

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Nutrition Management	Descriptor Code: 3.500	Issued Date: 06/09/16
		Rescinds: 3.500	Issued: 06/16/11

- 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 will be permitted to bring their lunches from home and to purchase allowable beverages and a
16 la carte items at school.
- 17 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
18 be as stringent as the current state and federal regulations concerning competitive foods.³
- 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 **FREE OR REDUCED PRICE MEALS**
- 22 The criteria and procedures for determining a student's need and steps in securing for students no-cost
23 or reduced-cost lunches as established at the state/federal level will be outlined and made known by the
24 school nutrition department.
- 25 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
26 students who pay the regular price. All federal guidelines and mandates will be followed with regard
27 to name disclosure.

1 **COMPETITIVE FOODS/VENDING MACHINES**

2 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
3 be as stringent as the current federal regulations concerning competitive food bids.

4 Vending machines in the schools will be controlled so that they will not offer competition to the school
5 lunch program or encourage poor eating habits. Machines will be serviced by the vending companies
6 with profits being run through the school books.

7 **SANITATION**

8 School Nutrition Managers shall be responsible for implementing regulations from the Department of
9 Health and assuring that school cafeterias meet acceptable standards of cleanliness at all times.
10 Inspections of food service facilities shall be conducted semi-annually in accordance with USDA
11 Guidelines. During the regular school day, authorized personnel will be allowed in the kitchen area.

12 **OFFER VS. SERVE**

13 An offer versus serve meal plan shall be available to all students. All grades may choose a minimum
14 three items at breakfast and lunch for a reimbursable meal.

15 **CHARGE POLICY**

16 In the event a student does not have adequate funds on account or in hand at the point of sale they will
17 be allowed to charge their meal. There will be no limit to the amount of reimbursable meals provided.

18 No charges will be allowed for a la carte items.

19 Employees will be allowed to charge meals not exceeding serving days in a month. All charges must
20 be paid for at the end of the month. If charges are not paid during the month they are incurred the
21 employee will no longer be permitted to charge.

22 Charge notifications will be sent home weekly from the school nutrition managers at their respective
23 schools. Alternative meal selection will not be offered. All students who have inadequate funds will
24 receive the regular reimbursable meal offered that day.

25 Any losses arising from uncollectible accounts and other claims, and related costs (i.e. bad checks, bad
26 debts, etc.) are unallowable. (Tennessee Internal Uniform Accounting Policy Manual-Section 8).

27 Every attempt to collect charges will be made by the school nutrition manager and principal.

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

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

