Pol. 209.1
- [14. 7 CFR 220.7](#)
- [15. 7 CFR 210.9](#)
- [16. 24 P.S. 1335](#)
- [17. 7 CFR Part 245](#)
- [18. 7 CFR Part 210](#)
- [19. 7 CFR Part 220](#)
- [20. 42 U.S.C. 1758\(h\)](#)
- [21. 2 CFR Part 200](#)
- [22. 24 P.S. 807.1](#)
- [23. 7 CFR Part 215](#)
24. FNS Instruction 113-1 (USDA)
- [25. 7 CFR 210.30](#)
26. Pol. 626
- [27. 7 CFR 210.14](#)
28. Pol. 827
- [29. 7 CFR 210.15](#)
- [7 CFR Part 15](#)
- [P.L. 111-296](#)
- Pol. 103

