

## FOOD SERVICES MANAGEMENT

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The District shall be responsible for promoting the development and maintenance of an effective food service program in each school. The program shall strive to improve the nutrition, health habits, and educational opportunities of each student by providing nourishing, well-balanced meals at moderate prices in pleasant surroundings. The program shall also provide a teaching situation in which the food that students need for proper growth and development is served in an appetizing manner.

The Superintendent or designee shall be responsible for the general administration and operation of the food services program. Administrative procedures shall be developed for, but not limited to, prices, personnel, credit, purchases, equipment and inspections.

The Food Service Department shall prepare a budget each year, which shall be approved by the Board of Trustees.

All state and federal regulations pertaining to the implementation of the Child Nutrition Programs shall be carefully observed and followed. These regulations shall include but are not limited to the following requirements:

1. A public release, which specifies the eligibility standards for free/reduced meal benefits, shall be sent to area newspapers.
2. Schools will maintain a record of all students who are eligible for free/reduced meal benefits.
3. Breakfasts and lunches served will meet the standards of portion size as required by the Child Nutrition Programs.
4. A student's eligibility for free/reduced benefits will remain unidentifiable.
5. A sample of all applications on file by October 31 of each year will be selected for verification of income and eligibility.

6. Application forms and instructions will be distributed district-wide at the beginning of each school year and shall be available in the school office or Food Service office at any time. Applications are maintained in the Food Service office.

7. The method of collection must be kept on file with TEA Child Nutrition Division. Before any changes in collection procedures are implemented, prior approval must be granted from TEA.

#### MEAL CHARGES

Students who have forgotten their lunch money or lunch may charge lunch in the cafeteria. Letters shall be sent home to parents on a regular basis indicating the amount their child owes in the cafeteria. Excessive unpaid balances may result in a phone call to the parent requesting payment for lunches. Charging for meals shall be allowed only in the elementary schools; it shall not be allowed in middle and high schools. Charges shall not be accepted for any a la carte item.

#### COMPETITIVE FOOD SALES

Competitive food sales have a negative impact on the operation of the Food Service program. The Food Service program operates on a non-profit basis without support from the General Operating Fund. For it to maintain independence, competitive food sales shall be unauthorized. These unauthorized sales consist of:

1. Schools, clubs and PTA fundraisers involving the sale and consumption of edibles held during meal service. These activities may be held after school.
2. Student parties with food products purchased off campus and served during lunch.

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