

# Weakley County Board of Education

Descriptor Code:  
**3.500**

## Food Service Management

Revised Date:  
**06/01/17**

The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using the Board-approved procurement plan which must comply with federal and state purchasing procedures.

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

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

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

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

### **OFFER VERSUS SERVE (Grades K – 12)**

Under offer versus serve for the School Breakfast Program (SBP), a school must offer at least four food items from the three required food components. The components at breakfast are grains (with optional meats/meat alternates allowed), juice/fruit/vegetable, and milk. The SBP does not have a separate meat/meat alternate component. Schools may substitute 1 ounce equivalent of meat/meat alternate for 1 ounce equivalent of grains after the minimum daily grains requirement is met. The student must select three food items/credits, including at least 1/2 cup of fruit, to have a reimbursable breakfast.

A school lunch eligible for federal reimbursement shall offer 5 food components (milk, fruits, vegetables, grains, meat/meat alternates) in the appropriate amounts per grade groupings.

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Students are allowed to decline 2 of the 5 required food components, but must select at least ½ cup of either a fruit (or fruit combination) or a vegetable (or vegetable combination) or ½ cup fruit/vegetable combination. After selecting the ½ cup fruit or vegetable requirement, students must select at least 2 additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal. The student's decision to accept all 5 components or to decline 2 components shall not affect the price charged for the meal. The lunch is priced as a unit.

Offer versus serve is for grades K-12.

PK lunches will be pre-plated taking all 5 components in the required full amounts per grade grouping. PK meals will at minimum meet the Child and Adult Care Food Program meal pattern and requirements.<sup>3</sup>

#### **FREE & REDUCED PRICE MEALS**

Criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches will be established by the state/federal guidelines.<sup>4</sup>

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price.

#### **COMPETITIVE FOODS/VENDING MACHINES**

Any sale of food and beverages (other than competitive foods) to students during the school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account.

The sale of all competitive foods must be in compliance with all local procedures, but at a minimum must be as stringent as the current state and federal regulations concerning competitive foods. As set by the state of Tennessee, schools may designate 20 fundraising days during the fall and 20 fundraising days in the spring to sell foods and beverages that are not compliant with the Smart Snacks in Schools requirements. The sale of competitive foods will be limited to the time period after the end of the last lunch period and not before.

Vending machines in the schools must also meet Smart Snacks in Schools requirements and will be controlled so that they will not offer competition to the school feeding programs or encourage poor eating habits. Vending machines may be operated by the school for employee use only in designated employee lounges.

Any sale of food and beverages through commercial vending machines at school system locations other than schools, shall be under the supervision of the board of Education or its designee. Any revenue earned through the use of such machines will be deposited to the general purpose school fund.

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### **CHARGING POLICY**

Students in grades PK-12 may charge two lunches before students are served a reimbursable, alternate meal. Staff or faculty will also be permitted to charge two meals. This service is designed to cover emergency situations only. It is not designed to provide a credit service for continuous charging and collecting for adult and student meals. Alternate lunches will be served to students until the negative balance is paid. Students will continue to be charged for alternate lunches they receive at the standard lunch cost.

A la carte items and seconds may not be charged.

Refer to **Meal Charge Policy** for more details.

### **SPECIAL DIETS**

Weakley County Schools has a policy for accommodating students with special dietary needs on a case-by-case basis.

Refer to **Special Diet Accommodations** for more details.

### **CHECK CASHING POLICY**

Personal checks may be taken for the payment of school breakfast and lunch but may not be cashed for the purpose for making change or as an accommodation to individuals.

### **ADULTS ELIGIBLE FOR FREE MEALS**

Only employees of the Weakley County Board of Education who are assigned to work in the Child Nutrition Programs and are paid from the Child Nutrition Program funds are considered directly involved in the operation and administration of the Child Nutrition Program and are eligible for free meals.

Meals served to these adults may not be claimed for reimbursement or counted towards the donated foods entitlement.

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#### Legal References:

1. 7 CFR § 210.10 -13
2. TCA 49-6-230
3. 7 CFR § 210.10 and 220.8
4. 7 CFR part 245

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#### Cross References:

Deposit of Funds 2.500