

FOOD SERVICE OPERATIONS/CAFETERIA FUNDS

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee, shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food service personnel possess **appropriate** *required* qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program *in accordance with law*.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE).

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices **are** *as* recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge *or* at a reduced price in accordance with law, Board policy and administrative regulation. *Such students shall not be overtly identified or treated differently from other students.*

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Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

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The wages, salaries, and benefits of food service employees shall be paid from the district's general fund and reimbursed by food services on a monthly basis.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools.

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state.

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award.

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, *meal charges*, paid lunch equity, revenue from non-program goods, indirect costs, and USDA foods.

FOOD SERVICE OPERATIONS/CAFETERIA FUNDS

Legal Reference:

EDUCATION CODE

38080-38086	Cafeteria, establishment and use
38090-38095	Cafeterias, funds and accounts
38100-38103	Cafeterias, allocation of charges
42646	Alternate payroll procedure
45103.5	Contracts for management consulting services; restrictions
49490-49493	School breakfast and lunch programs
49500-49505	School meals
49554	Contract for services
<i>49550-49564.5</i>	<i>Meals for needy students</i>
<i>49580-49581</i>	<i>Food recovery program</i>

FOOD AND AGRICULTURE CODE

<i>58595</i>	<i>Preference for California-grown agricultural products</i>
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HEALTH AND SAFETY CODE

113700-114437	California Retail Food Code
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PUBLIC CONTRACT CODE

<i>2000-2002</i>	<i>Responsive bidders</i>
<i>20111</i>	<i>Contracts</i>

CODE OF REGULATIONS, TITLE 5

15550-15565	School lunch and breakfast programs
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UNITED STATES CODE, TITLE 42

1751-1769j	School lunch programs
1771-1791	Child nutrition, including:
1773	School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

<i>200.56</i>	<i>Indirect costs, definition</i>
<i>200.318-200.326</i>	<i>Procurement standards</i>
<i>200.400-200.475</i>	<i>Cost principles</i>
<i>200</i>	<i>Appendix VII Indirect cost proposals</i>
225	Cost Principles for State, Local, and Indian Tribal Governments

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31	National School Lunch Program
220.1-220.21	National School Breakfast Program
250.1-250.70	USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, NSD Management Bulletin, USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, *NSD Management Bulletin* NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, *NSD Management Bulletin* USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA FDP 02 2010, August 2010

FOOD SERVICE OPERATIONS/CAFETERIA FUNDS

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA SNP 01-2008, February 2008
Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, *NSD* Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

U.S. Department of Education: <http://www.ed.gov>

Adopted

Date: 2-11-02, 12-9-14

Revised: _____

Silver Valley Unified School District