

**CENTER MORICHES UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION POLICY**

SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

Child Nutrition Program/Charging Meals

In accordance with Education Law §908, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;
- d) The system used for collection of repayments; and
- e) Ongoing communication of the policy to parents and students.

Intent

The intent of this protocol is to establish and communicate concise, reasonable and updated expectations for staff response associated with requests by individuals to charge meals provided by cafeteria services. The process will include discretely notifying the parent/guardian of charged meals and/or encourage families to apply for free or reduced meal prices. It is important to note that families may apply for free/reduced meals at any time during the school year. Applications will be mailed to all families prior to the school year and will be included in enrollment packets.

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SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Elementary/Middle School (K-8)

- A letter will be sent to the parent on a weekly basis discretely notifying them of the child's deficit balance.
- Any excessive negative balances will be referred to the school principal and/or social worker/counselor.
- The principal or designee will coordinate discrete communications with the parent/guardian to resolve the matter of unpaid charges. This may include encouraging the parent/guardian to apply for free and reduced meal prices.
- With a continuous unpaid balance that is not resolved, the Business Official will be notified for further review and/or action.

High School (9-12)

- A letter will be sent to the parent on a weekly basis discretely notifying them of their child's deficit balance.
- Any excessive negative balances will be referred to the school principal and/or social worker/counselor.
- The principal or designee will coordinate discrete communications with the parent/guardian to resolve the matter of unpaid charges. This may include encouraging the parent/guardian to apply for free and reduced meal prices.
- With a continuous unpaid balance that is not resolved, the Business Official will be notified for further review and/or action.

Prohibition Against Adults Charging Meals

Employees, Volunteer, and Visitors: Adult charging of school meals is prohibited.

Additional Parameters for Cafeteria Services Staff:

- Charging is only allowed for regular meals (lunch or breakfast), defined by the meal listed on the menu, excluding à la carte items, side dishes, adult meals, extras, snacks, etc.
- A computerized Point of Sale (POS) will be used to identify and record all meals as well as to collect payments.
- Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge sale is paid back. When these charges are paid, the payments are not to be considered "à la carte" transactions but will be credited to the student's account.

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SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Annual Notifications - Principals

The principal of each grade span will provide notice to parents/guardians on an annual basis, prior to the opening day of school, outlining the requirements of this policy. The policy shall be published in appropriate school based publications for each grade span.

Account Balances

Student's negative account balances will roll over to the next school year.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day, which is defined as the period from midnight to thirty (30) minutes after the end of the official school day.

Sweetened foods consist of sweetened soda water, chewing gum, candy - (including hard candy), jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices (except those which contain fruit or fruit juices).

Restrictions on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

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SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District will ensure that a written school food safety plan is in place which: includes methods for documenting menu items in the appropriate HACCP process category; documenting critical control points of food production; monitoring; establishing and documenting corrective actions; recordkeeping; and reviewing and revising the overall food safety program.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265
Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.
Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220
Education Law Sections 902(b), 908, 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)
8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)

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