

Hardeman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 03/09/17
		Rescinds: 3.500	Issued: 06/12/12

- 1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹
- 4 The system’s food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.
- 7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²
- 11 As required for participation in the School Nutrition Programs, the board agrees to the following:
- 12 1. Meals must be made available to all students in attendance.
 - 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.
- 15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
16 other students during food service.
- 17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
18 la carte items at school.
- 19 Procedures for implementing guidelines established by the State Department of Education, School
20 Nutrition Program are on file in the district food service procedures manual.
- 21 *Students Requesting Modified Meals*
- 22 The School Nutrition Program shall make reasonable modifications to accommodate children with
23 disabilities. These modifications will be made on a case-by-case basis when supported by a written
24 statement from a licensed healthcare professional who is authorized to write prescriptions under state
25 law.
- 26 The director of schools shall develop procedures for notifying parents/guardians of the process for
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
3 stringent as the current state and federal regulations concerning competitive foods.³

4 *Charging Meals*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
6 charge the meal. ***If the charge is not paid within 30 days student would not be allowed to charge any***
7 ***meals until the unpaid balance is paid in full. This does not apply to students receiving free or***
8 ***reduced price meals.***

9 The director of schools shall ensure that this policy is provided in writing to all households at the start
10 of each school year and to households that transfer to the school during the school year.

11 *Collection of Unpaid Meal Charges*

12 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
13 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
14 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
15 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
16 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall
17 be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701