

Obion County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 01/09/17
		Rescinds: 3.500	Issued: 12/07/15

1 The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and
 2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of
 3 foods and will meet all state and federal requirement 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 must
 6 comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, School
 8 Breakfast Program, and Afterschool Snack Program. Meals and snacks that are offered shall meet the
 9 federal requirements for reimbursement as defined by the federal regulations.² School food service
 10 receipts will be used only to pay regular food service operating costs. When food service facilities are
 11 used by outside agencies, an adequate fee will be charged and the manager will ensure that no USDA
 12 commodities or supplies provided for the regular program are used.

13 As required for participation in the School Nutrition programs, the Board agrees to the following:

- 14 1. Meals/snacks must be made available to all students in attendance.
- 15 2. Free and reduced-price meals/snacks must be made available to students who are determined
- 16 eligible for these benefits.

17 Students will be permitted to bring their lunches from home and to purchase beverages and a la carte
 18 items at school.

19 **OFFER VERSUS SERVE**

20 For breakfast, a student must take the full portions of no fewer than three of the four food items
 21 offered, one of which must be a fruit or a vegetable.

22 For lunch, a student must take the full portions of no fewer than three of the five food items offered,
 23 one of which must be a fruit or vegetable.

24 **FREE & REDUCED PRICE MEALS**

25 The criteria and procedures for determining a student's need and steps in securing for students no-cost
 26 or reduced-cost lunches as established at the state/federal level will be outlined and made known by the
 27 principal.

1 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
2 students who pay the regular price. Their names will not be made known to any person except such
3 staff member(s) as needed to make the special arrangements for them.

4 *Students Requesting Modified Meals*

5 The School Nutrition Program shall make reasonable modifications to accommodate children with
6 disabilities. These modifications will be made on a case-by-case basis when supported by a written
7 statement from a licensed healthcare professional who is authorized to write prescriptions under state law.

8 **COMPETITIVE FOODS/VENDING MACHINES**

9 The sale of all competitive foods and beverages to students during school hours shall be in compliance
10 with current state and federal regulations addressing competitive foods.³ Sales of any foods or beverages
11 outside of the cafeteria shall be limited to the time period following the end of the last lunch period, and
12 shall be in compliance with current state and federal regulations.

13 Vending machines in the schools will be controlled so that they will not offer competition to the school
14 feeding programs or encourage poor eating habits. Vending machines may be operated by the school
15 for employee use only in designated employee lounges.

16 Procedures for implementing guidelines established by the State Department of Education Food Service
17 Division are on file in the district food service procedures manual.

18 **CHARGING**

19 Students may charge meals for a period of one week. This time frame gives the student leeway in case
20 he/she forgets his/her money. If the allowed credit limit has been reached the student will be sent to the
21 principal's office to make arrangements for payment or will be served an alternate meal.

22 There will be a \$25.00 charge for all returned checks. Persons who have had a returned check during
23 the school year must make future payments in cash.

24 No charges will be allowed for the purchase of milk or other a la carte items.

25 *Collection of Unpaid Meal Charges*

26 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior
27 to the end of the school year. Uncollected charges from the previous fiscal year shall be considered
28 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
29 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
30 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which
31 shall 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